

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 1ST JULY 2013

PRESENT: COUN M MILSOM (CHAIR)

Mesdames:- L Wood, S Simpson, V Watson, K
Liddell & M Thompson

Messrs:- C J Metcalfe, C Robbins, W M Jeffrey, D Milsom,
S Miles, C Watkins, A Watson, R Curtis, R Kyle & F Price

**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.

7. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors D Sillito, G Cowie and C Baty, (all ill) and Councillors J I Measor & J Alvey, (at another meeting).

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

9. ADVISORY BULLETIN NO 601

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

RECOMMENDED the information given, be noted.

10. 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.

11. 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.

12. 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 asked that for future reports the reasons for absence not be recorded.

It was also asked about what the arrangements were for cover in the Town Clerk's absence and the Deputy Town Clerk advised that this cover had been agreed previously and she referred to the report circulated by the Town Clerk and agreed at the Establishment Committee on the 15th April 2013.

RECOMMENDED that the contents of the absence report, be accepted.