

Notice of Meeting

Personnel Committee

Friday, 23 October 2009 at 2.00pm

in the Conference Room, Avonbank House,
West Street, Newbury

Date of despatch of Agenda: 15 October 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

Further information and Minutes are also available on the Council's website at www.westberks.gov.uk

Agenda – Personnel Committee to be held on 23 October 2009 *(continued)*

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

Officers: Nicola Bailey, Jane Milone, Robert O' Reilly, Katie Penlington

Agenda

Part I

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|---|-----------------|
| 1. Apologies for Absence
To receive apologies for inability to attend the meeting (if any). | |
| 2. Minutes
To approve as a correct record the Minutes of the meeting of the Committee held on 17 July 2009. | 3 - 5 |
| 3. Declarations of Interest
To receive any declarations of Interest from Members. | Verbal |
| 4. Mobile and Flexible Working Procedure
To secure approvals by the Personnel Committee for the implementation of the Mobile and Flexible Working Policy and Procedure. | 7 - 31 |

Andy Day
Head of Policy and Communication

West Berkshire Council is committed to equality of opportunity. We will treat everyone with respect, regardless of race, disability, gender, age, religion or sexual orientation.

If you require this information in a different format, such as audio tape, or in another language, please ask an English speaker to contact Moira Fraser on telephone (01635) 519045, who will be able to help.