

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 1ST OCTOBER 2012

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames: L Wood & M Milsom

Messrs: R Kyle, T A Jones, H Bennett MBE, W M Jeffrey,
D Langan, R Curtis, R Huitson, D Milsom, C Austin, J
Alvey, & E W Hall

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

25. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from
Councillors R Jones, J Hardy and G Cowie, (all ill).

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

27. ADVISORY BULLETIN – NUMBER 592 – AUGUST 2012

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

RECOMMENDED the information given, be noted.

28. LEARNING & DEVELOPMENT – EMPLOYMENT LAW, NCFE TRAINING

RECOMMENDED approval be granted for the Town Clerk to attend this learning and development opportunity.

29. 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.

30. 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 if the overtime costs were being monitored fully. The Clerk confirmed that the cost of the existing structure would be analysed, this would include use of overtime, TOIL and full costs of overtime. She also assured that she would arrange for overtime costs to be given as a cumulative total for each Department.

RECOMMENDED the contents of the report be accepted and a cumulative total for each department's overtime be shown on future reports.

31. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information. It was noted that there had been no absences since the last meeting.

RECOMMENDED that the contents of the report, be accepted.

FURTHER RECOMMENDED a letter be sent to all staff via their noticeboards congratulating them on no absence this month.