

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 6TH SEPTEMBER 2009

PRESENT: COUN R KYLE (CHAIR)

Mesdames: L Wood, J I Measor, J Black & M Milsom

Messrs: T Jones, J Alvey, H Bennett MBE, W M Jeffrey,
R Curtis, R W Jones, D Langan, C J Metcalfe,
R Huitson, D Milsom, Robbins, C Austin
& E W Hall

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

32. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Councillors G Cowie and J Hardy.

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

Matters Arising

(i) Minute Number 19 – Learning & Development – Speed Reading & Other Effective Strategies for Members

At the Council Meeting held in July it was RESOLVED that this training be taken up with the eighteen places being reserved for

Town Council Members firstly, with any spare places being offered to other Councils. The training has been arranged to take place on Monday 26th October 2009 at 7.00pm.

RECOMMENDED that the information given, be noted.

(ii) Minute Number 74 - Facilities Team – Staffing Structure

At the Council meeting held in July it was RESOLVED the following structure be approved:-

For Shotton Hall Banqueting Suites

- (a) Facilities Manager, PO1, it being noted that this grade may change with the addition of responsibility for Hill Rigg House to the position;
- (b) Deputy Facilities Manager, SO1;
- (c) Facilities Assistant, Scale 6;

For “The Pavilion” & Football Club

- (i) Facilities Manager, PO2;
- (ii) Facilities Assistant, Football Club, Scale 4; (S.C.P. 18)
- (iii) Facilities Assistants (2), The Pavilion, Scale 4; (S.C.P. 18)

34. THE REPORTS OF THE APPOINTMENT PANELS HELD ON 10TH, 19TH AUGUST & 1ST SEPTEMBER 2009 copies of which had been circulated to each Member, were approved.

35. ADVISORY BULLETINS & CIRCULARS

- i) Advisory Bulletin No. 554 July, 2009 (Update)
- ii) Advisory Bulletin No. 555 August, 2009 (Update)
- iii) Pay Claim 2009/10 - Update

Members were circulated with extracts from these bulletins and circulars and the Town Clerk mentioned items that may be of interest to Members.

RECOMMENDED that the information given, be noted.

36. APPOINTED PERSONS FIRST AID 1 DAY TRAINING COURSE, 29TH JULY 2009

The Town Clerk asked for endorsement of his action in arranging for first aid training for the staff that were to work on the mobile skatepark/ crazy golf equipment at Woodhouse Park.

RECOMMENDED that the action taken in this regard, be endorsed.

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

38. EXAMINATION SUCCESS

- (i) Information Centre Manager – A Level English Language
- (ii) Deputy Town Clerk – Certificate in Local Council Administration

The Town Clerk was pleased to report that these two Officers had achieved examination success.

RECOMMENDED letters of congratulation be sent to Miss Coates and Miss Tweddle. FURTHER RECOMMENDED that an additional salary point be awarded to the Deputy Town Clerk in line with National terms and conditions of employment.

39. RETIREMENT POLICY – REQUEST TO CONTINUE WORKING BEYOND 65 YEARS – MRS L DOUGLAS

The Town Clerk reported receipt of this request a copy of which had been circulated to each Member. It was agreed that the Manager's report was required to assist in consideration of this request.

RECOMMENDED that further consideration be given to this request at the Council Meeting.

40. PROVISION OF PROTECTIVE CLOTHING

The Town Clerk had obtained details of this specific PPE for use by the Attendant Staff.

RECOMMENDED three pieces of this equipment be ordered immediately. FURTHER RECOMMENDED that a full risk assessment and method statement be carried out.

41. APPOINTMENTS – TO NOTE THAT THE SPORTS DEVELOPMENT OFFICER, (SHARON POUNDER), & CLERICAL OFFICER, (DEBORAH WOODALL), HAVE BOTH NOW TAKEN UP THEIR POSTS AT THE PAVILION

The Town Clerk was pleased to report that these two Officers had taken up their posts at The Pavilion.

RECOMMENDED that the information given, be noted.

42. 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.

43. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information. A Local Member expressed his concern at the level of absence, and the Town Clerk advised he was again currently addressing this matter.

RECOMMENDED that the contents of the report be accepted.