

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 3<sup>RD</sup> OCTOBER 2016

PRESENT: COUN C J METCALFE (CHAIR)

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

Messrs:- S Miles, D Sillito, W M Jeffrey, L Cook, 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.**

36. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors H Bennett  
MBE (ill), G Cowie (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.**

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

38. 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.

39. 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. It was asked for TOIL to be recorded in future reports.

**RECOMMENDED the overtime report be accepted and future reports be amended to include TOIL.**

40. ABSENCE REPORT

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information. It was asked if historical information could be provided to demonstrate any trends in sickness absence.

**RECOMMENDED the contents of the report be accepted and further information be provided on absences from April 2016.**

41. REQUEST FOR FLEXIBLE RETIREMENT

Members were asked to consider a request received for flexible retirement, as detailed in the report of the Deputy Town Clerk.

**RECOMMENDED the request for flexible retirement, be agreed to.**

42. NOTIFICATION OF DISCIPLINARY INVESTIGATION

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

**RECOMMENDED:-**

- (i) The findings of no further action on the disciplinary matter, be noted;**
- (ii) The Committee continue to monitor progress with the implementation of the new Absence Management Policy;**
- (iii) The Committee endorsed the progression of Data Protection Issues following the ICO self assessment, and await further updates from the Town Clerk in due course.**