

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 1ST NOVEMBER 2010

PRESENT: COUN S McDONNELL(CHAIR)

Mesdame:- L Wood

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

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

44. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors J Black, (on holiday), G Cowie, (asthma), & R W Jones, (wife ill).

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

46. BULLETINS & CIRCULARS

- (i) Working Arrangements: Christmas Day & Boxing Day 2010 & New Year's Day 2011
- (ii) Employers Pension Fund Contributions
- (iii) NJC Car Allowance Rates
- (iv) Advisory Bulletin September 2010 update
- (v) Pay Claim 2011 – 2012

Extracts of these bulletins and circulars were circulated for Member's information.

RECOMMENDED that the information given, be noted.

47. LEARNING & DEVELOPMENT

The Deputy Town Clerk reported on examination success and receipt of invitations to attend the following events:-

(i) NVQ Level 2 – Business & Administration

RECOMMENDED that a letter of congratulations be sent to Mrs Bowman on her achievement.

(ii) Disciplinary Investigations for Officers, 30th November 2010, Washington

RECOMMENDED that approval be given for the Deputy Town Clerk or Horticultural Supervisor to attend this course.

(iii) Leadership in Running Fitness – 19th November or 17th December 2010

RECOMMENDED that approval be given for Sports Development Officer and Part Time Activity Worker to attend this course on alternate dates.

(iii) Weight Management Training Course – Two Day Training Course, December 2010

RECOMMENDED that approval be given for the Sports Development Officer to attend this course.

48. DISCIPLINARY POLICY, PROCEDURE & TOOLKIT

Members were circulated with a copy of the above document produced by Durham County Council and it was asked that this be adopted by the Town Council as good practice and used by all Managers.

RECOMMENDED that the disciplinary policy, procedure and toolkit be adopted by the Town Council.

49. 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.

50. PAYMENT IN RESPECT OF ADDITIONAL DUTIES – PARKS & CEMETERY DEPARTMENT

Consideration was given to the report of the Deputy Town Clerk a copy of which had been circulated to each Member.

RECOMMENDED that a payment be made to Mr J Hall in respect of additional duties carried out in the Parks & Cemetery Department in the absence of Mr W Harriman, Team Leader and Cemetery Officer.

51. RETIREMENT – LILIAN DOUGLAS

RECOMMENDED that further consideration be given to this report at the Council Meeting and further details be supplied as requested.

52. 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.

53. 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.

54. PETERLEE INFORMATION CENTRE – SATURDAY
OPENING

It was reported that the Saturday worker, Janet Lodge, had resigned, effective from 6th November 2010.

**RECOMMENDED that this matter be considered further at
the council Meeting.**