

PERSONNEL SUB-COMMITTEE

WEDNESDAY 4th NOVEMBER 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, 4th NOVEMBER 2020 at 6.00 p.m.**

PRESENT

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

OFFICERS

Mr A. Bailey (Town Clerk)
Mr D. Austin (Finance Manager)

84. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Mrs M. Dalton and Ken Robson.

85. MEMBERS' DISPENSATIONS

No applications for dispensation had been received.

86. DECLARATIONS OF INTEREST

There were no declarations of interest.

87. PUBLIC QUESTIONS

There were no public questions.

88. MINUTES

It was proposed by Councillor M. Iveson, seconded by Councillor Mrs. S.J. Iveson and

RESOLVED – that the minutes of the meetings of the Personnel Sub-Committee, held on 30th September and 14th October 2020, be confirmed as a correct record and signed by the Chairman.

Councillor Jed Hillary joined the meeting at this point.

89. FINANCE MANAGER RECRUITMENT

The Town Clerk submitted a report requesting members to consider the recruitment of a Finance Manager, following the preferment of the present Finance Manager to Town Clerk, effective 1st April 2021.

Members considered the Job Description, Person Specification and the terms and conditions of the post.

The Town Clerk asked Members to consider the appointment of an Interview Panel which would consist of:

The Chairman and Vice-Chairman of the Personnel Sub-Committee
3 Other Members

The following Members were nominated to be part of the Appointment Panel:-

Councillors M. Ashcroft, Jim Atkinson, Bill Blenkinsopp and Arun Chandran.

Voting took place and resulted with the following being appointed to the Panel:-

Councillors M. Ashcroft, Bill Blenkinsopp and Arun Chandran.

RESOLVED – that it be recommended that:

- i) The revised job description for the post be agreed.
- ii) The revised person specification for the post be agreed.
- iii) The proposed recruitment timetable and advertising arrangements for the post be agreed.
- iv) It be noted that no changes are proposed to the terms and conditions of the post.
- v) That the Interview Panel for the post of Finance Manager consist of the following Members:-

Councillors M. Ashcroft, Bill Blenkinsopp, Arun Chandran, R.S. Fleming and M. Iveson.

CHAIRMAN