

PERSONNEL SUB-COMMITTEE

MONDAY, 7th OCTOBER 2019 – 6.00 p.m.

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 Monday, 7th October 2019 commencing at 6.00 p.m.

Yours faithfully,

Andrew Bailey

Town Clerk.

A G E N D A

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. 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.

3. DECLARATIONS OF INTEREST

To notify of any items that appear in the agenda in which you may have an interest, including those that have previously been recorded in the Members Register of Interests.

4. MINUTES

. . . To confirm as a correct record the minutes of the meeting of the Personnel Sub-Committee held on the 3rd September 2019.

5. EVENTS OFFICER – PERSON SPECIFICATION

. . . To consider the attached person specification for the post of Events Officer.

6. EVENTS / CLERICAL ASSISTANT – PERSON SPECIFICATION

. . . To consider the attached Person Specification for the post of Events/Clerical Assistant.

7. RECRUITMENT TIMETABLE

. . . To consider the attached report from the Management Team.

8. ADVERTISING PROPOSALS

. . . To consider the attached report from the Management Team.

9. EVENTS OFFICER – APPOINTMENT PANEL

To consider member appointments to the Panel.

NOTE: - Standing Order No. 22

The Appointments Panel shall consist of the Chairman and Vice-Chairman of the Personnel Sub-Committee together with three Members and the Chairman of the appropriate Standing Committee (if she/he is not already a Member of the Personnel Sub-Committee).

Councillor R.S. Fleming
Councillor M. Iveson
Councillor B. Hall
Vacancy
Vacancy

MEMBERSHIP OF THE PERSONNEL SUB-COMMITTEE

Councillors M. Ashcroft, Jim Atkinson, Bill Blenkinsopp, Arun M. Chandran, J. Clark, Mrs. M. Dalton, R.S. Fleming, Mrs. S. Haigh, B. Hall, Dave Hardaker, Jed Hillary, M. Iveson, Mrs. S.J. Iveson, Mrs. V.M. Raw and Ken Robson.