

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 5th DECEMBER 2011

PRESENT: COUN S McDONNELL (CHAIR)

Mesdames: M Milsom, L Wood & J Black

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

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

44. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from
Councillors G Cowie, (asthma), E W Hall, (ill), C Robbins,
(holiday), and T A Jones, (on holiday).

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

46. ADVISORY BULLETIN – NOVEMBER 2011 UPDATE: NO 583

An extract of this bulletin was circulated to each Member for their
information.

RECOMMENDED that the information given, be noted.

47. 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.
48. EDEN LANE COMMUNITY FACILITY – OPPORTUNITIES FOR FUTURE JOBS FUND WORKERS

The Clerk asked for consideration of the services of the two Future Jobs Fund Workers being engaged to work on behalf of the Town Council on sports community development at Eden Lane. She reported on recent meetings she had held in conjunction with the Sports Development Officer to ensure the Council fully support community activities at the Eden Lane Facility. The building was to operate as a satellite of the Pavilion and there was a schedule of planned activities being developed to be delivered from 9th January 2012.

As a Local Ward Member Councillor Alvey offered his assistance in preparing a full feasibility study and options appraisal on how the building might operate in the future. This appraisal was central to ensure any success in future funding bids. Councillor Bennett MBE and Langan wished for it to be recorded that they were concerned at activities continuing in this facility without any supervision or control by the Town Council.

RECOMMENDED that:-

- (i) approval be given for negotiations to take place with the two Future Jobs Funds personnel with a view to them carrying out paid duties at the Eden Lane Facility. Terms and conditions, nature, type and duration of their contracts to be determined by the Town Clerk.**
- (ii) The Town Clerk prepare a progress report on staffing issues, hire issues and all activities currently being provided from Eden Lane.**

49. 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 once again to the issue of staff being unable to work due to sickness, but wanting to work overtime during the same reporting period. The Town Clerk assured that reports would be analysed and discussed with Managers at SMT to highlight any potential problems.

RECOMMENDED that the contents of the report be accepted and the suggested course of action, be taken.

50. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information. The Deputy Town Clerk confirmed that the two long term absences had been referred to Occupational Health, with one of the persons due to return to work on a phased seven week return.

RECOMMENDED that the contents of the report be accepted and the actions taken, be endorsed.

51. EMPLOYMENT TRIBUNAL CLAIM

The Town Clerk advised that she had received a claim from the Employment Tribunal on behalf of Mr W Davies. The Hearing date was given as the 13th March 2012. She reported she intended to seek support for the Town Council from Ellis Whittam and she asked for endorsement of action taken in engaging face to face, on site HR support from NEREO for a strategy meeting arranged for Thursday 8th December 2011.

RECOMMENDED that endorsement of the action taken by the Town Clerk in this regard, be given and further developments be awaited.

52. CLOSURE OF INFORMATION CENTRE – UPDATE

The Town Clerk advised that the Centre was to close on Thursday 22nd December 2011. There had been no objections offered by the Trade Unions and as yet no appeals submitted by the staff. A Project Plan for the closure was to be undertaken and fully managed by the Information Centre Manager. Training and support for CV Management, job applications and interviews would be provided, as appropriate.

RECOMMENDED:-

- (i) the action taken to date be supported;**
- (ii) a press release be made on the closure as soon as possible;**
- (iii) the Town Clerk discuss the future rental obligations of the premises with the Town Centre Managing Agent, Savilles.**

53. TOWN CLERK – PROBATIONARY PERIOD

RECOMMENDED:-

- (i) the Town Clerk's six month probationary period be recorded as successfully complete, with no issues of concern;**
- (ii) the Clerk's salary be placed in line with Chief Officer Grades and be placed on the Scale Point 57, (first point of the scale), this being backdated to her start date of 23rd May 2011;**
- (iii) a sub Committee of the Establishment Committee be established, the membership to be agreed at the next meeting. The Committee to meet in April 2012 to conduct the first annual performance appraisal of the Town Clerk.**