

PERSONNEL SUB-COMMITTEE

WEDNESDAY 20th NOVEMBER 2019

Minutes of the meeting of the **PERSONNEL SUB-COMMITTEE** held in the Council Chamber, Council Offices, School Aycliffe Lane, Newton Aycliffe, on **WEDNESDAY, 20th NOVEMBER 2019 at 6.00 p.m.**

PRESENT

Councillor M. Iveson (Chairman) and Councillors:

M. Ashcroft, Jim Atkinson, Bill Blenkinsopp, Mrs M. Dalton, R.S. Fleming, B. Hall, Dave Hardaker, Jed Hillary, Mrs S.J. Iveson and Ken Robson

OFFICERS

Mr A. Bailey (Town Clerk)

Mrs C.A. Walton (Corporate and Policy Officer)

Mr D. Austin (Finance Manager)

Mr S. Cooper (Works and Environment Manager)

Miss A. Donald (Town Clerk's PA)

27. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors Arun M. Chandran and Mrs V.M. Raw.

28. MEMBERS' DISPENSATIONS

No applications for dispensations had been received.

29. DECLARATIONS OF INTEREST

There were no declarations of interest.

30. MINUTES

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

RESOLVED - that the minutes of the meeting of the Personnel Sub-Committee held on the 7th October 2019, be confirmed as a correct record and signed by the Chairman.

31. GRIEVANCE POLICY AND PROCEDURE

The Management Team submitted a report providing an updated Grievance Policy and Procedure for members' consideration.

RESOLVED – that it be recommended that the policy be accepted.

32. APPEALS NOTIFICATION AND PROCEDURE

The Management Team submitted a report providing an updated Appeals Notification Procedure for members' consideration.

RESOLVED – that it be recommended that the Procedure be accepted.

33. ANNUAL LEAVE PROCEDURE

The Management Team submitted a report providing an updated Annual Leave Procedure for members' consideration.

RESOLVED – that it be recommended that the Procedure be accepted.

34. THE GOOD WORK PLAN

The Management Team submitted a report providing members with a brief overview of new guidance under the title of 'The Good Work Plan' which would come into effect on 6 April 2020.

RESOLVED – that it be recommended that the report be received.

35. EXEMPT BUSINESS

It was proposed by Councillor R.S. Fleming, 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

36. RETIREMENT – TEAM LEADER

A letter was submitted from the Team Leader giving notice of his intention to take early retirement with effect from 31st March 2020 and requesting a phased retirement.

RESOLVED – that it be recommended that the proposals for a phased retirement be approved.

37. SENIOR ACCOUNTANCY ASSISTANT – SALARY INCREMENTS

The Finance Manager submitted a report requesting approval to move the Senior Accountancy Assistant postholder to the top of the salary band for the post.

RESOLVED – that it be recommended that the request be approved, with effect from 1st April 2020.

38. INTERNAL AUDITOR REGRADE REQUEST

The Town Clerk and Finance Manager submitted a report seeking members' consideration of a request from the Internal Auditor for a job evaluation of their post.

RESOLVED – that it be recommended that

- i) The request be approved.
- ii) An appropriate body be approached to undertake a job evaluation exercise on this post.

39. WORKS SECTION TEMPORARY SUMMER STAFF

The Works and Environment Manager submitted a report requesting Members' consideration of the requirement for employing additional full-time seasonal workers next year on a temporary contract.

RESOLVED – that it be recommended that

- i) The report be received.
- ii) Two seasonal workers on six-month contracts be employed from 1st April to 30th September 2020.

40. GROUNDS MAINTENANCE SERVICES CO-ORDINATOR

The Town Clerk submitted a report requesting members to consider removing the spinal point bar to the grade of the Grounds Maintenance Services Co-ordinator.

RESOLVED – that it be recommended that the spinal point bar be removed, with effect from 1st April 2020.

41. RE-ADMISSION OF PRESS AND PUBLIC

It was proposed by Councillor R.S. Fleming, seconded by Councillor M. Ashcroft, and

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

CHAIRMAN