

Resolved: that with regret, the Council accepts the resignation of Mrs. Joyce Lewis from the post of Civic Manager and agrees to extend her notice period to 30 September.

The meeting considered the report presented by the Chief Executive Officer detailing arrangements for the recruitment of a replacement Civic Manager. This included a recruitment plan, the job description (JD), person specification (PS), advertisements and contract details for the post. The Sub-committee made some minor amendments to the JD and PS before agreeing all of the proposed arrangements.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Jeff Beck

Resolved: That the Sub-Committee approves the arrangements for recruitment of a new Civic Manager.

Proposed: Councillor Olivia Lewis

Seconded: Councillor Vaughan Miller

Resolved: That Councillors Elizabeth O’Keeffe, Jeff Beck and Olivia Lewis or Vaughan Miller, along with the CEO be appointed to the Selection Panel for the recruitment of Civic Manager.

6. **Amendments to Job Description and Employment Terms of Community Services Officer**

The meeting considered the report received from the Community Services Manager recommending that the Job Description and Employment Terms of Community Services Officer, Joanne Lempriere be amended to take account of her additional responsibilities and developmental role in managing Richie Sharpe, the Town Hall Caretaker.

Proposed: Councillor Martin Colston

Seconded: Councillor Olivia Lewis

Resolved that that Joanne Lempriere’s salary be increased with effect from 1 April 2019 and that her job description be amended to include line-management of the Town Hall Caretaker.

The meeting closed at 7.30 pm.

Signed: _____
Chairman

Date: _____