

PERSONNEL SUB-COMMITTEE

TUESDAY 3RD SEPTEMBER 2019

Minutes of the meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **TUESDAY, 3RD SEPTEMBER 2019 at 6.00 p.m.**

PRESENT

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

OFFICERS

Mr A. Bailey (Town Clerk)
Miss A. Donald (Town Clerk's PA)
Mr D. Austin (Finance Manager)

11. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Dave Hardaker and Ken Robson.

12. MEMBERS' DISPENSATIONS

No applications for dispensations had been received.

13. DECLARATIONS OF INTEREST

There were no declarations of interest.

14. MINUTES

It was proposed by Councillor M. Iveson, seconded by Councillor M. Ashcroft, and

RESOLVED - that the minutes of the meeting of the Personnel Sub-Committee held on the 31st July 2019, be confirmed as a correct record and signed by the Chairman.

15. EXEMPT BUSINESS

It was proposed by Councillor Arun M. Chandran, 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

16. LEISURE AND ENVIRONMENT ASSISTANT

The Management Team submitted a report regarding event and office staffing arrangements following the retirement of the Leisure and Environment Assistant.

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

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) A full-time Administration Assistant be recruited on Scale Point 5-6.
- iii) An Events Officer be recruited on Scale Point 17-22.
- iv) The job description for the current post of Leisure Manager be amended to reflect the changes of responsibilities.

17. RE-ADMISSION OF PRESS AND PUBLIC

It was proposed by Councillor Jed Hillary, seconded by Councillor Jim Atkinson, and

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

CHAIRMAN