

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 7<sup>TH</sup> MARCH 2011

PRESENT: COUN AUSTIN (CHAIR)

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

Messrs:- R Kyle, J Alvey, T A Jones, H Bennett MBE, W M Jeffrey, C Watkins, R W Jones, D Langan, C J Metcalfe, D Milsom & C Austin

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

81. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors G Cowie, (asthma), J I Measor, (ill) & J Hardy, (Durham County Local Government Committee).

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

83. ADVISORY BULLETINS

- (i) Local Government Employers - January 2011 update
- (ii) Local Government Employers – February 2011 update
- (iii) Local Government Pay 2011
- (iv) HMRC 7 PAYE/NI registration
- (v) NEREO – Support for redundancy & re-employment

Extracts of these bulletins and circulars were provided to each Member.

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

84. FUTURE JOBS FUNDS – SPORTS DEVELOPMENT TRAINEE POSITION – UPDATE

It was reported that discussions had taken place with the AAP regarding the possible match funding of the Future Jobs Fund Trainee positions in place at the skate park.

Members were advised that funding for the Sports Development trainee position had been withdrawn the day before the interview were to take place. The was extremely disappointing and it was **RECOMMENDED that a letter be sent to the Local MP expressing the Town Council’s disappointment at the sudden withdrawal of this funding.**

85. PACES PROJECT - ACITIVITY WORKER - REQUEST TO EXTEND THE HOURS FOR A FURTHER 6 MONTHS

Consideration was given to the request to extend the PACES Activity Worker’s hours (from 15 to 25 hours), being extended for a further 6 months. It was reported there was CPAL funding to cover this due to an under spend on the project.

**RECOMMENDED that the PACES Activity Worker’s hours be extended for a further six months, at 25 hours per week.**

86. LEARNING & DEVELOPMENT

(i) John Deere/Greenlay Training Day, 10<sup>th</sup> March 2011 - Cramlington – Request for four Operatives to attend

**RECOMMENDED that approval be given for three operatives and the Horticultural Supervisor to attend this training.**

(ii) Sports Funding Training Workshop, 22<sup>nd</sup> March 2011, 6.30 – 8.30pm

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

87. 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.

88. OVERTIME REPORT

The Overtime Report and Hours Worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered.

Concern was expressed at the length of the shifts being worked by casual staff and reference was made to their contracts of employment. There was also a lengthy discussion on the lone working situation at the Football Club.

**RECOMMENDED that:-**

- (i) the contents of the report be accepted;**
- (ii) an urgent meeting be convened to consider issues of lone working at the Football Club, and,**
- (iii) advice be sought from Ellis Whittam on the contracts for casual staff to ensure that they were being treated in an equitable and fair manner.**

89. 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.**

90. APPOINTMENT OF TOWN CLERK

Information relating to the recruitment of the new Town Clerk had been produced by NEREO and circulated to each Member prior to the meeting.

**RECOMMENDED that the recruitment package be accepted and the post be advertised regionally with a closing date of the 1<sup>st</sup> April 2011.**

**FURTHER RECOMMENDED that the issue of managing the interim period between the current Town Clerk leaving and appointment of the new Clerk, be considered further at the Council Meeting.**

91. STAFF RESTRUCTURE

**RECOMMENDED that this matter be referred to the Council Meeting for further discussion.**