

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 3RD DECEMBER 2012

PRESENT: COUN C J METCALFE (CHAIR)

Mesdame:- M Milsom

Messrs:- W M Jeffrey, D Milsom, R Kyle, C Austin, H Bennett MBE, L Cook, R Kyle, T A Jones, C Watkins, R Huitson & E W Hall

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

40. APOLOGIES FOR ABSENCE

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

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

42. ADVISORY BULLETIN – NUMBER 594, OCTOBER UPDATE

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

RECOMMENDED the information given, be noted.

43. LEARNING & DEVELOPMENT

(i) ROLO Course

RECOMMENDED that the action taken in arranging for the Horticultural Supervisor to attend this training, be endorsed.

(ii) Facilities Booking Software Update

RECOMMENDED that the action taken in arranging for the appropriate members of staff to take part in this on site training, be endorsed.

44. CHARTERED MANAGEMENT INSITITUTE – MEMBERSHIP RENEWAL 2012/13

Members were asked to consider the payment of these professional fees on behalf of the Town Clerk.

RECOMMENDED the Town Council pay the professional fees on behalf of the Town Clerk.

45. 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.

46. OVERTIME REPORT

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered. An amendment had been circulated but unfortunately some of the information was missing.

RECOMMENDED the contents of the report be accepted and a further copy be circulated for the information of Members.

47. 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.

48. STRUCTURE REVIEW – REPORT OF THE NEREO H R ADVISOR

The Town Clerk advised that this very comprehensive report was nearly complete. She felt, because of the length of the document and the numerous appendices attached, sufficient time needed to be given to consider the report fully. The document would therefore be presented to a Special Meeting or a workshop session, along with the suggested Implementation Plan.

RECOMMENDED two workshop sessions be organised as soon as possible, one before the Christmas break and one immediately after, if possible and convenient for the NEREO H R Advisor to attend.

49. STAFF GRIEVANCE – INDEPENDENT INVESTIGATION

Brief details of a staff grievance submitted and investigated by an outside Independent HR Advisor were given. The Town Clerk advised that she had been notified of a potential appeal against the Investigating Officer's decision.

RECOMMENDED an Appeal Panel be convened in line with the Town Council's Grievance Policy as necessary.