

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 3RD OCTOBER 2011

PRESENT: COUN. S McDONNELL (CHAIR)

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

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

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

26. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors C Austin, (Wedding Anniversary), R Kyle, (away in Derbyshire), J Hardy, (County Durham Local Government Meeting), E W Hall, (ill), & G Cowie, (ill).

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

28. 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.

29. CASUAL STAFF CONTRACTS

Consideration was given to the current situation with this matter and the Town Clerk gave details on a Member of staff that worked for the Town Council for over four years and as such was now entitled to a full term permanent contract. There was already a position within the establishment created and approved in on 20th July 2009, (minute number 74 (c) refers), Scale 6 Facilities Assistant, Shotton Hall.

RECOMMENDED that Mr D Flanagan be appointed to this vacant position within the establishment and the Town Clerk negotiate the terms of his contract.

It was reported the resignation of Mr L Summerill, casual worker, had been received. It was pointed out, however, that as a casual worker there was no requirement for a formal letter of resignation to be submitted.

The Town Clerk advised that a NEREO approved HR consultant was currently on site at Peterlee Town Council for a different matter. He had given some initial advice on how the issue of casual employment with Peterlee Town Council could be properly formalised.

FURTHER RECOMMENDED that approval be given for a NEREO approved HR to be engaged to arrange for the contracts to be drafted and issued for bar staff. Consideration would need to be given to the inclusion of a clause that required the casual worker to disclose wages paid when amounts impacted upon such an individuals claim for state benefits from government agencies.

30. REQUEST FOR HONORARIA, FACILITIES ASSISTANT, THE PAVILION

RECOMMENDED the Town Clerk be given authority to determine the level of honoraria to be paid to Mr A Hunt in

**respect of additional duties at The Pavilion with effect from
18th June 2011.**

31. 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.

32. 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.

33. APPEAL – UPDATE

The Members of the Appeal Panel were requested to leave the meeting at this point.

The Town Clerk gave Member's a brief update on the status of this matter. The Leader also gave details of a communication received from the employee in question.

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

34. FACEBOOK – COMPLAINT

RECOMMENDED the action taken in issuing letters of Management Advice to the two Members of staff involved, be endorsed.