

PERSONNEL SUB-COMMITTEE

WEDNESDAY 2nd JUNE 2021

Minutes of the meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe on **WEDNESDAY, 2nd JUNE 2021 at 6.00pm**

PRESENT

Councillors: M. Ashcroft, A.M. Chandran, J. Clark, R.S. Fleming, B. Haigh, S. Haigh, D. Hardaker, C. Robinson and M. Stead

OFFICERS

Mr D. Austin (Town Clerk)
Mrs J. Thexton (Head of Leisure and Events)
Miss A. Donald (Town Clerk's PA)

IN ATTENDANCE

Councillor P. Hawkins

1. APPOINTMENT OF CHAIRMAN

It was proposed by Councillor A.M. Chandran, seconded by Councillor M. Ashcroft, that Councillor R.S. Fleming be appointed as Chairman of the Personnel Sub-Committee for the Municipal Year 2021/22.

RESOLVED – that Councillor R.S. Fleming be appointed as Chairman of the Personnel Sub-Committee for the Municipal Year 2021/22.

Councillor R.S. Fleming took the chair for the meeting.

2. APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor A.M. Chandran, seconded by Councillor M. Ashcroft, that Councillor A. M. Chandran be appointed as Vice Chairman of the Personnel Sub-Committee for the Municipal Year 2021/22.

RESOLVED – that Councillor A.M. Chandran be appointed as Vice Chairman of the Personnel Sub-Committee for the Municipal Year 2021/22.

3. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor A Miller.

4. MEMBERS' DISPENSATIONS

No applications for dispensation had been received.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. PUBLIC QUESTIONS

There were no public questions.

7. CENTRAL ESTABLISHMENT STAFFING – ADMINISTRATIVE ASSISTANT

The Town Clerk submitted a report requesting members to consider proposed changes to the central establishment staffing structure in relation to the vacant Administrative Assistant post.

It was proposed by Councillor A.M. Chandran, seconded by Councillor M. Ashcroft and

RESOLVED – that it be recommended that:

- i) The report be received.
- ii) The hours of the Administrative Assistant post be reduced to 20 hours per week, subject to additional hours of cover being provided for holidays, sickness and busy periods, as required.
- iii) Senior officers commence the recruitment process, subject to Council approval.

8. OAKLEAF SPORTS COMPLEX STAFFING – DUTY MANAGER POST

The Head of Leisure and Events submitted a report requesting members to consider proposed changes to the hours of a Duty Manager post, which would soon become vacant, and to agree the recruitment process for the vacancy.

It was proposed by Councillor A.M. Chandran, seconded by Councillor D. Hardaker and

RESOLVED – that it recommended that:

- i) The report be received.
- ii) The hours of the Duty Manager post be reduced to 32 hours per week, subject to additional hours being worked to cover holidays, sickness and busy periods as required.
- iii) Standing Order 22 – Appointments be suspended on this occasion to allow senior officers to commence and undertake an internal recruitment process.

Chairman