

Minutes of a Meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 31ST MAY 2017 at 6.00 p.m.**

PRESENT Councillors: M. Ashcroft, J. Atkinson, Kathryn Beetham, W. Blenkinsopp, Mrs. M. Dalton, R. S. Fleming, Mrs. S. Haigh, B. Hall, Mrs. W.P. Hillary, Mrs. V.M. Raw and K. Robson.

OFFICERS Mr. A. Bailey (Town Clerk)
Miss A. Donald (Town Clerk's PA)

1. **APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor W. M. Blenkinsopp and seconded by Councillor B. Hall that Councillor R.S. Fleming be appointed Chairman of the Personnel Sub-Committee for the 2017/2018 municipal year.

RESOLVED – that Councillor R.S. Fleming be appointed as Chairman of the Personnel Sub-Committee for the Municipal Year 2017/2018.

Councillor R.S. Fleming took the Chair for the meeting.

2. **APPOINTMENT OF VICE-CHAIRMAN**

It was proposed by Councillor W.M. Blenkinsopp and seconded by Councillor M. Ashcroft that Councillor M. Iveson be appointed Vice-Chairman of the Sub-Committee for the 2017/2018 municipal year.

RESOLVED – that Councillor M. Iveson be appointed as Vice-Chairman of the Personnel Sub-Committee for the Municipal Year 2017/2018.

3. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D. Hardaker, M. Iveson and Mrs. S.J. Iveson.

4. **MEMBERS' DISPENSATIONS**

There were no applications for dispensations.

5. **DECLARATIONS OF INTEREST**

There were no declarations of interest

6. **MINUTES**

It was proposed by Councillor Mrs. M. Dalton, seconded by Councillor M. Ashcroft and

RESOLVED – that the minutes of the meeting of the Personnel Sub-Committee, held on the 21st March 2017, be confirmed as a correct record and signed by the Chairman.

7. **PERSONNEL SUB-COMMITTEE PANELS**

Members received information in connection with Personnel Sub-Committee Panels which had taken place. Delegated powers had previously been bestowed on the Panel to appoint.

22nd February 2017

Appointment of Internal Auditor: Appointee turned down offer of employment.

15th March 2017

Re-appointment of Internal Auditor: Mrs. K. Bertram appointed and accepted.

22nd March 2017

Appointment of Pre-School Manager: Miss. J. Gale appointed and accepted.

RESOLVED – that the information in respect of the three Personnel Sub-Committee Panels be accepted and the employment appointments noted.

8. **VACANCY – ADMINISTRATION SECTION**

The Town Clerk presented a report for Members' consideration in regard to a current vacancy in the Administration Section.

Following discussion it was:

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The vacant post is not immediately recruited to and that the situation be monitored and reviewed to confirm whether the post is required.
- iii) The post be left on the establishment, with provision for the present budget year.
- iv) The possible relocation of staff/offices be agreed, if required.

9. **EXEMPT BUSINESS**

It was proposed by Councillor B. Hall, seconded by Councillor M. Ashcroft and

RESOLVED – that in view of the confidential nature of the business about to be transacted it was, in the opinion of the Council, advisable that the public and press be excluded from the meeting.

10. **FLEXIBLE RETIREMENT REQUEST**

The Works and Environment Manager presented a report regarding a request from an operative of the Works Department, to take flexible retirement.

After consideration and discussion it was:

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The operative's request for flexible retirement by reducing the number of days worked per week from 5 days to 3 days be approved.
- iii) The proposed reorganisation of other staff duties to provide cover be approved.
- iv) Any future appointment for a tractor driver post be on a full-time basis.
- v) Training be given to additional existing works staff, to assist in the provision of cover for tractor operations.

CHAIRMAN