

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 5TH OCTOBER 2015

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- S Simpson, L M Wood, K Hawley & M J
Thompson

Messrs:- S Miles, D Sillito, H Bennett MBE, W M Jeffrey, L Cook,
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.

26. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors J I Measor, (family commitments), S McDonnell, (ill), K Liddell, (on holiday) and G Cowie, (ill).

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

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

Matters Arising

- (i) Minute Number 22 - Letter of Resignation – Mrs P Fullard, Cleaner, Parks Department

The Council's kind wishes and thanks had been conveyed to Mrs Fullard and she had made a very kind reply which was reported for Members.

RECOMMENDED the information given, be noted.

(ii) Minute Number 24 - Policies - Update

It was noted that approval had been given at the Council Meeting to the adoption of the Mental Well being/ill Health Guidance & Grievance Policy.

RECOMMENDED it be noted the Mental Well being/Ill health guidance and Grievance Policy had now been adopted for use by the Town Council.

28. ADVISORY BULLETIN – AUGUST 2015 UPDATE

An extract of this bulletin relating to workforce: employment relations was circulated for the information of every Member. A full copy of the bulletin was available on request to the Office.

RECOMMENDED the information given, be noted.

29. WORKING ARRANGEMENTS: CHRISTMAS & NEW YEAR 2015/16

It was reported Christmas Day and Boxing Day fall on a Friday and Saturday respectively. The Government has designated Monday 28th December as a public holiday with pay in substitution for Boxing Day. New Years Day falls on Friday 1 January 2016. Members were circulated with a circular which set out the payments to be made to employees required to work over the Christmas period. Authorities were advised that payments, unless a local agreement was in place, should be made in accordance with the Green Book, Part 3, Paragraph 2.6(b) & (d) and details were given in the circular.

RECOMMENDED the payments as given be applied as per the advice received.

30. 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.

31. OVERTIME REPORT

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered, this identified the various departments and also the element of the costs of casual staff working in the Facilities Team. The report also gave the total cost of working for the Peterlee Show.

RECOMMENDED the contents of the report be accepted.

32. 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.

33. PAY ANOMOLIES

Reference was made to the informal arrangement that existed in the Parks Department where officers acting up got a daily payment.

It was felt that the issues raised in the report needed to be considered in more detail in terms of the costs of the options and the risks and further considerations.

RECOMMENDED this matter be considered further at the next meeting.

RECOMMENDED job evaluations be carried out, this would tie in with the job description task, and also the review of the position with the management of the Pavilion.