

# RIBBLE VALLEY BOROUGH COUNCIL

---

please ask for: MICHELLE SMITH  
direct line: 01200 414402  
e-mail: michelle.smith@ribblevalley.gov.uk  
my ref: MS/EL/CMS  
your ref:  
date: 3 June 2019

Council Offices  
Church Walk  
CLITHEROE  
Lancashire BB7 2RA

Switchboard: 01200 425111  
Fax: 01200 414488  
www.ribblevalley.gov.uk

**Please note earlier start time  
of 6pm**

Dear Councillor

The next meeting of the **PERSONNEL COMMITTEE** is at **6PM** on **WEDNESDAY, 12 JUNE 2019** in the **TOWN HALL, CHURCH STREET, CLITHEROE.**

I do hope you will be there.

Yours sincerely

CHIEF EXECUTIVE

To: Committee members (Copy for information to all other members of the Council)  
Directors

## AGENDA

### Part I – items of business to be discussed in public

1. Apologies for absence.
- ✓ 2. To approve the minutes of the last meeting held on 20 March 2019 – copy enclosed.
3. Declarations of pecuniary and non-pecuniary interest (if any).
4. Public Participation (if any).
5. Briefing on the Work of Personnel Committee – Verbal Presentation

### DECISION ITEMS

None

### INFORMATION ITEMS

- ✓ 6. Annual Health and Safety Update – report of Director of Resources – copy enclosed.
- ✓ 7. Report on Representatives on Outside Bodies 2019/20 – report of Chief Executive – copy enclosed.

### Part II – Items of business **not** to be discussed in public

### DECISION ITEMS

- ✓ 8. Appointments and Resignations – report of Director of Resources – copy enclosed.

### FOR INFORMATION

- ✓ 9. Annual Absence Management Update – report of Director of Resources – copy enclosed.
- ✓ 10. Training Report – report of Director of Resources – copy enclosed.