

## PERSONNEL SUB-COMMITTEE

TUESDAY 14<sup>th</sup> JANUARY 2020

Minutes of the meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **TUESDAY, 14<sup>th</sup> JANUARY 2020 at 6.00 p.m.**

### PRESENT

**Councillor R.S. Fleming** (Chairman) and Councillors:  
M. Ashcroft, Jim Atkinson, Bill Blenkinsopp, Arun M. Chandran, Mrs M. Dalton, Mrs S. Haigh, Dave Hardaker, Jed Hillary, M. Iveson, Mrs S.J. Iveson Mrs V.M. Raw and Ken Robson

### OFFICERS

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

#### 42. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors J. Clark and B. Hall.

#### 43. MEMBERS' DISPENSATIONS

No applications for dispensations had been received.

#### 44. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 45. PUBLIC QUESTIONS

There were no public questions.

#### 46. MINUTES

It was proposed by Councillor Bill Blenkinsopp, seconded by Councillor M. Iveson, and

**RESOLVED** - that the minutes of the meeting of the Personnel Sub-Committee, held on the 20<sup>th</sup> November 2019, be confirmed as a correct record and signed by the Chairman.

#### 47. APPOINTMENT OF TEAM LEADER – WORKS SECTION

The Town Clerk submitted a report to confirm arrangements for recruitment to the post of Team Leader, Works Section.

**RESOLVED** – that it be recommended that the arrangements be accepted and

- i) The Member Appointments Panel consist of Councillors R.S. Fleming, M. Iveson, B. Hall, M. Ashcroft, Arun M. Chandran, Bill Blenkinsopp and Mrs S. Haigh.

- ii) The proposed interview date of 22<sup>nd</sup> January 2020 be agreed.
- iii) That it be noted that the Appointments Panel has been given delegated powers to appoint staff.

#### **48. EXEMPT BUSINESS**

It was proposed by Councillor Arun M. Chandran, seconded by Councillor Jed Hillary, 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

#### **49. EVENTS OFFICER**

The Town Clerk submitted a report requesting members' reconsideration of the post of Events Officer, in regard to the provision of an events service to the Council and external partners and providers within Great Aycliffe.

**RESOLVED** – that it be recommended that the proposals be accepted and

- i) A new post of Head of Leisure and Events be created.
- ii) The current Leisure Manager be transferred to fill the new post.
- iii) The post be placed on salary band 4(i) 27-30, with appointment on point 30.
- iv) The post of Leisure Manager be re-designated as Sports Complex Manager, on salary band 4(ii) 24-27, with a provisional bar at 25, and arrangements made to recruit to this post.

#### **50. CORPORATE AND POLICY OFFICER – REGRADE REQUEST**

The Town Clerk submitted a report seeking consideration from the Personnel Sub-Committee for a request from the Corporate and Policy Officer for a job evaluation of their post.

**RESOLVED** – that it be recommended that

- i) The proposed updated job description for the post be approved.
- ii) The request for a job evaluation of the post of Corporate and Policy Officer, based on the updated job description, be approved, and carried out by an appropriate agency.

## 51. TOWN CLERK – SUCCESSION CONSIDERATIONS

The Town Clerk submitted a report requesting that members give early consideration to succession planning for the post of Town Clerk.

**RESOLVED** – that it be recommended that

- i) The post of Town Clerk be initially advertised internally.
- ii) Appropriate internal candidates for the post of Town Clerk be interviewed.
- iii) If an internal appointment cannot be made, arrangements to advertise the vacancy externally be undertaken.
- iv) The successful candidate be appointed as Town Clerk designate in June 2020.
- v) The Town Clerk designate to shadow the current Town Clerk, where appropriate, from August 2020 until his retirement date.

## 52. RE-ADMISSION OF PRESS AND PUBLIC

It was proposed by Councillor Arun M. Chandran, seconded by Councillor M. Ashcroft, and

**RESOLVED** – that it be recommended that the press and public be re-admitted to the meeting.

**CHAIRMAN**