

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 7th NOVEMBER 2011

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames: M Milsom, L Wood & J I Measor

Messrs: C Austin, C Robbins, H Bennett (MBE), J Alvey, D
Langan, W M Jeffrey, R Huitson & C Watkins

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

35. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from
Councillors R W Jones, (wife ill), E W Hall, (ill), S McDonnell,
(on holiday), J Hardy, (Meeting) and G Cowie, (ill).

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

37. ADVISORY BULLETINS

(i) Workforce: Employment Relations No 581

(ii) Workforce: Employment Relations No 582

Extracts of these bulletins were circulated to each Member for their
information.

RECOMMENDED that the information given, be noted.

38. DISCIPLINARY INVESTIGATIONS, ONE DAY COURSE

The report submitted by the Deputy Town Clerk following her attendance at this learning and development.

RECOMMENDED a RIPA Policy be produced for approval. FURTHER RECOMMENDED the Disciplinary Procedure Policy & Toolkit adopted in December 2010, be reviewed.

39. CHRISTMAS CLOSEDOWN

Consideration was given to the closedown of the Town Council's community buildings.

RECOMMENDED that the Town Council close at 12.30 on Friday 23rd December and remain closed until Tuesday 3rd January 2012 as in previous years. FURTHER RECOMMENDED that the Pavilion remain closed on Christmas Day.

40. 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.

41. INSURANCE COVER FOR BUSINESS PURPOSES

RECOMMENDED:

- (i) the payment of £21.20 be approved as outlined by the Town Clerk as a result of the urgent need for the Management Accountancy Assistant to be in attendance during weekly cashing up procedures at the town Council's premises., as a one off, urgent situation;
- (ii) that to improve security for the Council's banking procedures, changes be implemented to involve Parks staff as outlined by the Town Clerk.

42. OVERTIME REPORT

The Overtime Report and Hours Worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered. Reference was made to the connection of sickness periods and overtime being worked and the Town Clerk assured that this would be addressed in return to work interviews.

RECOMMENDED that the contents of the report be accepted.

43. 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.