

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 7<sup>TH</sup> OCTOBER 2013

PRESENT: COUN D MILSOM (CHAIR)

Mesdames:- S Simpson, C Baty, M J Thompson &  
L Wood

Messrs:- S Miles, D Sillito, W M Jeffrey, C Watkins,  
J Alvey, C J Metcalfe

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

26. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors M Milsom, (ill), K Liddell, (on holiday), V Watson, (away), G Cowie, (ill), F Price, (ill), C Robbins, (on holiday) & A Watson, (away).

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

Matters Arising

(i) Minute Number 16 - Sacrifice Schemes – Further information

It was reported that no further information was available on this matter.

**RECOMMENDED the information given, be noted.**

(ii) Minute Number 23 – Application for Re Grading of Post

At the Council Meeting held on 16<sup>th</sup> October 2013, Members felt

that this minute gave the wrong impression on discussion at the Establishment Committee meeting and that it was the fact that this evaluation had been carried out without following Peterlee's usual process that was the problem, not that job evaluation software had not been used. Indeed members felt there should be a systematic process in place to consider applications for re grading, which was transparent and fair. This would be essential for the forthcoming structure review.

**RESOLVED the minute be amended to reflect and include these points raised.**

(iii) Minute number 24 – Policy on the discretion to extend periods of sick pay

At the Council Meeting held on 16<sup>th</sup> October, 2013, Members again felt this minute was incorrect. They asked that it be recorded that consideration had been given to payment of sick pay beyond the six months in exceptional circumstances to take into account the duty of care the employer had for its employees. It was **RESOLVED that the Town Council continue to follow the National Terms and Conditions, as agreed by the Trade Unions relating to sick pay, and it not be extended on this occasion.**

28. ADVISORY BULLETIN NO 604

An extract of these bulletins were circulated to each Member for their information.

**RECOMMENDED the information given, be noted.**

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, 1960 & 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 pointed out there was an error on the report and it was assured that this would be corrected and a new copy issued.

**RECOMMENDED the contents of the report be accepted, subject to the amount being included as hi lighted.**

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.

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

COUNCILLOR J ALVEY DECLARED AN INTEREST AS COUNTY COUNCILLOR AND TOOK NO FURTHER PART IN DISCUSSION ON THIS ITEM.

32. DURHAM COUNTY COUNCIL – PROCUREMENT

Members were circulated with details of the types of services available, at a cost, through the County Council.

**RECOMMENDED the Town Clerk investigate the opportunities for the Town Council in such an arrangement(s).**

**FURTHER RECOMMENDED the Town Clerk also investigate what options for external HR support were available in readiness for replacement of the existing agreement due to expire mid 2014.**

33. ORGANISATIONAL REVIEW 2012 – PROGRESS REPORT

There was considerable discussion on the progress with this Review.

**RECOMMENDED that the three reports of the meetings of the Working Party be submitted to the next Establishment Committee to update all Members on discussions that had taken place thus far, and agree a way forward.**