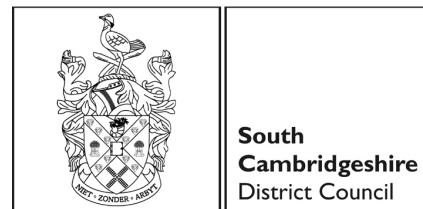


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8 September 2008

To: Councillor MP Howell - Staffing Portfolio Holder
Councillors RB Martlew and RT Summerfield – Opposition Spokesmen
Councillor Miss JA Dipple – Scrutiny and Overview Committee Monitor

Dear Councillor

You are invited to attend the next **STAFFING PORTFOLIO HOLDER'S MEETING**, which will be held in the **MONKFIELD ROOM** at South Cambridgeshire Hall on **TUESDAY, 16 SEPTEMBER 2008 at 4:00 p.m.**

Yours faithfully
GJ HARLOCK
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

1. **Apologies for Absence**
2. **Minutes of Previous Meeting** 1 - 6
To approve the Minutes of the meeting held on 17 June 2008.
3. **Declarations of Interest**

DECISION ITEM

4. **Review of the Workforce Plan** 7 - 40
To consider a report on a review of the Workforce Plan.
5. **Fuel Reimbursement for Contract Hire Users** 41 - 46
To consider a report on the fuel reimbursement rate and mileage claim payment method for Contract Hire users

INFORMATION ITEM

6. **Schools Work Experience Programme** 47 - 58
To consider a report of the Human Resources Manager.
7. **Forward Plan**
At the June meeting, the Portfolio Holder identified the following items for consideration within his portfolio during this municipal year:
 - i) Car Leases
 - ii) Equal Pay – update
 - iii) Succession Planning
 - iv) Absentee Action Plans
 - v) Officer Member Relationships
 - vi) Schools Work Experience

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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If someone feels unwell or needs first aid, please alert a member of staff.

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No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

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If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

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