

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 4TH NOVEMBER 2013

PRESENT: COUN M MILSOM (CHAIR)

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

Messrs:- D Milsom, A Watson, L Cook, D Sillito, W M
Jeffrey, C Watkins, R Kyle & J Alvey

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

34. APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor Miss V
Watson, (at college), F Price, (on holiday) and S Miles, (ill).

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

Matters Arising

(i) Minute Number 27 – Salary Sacrifice Schemes

To note at the Council Meeting it was asked if any further
information had been received as to whether this could be
extended to include Council Members. It was reported that this
was still outstanding.

RESOLVED the information be awaited.

(ii) Minute Number 33 – Organisational Review 2012 –
Progress Report

To note at the council Meeting a Local Member asked for an
update on this matter. It was reported that the Notes from the

three meetings of the Review Working Parties held in September were to be reported to the next Establishment Committee for Member's consideration.

RESOLVED these reports be awaited.

36. ADVISORY BULLETIN NO 605

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

RECOMMENDED the information given, be noted.

37. 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.

38. 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.

39. 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 reported that Occupational Health Nurse had been on site that day and a further series of appointments had been scheduled for 2014. There was discussion in the previous series of appointments and mention was made of the refusal by one

employee to attend, which needed to be followed up with a written disclaimer.

RECOMMENDED that the contents of the absence report, be accepted. FURTHER RECOMMENDED a disclaimer be signed as discussed.

23. ORGANISATIONAL REVIEW 2012 – PROGRESS REPORT -
NOTES OF THE WORKING PARTY MEETINGS HELD ON
2ND, 6TH & 13TH SEPTEMBER 2013

Members were circulated with a copy of the notes arising from discussions of the Working Party established to take the review forward.

RECOMMENDED a meeting of the Working Party be called to continue to make progress with this matter.