

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 4<sup>TH</sup> APRIL 2016

PRESENT: COUN K HAWLEY (CHAIR)

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

Messrs:- D Sillito, W M Jeffrey, C Watkins, L Cook & R Kyle

**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.**

Prior to the start of the meeting Councillor Thompson complained the  
item relating to policies had not been included on this agenda as she had  
requested at the Council meeting. In response the Acting Town Clerk  
pointed out there was to be the first meeting of the Scrutiny Committee  
on Friday 8<sup>th</sup> April 2016 and she felt this would be best dealt with there  
and she asked for Member's approval on this course of action; this course  
of action was agreed as a sensible approach and accepted.

70. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors K Liddell,  
(other commitments), J Alvey, (ill), G Cowie, (ill), H Bennett MBE, (ill),  
A Watson, (on holiday) and C J Metcalfe, (family commitments).

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

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

72. NOTIFICATION OF NEW STEWARD

Members were circulated with a letter received from Unison advising that Janet Hugill had been nominated as a UNISON Shop Steward for members working at Peterlee Town Council.

**RECOMMENDED the information given be noted.**

73. LEARNING & DEVELOPMENT  
EXCLUSIVE RIGHTS OF BURIAL COURSE, NORTH TYNESDIE  
COUNCIL, 25<sup>TH</sup> APRIL 2016

Members were circulated with details of this training that had been received via the professional body.

**RECOMMENDED the action taken in reserving two places on this one day course, be endorsed.**

74. 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

75. FLEXIBLE WORKING REQUEST

Members gave consideration to the report of the Acting Town Clerk in this regard, a copy of which had been previously circulated to each Member.

**RECOMMENDED this request not be agreed at this point in time, however it be noted this could be reviewed at a later date should circumstances change that allowed flexibility in the hours of work of the post holder.**

76. 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.

**RECOMMENDED the overtime report be accepted**

77. ABSENCE REPORT

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information. In considering this report reference was made to the managed phased return and to the current Team Leader, (Grounds) post where notice had been given previously. In the light of current circumstances the post holder had offered to extend his notice this to support the Town Council with the current work load and the phased return. There was concern expressed at where the Town Council stood contractually if the post holder had resigned and he now wished to extend his notice period and also that the post holder did not affect his pension rights. It was agreed advice on the matter be obtained from DCC,HR and the post holder make contact with his pension provider.

**RECOMMENDED the contents of the report be accepted.  
FURTHER RECOMMENDED advice be obtained from DCC on the extension of a notice period.**