

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 1<sup>ST</sup> JUNE 2015

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- M J Thompson, M A Cartwright, L Wood, S Simpson, K Hawley & V Watson

Messrs:- S Miles, D Sillito, W M Jeffrey, L Cook, C Watkins, J Alvey, C Robbins & 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.

1. APOLOGIES FOR ABSENCE

Apologies had been previously submitted and accepted from Councillor K Liddell, C Baty, (on holiday) & G Cowie, (ill).

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

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

3. 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.

4. 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.**

5. ABSENCE REPORT

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

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

6. STAFFING THE PAVILION - PROGRESS

- (i) Progress with the change in the staffing structure
- (ii) Further consideration of the financial remuneration that would be offered to the Facilities Team Manager

It was reported that an initial evaluation had been carried out on the new post and details were given of the suggested salary that could be attached to the post of PO5.

**RECOMMENDED the context statement be prepared and supplied to Members before it was issued to staff and Unions for the consultation.**

7. IMPACT OF ADDITIONAL HOURS WORKED IN THE PARKS DEPARTMENT

Members considered the report prepared and circulated in the above regard.

**RECOMMENDED this matter be considered further at the next meeting of this committee along with a draft job description for the post.**

8. PAYMENT OF HONORARIA – HEAD GROUNDSMAN/TEAM LEADER, PARKS & CEMETERY DEPARTMENT

**RECOMMENDED an additional payment, as detailed in the report, be paid to the post holder, with effect from the first day on which the officer was required to undertake the duties and responsibilities of the higher graded post.**