

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 12<sup>TH</sup> APRIL 2010

PRESENT: COUN COLIN AUSTIN (CHAIR)

Mesdame:- L Wood

Messrs:- T A Jones, J Alvey, D Langan, R Huitson, D  
Milsom, H Bennett MBE & E W Hall

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

83. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and received from Councillors G Cowie,(asthma), Bob Jones, (hurt his back gardening), W M Jeffrey, (post operation), M Milsom, (post operation), S McDonnell, (son in accident) and C Robbins, (tummy bug).

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

Matters Arising

Minute Number 77(i) Registration of Land Based Operatives, Health & Safety Module, Peterlee College – on a date to be arranged

To note that at the Council Meeting it had been agreed that the Horticultural Supervisor be given authority to attend this course.

85. ADVISORY BULLETIN & CIRCULARS – LOCAL GOVERNMENT EMPLOYERS ADVISORY BULLETIN NO. 561

Members were circulated with extracts from this bulletin and the Town Clerk mentioned items that may be of interest to Members.

Details of the NJC Car Allowances 2010/11 had just been received and the Clerk asked for approval to implement these rates immediately.

**RECOMMENDED that the information given be noted and the rates for car mileage as contained in NJC Circular 1/10 be adopted.**

86. LEARNING & DEVELOPMENT – ALL YOU NEED TO KNOW ABOUT ALLOTMENTS COURSE, 24<sup>TH</sup> MARCH, CERTIFICATES OF ATTENDANCE – COUNCILLOR J ALVEY & B ARNELL

Members were advised that Councillor J Alvey and the Horticultural Supervisor had recently attending this course.

**RECOMMENDED that the information given, be noted.**

87. CHANGING THE PHYSICAL ACITIVITY LANDSCAPE – GRANT AWARD – POST OF PROJECT OFFICER – JOB DESCRIPTION

Members were circulated with a report prepared by the Sports Development Officer advising that she had been successful in securing grant funding from NHS County Durham for £61,499. This funding was to deliver a health intervention project over a 2 ½ year period at The Pavilion. Further details of the project was circulated along with a suggested job description for an Activity Project Worker required to deliver the programme.

Members were delighted to learn of the success in obtaining grant funding and offered their congratulations to the Sports Development Officer in doing this.

**RECOMMENDED that approval be given to the job description for the Part Time Activity Project Worker, Scale 2, (on a fixed term contract), and this post be advertised immediately.**

88. 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.

89. HEALTH & SAFETY SUPPORT – ELLIS WHITTAM

The Town Clerk gave the background to discussions held on 12<sup>th</sup> April between Seaham Town Council, Horden Parish Council, a representative of Ellis Whittam and the Town Council on the provision of health & safety and personnel advice.

An offer and final costings from Ellis Whittam was awaited.

**RECOMMENDED that approval be given in principle to enter into a contract with Ellis Whittam on terms to be agreed to provide essential personnel, health & safety advice to the Town Council, in partnership with other local Parish/Town Councils and a further report on prices etc be awaited.**

90. 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**

91. ABSENCE REPORT

MINUTES OF THE ESTABLISHMENT COMMITTEE OF THE 12<sup>TH</sup> APRIL 2010

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.**