

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 10TH JANUARY 2011

PRESENT: COUN AUSTIN (CHAIR)

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

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

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

64. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors R W Jones, (car snowed in), G Cowie, (flu), and C Robbins, (parent in hospital).

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

66. ADVISORY BULLETINS NUMBERS 571 & 572 - NOVEMBER & DECEMBER 2010 - UPDATES

Extracts of these bulletins had been circulated to each Member.

RECOMMENDED that the information given, be noted.

67. REPORTS FOLLOWING OFFICER'S ATTENDANCE AT LEARNING & DEVELOPMENT SEMINARS
- (i) Freedom of Information Workshop
 - (ii) Disciplinary Investigations for Officers
 - (iii) Lift Awareness Training

Members were circulated with copies of reports following Officer's attendance at learning and development sessions.

RECOMMENDED the contents of the reports be accepted and action points be attended to.

FURTHER RECOMMENDED that investigations be made with the Architect on the specification and detail of the service lift at the Pavilion.

PRIOR TO CONSIDERATION OF THE FOLLOWING ITEM COUNCILLOR S McDONNELL DECLARED AN INTEREST AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

68. FUTURE JOBS FUND - TRAINEE POSITION

Consideration was given to the report of the Sports Development Officer giving details of the opportunities available under this initiative.

RECOMMENDED that approval be given to pursue this application.

69. 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.

70. 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.

71. 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.

72. REQUEST FOR EARLY RETIREMENT – TOWN CLERK

Consideration was given to a letter received from the Town Clerk requesting consideration be given to allowing him to retire early on 31st March 2011.

RECOMMENDED that the request be granted for the efficiencies of the service and further consideration be given to the structure on the organization at the Special Finance Meeting to be held on Tuesday 18th January 2011 to consider the estimates of expenditure for 2011/12.