

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 15TH APRIL 2013

PRESENT: COUN C AUSTIN (CHAIR)

Mesdames:- L Wood, M Milsom & J Black

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

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

Prior to the start of the Meeting the Chairman, Councillor Austin, wished everyone success in the forthcoming local council elections.

69. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillor C J Metcalfe, (on holiday) & C Robbins.

70. THE MINUTES OF THE LAST MEETING a copy of which had been circulated to each Member, were agreed.

Matters Arising

Occupational Health Support - Details

Details were given that no notice was required to terminate this service. In considering this matter the Deputy Town Clerk advised receipt of a letter from an employees GP regarding a Hepatitis B Risk Assessment following them requesting protection against this disease with an injection from their Doctor. The GP, Silverdale Family Practice, based at South Hetton, advised they felt it was

inappropriate for them to proceed with the immunisation however, they would be happy to discuss the provision of a non-NHS vaccination service to the employee in question once the Town Council had arranged the appropriate risk assessment.

RECOMMENDED this matter be investigated further.

71. ADVISORY BULLETIN NO 598 – FEBRUARY 2013 UPDATE

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

RECOMMENDED the information given, be noted.

72. 1ST APRIL 2013 – PAY DISCUSSIONS

Details of the current pay negotiations were circulated to each Member. Reference was made to the “Green Book” and Councillor D Langan wished for it to be recorded that he suggested that all of the Town Council’s employees were not given their entitlements as per the green book. Another Local Member did advise that local agreements could exist where they had been negotiated between the employer and employee.

RECOMMENDED that the information given, be noted.

73. 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.

74. 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.

75. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information.

A Local Member questioned one of the reasons for absence as given in the report. It was stressed that the contents of a sick note were private and confidential.

RECOMMENDED that the contents of the report, be accepted.

AT THIS POINT IN THE MEETING BOTH COUNCILLOR JEFFREY AND THE DEPUTY TOWN CLERK LEFT THE MEETING AS THEY HAD A PERSONAL & PREJUDICIAL INTEREST.

PRIOR TO CONSIDERATION IT WAS PROPOSED AND ACCPETED THAT THE FOLLOWING TWO ITEMS BE CONSIDERED AT ONCE. THIS COURSE OF ACTION WAS AGREED.

76. TOWN CLERK ABSENCE DUE TO ILL HEALTH & RE STRUCTURE REPORT

The report prepared by the Deputy Town Clerk had been superseded by a report prepared by the Town Clerk and circulated to each Member prior to the meeting.

RECOMMENDED that the report be accepted in full, recommendations as follows, this was on a show of hands and the decision made was unanimous:-

- (i) **the proposals outlined in the report for interim cover for the Town Clerk and the continuation of the structure review, be endorsed and implemented forthwith;**
- (ii) **staff carrying out additional duties as a result of the interim arrangements to cover the absence of the Town Clerk, be**

- recognised and receive additional payments as detailed in the report;**
- (iii) the situation be reviewed on a monthly basis to ensure a flexible and cost effective solution during the absence of the Town Clerk.**

At the meeting the question was raised as to when Mr Wilkinson could start and the feeling of the Members was as soon as possible. It was suggested that this be confirmed at the Special Council meeting to be held on Tuesday 16th April 2013.