

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 9th JULY 2012

PRESENT: COUN C J METCALFE (CHAIR)

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

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

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

9. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from
Councillor G Cowie, (on holiday).

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

11. ADVISORY BULLETIN- MAY 2012 UPDATE: NO. 589

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

RECOMMENDED the information given, be noted.

12. NORTH EAST BETTER HEALTH AT WORK AWARD 2012

Details of this scheme were circulated for Member's attention. The Town Clerk advised that there was no cost to this initiative other than staff time and that all members of staff had completed the initial survey which revealed the workforce were split evenly on being happy/unhappy at work. A full analysis would be completed and reported to Members.

RECOMMENDED that the information given, be noted.

13. 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.

14. RESIGNATION – PARKS ATTENDANT

Members were advised of the receipt of a letter of resignation from Mr N Corbett, Parks Attendant.

RECOMMENDED the resignation be accepted and the post not be filled at this present time.

15. OVERTIME REPORT

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered. Concern was expressed that casual hours appeared to be given to certain members of staff and it was felt these should be fairly shared out with the pool of casual staff. Concern was also expressed over the number of hours worked by staff under the age of 18. Also it was felt that the duration of shifts were too long and should be split. There was considerable discussion on additional costs incurred for a Sunday event. Consideration was given to the way casual staff were engaged and it was suggested that these

positions should be advertised. Further consideration would need to be given to the use of casual staff as part of the staffing structure review.

RECOMMENDED:-

- (i) the report be accepted;**
- (ii) details be given for consideration on how many Sundays are booked for remainder of the year;**
- (iii) a procedure be put in place for the involvement of the Chairman and Vice Chairman of the Establishment Committee in the appointment of casual staff. This matter should also be addressed as part of the staffing structure review.**

16. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information. Members were assured that staff absence was not only highlighted at Management Team but also to individual members of staff.

RECOMMENDED the report be accepted.

17. STATEMENT – DEFAMATION OF CHARACTER

A Local Member gave details of a matter of grave concern to her. This statement had been submitted to her legal representative for it to be properly logged. The Member assured the meeting that it was her intention to seek further legal advice and if necessary take further action.

The Town Clerk read out excerpts of e mails related to this issue and stated that such e mails should be noted and logged for future reference as this was an extremely serious matter.

There was considerable discussion on the item and it was then

RECOMMENDED that the statement be received.