

PERSONNEL SUB-COMMITTEE

WEDNESDAY 24th MARCH 2021

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, 24th MARCH 2021 at 6.00pm**

PRESENT

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

OFFICERS

Mr A. Bailey (Town Clerk)
Mr S. Cooper (Works and Environment Manager)
Mr L. Williams (Grounds Maintenance Services Co-ordinator)
Miss A. Donald (Town Clerk's PA)

99. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Bill Blenkinsopp and Mrs M. Dalton.

100. MEMBERS' DISPENSATIONS

No applications for dispensation had been received.

101. DECLARATIONS OF INTEREST

There were no declarations of interest.

102. PUBLIC QUESTIONS

There were no public questions.

103. MINUTES

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

RESOLVED – that the minutes of the meeting of the Personnel Sub-Committee, held on 17th February 2021, be confirmed as a correct record and signed by the Chairman.

104. SENIOR ADMINISTRATIVE OFFICER

The Town Clerk gave a verbal report regarding the appointment of the Senior Administrative Officer. The current Administrative Assistant had been appointed to this post.

105. RECRUITMENT FOR HEAD GREENKEEPER

The Town Clerk and Works and Environment Officer submitted a report requesting members to consider the replacement of the Head Greenkeeper post when the current postholder retires on 9th April 2021.

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The current job title of Head Greenkeeper be amended to Senior Greenkeeper to more accurately reflect the post and its duties. The job description and salary grade to remain unchanged.
- iii) The vacancy be advertised to obtain a suitable replacement.

106. FLEXIBLE WORKING REQUEST - GROUNDS MAINTENANCE OPERATIVES

The Management Team and Works and Environment Manager submitted a report requesting that members consider two requests from works section staff for flexible working hours.

After consideration and discussion it was

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The requests be declined.
- iii) Advice be sought from the Council's HR adviser regarding any subsequent appeal.

CHAIRMAN