

# Notice of Meeting

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# Personnel Committee

**Friday, 20<sup>th</sup> March 2009, at 2.00pm**

**In the Members' Boardroom, Market Street  
Offices**

Date of Despatch of Agenda: 12 March 2009

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser, Democratic Services Manager on (01635) 519045 e-mail: [mfraser@westberks.gov.uk](mailto:mfraser@westberks.gov.uk)

Further information and Minutes are also available on the Council's website at [www.westberks.gov.uk](http://www.westberks.gov.uk)

**To:** Councillors Paul Bryant (*Chairman*), Adrian Edwards, Tony Linden, Quentin Webb, Keith Lock, Andrew Rowles

# Agenda

## Part I

	<b>Page No.</b>
1. <b>Apologies for Absence</b> To receive apologies for inability to attend the meeting (if any).	
2. <b>Minutes</b> To approve as a correct record the Minutes of the meeting of the Committee held on 30 January 2009.	3 - 4
3. <b>Declarations of Interest</b> To receive any declarations of Interest from Members.	
4. <b>Managing Stress</b>	5 – 22
5. <b>The Smoke Free Policy</b>	23 – 41
6. <b>Update on HR Policy and Procedures</b>	Verbal

Andy Day  
Head of Policy and Communication