

PETERLEE TOWN COUNCIL

MINUTES OF THE MEETING OF THE ESTABLISHMENT  
COMMITTEE,

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 3<sup>RD</sup> APRIL 2006

PRESENT: Coun C J METCALFE (CHAIR)

Mesdames: A E Laing & M Milsom

Messrs: R Curtis, D Coates, B Scott, E  
W Hall, W M Jeffrey, T Jones, R  
Huitson, D Milsom, R Kyle, B Joyce & H  
Bennett

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE  
ANY INTEREST PREJUDICIAL OR PERSONAL IN  
ACCORDANCE WITH THE CODE OF CONDUCT.**

83. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors G  
Cowie, R Jones, G Calvert and J I Measor.

84. THE MINUTES OF THE LAST MEETING, a copy of which had  
been circulated to each Member, were approved.

85. THE REPORT OF THE APPOINTMENTS PANEL HELD ON  
THE 9<sup>TH</sup> MARCH 2006, a copy of which had been circulated to  
each Member, was adopted.

Members were advised that Miss Walton was due to commence her  
duties at the Parks Department on the 24<sup>th</sup> April 2006.

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

86. ADVISORY BULLETINS  
(i) No 181 – Strike Action  
(ii) No 509 – Index Arrangements  
(iii) No 510 – February 2006 Update

Members were circulated with an extracts of the above bulletins.

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

87. LENGTH OF SERVICE AWARD – J P HUNT

The Town Clerk advised that Mr Julian Hunt, Deputy Facilities Manager, had served 25 years with the Town Council. This service had been broken on two occasions through forced redundancy from the Town Council.

**RECOMMENDED that J P Hunt be presented with an appropriate token to mark his 25 years service in line with the Council's policy .**

88. RESOLUTION TO EXCLUDE THE PRESS AND THE PUBLIC IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED THE COMMITTEE PASSED THE FORMAL RESOLUTION TO EXCLUDE THE PRESS & PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1961 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION), ACT 1985.

89. OVERTIME REPORT

The Overtime Report and Hours Worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered.

**RECOMMENDED that the contents of the report be accepted.**

90. ABSENCE REPORT

The Absence Report detailing staff absence since the last meeting of this Committee had been circulated to each Member for their information.

The Town Clerk advised on progress with the formulation of a new Sickness and Absence Policy.

**RECOMMENDED that the contents of the report be accepted and progress be awaited with the new policy.**