

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 1ST SEPTEMBER 2014

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- L Wood, K Liddell, S Simpson &
M Milsom

Messrs:- W M Jeffrey, D Sillito, S Miles, C Watkins, L Cook & D
Milsom

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

23. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Councillors G Cowie, (ill), J Alvey, (another meeting), A Watson, C Baty. Apologies for absence had been submitted by Councillor M J Thompson but they were not accepted.

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

Matters Arising

(i) Minute Number 20 – Staffing – The Pavilion

The Deputy Town Clerk advised on progress with advice received from Durham County Council, Human Resources. Following consideration it was **RECOMMENDED:-**

- (a) **it be noted that the pay award for the Acting Manager be classed as a review of the fixed spinal column point rather than an incremental rise;**

- (b) a job evaluation be carried out and the current Manager's job description be reviewed to reflect the Council's future requirements, this to be undertaken with the support of DCC (HR), the Facilities Manager, the Acting Business Manager, the Trade Union and the Deputy Town Clerk;
- (c) when this had been finalised, the new post be advertised externally;
- (d) a settlement agreement be organised with the two Facilities Assistants at the Pavilion.

(ii) Minute Number 22 – Staff Suspension

Members were advised that this matter had now been resolved and thanks were given to the Panel for their support with this matter.

RECOMMENDED the information given, be noted.

25. 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.

26. OVERTIME REPORT

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered. It was asked if it would be possible to identify what costs were actually staff covering for vacant posts and what was actual overtime costs.

RECOMMENDED the contents of the report be accepted and if possible future reports be amended to reflect the request made.

27. 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 and advice be awaited on the request received regarding occupational sick pay.