

PERSONNEL SUB-COMMITTEE

WEDNESDAY 8TH NOVEMBER 2023 at 7.00 P.M.

Dear Sir/Madam,

I am to inform you that a meeting of the Personnel Sub-Committee will be held on **WEDNESDAY 8th November 2023 at 7.00 p.m.** in attendance at the Council Offices, School Aycliffe Lane, Newton Aycliffe DL5 6QF.

Yours faithfully,

Town Clerk.

A G E N D A

1. APPOINTMENT OF CHAIRMAN

To appoint a Chairman of the Personnel Sub-Committee for the municipal year 2023/24.

2. APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Personnel Sub-Committee for the municipal year 2023/24.

3. APOLOGIES FOR ABSENCE

To receive apologies for absence.

4. MEMBERS' DISPENSATIONS

To consider written requests for dispensations from members who have declared interests under Disclosable or Non-Disclosable pecuniary interests – Section 33 of the 2011 Localism Act.

5. DECLARATIONS OF INTEREST

To notify of any items that appear in the agenda in which you may have an interest, including those that have previously been recorded in the members Register of Interests.

6. PUBLIC QUESTIONS

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda. Questions will not be received by the Council which are in furtherance of a person's individual circumstances or which are about a matter where there is a right of appeal to the courts, a tribunal or government minister. A question will not be received by the Council where the issue it concerns has been the subject of a decision of the Council in the last six months.

7. MINUTES

. . . To receive the minutes of the meeting of the Personnel Sub-Committee held on the 16th November 2022 for information.

8. CORPORATE ASSISTANT VACANCY

. . . To consider the attached report from the Corporate Management Team.

9. GOLF COMPLEX STAFFING

. . . To consider the attached report from the Corporate Management Team.

10. REDUCED WORKING HOURS REQUEST – GROUNDS MAINTENANCE OPERATIVE

. . . To consider the attached report from the Works and Environment Manager.

11. TOWN CLERK APPRAISAL PANEL

To consider the following item from the Chairman of the Policy and Resources Committee; Councillor Arun. M. Chandran:

“That the Town Clerk Appraisal Panel consists of Chairman and Vice Chairman of Personnel Sub Committee plus Cllr Eddy Adam”

12. EXEMPT BUSINESS

That under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

13. ANNUAL LEAVE, SICKNESS ABSENCE AND STAFF APPRAISALS

To consider the following item from the Chairman of the Policy and Resources Committee; Councillor Arun. M. Chandran:

“That Members receive a verbal update from officers on staff annual leave, sickness absence, and appraisals to receive assurances that staff are using up their annual leave as appropriate, sickness absence is being closely monitored and proper procedures observed, and staff appraisals have been completed or planned in and any performance issues dealt with; and

That consideration is given to this being added as a standard item to the Personnel Sub Committee Agenda”.

Please note, officers will provide a briefing note on this issue at the meeting.

14. RE-ADMISSION OF PRESS AND PUBLIC

To re-admit the Press and Public to the meeting.

Any questions or queries on agenda items or reports should be raised with officers before meetings by telephone or email.

Please note that this does not preclude members from asking the question at the meeting if this is important to the debate or decision.

Members are requested, during Council Meetings, to observe the Council's Standing Orders relating to the Business and Proceedings of the Council, with particular reference to the Rules of Debate, as well as the Members' Code of Conduct and the principles of Civility and Respect Pledge.

MEMBERSHIP OF THE PERSONNEL SUB-COMMITTEE

Councillors: Eddy Adam, Tony Armstrong, Martin Ashcroft, Lindsey Aston, Peter Bergg, Arun M. Chandran, John Clark, Ian Gray, Sandra Haigh, Andy Hill, Carl Robinson, Ken Robson, Anita Sparrow and Michael Stead. (+2 Vacancies)