

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 2<sup>ND</sup> DECEMBER 2013

PRESENT: COUN M MILSOM (CHAIR)

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

Messrs:- J Alvey, W M Jeffrey, A Watson, D Milsom, C J  
Metcalf, R Curtis, R Kyle & S Miles

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

41. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of  
Miss V Watson, (ill), L Cook, (work), D Sillito, (ill), C Robbins,  
(holiday) & G Cowie, (ill).

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

Matters Arising

Minute Number 27 – Salary Sacrifice Schemes

Further information was given that unfortunately Members could  
not be included in this scheme.

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

43. ADVISORY BULLETIN NO 606

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

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

44. LEARNING & DEVELOPMENT

Members were asked to endorse the action taken in the Sports Development Officer being given approval to attend a Metafit instructors one day course at Newcastle on 24<sup>th</sup> January, 2014.

**RECOMMENDED the action taken in this regard, be endorsed. FURTHER RECOMMENDED that within the new terms and conditions of employment to be issued in connection with the staffing review, a clause be included with regard to loyalty/re payment of fees following a course being completed.**

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, 1960 & 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.

**RECOMMENDED the contents of the report be accepted.**

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. It was asked if sickness was monitored and what approaches were used in connection with the management of sickness absence. The Town Clerk advised that there was a process followed by Managers but this needed to be reviewed and updated and she suggested this could be incorporated into the action points from the current staffing review.

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

48. ELLIS WHITTAM – H R SUPPORT – NOTICE

Members were asked to confirm if they still wished for the appropriate notice to be given to the current supplier of HR support. Following discussion it was **RECOMMENDED:-**

- (i) **Ellis Whittam be asked if their support could be extended on a month by month basis;**
- (ii) **Investigations be made at to what method of HR support nearby authorities were using;**
- (iii) **Interest from other parties be taken to a proposal level and this matter be considered further.**

49. STAFFING GRADING APPEAL/GRIEVANCE

Members were advised that the Parks Department Admin Officer/Show Co Ordinator had submitted a grievance regarding the way her grading application had been handled.

Following considerable discussion it was **RECOMMENDED NEREO be engaged to carry out a job evaluation for this post and a report be submitted in due course. FURTHER RECOMMENDED the process for dealing with such an application be properly documented and brought back to a future meeting for discussion.**

50. OPERATION OF THE BISTRO, THE PAVILION

Consideration of the report of the Acting Business Manager, a copy of which was circulated to each Member, was given.

Members asked for a more complete breakdown of the costs of the bistro as an operation, along with the visitor numbers.

**RECOMMENDED a further report be prepared and considered at the meeting to be held on 6<sup>th</sup> January 2014.**