

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE ESTABLISHMENT  
COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 5<sup>th</sup> JUNE 2006

PRESENT: Coun G Calvert (CHAIR)

Mesdame: M Milsom

Messrs: D Coates, B Scott, W M Jeffrey,  
T Jones, D Milsom, R Kyle, B Joyce, C J  
Metcalf, R Jones & H Bennett

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors G  
Cowie, R Curtis, R Huitson and E W Hall.

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

3. ADVISORY BULLETINS

- (i) No 511 – Guide to Revised TUPE Regulations 2006
- (ii) No 512 – Employment Relations April Update
- (iii) No 513 – Employment Relations May Update
- (iv) Employment Relations – Work & Families: Additional  
Paternity Leave and Pay Consultation
- (v) Local Government Pension Scheme
- (vi) NJC Circular 1/06 NJC Car Allowances 2006/07

Members were circulated with an extracts of the above bulletins.

**RECOMMENDED that the information given, be noted and the revised mileage rates be implemented.**

4. PLAYGROUND INSPECTION AND MAINTENANCE ONE DAY TRAINING COURSE, 8<sup>TH</sup> DECEMBER 2006, BISHOP AUKLAND

Members were asked to give approval to one place being reserved on the above training course.

**RECOMMENDED that approval be given for one place to be reserved on this course.**

5. SICKNESS & ABSENCE POLICY REPORT

Members were asked to consider the Sickness and Absence Policy Report prepared by the Town Clerk.

**RECOMMENDED:-**

- (i) **That discussions be held with the appropriate Trade Unions regarding implementation of the new scheme, with two or three Members also be involved in these discussions.**
- (ii) **The Town Clerk source appropriate training providers for sickness management training for senior managers**
- (iii) **A meeting be organised with all staff as soon as possible to explain the current attendance levels and the proposed new Sickness Management Policy**
- (iv) **In discussions with the Trade Unions further consideration be given to:-**
  - (a) **the question of a business case for dismissal and the factors to be taken into consideration and**
  - (b) **the control of backsliding, (if considered necessary).**

6. 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.

7. THE REPORT OF THE DISCIPLINARY APPEAL PANEL HELD ON 26<sup>TH</sup> APRIL 2006, a copy of which had been circulated to each Member, was accepted.

8. 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.**

9. ABSENCE REPORT

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

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