

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 6<sup>TH</sup> SEPTEMBER 2010

PRESENT: COUN S McDONNELL (CHAIR)

PRESENT: COUN D MILSOM (CHAIR)

Mesdames:- L Wood, J I Measor & J Black

Messrs:- T A Jones, J Alvey, H Bennett MBE,  
C Watkins, C J Metcalfe, R Huitson & W M Jeffrey

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

27. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors J Hardy, (at County Durham Local Government Committee Meeting), and G Cowie, (asthma).

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

29. REPORTS OF APPOINTMENT PANELS HELD ON 15<sup>TH</sup> JULY, 21<sup>ST</sup> JULY, 17<sup>TH</sup> AUGUST & 3<sup>RD</sup> SEPTEMBER 2010, copies of which had been circulated to each Member, were accepted.

30. ADVISORY BULLETIN & CIRCULARS

- (i) LGE Advisory Bulletin No 566
- (ii) LGE Advisory Bulletin No 567
- (iii) LGE Advisory Bulletin No 568
- (iv) Christmas Working
- (v) Being a Good Employer – A Guide for Parish & Town Councillors

Members were circulated with extracts from these bulletins.

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

31. SOCIABLE EXERCISE TRAINING COURSE – SPORTS DEVELOPMENT OFFICER- COMPLETION & SUCCESS

The Deputy Town Clerk advised that Miss Pounder, Sports Development Officer, had successfully completed the ten day JABADAO Sociable Exercise course including theoretical and practical elements.

**RECOMMENDED a letter of congratulations be sent to Miss Pounder on her success.**

32. LEARNING & DEVELOPMENT

The Deputy Town Clerk reported receipt of invitations to attend the following events:-

- (a) Political Sensitivity for Officers, 27<sup>th</sup> September 2010, Boldon

**RECOMMENDED that the action taken in reserving a place for the Horticultural Supervisor on this course, be endorsed.**

- (b) SLCC Larger Local Councils Network Meetings, 1<sup>st</sup> October, Dunstable

- (c) SLCC National Conference 2010 – 15<sup>th</sup> – 17<sup>th</sup> October, Durham

**RECOMMENDED as the Town Clerk was not at work these courses be left in abeyance.**

- (d) NEREO Catching Conflict up Stream – Tuesday 5<sup>th</sup> October 2010, Marley Hill, (Beamish Park Hotel)

**RECOMMENDED that a place be reserved on this course for the Deputy Town Clerk.**

(e) NEREO Time Management for Officers, 15<sup>th</sup> November 2010, Middlesborough

**RECOMMENDED that a place be reserved on this course for the Horticultural Supervisor.**

(f) Legionella Training – Spennymoor – Date to be arranged

**RECOMMENDED that approval be given for a 2 places to be taken on this course when it was arranged in partnership with Spennymoor Town Council.**

33. ELLIS WHITTAM – RECRUITMENT SERVICE & MEDIATION/INVESTIGATION SERVICES

Details of the services that were available were given to Members for information. These would be at an additional cost.

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

34. 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.

35. 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.**

36. 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.**