



PETERLEE TOWN COUNCIL

Date of Issue: 3<sup>rd</sup> April 2018

A MEETING OF THE **RESOURCES COMMITTEE** WILL BE HELD ON **MONDAY 9<sup>th</sup> APRIL 2018** IN THE **COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH** at **6.30pm**

Mr I Morris M.C.I.H.,P.S.L.C.C.

Town Clerk

## **AGENDA**

**Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.**

**1. Apologies for Absence**

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable.

**2. To receive declarations of interest**

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

3. To approve the minutes of the previous meeting

Members are recommended to approve the minutes of the previous meeting of the Resources Committee on Monday 5<sup>th</sup> March 2018 as a true and correct record.

(Minutes of previous meeting, copy attached)

4. Report of the Finance Sub Committees of the 8<sup>th</sup> & 29<sup>th</sup> March 2018

Members are requested to note the payments approved at the meetings of these sub committees.

(Minutes of the Finance Sub Committees attached)

5. The Report of the Health & Safety Committee of the 19<sup>th</sup> March 2018

The minutes of this meeting are circulated for approval as a true and correct record.

(attached)

6. Community Asset Transfer: Former North Blunts School Site, Peterlee

Item submitted by Councillor A Watson

Members will be asked to consider the feasibility of applying for an asset transfer of this former school site into Town Council ownership. Members are advised to view the guidance information on the “Durham Ask” ahead of the meeting: <https://www.durham.gov.uk/communityassets>

(An aerial photograph of the site is attached for Member’s reference)

7. Catering Tenders

The Report of the Show Co Ordinator presenting Members with the list of catering options and tender amounts received to attend the Peterlee Show 2018

(attached)

8. Learning & Development Policy

The document setting out the Council’s Learning & Development Policy, applying both to Members and staff, for consideration and approval.

(attached)

9. Request for Concessionary Use of Facilities

(a) The Pavilion, Peterlee Cricket Club, Saturday 8<sup>th</sup> September 2018, Presentation Night

(b) Shotton Hall, Meeting Room, County Durham & Darlington Neighbourhood Watch Force Association, last Wednesday of every month

- (c) Easington Schools Sports Partnership, Year 2 Outdoor & Adventure Activities, 22/23/24<sup>th</sup> May 2018, Banqueting Suites, garden and lawned areas of Shotton Hall
- (d) Charity Event, Ear for Alex, Bradley Lowery Foundation, Sunday 13<sup>th</sup> May 2018, The Pavilion

(power: The Local Government Act 1972, s144)

The Deputy Town Clerk shall have all of the applications available at the meeting for further details should they be requested or required.

10. Helford Road Fencing

Members are asked to confirm the appointment of a contractor to install fencing at the Helford Road Cricket Oval.

(report of the Town Clerk, copy to follow)

THE MINUTES OF THE MEETING OF THE  
RESOURCES COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,  
PETERLEE ON MONDAY 5<sup>TH</sup> MARCH 2018 AT 6.30PM

PRESENT: COUN A WATSON (CHAIR)

Mesdames:- K Liddell, S Simpson, A C Long, K Hawley, L Fenwick, K J Duffy & M A Cartwright

Messrs:- S D McGlen, S Miles, A T Wilkinson, R Moore, A S H Meikle, T Duffy & C Watkins

**The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.**

Prior to the start of the meeting the Chair expressed his sincere appreciation for all workers, council staff, emergency services, the man and woman in the street, neighbours etc who had gone above and beyond for each other in the recent bad weather, he said he really appreciated their efforts and felt it showed that community spirit was alive and kicking in Peterlee.

83. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McDonnell, S Kirkup, J Robinson, G Carne and S P Franklin. **RESOLVED the Council approve the reasons submitted at the meeting for absence received from the Councillors listed, and their apologies for absence be recorded.**

84. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. **RESOLVED it be noted both Councillors Meikle and A Watson declared an interest in item 7 relating to a request for concessionary use by the Cricket Club.**

85. The Minutes of the Last Meeting

Members approved the minutes of the last meeting of this Committee held on 8 January 2018 and they were signed as a true and correct record.

86. Report of the Finance Sub Committee of the 8<sup>th</sup> February 2018

Members were requested to note the payments approved at the meeting of this sub committee held on 8<sup>th</sup> February 2018, a copy of the minutes had been previously circulated. **RESOLVED the payments made at the meeting held on 8<sup>th</sup> February 2018, be endorsed.**

87. Quarter 3 budget outturn report: 1 April 2017 to 31 December 2017

Members were presented with a summary report of the budget outturn figures for the first three quarters of the current financial year, 1<sup>st</sup> April 2017 to 31<sup>st</sup> December 2017. **RESOLVED the contents of the report, be noted, along with Appendices 1 & 2 of the report which set the quarter 3 variances by budget head and summary explanations for each variance over 15%.**

88. Policy on the use of Council Facilities & Resources by Councillors

Members were asked to consider and agree a policy on the use of council facilities and resources by Councillors. **RESOLVED this item be referred to the Council Meeting for further consideration.**

89. Request for concessionary use of Shotton Hall Banqueting Suites

Members were asked to consider the following application for concessionary use of Town Council Facilities:

Peterlee Cricket Club, Sportsman's Dinner, Thursday 29<sup>th</sup> March 201

(power: Local Government Act 1972, s.144)

**RESOLVED free use of Shotton Hall Banqueting Suites for this event be agreed, subject to over 150 persons attending.**

90. Dene Community School, Duke of Edinburgh Award, Fundraising towards new equipment, transport and site fees

(power: Local Government Act 1972 s137)

Members gave consideration to this request for financial support, **RESOLVED a donation of £2,293.24 be made towards the cost of pupils from Dene Community School taking part in the Duke of Edinburgh Award.**

91. Honoraria Guidance

Members were asked to approve an 'Honoraria Guidance' document for Managers to use when considering awarding honoraria payments for staff. **RESOLVED approval be given and the guidance document be adopted for use by the Town Council.**

92. Peterlee Town Council budget 2018/19

Members were to be presented with a report on the final draft budget for 2018/19, prior to final approval by Council later in March. There were several queries and the Chair took Members through the report page by page and the Clerk in turn noted the items raised to adjust the draft accounts as discussed. **RESOLVED the contents of the report be noted and the final detail budget for 2018/19 be presented to the Council Meeting.**

DRAFT

PETERLEE TOWN COUNCIL

FINANCE SUB-COMMITTEE

HELD IN THE COUNCIL CHAMBER,

SHOTTON HALL, PETERLEE

ON THURSDAY 8<sup>th</sup> MARCH 2018

Present:-

Councillor L Fenwick & A Watson

17. ACCOUNTS FOR PAYMENT

The accounts for payment for February/March 2018 amounting to £19,340.27 including all payments made, a copy of which had been circulated to each Member, were considered.

**RECOMMENDED the payments as listed, be made.**

PETERLEE TOWN COUNCIL  
FINANCE SUB-COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
SHOTTON HALL, PETERLEE  
ON THURSDAY 29<sup>th</sup> MARCH 2018

Present:-  
Councillor K J Duffy, & A Watson

18. DIRECT DEBIT AND CARD PAYMENTS

**RECOMMENDED the payments listed for February 2018, be accepted.**

19. ACCOUNTS FOR PAYMENT

The accounts for payment up until the end of March 2018 amounting to £29,182.85, a copy of which had been circulated to each Member, were considered.

**RECOMMENDED the payments as listed, be made.**



PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE

HEALTH & SAFETY CONSULTATIVE COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 19<sup>TH</sup> MARCH 2018 AT 6.30PM

PRESENT:- A C LONG (CHAIR)

Mesdame:- K Hawley, L Fenwick, K J Duffy & M A Carwright

Messrs:- G L Carne, S Miles, R Moore, A Watson, T Duffy, S Kirkup, J Robinson & C Watkins

Representatives:- Mrs K McMenam, Mr N Lawson & Mr J P Hunt

5. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors K Liddell, S Meikle, A Wilkinson, Mrs J Hugill.

**RECOMMENDED the Council approve the absences received and the apologies for absence be recorded.**

6. THE MINUTES OF THE LAST MEETING held on 25<sup>th</sup> September 2018, a copy of which had been circulated, were approved.

7. HEALTH & SAFETY REPORTS/INCIDENT REPORTS

The Committee were given details of accidents and reports made since the last meeting of this committee:-

- (a) Member of staff, (Shotton Hall), caught her heel in the pile of the carpet and fell against the bannister bruising her chest wall and side ribs

## MINUTES OF THE HEALTH & SAFETY COMM OF THE 19<sup>TH</sup> MARCH 2018

- (b) Member of the public attending an exercise class banged her head and fell onto her hand and fingers
- (c) Member of the public attending an exercise class got a bump on her forehead after walking into someone using a set of hand weights

The Town Clerk confirmed that in all three cases proper processes were following after an incident with the forms completed and incidents centrally recorded etc.

**RECOMMENDED the information given, be noted.**

### 8. MUGA

The Town Clerk confirmed that a report of a serious bone injury had occurred at the weekend. Councillor A Watson requested that checks be made that Managers are sure of arrangements for inclement weather conditions and decisions to stop play in poor conditions.

**RECOMMENDED the arrangements for dealing with poor conditions be confirmed to all Managers.**

### 9. DATE & TIME OF NEXT MEETING

**RECOMMENDED the next meeting be held on Monday 17 September 2018 at 6.30pm.**



Burnhope Way

B1320

Park



Tweed Cl

Passfield Way

Tweed Cl

**Report to:** Peterlee Town Council Events Committee

**Date of Meeting:** Monday 9<sup>th</sup> April 2018

**Subject:** Peterlee Show 2018 – Catering Tenders

**Report of:** Janet Hugill, Show Co-ordinator

**Report Purpose:** To present Members with the list of catering options and tender amounts received to attend Peterlee Show 2018.

**Introduction:** A total of 40 letters were sent to different companies inviting them to tender for catering space at Peterlee Show. The following list is what was requested to attend for the 2 days with all having the option to open on the Saturday night until 10.00pm.

- 2 x general food concessions
- 2 x ice cream van concessions
- 4 x specialist food concessions
- 1 x hog roast concession
- 1 x sweets concession
- 1 x doughnut concession
- 1 x coffee concession
- 1 x slush/shaved ice concession

It was stated in the letter that all documents must be provided to support the application including menus and price lists, which are needed to compare against other food units.

Detailed below are the tenders received from companies for the various units:-

**Coffee**            Company A - £230.00  
                         Company B – £200.00  
                         Company C - £120.00  
                         Company D - £60.00

**RECOMMENDED** that the quotation from Company A, Coffee Supreme from Hebburn, for the amount of £230.00 be accepted.

**General Food;** Company A – £800.00  
                         Company B – £605.00  
                         Company C – £500.00

**RECOMMENDED** that the tender from Company A, DDC Event Catering from Tudhoe, for the amount of £800.00 and Company B, Gourmet Food Kitchen from Hetton le Hole, for the amount of £605.00.

**Ice Cream;**        Company A – £500.00  
                         Company B - £600.00

**RECOMMENDED** that the tender from Company A, Monster Whippy Ice Cream from Blackhall, for the amount of £500.00 be accepted. Company B's price list is substantially higher than Company A.

**Sweets Unit;**    Company A - £420.00

**RECOMMENDED** that the tender from Company A, Sweets of Yesteryear from Hetton le Hole , for the amount of £420.00 be accepted.

**Specialty Food;** Company A - £300.00 (Fish & Chips)  
                         Company B – £400.00 (German food)  
                         Company C – £200.00 (Pizzas)  
                         Company D – £450.00 (Beacon Burgers & Salt Beef)  
                         Company E - £350.00 (Shawarma – Chicken Kebabs)  
                         Company F - £200.00 (Armenian Family Street Bar)

**RECOMMENDED that all we accept Company A, Ronnie's Plaice from Gateshead, for the amount of £300.00 be accepted. Company B, The German Sausage House from Essex, for the amount of £400.00 be accepted. Company C Truly Madly Pizzas, from Sunderland, for the amount of £200.00 be accepted. Company D, Beacon Burgers and Salt Beef from Newcastle, for the amount of £450.00 be accepted. Beacon Burgers and Salt Beef would replace the hog roast option as no applications were made. Company E, DDC Event Catering, from Tudhoe, for the amount of £350.00 be accepted.**

**Other Food;** Company A - £380.00 (Doughnuts)  
Company B – £325.00 (Slush drinks)

**RECOMMENDED that we accept Company A, Lilly's Coffee & Donuts from Hetton le Hole, for the amount of £380.00 be accepted. Company C, Sweets of Yesteryear from Hetton le Hole for the amount of £325.00 be accepted. This will complete the list of food units requested to attend the Show.**

If all of the above recommendations are approved and booked the total income from food units this year will be £4,960.00. Last year the total amount was £4,695.00. This is an increase of £265.00.



# PETERLEE TOWN COUNCIL

## LEARNING & DEVELOPMENT POLICY

### ABSTRACT

This document sets out the Council's Learning and Development Policy. It applies to both Members and Staff.

Ian Morris

March 2018

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## INTRODUCTION

This document sets out Peterlee Town Council's Learning & Development Policy:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

## Objectives

The objectives of this policy are to:

- Encourage Members and staff to undertake appropriate training, learning and personal and professional development
- Evaluate training needs to assist in budget allocation
- Allocate training in a fair manner
- Ensure that all training is evaluated to assess its value

## COMMITMENT TO TRAINING

Peterlee Town Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the Peterlee.

According to the Chartered Institute of Personnel and Development (CIPD), training can be defined as:

*"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."*

The Town Council fully supports this definition and will make all reasonable efforts to pursue its fulfilment.

Learning and development describes the formal and informal efforts to improve the performance and self-fulfilment of its employees and elected members through a variety of educational methods and programs. We want people who are happy and successful in their roles and will make all reasonable effort to achieve this. In modern local government, these efforts have taken on a broad range of applications—from instruction in highly specific job skills to long-term professional development. In recent years, learning and development has emerged as a formal business function,

an integral element of strategy, and a recognised profession with distinct theories and methodologies. More and more companies of all sizes have embraced 'continual learning and professional development' and other aspects of training and development as a means of promoting employee growth and acquiring a highly skilled work force.

The Town Council recognises that in past years this is an area that has been neglected and has resulted in a significant risk to the Council, as recognised in the strategic risk register.

Peterlee Town Council recognises that its most important resource is its Members and officers and is committed to encouraging both Members and officers to enhance their knowledge and qualifications through further training.

Some training is necessary to ensure compliance with legal and statutory requirements – including standards of public office, health & safety, equality & diversity, data protection, etc.

The Council expects senior and specialist officers to undertake a programme of continuing professional development (CPD) in line with the requirements of their roles.

Circumstances that may present the need for training include:

- Legislative requirements i.e. First Aid, Fire Safety, Manual Handling, Food Safety, Data Protection, Equality, etc.
- Changes in legislation
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff
- Devolved services / delivery of new services

Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal process where it will be determined whether the training is relevant to

the Council's needs and/or service delivery. Any employee who is not satisfied with the conclusion of this assessment by their line manager may request a review with the Town Clerk, whose decision on the matter shall be final.

## CORPORATE TRAINING

Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified, as per their written statement of particulars of appointment.

## FINANCIAL ASSISTANCE

It is important to note that all supported training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Town Clerk in the interest of operational effectiveness or Best Value.

Other considerations include the following:

- Implication of employee release for training course(s) on the operational capability of the council
- The most economic and effective means of training
- Provision and availability of training budget

For approved courses Members and employees can expect the following to be sponsored:

- The course fee
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination (subject to approval by the Town Clerk)

Members and officers attending courses assisted by the Council are required to inform the Clerk immediately of any absences, giving reasons.

Failure to sit an examination may result in the Council withdrawing future course funding and /or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

Peterlee Town Council operates a Return of Service agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave the Council's employment within one year of completion of the qualification they will be required to repay all costs associated with the undertaking of such training. The employee will be asked to sign an agreement to this effect before the commencement of the training.

## STUDY LEAVE

Employees who are given approval to undertake external qualifications will generally be granted the following:

- Study time to attend day-release courses
- Time to sit examinations
- Study time of one day per examination (to be discussed and agreed by line manager in advance). Provision of study time must be agreed with the line manager prior to the course being undertaken.

## SHORT COURSES/WORKSHOPS/RESIDENTIAL WEEKENDS

Where attendance is required at a short course, paid leave will be granted to employees.

Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event)
- Travelling expenses in accordance with the Council's current policy
- Subsistence in accordance with the Council's current policy

## EVALUATION OF TRAINING

Records of all training undertaken by employees will be kept in the personnel files of each member of staff. As part of Peterlee Town Council's continuing commitment to learning and development, employees will be required to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

## LINKING WITH OTHER COUNCIL POLICIES

Relationship with other Council policies:

- Equality of opportunity in all aspects of Member and officer development, as per the Council's Equality & Diversity Policy;
- A training policy and training record for both Members and staff is a requirement for the accreditation of the national Local Council Award Scheme (if applicable)
- Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management;
- Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority;
- Undertaking training is a clear indication of Continuing Professional Development for those employees with professional qualifications.

## REPORTING ON PROGRESS

The Clerk will report annually to the Resources Committee and/or Council, detailing attendance at training over the year, as well as the inclusion of the Member and staff evaluation of courses attended. This information will be collated by the Corporate Services Manager, from information provided by line managers.

## CONCLUSION

The adoption of a training or learning and development policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing professional development and enhancing the skills of both Elected Members and staff.

The adoption of a training or learning and development policy has a practical implication for the Council's budget and ensures that the Council is aware of the implication of its commitments and allocates adequate and appropriate funding in a long term and sustainable platform that supports these aspirations and commitments.

## Appendix 1: COMMITMENT TO OFFICERS AND MEMBERS

1. Peterlee Town Council has a policy for Learning and Development based in this document and a commitment to funding in its regular budget.
2. Peterlee Town Council supports the concept of investing in life-long Learning and Development for members and officers and will commit an appropriate proportion of its budget on an annual basis.
3. Peterlee Town Council will work closely with the County Durham Association of Local Councils (CDALC) and avail itself of the resources of NALC/SLCC and other bodies as appropriate to ensure high quality Learning and Development programmes.
4. Peterlee Town Council makes the following commitment to its members: that every new Member of the Council whether elected or co-opted will be offered training to an adequate standard within a year of taking office. In addition, the Town Clerk will make best efforts to ensure that all Members receive additional training to take account of legislative changes and new initiatives.
5. Peterlee Town Council makes the following commitment to its officers and employees of the Council: that they will be trained to an adequate standard as set out in prevailing legislation, Local Authority standards and reflecting the aspirations of the Council as soon as possible upon appointment and on an on-going and rolling programme reinforcing a commitment to professional development and the requirements of the appraisal and development process.