

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 6<sup>TH</sup> JUNE 2011

PRESENT: COUN S McDONNELL (CHAIR)

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

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

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors J Alvey, (ill), E WHall, (ill, ) G Cowie, (ill) & J Hardy, (DCC Meeting).

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

Matters Arising

Minute Number 93 – Contracts for casual staff

The Clerk advised on progress with this item and assured that it was to be discussed with Senior Managers at the first Strategic Management Team to be held on 10<sup>th</sup> June 2011.

**RECOMMENDED that:-**

**(i) The Town Clerk instigate a full review of the use of casual staff and the requirement for contract documentation;**

**(ii) the three newly engaged bar staff at The Pavilion, be issued with a casual status letter.**

3. ADVISORY BULLETINS

- (i) Local Government Employers - March 2011 update
- (ii) Local Government Employers – April 2011 update
- (iii) Local Government Employers – May 2011 update
- (iv) Local Government Pension Scheme – Employer & Employee Contribution Rates
- (v) Changes in the law relating to flexible working

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

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

4. ROYAL WEDDING 29<sup>TH</sup> APRIL 2011 – ENDORSEMENT OF ACTION TAKEN

Members were requested to endorse the action taken in all staff being granted one days paid leave for the Royal Wedding held on 29<sup>th</sup> April 2011.

**RECOMMENDED that the action taken, be endorsed.**

5. LEARNING & DEVELOPMENT

Members were requested to consider the Horticultural Supervisor being granted approval to attend a five day IOSH course in the place of a previously agreed ROLLO course.

**RECOMMENDED that approval be given for the Horticultural Supervisor to undertake this training/learning & development.**

6. 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.

7. OVERTIME REPORT

The Overtime Report and Hours Worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered. It was asked if this was a true record and it was reported that it was to the best of Officer's knowledge.

**RECOMMENDED that the contents of the report be accepted. FURTHER RECOMMENDED the report be enhanced for the next meeting to include names, reasons for overtime and costs where available.**

7. 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. FURTHER RECOMMENDED the report be enhanced for the next meeting to facilitate a better understanding of sickness monitoring and review.**