

PERSONNEL SUB-COMMITTEE

WEDNESDAY 30th SEPTEMBER 2020

Minutes of the meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, and virtually, on **WEDNESDAY, 30th SEPTEMBER 2020 at 6.00 p.m.**

PRESENT

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

OFFICERS

Mr A. Bailey (Town Clerk)
Mrs C.A. Walton (Corporate and Policy Officer)
Miss A. Donald (Town Clerk's PA)

65. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Mrs M. Dalton and Dave Hardaker.

66. MEMBERS' DISPENSATIONS

No applications for dispensations had been received.

67. DECLARATIONS OF INTEREST

There were no declarations of interest.

68. PUBLIC QUESTIONS

There were no public questions.

69. 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 12th February 2020, be confirmed as a correct record and signed by the Chairman.

70. HOLIDAY CARRY FORWARD – TOWN CLERK

The Town Clerk submitted a report requesting authorisation to carry forward 2020/2021 holidays to the 2021/2022 holiday year.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The request be agreed.

71. SPORTS COMPLEX – APPOINTMENT OF MANAGER

The Town Clerk submitted a report updating members in regard to recruitment to the post of Sports Complex Manager.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) Recruitment to the post of Sports Complex Manager be halted.
- iii) A further report regarding the post be brought back to the Personnel Sub-Committee when it is considered necessary to fill the post.

72. MATERNITY LEAVE COVER – PRE-SCHOOL

The Pre-School Manager submitted a report requesting members to consider recommended arrangements for maternity leave cover at the Council's Pre-School Learning Centre.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) Proposals for the Manager to train the current Deputy Manager to take on the role of acting Manager whilst the Manager is on maternity leave be agreed.
- iii) The Deputy Manager be appointed to the role of acting Manager during the Manager's maternity leave.
- iv) The Room Lead be appointed to the role of acting Deputy/SENCo.
- v) A Room Lead be appointed from within current staff.

73. CEMETERY ATTENDANT / GROUNDS MAINTENANCE OPERATIVE

The Works and Environment Manager submitted a report requesting members to consider the employment of an additional member of staff within the Works Section to work within West Cemetery.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) Consideration of employment of an additional member of works staff be deferred pending further budgetary discussions. The matter to be brought forward again for consideration when appropriate.

74. EXEMPT BUSINESS

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

75. GOLF ADMINISTRATOR

The Town Clerk submitted a report requesting that members consider removing the spinal point bar to the grade of the post of Golf Administrator.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The present salary point bar be removed.
- iii) A letter of acknowledgement be sent to the Golf Administrator for his work in developing the retail offering in the golf shop.

76. RE-ADMISSION OF PRESS AND PUBLIC

It was proposed by Councillor M. Ashcroft, seconded by Councillor Jed Hillary, and

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

CHAIRMAN