

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 7<sup>TH</sup> NOVEMBER 2016

PRESENT: COUN L COOK (CHAIR)

Mesdames:- S Simpson, S McDonnell, K Hawley & M A  
Cartwright

Messrs:- S Miles, D Sillito, H Bennett MBE, W M Jeffrey,  
C Watkins, R J Curtis, C Robbins, 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.**

43. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors Miss V  
Watson, K Liddell, (other commitments) and 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.**

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

45. CURRENT ESTABLISHMENT LIST

A copy of the current establishment list had been considered at the recent meeting of the SMT and was circulated for Member's attention. Members asked if a copy of the organisational structure could be provided also and it was assured this would be done.

**RECOMMENDED the information given be noted.**

46. 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.

47. OVERTIME & ADDITIONAL COSTS REPORT

Members considered an overtime report and facilities staffing report, as requested at the last meeting TOIL was also recorded in the report.

**RECOMMENDED:-**

- (a) the overtime report be accepted;**
- (b) an update be given on the work of the "task and finish group" commissioned to consider flexi time and TOIL;**
- (c) a special meeting be convened to consider this report when prepared.**

48. ABSENCE REPORT

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

**RECOMMENDED the contents of the report be accepted.**