

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 5<sup>TH</sup> SEPTEMBER 2016

PRESENT: COUN C J METCALFE (CHAIR)

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

Messrs:- S Miles, D Sillito, W M Jeffrey, L Cook, R J Curtis,  
R Kyle, 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.**

27. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors K Liddell,  
(on holiday), H Bennett, (holiday), J Alvey, G Cowie, (ill).

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

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

29. ADVISORY BULLETIN NUMBER 638

Members were circulated with an extract of this Bulletin for their information. Members noted the General Data Protection Regulation which is intended to replace the Data Protection Directive from 25 May 2018.

**RECOMMENDED the information given, be noted.**

30. LEARNING & DEVELOPMENT, PASMA TOWERS FOR USERS, 13<sup>TH</sup> SEPTEMBER 2016, NEWTON AYCLIFFE

**RECOMMENDED the action taken in reserving three places for Parks staff to attend this course offered by Great Aycliffe Town Council, be endorsed.**

31. ATTENDANCE MANAGEMENT POLICY

Members considered the report of the Deputy Town Clerk and the Attendance Management Policy that would replace, if agreed, the current Sickness Absence Management Policy. There were several points raised and discussed at the meeting.

**RECOMMENDED the Council approve and adopt this Attendance Management Policy and staff training be arranged for its introduction.**

32. 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.

33. EMPLOYMENT TRIBUNAL CLAIMS NO 2500751/16

Council were advised of full and final settlement of these claims, without the Council having to be represented at an Employment Tribunal.

**RECOMMENDED the information given, be noted.**

34. OVERTIME & ADDITIONAL COSTS REPORT

Members considered an overtime report and facilities staffing report. This identified the overtime payments to different Council departments and also the costs of casual staff working in the Facilities Team. There was discussion on the costs of casual bar staff and the Town Clerk assured Members that this would be part of the budget monitoring process throughout the year.

**RECOMMENDED the overtime report be accepted**

35. 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.**