

Notice of Meeting

Personnel Committee

**Wednesday 14th December 2011 at
9.00 am in Room F3**

Date of despatch of Agenda: Monday, 5 December 2011

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser / Denise Anns on (01635) 519045 / 519486

e-mail: mfraser@westberks.gov.uk / danns@westberks.gov.uk

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



WestBerkshire
C O U N C I L

To: Councillors Adrian Edwards, Tony Linden, Mollie Lock (Vice-Chairman), Andrew Rowles and Quentin Webb (Chairman)

Substitutes: Councillors David Allen, Peter Argyle, Jeff Beck and Jeff Brooks

Agenda

Part I

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1. **Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 1 - 6
To approve as a correct record the Minutes of the meeting of the Committee held on 20 September 2011.
3. **Declarations of Interest**
To receive any declarations of interest from Members.
4. **Draft Pay Policy Statement** Verbal Report

Purpose: To update the Committee on the proposed plans to comply with Section 40 of the Localism Act, including revised TOR for the Committee.
5. **Recognising Continuous Service for Employees Transferring from Academies (PC2385)** 7 - 16
Purpose: To outline the Council's policy on recognition of service in academies for employment purposes.
6. **Employing Apprentices in the Council (PC2362)** 17 - 28
Purpose: To seek agreement for a measure to promote the employment of 16-18 year old apprentices in the Council.
7. **H&S Audit Procedure**
8. **Date of Next Meeting**
Meeting required in week commencing 19 March 2012.

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.

