

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

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

PRESENT: COUN L COOK (CHAIR)

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

Messrs:- G L Carne, S Miles, D Sillito, W M Jeffrey, C Watkins,  
R J Curtis, C Robbins, A Watson & 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.**

49. APOLOGIES FOR ABSENCE

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

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

51. OVERTIME & ADDITIONAL COSTS REPORT

Members considered an overtime report and facilities staffing report, along with the Deputy Town Clerk's progress report on work with TOIL, copies of which had been previously circulated to each Member.

**RECOMMENDED:-**

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

52. ABSENCE REPORT

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information. A Local Member mentioned that a member of staff had spoken to him about possible rewards/incentives for good attendance.

**RECOMMENDED the contents of the report be accepted and recognition of good attendance be considered further.**

53. PARKS DEPARTMENT TRAINING REQUIREMENTS, (FIRST AID)

Members were circulated with a report of the Parks Supervisor seeking approval for the appointment of a company to provide first aid training for the Town Council.

**RECOMMENDED that Company A, First Aid North East, be selected to supply first aid training at a cost of £895.00.**