

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 5TH NOVEMBER 2012

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames: L Wood & J Black

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

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

32. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from C Robbins, (on holiday), R W Jones, G Cowie &, M Milsom, (all ill).

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

34 ADVISORY BULLETINS

(a) NUMBER 593 – SEPTEMBER 2012, WORKFORCE:
EMPLOYMENT RELATIONS

(b) SEPTEMBER MONTHLY BRIEFING

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

RECOMMENDED the information given, be noted.

35. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE IS ASKED TO PASS 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.

36. MR A SAUNDERS, FACILTIES ASSISTANT, THE PAVILION

RECOMMENDED the action taken in awarding Mr Saunders a permanent contract with the Town Council, be endorsed.

37. 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 contents of the report be accepted

38. 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 that the contents of the report, be accepted.

39. LETTER FROM THE TOWN CLERK

Consideration was given to the letter received from the Town Clerk regarding her working arrangements.

RECOMMENDED the request be agreed to.