

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 7<sup>TH</sup> JULY 2014

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- L Wood, K Liddell, V Watson, S Simpson,  
M Milsom, C Baty, J I Measor & M J Thompson

Messrs:- J Alvey, C Robbins, D Sillito, S Miles, A Watson, R  
Curtis, C Watkins, L Cook, D Milsom & R Kyle

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

11. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of  
Councillors G Cowie, (ill), W M Jeffrey, (Larger Local Councils Meeting

12. THE MINUTES OF THE LAST MEETING a copy of which had been  
previously circulated, were approved.

13. INDUSTRIAL ACTION – THURSDAY 10<sup>TH</sup> JULY 2014

It was reported that a discontinuous strike action was to take place on  
Thursday 10<sup>th</sup> July 2014. The Deputy Town Clerk advised she was on  
annual leave on this date but that all Managers had been kept updated.  
The Council supported the industrial action and asked that all staff be  
assured there would be no repercussions for staff in relation to this action.  
It was asked that suitable notices be displayed advising the public of why  
areas may be locked etc.

**RECOMMENDED the information given be noted.**

14. LOCAL GOVERNMENT PENSION SCHEME REGULATIONS

Members gave consideration to the report of the Deputy Town Clerk where Members were asked to approve the policy on Employer choices under the Local Government Pension Scheme.

**RECOMMENDED the Town Council follow the County Council's lead on this matter. FURTHER RECOMMENDED the proposed policy on LGPS Employers Discretions, be approved, and the Town Council only consider exercising discretions where it was in the Town Council's financial interests to do so.**

15. 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.

16. 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.**

17. 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.**

18. HUMAN RESOURCES SUPPORT

Consideration was given to the report of the Deputy Town Clerk outlining the three options for HR support for the Town Council.

**RECOMMENDED the offer from Durham County Council to provide an HR Advisory Service at the rate as given in the report, be accepted.**

19. GMB UNION – REQUEST FOR PROGRESS

Members were circulated with an extract of an e mail received from the Trade Union Steward, GMB Durham Local Authority Branch. This was a list of questions that he had received following a meeting with some GMB members currently employed by the Town Council and asking for clarification on some of the issues.

Members felt they needed to hear and be aware of the staff's concerns however it was felt this may be more appropriately served by feedback with and from the Unions. It was hoped that many of the points raised could be tasks to be undertaken by Durham County Council as soon as they were formally engaged to provide HR support.

**RECOMMENDED these issues be passed where appropriate to DCC to progress and the Unions be advised accordingly.**

20. STAFFING – THE PAVILION PETERLEE

Members gave consideration to a report covering various outstanding staffing issues at The Pavilion.

**RECOMMENDED:-**

**(i) Durham County Council's advice be sought on the legality of the current temporary post holder being offered the position of Building Manager, (the post would require evaluation and a new job description);**

**(ii) in the meantime an incremental rise be agreed for Mrs Woodhall, Acting Manager, again advice being sought as to what date this should be effective from;**

**(iii) the two scale 4 Facilities Assistant posts at the Pavilion, currently held by Mr Maddison and Mr Sanders, be aligned to the Facilities Team and have scp points ranging from 18 to 21, again advice being sought as to what date this should be effective from;**

- (iv) **it be noted the temporary position at the Bistro was still held by Mrs P Bannon at an average of 20 hours per week.**

21. APPLICATION FOR RE GRADING

Consideration was given to the report prepared by NEREO following a job evaluation of the Admin Officer/Show Co Ordinator post, currently on a Scale 4.

**RECOMMENDED the evaluation be endorsed and the post be re graded to a Scale 5, with the increase come into effect from the original date of the application, 31<sup>st</sup> July 2013.**

COUNCILLOR J I MEASOR DECLARED AN INTEREST IN THE FOLLOWING ITEM AND LEFT THE MEETING AS ONE OF THE STAFF INVOLVED WAS HER NEIGHBOUR.

22. STAF SUSPENSION – PANEL TO BE USED

Members were asked to consider the composition of the Panel to hear this matter. The Council already had an Appeals Panel consisting of Councillor R Kyle, C Robbins and M Milsom.

Councillors C Baty, L Wood, L Cook, R Curtis and S Miles offered to make up a Panel wherever required/needed.

**RECOMMENDED that the composition of this Panel be agreed.**