

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 5<sup>TH</sup> MARCH 2012

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames: L Wood & J Black

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

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

71. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors G Cowie, (asthma), R Kyle, J I Measor, S McDonnell, (all ill).

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

73. ADVISORY BULLETINS

(a) Local Government Pay 2012 & Arbitration

(b) January 2012, No 585, Workforce: Employment Relations

An extract of these bulletins was circulated to each Member for their information.

**RECOMMENDED that the information given be noted.**

74. 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.

75. 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 the report be accepted.**

76. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information. Details were given of support being offered to an employee to facilitate their full return to work.

**RECOMMENDED the report be accepted. FURTHER RECOMMENDED the cost of the cancelled session be reclaimed if possible.**