

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 5^H OCTOBER 2009

PRESENT: COUN R KYLE (CHAIR)

Mesdames: S McDonnell, L Wood & M Milsom

Messrs: T A Jones, J Alvey, J Hardy, W M Jeffrey,
R Curtis, R W Jones, D Langan, C J Metcalfe, C Robbins,
R Huitson, D Milsom & 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 approved on behalf of Councillors G Cowie, (personal matters); C Austin, (on holiday), J I Measor, (family bereavement).

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

Matters Arising

Minute Number 74 – Facilities Team – Staffing Structure

To note that following re evaluation to include duties and responsibility for Hill Rigg House that the post of Facilities Manager,

(Shotton Hall & Hill Rigg House), had been re assessed at Scale PO2, (previously PO1).

RECOMMENDED that the information given, be noted and the necessary amendment be made to the staffing establishment.

34. THE REPORT OF THE APPOINTMENT PANEL HELD ON THE 11TH SEPTEMBER 2009 copies of which had been circulated to each Member, were approved.

It was also noted that the Temporary Community Worker took up post on 1st October, 2009.

RECOMMENDED that the information given, be noted.

35. ADVISORY BULLETINS & CIRCULARS

- i) NJC Circular 2/09 2009/10 Payscales & Allowances
- ii) Employment Law is Changing: Vetting & Barring Scheme
- iii) The New National Minimum Wage Laws

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 and the pay rates and allowances as detailed in NJC Circular 2/09 be adopted by the Town Council.

36. LEARNING & DEVELOPMENT

- (i) The Volunteer Walk Leader Training Course, 7th October, Easington

RECOMMENDED that permission be granted for the Sports Development Officer to attend this training course.

(ii) Looking After War Memorials Conference, Newcastle, 2nd December 2009

RECOMMENDED that approval be given for the Cemetery Officer to attend this training.

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. 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.

RECOMMENDED that the contents of the report be accepted.

40. CHRISTMAS CLOSEDOWN

The Town Clerk asked for Member's consideration of the Christmas closedown.

RECOMMENDED that a closedown be agreed with the Offices closing from 12.30 on 24th December 2009 and re-opening on Monday 4th January 2010, with staff being required to use one and a half days of their annual leave entitlement to achieve this.