

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 18TH JUNE 2012

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames: S McDonnell, L Wood, J I Measor & M
Milsom

Messrs: R Kyle, T A Jones, J Alvey, J Hardy, W M Jeffrey,
R Curtis, R W Jones, D Langan, C Watkins, R Huitson, D
Milsom & C Austin

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from
Councillor H Bennett MBE, (on holiday).

2. THE MINUTES OF THE LAST MEETING a copy of which had
been previously circulated, were agreed.

3. ADVISORY BULLETINS

- (a) March 2012 update: No. 587
- (b) April 2012 update: No. 588

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

RECOMMENDED the information given, be noted.

4. 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.

5. OVERTIME REPORT

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered. Members were extremely concerned at the high levels of overtime being worked and further consideration was given to measures that may assist in reducing this amount. There was concern at the hours being worked by full time Parks staff covering attendant duties and reference was made to the working time directive. Members queried the extent of overtime being worked by a Facilities Assistant at the Pavilion particularly in the light of the additional hours being worked by casual staff at the building. Comments were also made by Members regarding the current situation at The Pavilion and the urgent need to improve the operation and success of the building. In particular Members expressed their concerns about keeping the building clean and tidy throughout the day, a need for closer attention by the members of staff in charge to ensure bookings on an evening in the main hall were closely managed to maintain an excellent reputation and to encourage further bookings.

RECOMMENDED:-

- (a) the report be accepted;**
- (b) new management arrangements be implemented immediately at The Pavilion until 30th September 2012;**
- (c) staff be requested to sign a waiver in relation to additional hours being worked covering attendant duties.**

6. 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 the report be accepted.

FURTHER RECOMMENDED that the services of an Occupational Health provider be engaged for a trial period of one year, for on site nurse attendance and health surveillance four times per calendar year.

7. EMPLOYMENT TRIBUNAL – ET DECISION

The Town Clerk confirmed that the necessary paperwork had now been fully completed in relation to this matter which was now fully settled. She also reported that it was now timely to re-visit the Disciplinary & Grievance Policy and Toolkit and provide an updated policy which would be presented to the next Establishment Committee for approval.

RECOMMENDED the information given be noted, and the amended document be awaited.

8. ESTABLISHMENT REVIEW – PROJECT SCOPING REPORT

Consideration was given to the report prepared by the HR Consultant, Mr K Wilkinson. The Town Clerk advised that the report detailed the scope of the review and approach to be used. Mr Wilkinson would be engaging fully with Members and staff throughout the review process. It would be necessary to review or introduce relevant policies related to the review and these would be brought to the next meeting for approval.

RECOMMENDED the report be accepted and further reports be awaited.