

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 6TH APRIL 2009

PRESENT: COUN R KYLE (CHAIR)

Mesdames: J Black, L Wood & M
Milsom

Messrs: C J Metcalfe, D Langan, D
Milsom, J Alvey, C Austin, R Huitson, R
W Jones, E W Hall & T Jones

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

78. APOLOGIES FOR ABSENCE

Apologies for absence were submitted on behalf of Councillors W
M Jeffrey, H Bennett MBE, J Hardy, C Robbins & J I Measor.

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

Matters Arising

Minute Number 76 – Sports Development Officer

To note the Council decision that the report be accepted with the
changes recommended by Sport England.

80. ADVISORY BULLETINS & CIRCULARS

(i) Employment Relations No 549 – March 2009 Update

(ii) NJC Circular 3/08 – Revised 2008/09 Payscales &

Allowances

Members were circulated with extracts from these bulletins and circulars, and the Town Clerk mentioned items that may be of interest to Members. The Town Clerk confirmed that the final pay settlement was 2.75% and asked if this rise should be paid to Members in respect of their allowances also as was usually the case.

RECOMMENDED that the information given, be noted. FURTHER RECOMMENDED that this increase be paid to Council Members also.

81. LENGTH OF SERVICE AWARDS – 25 YEARS

- (a) Mrs Helen Young Management/Accountancy Assistant – May 2009
- (b) Miss Debra Coates, Information Centre Manager/Twinning Liaison Manager – June 2009

Members were advised that Mrs Helen Young and Miss Debra Coates were soon to achieve 25 years of service with the Town Council.

RECOMMENDED that a £100.00 donation to a chosen charity or watch up to the same value be presented to Mrs Helen Young and Miss Debra Coates on behalf of the Town Council.

82. LETTER OF RESIGNATION – SENIOR INFORMATION ASSISTANT, MISS L SUWINSKI

The Town Clerk reported receipt of a letter of resignation from Miss L Suwinski, Senior Information Assistant.

RECOMMENDED that a letter of appreciation and best wishes be forwarded to Miss Suwinski and authority be given to the post being filled immediately.

83. ARRANGEMENTS FOR CRB DISCLOSURES

Members were circulated with a copy of a letter from NEREO

regarding the invoicing arrangements in respect of CRB disclosures as from 1st April 2009.

RECOMMENDED that the information given, be noted.

84. COUNTY DURHAM & CLEVELAND COUNTY TRAINING PARTNERSHIP – TRAINING UPDATE NUMBER 3

Members were circulated with a copy of information received.

RECOMMENDED that the information given, be noted.

85. RESOLUTION TO EXCLUDE THE PRESS & 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 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

86. 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.

87. ABSENCE REPORT

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

During discussions it was confirmed that a special meeting needs to be called to consider sickness absence.

**RECOMMENDED that the contents of the report be accepted.
FURTHER RECOMMENDED that a meeting be arranged as soon as possible with Members and staff.**

