

PERSONNEL SUB-COMMITTEE

WEDNESDAY 12th FEBRUARY 2020

Minutes of the meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 12th FEBRUARY 2020 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 S. Haigh, B. Hall, M. Iveson, Mrs S.J. Iveson and Mrs V.M. Raw

OFFICERS

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

53. APOLOGIES FOR ABSENCE

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

54. MEMBERS' DISPENSATIONS

No applications for dispensations had been received.

55. DECLARATIONS OF INTEREST

There were no declarations of interest.

56. PUBLIC QUESTIONS

There were no public questions.

57. 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 14th January 2020, be confirmed as a correct record and signed by the Chairman.

58. THE GOOD WORK PLAN

The Town Clerk submitted a report updating members on the Good Work Plan and possible changes the Town Council may need to make prior to the associated guidance due to come into effect on 6th April 2020.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) Amendment to any contracts (statement of particulars) that do not currently meet the Good Work Plan guidance be approved.

59. SPORTS COMPLEX – APPOINTMENT OF MANAGER

The Town Clerk submitted a report requesting authority to fill the post of Sports Complex Manager, following the recent restructure and re-designation of the Leisure Manager to the post of Head of Leisure and Events.

RESOLVED – that it be recommended that:

- i) The job description and person specification for the post be approved.
- ii) The grade for the post at Salary Band 4(ii) points 24-27, with a bar at point 25, be approved.
- iii) The advertising arrangements be approved.
- iv) The member interview panel consist of Councillors R.S. Fleming, M. Iveson, B. Hall, M. Ashcroft, Arun M. Chandran, Bill Blenkinsopp and Mrs S. Haigh.

60. EXEMPT BUSINESS

It was proposed by Councillor M. Iveson, 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

61. INTERNAL AUDITOR – JOB RE-EVALUATION RESULTS

The Town Clerk submitted a report advising members of the outcome of the re-evaluation exercise, following the request by the Internal Auditor.

RESOLVED – that it be recommended that:

- i) The information regarding the outcome of the re-evaluation process for the post of Internal Auditor be received.
- ii) It be noted that the post remains in Salary Band 3(ii).
- iii) It be noted that the point score for the post has increased from 451 to 464.

62. CORPORATE AND POLICY OFFICER – RE-EVALUATION RESULTS

The Town Clerk submitted a report advising members of the outcome of the re-evaluation exercise, following the request by the Corporate and Policy Officer.

RESOLVED – that it be recommended that:

- i) The information regarding the outcome of the re-evaluation process for the post of Corporate and Policy Officer be received.
- ii) It be noted that the post remains in Salary Band 5(i).
- iii) It be noted that the point score for the post is at the maximum of 675.

63. TOWN CLERK – SUCCESSION CONSIDERATIONS

The Town Clerk submitted a report providing further information in regard to the recruitment of a Town Clerk and shadowing arrangements prior to the retirement of the incumbent Town Clerk.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The draft job description and person specification be approved.
- iii) Information on the present salary be received.
- iv) The selection procedure consist of a formal interview with the Personnel Sub-Committee.

64. RE-ADMISSION OF PRESS AND PUBLIC

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

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

CHAIRMAN