

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 6<sup>TH</sup> JANUARY 2014

PRESENT: COUN M MILSOM (CHAIR)

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

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

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

51. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Miss V Watson, A Watson, (ill), R Kyle, (ill), R Curtis (ill), L Cook, (ill) & G Cowie, (ill).

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

53. ADVISORY BULLETIN NO 607

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

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

54. 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.

55. OVERTIME REPORT

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered. There were several queries raised on the report which were answered.

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

56. 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 once again if sickness was monitored and what approaches were used in connection with the management of sickness absence. The Town Clerk assured 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. It was suggested sickness absence should be linked to a performance management system when developed.

A Member raised a number of queries in connection with “return to work” following long term sickness absence and the associated requirements of occupational health input within the context of employment conditions. These issues were clarified by the Town Clerk.

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

57. NOTES OF THE WORKING PARTY HELD ON 12<sup>TH</sup> DECEMBER 2013

Members were circulated with a report following the recent meeting of the Working Party. The Town Clerk assured she would have a report prepared for consideration at the next Establishment Committee.

**RECOMMENDED that the report be awaited.**