

# Notice of Meeting

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# Personnel Committee

**Friday, 17<sup>th</sup> July 2009, at 2.00pm**

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

Date of Despatch of Agenda: 09 July 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)

Agenda – Personnel Committee to be held on 17 July 2009 (*continued*)

**To:** Councillors Paul Bryant (*Chairman*), Adrian Edwards, Tony Linden, Quentin Webb, Keith Lock,  
**Officers:** Robert O’ Reilly, Jane Milone, Nicola Bailey, Katie Penlington

# Agenda

## Part I

	<b>Page No.</b>
1. <b>Apologies for Absence</b> To receive apologies for inability to attend the meeting (if any).	Verbal
2. <b>Minutes</b> To approve as a correct record the Minutes of the meeting of the Committee held on 20 March 2009 and 12 May 2009.	3 - 7
3. <b>Declarations of Interest</b> To receive any declarations of Interest from Members.	Verbal
4. <b>Recruitment and Selection Policy, Procedure and Guidance</b> To seek personnel Committee’s final approval of the recruitment and selection policy, procedure and guidance.	9 - 59
5. <b>Update the Committee on HR Policies and Procedures under Development</b> (Jane Milone) To update the Personnel Committee on ongoing initiatives.	Verbal
6. <b>Workforce Strategy 2009-11 - <i>for discussion</i></b> To allow the Personnel Committee to discuss the five themes in the Workforce Strategy (“Building Capacity”) and the targets and activities attached to each theme.	61 - 84

Andy Day  
Head of Policy and Communication