

MINUTES of the PERSONNEL COMMITTEE MEETING OF STANLEY TOWN COUNCIL
held at Stanley Civic Hall, Front Street, Stanley on Tuesday 6th October 2015 at 6.30pm

PRESENT: Cllr R Harrison* Cllr G Graham Cllr J Nicholson Cllr W Nixon
Cllr J Charlton

*Chairman

OFFICERS: Alan Shaw (Town Clerk)
Nicola James (PA to the Town Clerk)

312 APOLOGIES

Apologies received from Councillors D Mills, A Clegg, C Bell and M Wilkinson were accepted by the Committee.

313 DECLARATIONS OF INTEREST

Cllr Charlton declared an interest as a member of Durham County Council.

314 PROCEDURAL AND APPROPRIATE ANNOUNCEMENTS FROM THE CHAIRMAN

The Chairman asked if Members would please address the Chair before they spoke on an item.

315 PUBLIC PARTICIPATION

There were no members of the public in attendance. No written questions were submitted prior to the meeting.

316 CONFIRMATION OF COUNCIL MINUTES

It was proposed by Cllr W Nixon, seconded by Cllr G Graham and **RESOLVED** that the Committee approve the minutes of the Personnel Committee meeting held on 1st September 2015.

317 BUDGET SETTING 2016/17

Members considered the need for a budget for training for members and staff.

It was proposed by Cllr W Nixon, seconded by Cllr J Charlton and **RESOLVED** that the Committee recommend a £4000 budget for STC staff, a £4000 budget for Civic Hall staff and a £2000 budget for Members.

318 SICKNESS ABSENCE POLICY

The Town Clerk noted that he had not finished the sickness absence policy. Members approved the idea of a 3 stage sickness absence policy. Members also

approved the changes recommended by the Town Clerk in relation to the trigger points. The Town Clerk noted he will bring the completed policy to Full Council. It was proposed by Cllr J Charlton, seconded by Cllr G Graham and **RESOLVED** that the policy be adopted by Council.

319 **EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED** that in accordance with Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 100 of the Local Government Act 1972, the Council excludes the press and public on the grounds of the confidential nature of the business to be transacted since publicity would be prejudicial to the public interest.

320 **APPOINTMENT OF EVENTS MANAGER**

The Town Clerk noted that following the scoring of the application forms received for Events Manager, there were 5 candidates suitable for interview. The Town Clerk proposed that interviews for senior posts be done by Full Council, interviews for second tier posts be looked at by the Personnel Committee and delegated to the Town Clerk as appropriate.

It was proposed by Cllr W Nixon, seconded by Cllr G Graham and **RESOLVED** that 5 candidates be interviewed, Cllr R Harrison will withdraw from the interviews as one of the successful candidates is his daughter, and that the Town Clerk will pick a date and time for interviews and will invite the Personnel committee to sit on the interviews.

321 **DATE, TIME AND VENUE OF NEXT MEETING**

3rd November 2015, 6.30pm, Stanley Civic Hall