

Dear Sir/Madam,

I am to inform you that a Meeting of the **PERSONNEL SUB-COMMITTEE** will be held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **THURSDAY, 27<sup>th</sup> AUGUST 2015** commencing at **6.00 p.m.**

Yours faithfully,

**Town Clerk.**

### **A G E N D A**

1. **APPOINTMENT OF CHAIRMAN**

To appoint a Chairman of the Personnel Sub-Committee for the municipal year 2015/16.

2. **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Personnel Sub-Committee for the municipal year 2015/16.

3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

4. **MEMBERS' DISPENSATIONS**

To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable pecuniary interests – Section 33 of the 2011 Localism Act.

5. **DECLARATIONS OF INTEREST**

To notify the Chairman of any items that appear in the agenda in which you may have an interest that has not been recorded in the Members Register of Interests.

... 6. **MINUTES**

To confirm as a correct record the minutes of the meeting of the Personnel Sub-Committee held on the 13<sup>th</sup> January 2015.

... 7. **FUTURE STAFF CHANGES FOR THE BAR – OAKLEAF SPORTS COMPLEX**

To consider the attached report from the Leisure Manager.

... 8. **OAKLEAF SPORTS COMPLEX CATERING STAFF**

To consider the attached report from the Town Clerk.

... 9. **JOB DESCRIPTION – LEISURE AND ENVIRONMENT ASSISTANT**

To consider the attached amended job description for the above post. A copy of the current job description is also attached for information.

10. **EXEMPT BUSINESS**

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

... 11. **EMPLOYEE SUCCESSION PLANNING**

To consider the attached report from the Town Clerk.

**MEMBERSHIP OF THE PERSONNEL SUB-COMMITTEE**

Councillors D.G. Atkinson, J. Atkinson, Mrs. B.A. Clare, Mrs. M. Dalton, R.S. Fleming, Mrs. S. Haigh, B. Hall, Mrs. W. Hillary, M. Iveson, Mrs. S.J. Iveson and Mrs. V.M. Raw.