

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 7TH APRIL 2014

PRESENT: COUN M MILSOM (CHAIR)

Mesdames:- C Baty, L Wood, S Simpson & V Watson

Messrs:- D Milsom, L Cook, J Alvey, D Sillito, W M Jeffrey,
C Watkins, S Miles, R Kyle & R Curtis

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

74. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Councillors G Cowie, (ill), P Price, (ill), C J Metcalfe, (on holiday), A Watson, (on holiday).

75. STATEMENT SUBMITTED BY COUNCILLOR A WATSON - CALL FOR RESIGNATION OF COUNCILLORS

RECOMMENDED the statement from Councillor A Watson, a copy of which had been circulated to each Member at the meeting, be noted.

76. ADVISORY BULLETINS NO. 610 & 611

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

RECOMMENDED the information given, be noted.

77. LEARNING & DEVELOPMENT – MISS W JEFFREY, AWARDED LEVEL 4 NVQ DIPLOMA IN BUSINESS & ADMINISTRATION

Members were advised of this achievement by a member of staff.

RECOMMENDED the Committee's congratulations be conveyed to Miss Jeffrey. It was commented by Councillor Alvey that all staff and Councillors should be encouraged to take part in learning and development opportunities.

78. 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.

79. THE MINUTES OF THE LAST MEETING & PREVIOUS MEETING

80. 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.

82. ABSENCE REPORT

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information.

RECOMMENDED that the contents of the absence report, be accepted. FURTHER RECOMMENDED the County Council be engaged to draft a sickness policy, at the cost outlined, and provide suitable training in this respect.

83. TOWN CLERK'S PHASED RETURN TO WORK

The Chairman welcomed Mr Mick Brodie, Director of NEREO to the meeting. Members had been previously circulated with a copy of Mr Brodie's report.

RECOMMENDED:-

- (i) the Mayor & Leader meet with the Town Clerk regularly to support the Town Clerk and her working arrangements.**
- (ii) Durham County Council be contacted to support the Town Council with this matter is producing the necessary policies risk assessments etc required to support the Town Clerk and the Town Council;**
- (iii) The contents of this report be received.**