

PETERLEE TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE

ON MONDAY 4TH APRIL 2011

PRESENT: COUN. C AUSTIN (CHAIR)

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

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

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

92. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors; E W Hall (poorly) and R Jones (Wife poorly).

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

MATTERS ARISING

a) In connection with **Minute No. 88 – Lone Working – Football Club** Councillor D Langan wished to be named in these Minutes. As at 4th April 2011 Councillor D Langan deplored the fact that the lone working issue, in relation to the

Football Social Club, had not been rectified, thus depriving the employees of their rights to work in a healthy and safe environment.

RECOMMENDED that as a matter of urgency the Acting Town Clerk contact the Facilities Manager reiterating to him that he was to ensure lone working should not happen at the Newtown Football Club.

b) In connection with Minute No. 88 Overtime Report Councillor D Langan wished to be named in these Minutes. As at 4th April 2011 Councillor Langan deplored the fact that the correct employment status of the registered casual staff had not been rectified over many years thus depriving these employees of their rights according to Employment Law.

The Acting Town Clerk advised that this matter was being attended to and draft contracts would be reported to a future meeting for approval.

In considering the report several issues were brought to light and it was asked that these be investigated as a matter of urgency.

94 ADVISORY BULLETINS – CAR MILEAGE RATES

Notification of the increased HMRC mileage rates which would take affect as from 6th April 2011 had been circulated to Members.

The approved mileage allowance payments (AMAP's) rates from 2011-12 would rise to 45pence per mile for the first 10,000miles and 25pence per mile thereafter.

RECOMMENDED that the information given, be received and noted.

95 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.

96. OVERTIME REPORT

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

In connection with Casual Staff Councillor D Langan wished to be named in these Minutes. As at 4th April 2011 Councillor Langan deplored the fact that the correct employment status of the registered casual staff had not been rectified over many years thus depriving these employees of their rights according to Employment Law.

RECOMMENDED that:-

- i) the Acting Town Clerk fully investigate all of the issues raised, as a matter of urgency,**
- ii) a meeting of the Complaints Committee be arranged to consider the result of investigations.**

FURTHER RECOMMENDED that the contents of the Report, be accepted.

97. 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.

98. APPOINTMENT OF TOWN CLERK

The Leader advised Members that NEREO had received 61 no. applications, the Council's Short Listing Panel had selected 8 no. candidates for interview.

The interview process would be held over two days; Tuesday 12th and Wednesday 13th April 2011 at Shotton Hall and invitations to attend would be sent out in due course.

RECOMMENDED that the action taken in short listing candidates for interview, be endorsed.

FURTHER RECOMMENDED that interviews be held over a two day period of 12th and 13th April 2011.

99. RETIREMENT POLICY – LILIAN DOUGLAS

A copy of the Acting Town Clerk's Report on the above item had been circulated to Member for their consideration.

RECOMMENDED that this item be deferred.

100. FORMER EMPLOYEES – CED NNR

The Acting Town Clerk reported that 3 no. members of staff had been approached with a view to voluntary redundancy and as they had been TUPE transferred they were eligible to opt for either the scheme operated by English Nature or Peterlee Town Council, (Durham County Council's Scheme); the better of the two schemes.

RECOMMENDED that the information given, be noted.