

# Notice of Meeting

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## Personnel Committee

**Wednesday, 30 October, 2013 at 11.00am**  
in Meeting Room F2 Council Offices  
Market Street Newbury

Date of despatch of Agenda: Tuesday, 22 October 2013

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

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



WestBerkshire  
C O U N C I L

**To:** Councillors Peter Argyle, David Betts, Tony Linden, Mollie Lock (Vice-Chairman), Andrew Rowles and Quentin Webb (Chairman)

**Substitutes:** Councillors David Allen, Jeff Beck, Jeff Brooks and Adrian Edwards

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# Agenda

| <b>Part I</b>  | <b>Page No.</b> |
|--|-----------------|
| 1. <b>Apologies for Absence</b><br>To receive apologies for inability to attend the meeting (if any).  |                 |
| 2. <b>Minutes</b><br>To approve as a correct record the Minutes of the meeting of the Committee held on 19 February 2013 and 14 May 2013.  | 1 - 8           |
| 3. <b>Declarations of Interest</b><br>To remind Members of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interests in items on the agenda, in accordance with the Members' <a href="#">Code of Conduct</a> . |                 |
| 4. <b>Whistleblowing Policy and Procedure</b><br><i>Purpose: To seek approval of the revised Whistleblowing Policy and Procedure.</i>  | 9 - 28          |
| 5. <b>Update on Progress with Apprenticeships</b><br><br><i>Purpose: To inform Members of the progress made in the employment of apprentices, and of plans for the future to be approved by Management Board.</i>  | Verbal Report   |
| 6. <b>The Recruitment Toolkit</b><br><br><i>Purpose: To provide a verbal update on the tools available to recruiting managers within the Council, including assessment centres and psychometric testing, and training provided in recruitment skills.</i>  | Verbal Report   |
| 7. <b>Date of Next Meeting</b>   |                 |

Andy Day  
Head of Strategic Support

If you require this information in a different format or translation, please contact Moira Fraser on telephone (01635) 519045.