

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 2ND MARCH 2015

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- K Hawley, M A Cartwright, K Liddell, C Baty,
L Wood, S Simpson & V Watson

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

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

The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

54. APOLOGIES FOR ABSENCE

Apologies had been previously submitted and accepted from Councillor C Robbins on the grounds of ill health.

RECOMMENDED the Council approve the reasons submitted for absence received from Councillors C Robbins on the grounds given above, and his apologies for absence be recorded.

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

56. LEARNING & DEVELOPMENT – REQUEST TO ATTEND TRAINING COURSE – LEVEL TWO INSTRUCTORS COURSE, BRITISH TAEKWONDO, SPORTS DEVELOPMENT OFFICER

RECOMMENDED approval be given for the Sports Development Officer to attend this training on the dates and at the cost as detailed at the meeting.

57. YEARS SERVICE AWARDS

Members were advised that Miss W Jeffrey, Mayor's Secretary/Committee Admin Officer was to celebrate 25 years service with the Town Council in April.

RECOMMENDED Miss Jeffrey be rewarded with £100 in recognition of her 25 years service with the Town Council, as per the Council's policy.

58. 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.

59. REQUEST FOR VOLUNTARY REDUNDANCY

Members were circulated with a copy of a letter received from an employee in the Parks & Cemetery Department. There was considerable discussion on this request and other issues that were outstanding in relation to staffing.

RECOMMENDED:-

- (i) this request be placed on hold pending the organisational review;**
- (ii) this matter be re considered at a future meeting, upon receipt of the advice from Durham County Council;**
- (iii) a Special Meeting of the Establishment Committee be convened with only one item on the agenda, Staffing Issues.**

60. WORK WITH DURHAM COUNTY COUNCIL H R SECTION – PROGRESS

Members were circulated with a copy of a progress report outlining progress with this work.

RECOMMENDED:-

- (i) **the following Members support work with Durham County Council to consider the job descriptions of the Town Clerk and Deputy Town Clerks' posts:- K Hawley, C Baty, C J Metcalfe, J Alvey & A Watson;**
- (ii) **copies of Durham County Council's Grievance and Code of Conduct Policies be purchased, at the cost given in the report;**
- (iii) **training on the use of the Disciplinary Policy be arranged, at the cots as given, and this half day session be opened up to both Managers and Members.**

61. OVERTIME & ADDITIONAL COSTS REPORT

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered. The report also gave the overtime and the cost of covering vacant posts for the full year.

RECOMMENDED the contents of the report be accepted.

62. ABSENCE REPORT

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information. The report also gave a total figure as to the cost of absence for the year.

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