

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 5<sup>TH</sup> SEPTEMBER 2011

PRESENT: COUN C J METCALFE (CHAIR)

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

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

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

17. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from  
Councillors S McDonnell, (on holiday), E W Hall, (Ill), & G  
Cowie, (asthma).

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

19. ADVISORY BULLETINS, WORKFORCE EMPLOYMENT  
RELATIONS

- (i) Number 579 – June Update
- (ii) Number 580 – July Update

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

20. QUEENS DIAMOND JUBILEE – PUBLIC HOLIDAY, TUESDAY 5<sup>TH</sup> JUNE 2012

Members were asked to give consideration to granting paid leave for the additional public holiday being granted in June 2012 to celebrate the Queens Diamond Jubilee.

**RECOMMENDED this bank holiday be granted, with pay, to all staff. FURTHER RECOMMENDED that full consideration be given to the shifts/rotas of staff that may be required to work on this date by the appropriate Mangers of the Town Council’s bars/Banqueting Suites and Parks Department, in consultation with the Town Clerk, to a future meeting of this Committee.**

21. LEARNING & DEVELOPMENT

(i) Food Hygiene, (31<sup>st</sup> August 2011) & First Aid, (30<sup>th</sup> August 2011), The Pavilion Staff

**RECOMMENDED that the action taken in arranging training for The Pavilion staff as given, be endorsed.**

(ii) Disciplinary Investigations for Officers, Tuesday 11<sup>th</sup> October, Chester le Street

**RECOMMENDED that a place be reserved for the Deputy Town Clerk to attend this training.**

22. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC

IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE TO 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.

23. 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.**

24. 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 current sickness and absence policy be updated and reviewed by the Town Clerk and a report be presented to a future meeting of this Committee.**

25. STAFF DISCIPLINARY – UPDATE

The Town Clerk gave Member's a brief update on the status of the procedure being followed.

**RECOMMENDED that the information given be noted and further updates be awaited as necessary.**