

PERSONNEL SUB-COMMITTEE

WEDNESDAY 1st DECEMBER 2021

Minutes of the meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe on **WEDNESDAY, 1st DECEMBER 2021 at 6.00pm**

PRESENT

Councillor Bob Fleming (Chairman) and Councillors:
Martin Ashcroft, Arun M. Chandran, Ian Gray, Brian Haigh, Mrs
Sandra Haigh, Andrea Miller, and Carl Robinson.

OFFICERS

Mr D. Austin (Town Clerk)
Mrs. S. Stretch (Senior Admin Officer)

22. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Peter Bergg, John Clark, and Michael Stead.

23. MEMBERS' DISPENSATIONS

No applications for dispensation had been received.

24. DECLARATIONS OF INTEREST

There were no declarations of interest.

25. PUBLIC QUESTIONS

There were no public questions.

26. MINUTES

It was proposed by Councillor Arun Chandran, seconded by Councillor Martin Ashcroft, and

RESOLVED - that the minutes of the meeting of the Personnel Sub-Committee held on the 6th July 2021, be confirmed as a correct record, and signed by the Chairman.

27. CORPORATE AND POLICY OFFICER RECRUITMENT

The Town Clerk submitted a report requesting members to give consideration to the recruitment process and timetable for the Corporate and Policy Officer post, following the receipt of notice of resignation for early retirement from the current postholder.

The current postholder is due to leave on 2nd February 2022 and it was requested that Members consider whether to undertake an internal recruitment exercise in relation to the post or a full external recruitment exercise.

It was proposed by Councillor Arun Chandran and seconded by Councillor Bob Fleming that an internal recruitment exercise is undertaken as soon as possible and that the Appointments Panel should consist of all Personnel Sub Committee members.

The proposal was agreed unanimously.

Councillor Andrea Miller suggested that the successful candidate should start at the bottom point of salary scale for the post. This suggestion was noted but it was advised that this would be the decision of the Personnel Sub Committee Appointments Panel.

RESOLVED – that it be recommended that:

- i) the report be received.
- ii) an internal recruitment process for this post be commenced in line with the timetable set out in the report.

Advert Placed	Thursday 9 th December 2021
Deadline for Applications	Thursday 16 th December 2021
Shortlisting	Friday 17 th December 2021
Interviews	Wednesday 5 th January 2022
Start Date	Monday 10 th January 2022

Chairman