

**ASHINGTON TOWN COUNCIL, AGREED Minutes of the Personnel Committee
Meeting held at 3:15pm on Friday 28th April 2023**

COUNCILLORS PRESENT

Lynne Grimshaw (Chair), Marjorie Chambers, John Tully, Mark Purvis

ALSO, IN ATTENDANCE

Sarah Eden – Clerk/RFO

PC22/017 WELCOME BY THE CHAIR

Cllr Lynne Grimshaw thanked members for attending on a Friday afternoon.

PC 22/018 APOLOGIES FOR ABSENCE

None received.

PC 22/019 DISCLOSURE OF INTERESTS

None received.

**PC 22/020 DRAFT MINUTES OF COMMITTEE MEETING HELD ON 29th NOVEMBER
2022**

It was **AGREED** to **APPROVE** the minutes as a true record.

PC 22/021 TOWN CLERK JOB TITLE

Cllr Tully recommended that the Committee consider how reflective the term 'town clerk' is for a modern local council, and of the job done.

It was discussed that the job title did not reflect the work carried out and that a suitable alternative title should be adopted. Those legal titles held by the current clerk include 'Proper Officer' which is required in accordance with Section 234(1) of the Local Government Act 1972, and 'Responsible Financial Officer', in accordance with section 151 of the Local Government Act 1972.

It was **AGREED** to recommend the role be retitled 'Executive Officer' to better reflect the requirements of the role and a more modern Council.

PC 22/022 EXCLUSION OF PRESS AND PUBLIC

It was **AGREED** to **APPROVE** the motion that the press and public be excluded from the meeting during consideration of the following items, permitted under Part I of Schedule 12A of the Local Government Act 1972 (as amended by the Local Authorities (Access to Information) (Exempt Information) (England) Order 2006) Act as the matter is confidential (1) Information relating to an individual.

PC 22/023 RECRUITMENT

It was **AGREED** to receive the recommendations of the interview panel for selection and employment offer for the post of Administration Assistant, namely that the post be offered to Gary Holmes, to commence following any notice of his current employer.

The committee advised that they had carried out eight interviews, following a shortlist from over twenty applications.

The meeting ended at 3:45pm