

PETERLEE TOWN COUNCIL

THE MINUTES OF THE MEETING OF THE

ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL, PETERLEE

ON MONDAY 6TH NOVEMBER 2006

PRESENT: G CALVERT (CHAIR)

Mesdames: M A Cartwright, A E Laing
And M Milsom

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

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

COUNCILLORS W M JEFFREY, D COATES, R CURTIS LEFT THE ROOM AND TOOK NO PART IN THE MEETING.

33. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillor G Cowie, B Joyce, C J Metcalfe, C Robbins and J I Measor.

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

35. LOCAL GOVERNMENT EMPLOYERS ADVISORY BULLETIN NO. 519 – SEPTEMBER 2006

Members were circulated with a copy of the above bulletin.

RECOMMENDED that the information given be noted.

36. NORTH EAST REGIONAL EMPLOYERS UPDATE – OCTOBER 2006

Members had been circulated with a copy of the above update.

RECOMMENDED that the information given be noted.

37. 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 AND PUBLIC FROM THE MEETING. PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1961 AND THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

38. 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.

39. 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 also updated Members with progress on the review of sickness management.

RECOMMENDED that the contents of the report be accepted.

40. RESIGNATION OF SHOW CO-ORDINATOR

The Town Clerk reported that he had received from Mr Burroughs the Estates Manager, his resignation as Peterlee Show Co-

Ordinator. As this had been a temporary arrangement for the 2006 Show, the Town Clerk had accepted Mr Burroughs resignation.

RECOMMENDED that Mr Burroughs resignation as Show Co-ordinator be accepted and the Town Clerks action in accepting this resignation be endorsed.

41. RESIGNATION OF MISS S WALTON – PARKS ADMINISTRATION

The Town Clerk reported that he had received a letter of resignation from Miss S Walton, the Scale 2 Administrative Officer in the Parks Department. Miss Walton would cease her employment with the Town Council on 12th November 2006.

RECOMMENDED that the information given be noted, and Miss Walton's resignation letter be received.