

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE ESTABLISHMENT
COMMITTEE,

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 2ND OCTOBER 2006

PRESENT: COUN G CALVERT (CHAIR)

Mesdames: M A Cartwright, A E Laing
& J I Measor

Messrs: H Bennett, E W Hall,
B Scott, C J Metcalfe, D Coates & R
Huitson

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

IN THE ABSENCE OF BOTH THE CHAIRMAN AND VICE
CHAIRMAN, COUNCILLOR M A CARTWRIGHT WAS
NOMINATED TO TAKE THE CHAIR.

24. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors G
Cowie, D Milsom, M Milsom, R Jones, W M Jeffrey, R Curtis, C
Robbins & T Jones.

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

26. CHRISTMAS CLOSEDOWN

The Town Clerk requested approval to a Christmas closedown
starting at 12.30am mid day on Friday 22nd December 2006 and

re-open on the 2nd January 2007 with a further half day being granted on the 29th December 2006.

RECOMMENDED that the close down as given, be agreed.

27. LEARNING & DEVELOPMENT

- (a) An Introduction to Risk Assessment, Half Day Seminar, 1st November 2006, Chester le Street
- (b) Work at Height Regulations, Half Day Seminar, 2nd November, Chester le Street

RECOMMENDED that either the Estates Manager or Horticultural Supervisor be given authority to attend these courses on the Town Council's behalf.

28. LOCAL GOVERNMENT PENSION SCHEME

Members were circulated with information relating to changes in the Local Government Pension Scheme.

RECOMMENDED that the information given, be noted.

29. NEW EMPLOYMENT LEGISLATION

RECOMMENDED that consideration of this report be deferred, until further information had been received from other Local Authorities.

30. 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.

31. 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.

32. 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 that he and his Management Team had met with NEREO to discuss ways and means of reducing sickness absence. He intended to prepare a further report outlining methods and approaches that could be adopted by the Town Council in an effort to manage absence more effectively.

RECOMMENDED that the contents of the report be accepted and a further report on the management of sickness absence, be awaited.