

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 7TH MARCH 2016

PRESENT: COUN K LIDDELL (CHAIR)

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

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

60. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillor G Cowie,
(ill).

**RECOMMENDED the Council approve the reason submitted for
absence received from Councillor Cowie listed on the grounds given
above, and his apologies for absence be recorded.**

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

62. BULLETINS & CIRCULARS

(i) Advisory Bulletins, January & February 2016 update

(ii) NJC Pay 2016-18 Updates to Pay & Pension

Members were circulated with extracts and copies of the above information.

RECOMMENDED the information given be noted.

63. 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.

64. ET ACTION – PARK ATTENDANTS/GARDENERS

Members were advised of receipt of notice from ACAS relating to early conciliation with the case of Foster and Other vs Peterlee Town Council and the Acting Town Clerk outlined advice received from DCC HR on the subject.

RECOMMENDED that the decision made at the meeting in February stand and progress with this claim be awaited.

65. FLEXIBLE WORKING REQUEST

Members gave consideration to the report of the Acting Town Clerk in the above regard.

RECOMMENDED the request received from Mrs Taylor to reduce her hours as detailed in the report from 24 to 16 hours per week, be agreed to.

66. NOTIFICATION OF EARLY RETIREMENT

Members were circulated with a letter received from the Parks Development Officer in the above regard, and the advice received from DCC HR Section in this regard.

RECOMMENDED the request be agreed to and Mr Rodgers notice be accepted effective from the 31st March 2017.

67. 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. There was an amendment relating to the cost of cleaners which should read £2,403.15 for the month of April 2015.

RECOMMENDED the overtime report be accepted, subject to the amendment.

68. 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.

COUNCILLOR W M JEFFREY DECLARED AN INTEREST IN THE FOLLOWING ITEM AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

69. TOIL REPORT

As requested a report had been produced giving the TOIL for each Department. There was a lengthy discussion on the accrual and use of TOIL and it was stressed that all time must be properly authorised before it was worked/accrued. It was suggested a four week rule should be applied with a “use it or lose it” however it was felt this would need to be done through proper consultation and discussion with both employees and their Trade Unions. It was agreed TOIL needed to be properly managed, there needed to be a written process used, and job descriptions needed to be considered and consulted upon fully before any changes could be made.

RECOMMENDED this matter be considered further by the newly established Scrutiny Committee.