

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 6<sup>TH</sup> JULY 2015

PRESENT: COUN C J METCALFE (CHAIR)

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

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

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.

9. APOLOGIES FOR ABSENCE

Apologies had been previously submitted and accepted from Councillor K Liddell, (family commitments) & 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.**

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

11. DURHAM COUNTY COUNCIL PENSION FUND – DRAFT FUNDING STRATEGY STATEMENT & STATEMENT OF INVESTMENT PRINCIPLES

Members were circulated with the summary details of this statement and asked for any comment.

**RECOMMENDED no comment be offered on this document.**

12. GRIEVANCE POLICY

Members were circulated with a first draft of this amended policy. The Deputy Town Clerk apologised of this not being submitted initially to the Policy Governance Sub Committee, which, due to commitments and priority it had not been possible to assemble. Once approved this would then be issued to Unions for comment and feedback.

**RECOMMENDED approval be given to this first draft of the Grievance Policy.**

13. LEARNING & DEVELOPMENT - DISCIPLINARY POLICY & PROCEDURE, BRIEFING SESSION HELD ON 16<sup>TH</sup> JUNE 2015

Members were circulated with the slides given at this training. This had been attended by the Mayor and Deputy Mayor, the Chair & Vice Chair of the Establishment Committee, along with Officers.

**RECOMMENDED the information given be noted.**

14. 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.

15. 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 the detail could be provided to clarify what cost was actual overtime and what was “additional costs” or even just the cost of the service, ie casual bar staff.

**RECOMMENDED the contents of the report be accepted and future reports attempt to address the changes requested.**

16. 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.**

17. STAFFING THE PAVILION – PROGRESS

**RECOMMENDED this matter be considered further at the Parks & Cemetery Committee.**

18. PAY SCALES AND SALARY FOR ALL PETERLEE TOWN COUNCIL EMPLOYEES BOTH PERMANENT & CASUAL

This item had been placed on the Agenda at the request of Councillor Hawley. She was satisfied with it being added to considerations at the Special Establishment Committee when convened.

**RECOMMENDED this course of action be agreed to.**

19. JOB EVALUATION

This item had been placed on the Agenda at the request of Councillor Hawley. She was satisfied with it being added to considerations at the Special Establishment Committee when convened.

**RECOMMENDED this course of action be agreed to.**

20. 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 Parks & Cemetery Committee.**