

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 6TH FEBRUARY 2012

PRESENT: COUN S McDONNELL (CHAIR)

Mesdames: L Wood & J Black

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

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

61. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors G Cowie, (family bereavement) and E W Hall, (ill)

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

Matters Arising

(i) Minute Number 53 – Town Clerk – Probationary Period – Establishment of a Pay Review Panel

RECOMMENDED that this matter be considered as the final item on the Agenda for the AGM in May 2012.

63. ADVISORY BULLETIN – THE QUEEN’S DIAMOND JUBILEE BANK HOLIDAYS JUNE 2012

An extract of this bulletin was circulated to each Member for their information. It was reported that the Government had announced that there will be an additional bank holiday to celebrate Her Majesty The Queens' Diamond Jubilee. At the meeting held in September 2011 it had been agreed this bank holiday be granted, with pay, to all staff. It was also agreed full consideration be given to the shifts/rotas of staff that may be required to work on this date by the appropriate Managers of the Town Council's bars/Banqueting Suites and Parks Department, in consultation with the Town Clerk, to a future meeting of this Committee.

RECOMMENDED that a further report be awaited.

64. DISCIPLINARY POLICY, PROCEDURE & TOOLKIT

This document was presented to Members for a twelve month review and update.

RECOMMENDED that this policy be re drafted to meet the organisations needs and be amended to reflect the Town Council, its responsibilities, size and its operation.

65. STRESS MANAGEMENT POLICY

A copy of this policy, as discussed at the recent Health & Safety Meeting was circulated for each Member to consider.

RECOMMENDED this policy be adopted.

66. BULLYING & HARRASSMENT POLICY

A copy of this policy, as discussed at the recent Health & Safety Meeting was circulated for each Member to consider.

RECOMMENDED this policy be adopted.

67. 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.

68. 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 that on future reports the from and to date be included.

In considering the report reference was made to the cleaners additional hours worked, and then the standard of cleaning at Hill Rigg House and recent issues with this. Members were concerned at the standard of cleaning in the public buildings. It was also asked that the condition of Hill Rigg House be taken up with the current tenants.

RECOMMENDED:-

- (i) the standard of cleaning be discussed with the Facilities Manager, (Shotton Hall & Hill Rigg House) and he take this up with the current tenants and users;**
- (ii) an income report with staff hours worked be submitted for Members, and in the future this report be submitted to the Finance Meeting, for both facilities and then also to their individual sub committees or Management Board;**
- (iii) consideration be give to the Working Time Directive when compiling shift rotas for all staff;**
- (iv) The remainder of the report be accepted.**

69. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information.

There was a question raised on the number of man hours lost being recorded to reflect the winter summer hours worked in the Parks

Department. It was suggested that a letter should be sent to all employees detailing what absenteeism was costing the Town Council. The Deputy Town Clerk assured Members that the current sickness policy was to be reviewed. Members asked that sickness be included in performance reviews when they were to be carried out.

RECOMMENDED a letter be sent out to all employees detailing what the level of absenteeism was costing the Town Council. FURTHER RECOMMENDED the remainder of the report be accepted and the seasonal hours be clarified.

70. RESIGNATION – CAROL GREENHAFF, CLEANER

Members were advised that Mrs Greenhaff had submitted her resignation as cleaner for the Town Council.

The Manager had asked that the filling of this post be deferred until the full establishment review was undertaken.

RECOMMENDED the resignation be accepted.