

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 6TH JUNE 2016

PRESENT: COUN C J METCALFE (CHAIR)

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

Messrs:- S Miles, D Sillito, W M Jeffrey, C Watkins, R J Curtis,
R Kyle & 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 submitted and accepted from Councillors S McDonnell, (work Commitments), C J Robbins, (hospital appointments), G Cowie, (ill), J I Measor, (ill), H Bennett MBE, (ill) and L Cook, (ill).

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.

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

3. 2016 & 2017 PAY AWARDS – TO ACCEPT & CONFIRM THE 1% PAY INCREASE

Members were circulated with a copy of the rates of pay applicable from April 2016 and 1 April 2017, agreed with the various Trade Unions.

RECOMMENDED the Town Council accept the pay award and its employees be paid in accordance with the agreed pay scales and allowances.

4. ADVISORY BULLETINS NO 636 & 637

Extracts of these advisory bulletins were circulated to each Member for their information.

RECOMMENDED the information given be noted.

5. 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

6. 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

7. 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.

8. LETTERS OF NOTICE RECEIVED

Members were circulated with letters of notice received from two employees.

On letter of resignation was from Mr John Harrison, Head Groundsman in the Parks & Cemetery Department. The Horticultural Supervisor had suggested that the post not be filled at the present time, on a permanent basis to allow for the full operation of the Parks & Cemetery Department to be considered further. He had however put a temporary arrangement in place to cover these duties in the short term with one of the current team. This would be subject to a further report to Council.

The other letter of notice was from Mrs Lynn Dale, cleaner. There was considerable discussion about the need to fill this vacancy and it was stressed the newly implemented rota was reliant on a Team of four persons. Reference was made to the previous situation where the role was not filled which resulted in increased costs in terms of accrued holiday and sickness entitlement.

RECOMMENDED the:-

- (i) letters of notice be received;**
- (ii) position of Head Groundsman not be filled at this current time;**
- (iii) filling of the vacancy of cleaner be considered in more detail.**

9. EMPLOYMENT TRIBUNAL CLAIM

Members considered the report of the Acting Town Clerk, a copy of which had been circulated to each Member.

RECOMMENDED an increased offer of 50% of the claim made to the Union in an attempt to successfully resolve this issue.

10. EXTENSION OF TEMPORARY CONTRACT – ATTENDANT

Members considered the report of the Acting Town Clerk, a copy of which had been circulated to each Member.

RECOMMENDED approval be given to this temporary fixed term contract being extended by a further six months from July 2016.

11. APPOINTMENT OF TOWN CLERK – PROGRESS

Members were circulated with the suggested schedule for the on site assessment centre and the associated costs following discussions held with the HR Advisor on how the Council wished for the day to be structured. Members were also asked to re consider the start time for the final interviews.

RECOMMENDED:-

- (a) The suggested schedule for Tuesday 14th & Wednesday 15th June 2016 for on site assessments of all shortlisted candidates be agreed, along with the associated costs involved with the programme;**
- (b) The start time for the interview to be held on Monday 27th June 2016 be 1pm;**
- (c) All Members were encouraged to take part in all three stages of the process.**

12. POLICIES, COUNCIL MEETING WITH HR EXPERTISE IN ATTENDANCE AND HONORARIA PAYMENT TO THE DEPUTY TOWN CLERK ACTING UP INTO THE ROLE OF ACTING CLERK

These items had been requested by Councillor Thompson and the Chairman had asked that a copy of the detail of the items be circulated at the meeting for Member's consideration.

RECOMMENDED the matters be received only.