

PERSONNEL SUB-COMMITTEE

MONDAY 7th OCTOBER 2019

Minutes of the meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **MONDAY, 7th OCTOBER 2019 at 6.00 p.m.**

PRESENT

Councillor R.S. Fleming (Chairman) and Councillors:
M. Ashcroft, Bill Blenkinsopp, Arun M. Chandran, J Clark, Mrs M. Dalton, Mrs S. Haigh, B Hall, 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)

18. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Jim Atkinson and Dave Hardaker.

19. MEMBERS' DISPENSATIONS

No applications for dispensations had been received.

20. DECLARATIONS OF INTEREST

There were no declarations of interest.

21. MINUTES

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

RESOLVED - that the minutes of the meeting of the Personnel Sub-Committee held on the 3rd September 2019, be confirmed as a correct record and signed by the Chairman.

22. EVENTS OFFICER – PERSON SPECIFICATION

The Management Team submitted a person specification for the post of Events Officer for approval.

RESOLVED – that it be recommended that the person specification be approved.

23. EVENTS/CLERICAL ASSISTANT – PERSON SPECIFICATION

The Management Team submitted a person specification for the post of Events/Clerical Assistant for approval.

RESOLVED – that it be recommended that the person specification be approved and the job title be amended to Clerical/Events Assistant.

24. RECRUITMENT TIMETABLE

The Management Team submitted a report advising members of the recruitment timetable for the positions of Events Officer and Events/Clerical Assistant.

RESOLVED – that it be recommended that the arrangements for recruitment be approved.

25. ADVERTISING PROPOSALS

The Management Team submitted a report advising members of the advertising proposals in regard to the posts of Events Officer and Clerical/Events Assistant.

RESOLVED – that it be recommended that the arrangements for advertising the posts be approved, with the addition of advertising the posts in the Newton News.

26. EVENTS OFFICER – APPOINTMENT PANEL

It was agreed that the appointment panel for the Events Officer should consist of Councillors R.S. Fleming, M Iveson, B Hall, Bill Blenkinsopp, Arun M. Chandran, Mrs S. Haigh and M. Ashcroft.

CHAIRMAN