



17th September 2024

Dear Councillor,

I hereby summon you to attend a meeting of **Peterlee Town Council** on **Monday, 23rd September 2024** In the **Council Chamber, Shotton Hall, Peterlee, SR8 2PH** at **6.30pm**

Mr I Hall
Town Clerk

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: council@peterlee.gov.uk or (0191) 5862491.

AGENDA

1. Apologies for Absence

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk **prior to the meeting** if in doubt. Members are reminded that they can check their published declaration of interests here: <https://bit.ly/2wVyeLA>

3. Public Participation

Members of the public will have an opportunity to put questions to the Council. This item of business to last no more than 15 minutes, as per Council Standing Orders.

4. Minutes

To approve the Minutes of the following meetings:-

- (a) Resources Meeting held on 9th September 2024
- (b) Events Working Party Meeting held on 12th September 2024

5. Future Events

Members are asked to consider and approve staff looking into organising the following future events:-

- (a) Wed 30th October 2024 - Best Dressed Halloween House
- (b) Thurs 31st October 2024 - Children's Halloween Party (Shotton Hall)
- (c) Fri 29th November to Sun 1st December 2024 - Christmas Tree Light Switch-On and Christmas Fayre Weekend (Shotton Hall)
- (d) Fri 13 December 2024 - Children's Christmas Party (Pavilion)
- (e) Date TBC (Possibly 18 or 19th Dec) - Nursing Homes Christmas Party
- (f) Date TBC – Peterlee Music & Food Festival

6. Review of the Dismissal Policy

Members are asked to approve the updated policy.

7. Service Review

Verbal update from the Town Clerk

8. Sale of the land of the Wardens House

Verbal update from the Town Clerk

9. Code of Conduct Complaint Decisions

Attached report from the Town Clerk

10. Section 106 Money Project at Lowhills Road

Report attached

11. Shotton Hall Fire Alarm

Report to follow from the Town Clerk

12. Review of Council and Committee

Report from the Town Clerk and Locum Democratic Services Manager

13. Parking for Fishing outside of Shotton Hall

Verbal report from the Town Clerk

PETERLEE TOWN COUNCIL

Minutes of the meeting of the **Resources Committee** on **Monday, 9th September 2024** at 6.30pm
in the Council Chamber, Shotton Hall, Peterlee.

Present: Councillor R. Moore (Chairman) and Councillors J. Black, M. Cartwright, B. Fishwick, D. Hawley, D. Howarth, K. Liddell, M. McCue, R. Burnip, H. Stockport, T. Duffy, R. Scott and S. Simpson.

Also, Present Ian Hall, (Chief Officer and Town Clerk) and Louise Hudson, (Democratic Services Assistant)

No members of the public were in attendance.

R.10/24 **APOLOGIES FOR ABSENCE**
Apologies were noted from Councillors K. Hawley, S. Franklin, S. McDonnell, K. Duffy, A. Laing and M. Sanderson.

R.11/24 **DECLARATIONS OF INTEREST**
No interests were declared.

R.12/24 **FUNDING FOR GRASS PITCHES AT LOWHILLS ROAD**
Consideration was given to a report, which had previously been circulated, detailing the positive impact this will have on the quality and maintenance of the pitches and the financial contribution required from Peterlee Town Council to access the funding.

RESOLVED: All members present approved the financial contributions required to access the available funding.

R.13/24 **EDEN LANE PRACTICE PITCH**
The Town Clerk asked members what they would like the pitch to be used for. Members discussed options and clarified that the cost of installing a fence and appropriate gates would be covered in full by s106 funding.

RESOLVED: All members present approved the pitch continue to be used exactly as it has been for events and users alike and the Town Clerk is to look into a booking system.

The notes of the meeting of the events working party held in the council chamber, Shotton hall, Peterlee on Thursday 12th September 2024 at 10.00am

Present: Councillor Ray Burnip (Chair) and Councillors S Simpson, K Hawley, D Hawley, K Liddell & D Howarth

Also Present: Ian Hall, (Chief Officer and Town Clerk), Laura Freeman (Administration Assistant) and Louise Hudson, (Democratic Services Assistant)

EWP.1/24 APOLOGIES FOR ABSENCE
Apologies were noted from Councillors R. Moore and R. Scott

EWP.2/24 DECLARATIONS OF INTEREST
No interests were declared.

EWP.3/24 FUTURE EVENTS
The Working Party considered a number of events for 2024/25 as follows:-

Wed 30th October 2024 - Best Dressed Halloween House

It was agreed this event be held again this year, with a budget of £500.00 for prizes.

Thurs 31st October 2024 - Children's Halloween Party, 5pm to 8pm (Shotton Hall)

Members discussed last year's arrangements and agreed the same arrangements be made, along with the addition of a hot dog and a drink being included in the ticket price of £5.00, which will be purchased by staff.

Fri 29th November to Sun 1st December 2024 - Christmas Tree Light Switch-On and Christmas Fayre Weekend (Shotton Hall)

As this would be a final opportunity to hold an event at Shotton Hall, it was agreed this event be held, with the Tree Lighting taking place on Friday 29th November and a Christmas Fayre be held on Saturday 30th November and Sunday 1st December, offering tables at £50.00 for the weekend to traders.

Fri 13 December 2024 - Children's Christmas Party (Pavilion)

It was agreed that contact would be made with the DJ we collaborate with for the Halloween Party to ask to host a Christmas Party at the Pavilion during the week commencing 9th December 2024, depending on availability for room booking.

Date TBC (Possibly 18 or 19th Dec) - Nursing Homes Christmas Party

Discussions explored contacting a local Choir, offering a main meal and a dessert. Contact was also to be made with the local Police and Fire Brigade to ask for donations of small gifts for each attendee.

Date TBC – Peterlee Music & Food Festival

Members agreed they would like to host a Music and Food festival next year

Budget for 2024/25

Members agreed they would like the events budget to be increased to £100,000.

AGREED

These suggestions be considered further at the Council Meeting on Monday 23rd September 2024.

DRAFT



DISMISSAL POLICY

Version 1: October 2024

ABSTRACT

This policy sets out the Council's procedure on the process of employee dismissal.

Janet Hugill

Corporate Services Manager

Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided and in greyscale.

Contents

Introduction	3
What is the policy about?	3
Who does the policy apply to?	3
Responsibilities	3
Informal stage	4
Temporary/Fixed term contracts	4
Unsatisfactory probationary period	4
Formal stage (3 step process)	4
Step 1 – Written statement	5
Step 2 – Formal meeting	5
Step 3 – Right of appeal	5
Exit interviews	6
Maternity and sickness absence	6

Introduction

What is the policy about?

This policy is designed to ensure that managers conduct dismissals in a fair and equitable manner. Employers are required to follow a fair procedure to end an employee's contract that allows for notification and consultation although this is no longer a statutory requirement.

The three-step procedure enables notification and consultation to take place and consists of a written statement, a hearing and an appeal meeting. This process should be followed for dismissals outside the disciplinary procedures. Failure to follow the correct procedure when bringing a contract to an end would not result in the dismissal being deemed to be automatically unfair at an Employment Tribunal. However, it could lead to compensation if a tribunal determines that the employer acted unreasonably in the circumstances.

Who does the policy apply to?

This policy covers all employees of Peterlee Town Council.

The procedure applies to all employees who have been continuously employed for two years, however Peterlee Town Council recommends that the procedures are followed as best practice, even where the employee has less than two year's continuous service.

This policy should be used to make dismissals in the following circumstances:

- Non-renewal of a temporary contract e.g. maternity or sickness absence cover
- End of fixed term contract by reason of redundancy e.g. end of funding or completion of a specific task (but only where the employee has less than two year's continuous service*)
- Unsatisfactory probationary period

* Where an employee has more than two year's continuous service, the manager should seek advice from the HR Advice and Support Team.

Responsibilities

Managers are responsible for informing employees that a contract is due to come to an end. Managers should consult with the employee about the proposal to terminate the contract and give them an opportunity to discuss the situation.

Managers are also responsible for notifying via the Corporate Services Manager the Pay, Reward and Employment Services Team (PES) of the termination of the contract.

Informal stage

Temporary/Fixed term contracts

Managers should review fixed term and temporary contracts on a regular basis and make a determination regarding whether a contract will continue or come to an end at least two months prior to the end date of the contract to allow sufficient time for consultation with the employee to take place.

The manager should ensure that they informally notify the employee as soon as possible if it is not possible to renew the contract.

Where managers are not sure whether the contract will cease (e.g. waiting for the outcome of a grant application), the manager should begin the formal process and pull back on the proposal rather than fail to properly consult with the employee if the funding is not approved

Unsatisfactory probationary period

Before considering using this process, it is essential for the manager to have raised the issue of poor performance with the employee and to have put the necessary support mechanisms in place to help the employee improve to a satisfactory standard. Poor performance could include poor attendance or conduct issues which may have an impact on their suitability for the post, although this is not an exhaustive list. Managers may want to consider extending an employee's probationary period if they feel they need further time to assess their suitability in the post. Further information can be found in the Probationary Period Policy.

Where there are concerns with employee's attendance regarding a condition under the Equality Act then reasonable adjustments must have been considered to help the employee during their probationary period.

If, despite this additional support, the employee has failed to reach a satisfactory standard of performance by the end of their six-month probationary period, or the end of the extension of the probationary period, then this process should be followed.

Formal stage (3 step process)

There are three main stages that should be followed when dismissing an employee using this process:

- Written statement
- Formal meeting
- Right of appeal

It is important that managers follow this procedure correctly, as failure to follow the process may result in a grievance being submitted or subsequent financial penalties at an Employment Tribunal.

Step 1 – Written statement

The manager will write to the employee advising them of the proposal to terminate their contract and detailing all the reasons and circumstances leading to this proposal. Where the dismissal is as a result of an unsatisfactory probationary period, the manager should include as much evidence as possible to explain why it is proposed to terminate the employment contract e.g. action plan.

The letter will include an invitation to a meeting to discuss the proposal in more detail. It is recommended that the employee is given 7 calendar days' notice of the meeting to provide the employee with the opportunity to prepare a response and to arrange representation, if required.

The employee has the right to be accompanied to the meeting by a trade union representative or a work colleague. If the person accompanying the employee cannot attend on the date suggested, the manager should suggest another date, not more than 5 working days after the original date.

Step 2 – Formal meeting

The manager will meet with the employee (and their representative, if required) to discuss the reasons for the proposal to terminate the employee's contract of employment and will give the employee the opportunity to respond to the information provided by the manager and raise any concerns.

Following the meeting, the manager will write to the employee confirming the outcome of the meeting and the termination date of the contract. Contractual or statutory notice must be given whichever is the greater. A leaver form must be sent via the Corporate Services Manager to the DCC Payroll Team.

Step 3 – Right of appeal

An employee who is dismissed under these procedures has a right to appeal, in writing, to the appropriate line manager, detailing the grounds of appeal, within 10 working days of receipt of the decision.

The appeal will be heard by the Town Clerk, who has had no previous involvement in the case. The Town Clerk will write to the employee inviting them to discuss their concerns. It is recommended that the employee is given 7 calendar days' notice of the meeting to provide the employee with the opportunity to prepare a response and to arrange representation, if required.

Following the meeting, the Town Clerk will write to the employee confirming the outcome of the meeting. The decision of the Town Clerk is final.

Exit interviews

Managers should follow the process and complete an exit interview with the employee leaving the council.

Maternity and sickness absence

When an employee is on maternity, adoption or long-term sick leave, it is essential that all stages of the dismissal procedure are followed carefully.

In such circumstances, please contact the Corporate Services Manager in advance of the contract end date for guidance on the appropriate method of conducting the consultation process.

Author of Policy;	Corporate Services Manager
Date effective from;	October 2024
Policy review;	October 2026
Version Control;	V1

Report to: Peterlee Town Council

Date: 23th September 2024

Report title: Code of Conduct Complaint

Report of: Ian Hall, Town Clerk

Report Purpose: To inform members on the result of an investigation by the Monitoring Officer into a Code of Conduct complaint against 2 Town Councillors. The investigation has concluded that no further action is to be taken by the Monitoring Officer.

Background: The Town Council's Standing Orders require that all Code of Conduct investigations by the Monitoring Officer relating to Town Council Members be reported to the Council for information.

The Town Clerk has been notified by the Monitoring Officer at Durham County Council that complaints had been made by a member of the public and councillors. Due to the similarity of the complaints the Governance Lawyer has combined the complaints into a single decision notice alleging that the Peterlee Town Councillors broke the Member Code of Conduct.

Following an investigation the Monitoring Officer issued a Decision notice on 16th August 2024 concluding that 'no further action' be taken.

The Monitoring Officers Decision Notice explains in detail his reasoning in respect of each aspect of the complaint. In conclusion the Governance Lawyer has decided that it would not be proportionate to take any further action in relation to this complaint.

The Monitoring Officer has sent copies of their report to the complainants and the Members against whom the complaint was made.

Recommendation: Members are asked to note the contents of this report and the 'no further action' conclusion.

Appendix 1: Implications

Finance – no direct implications

Staffing – no direct implications

Risk – no direct implications

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – no direct implications

Procurement – no direct implications

Legal – Code of Conduct complaints are governed by the provisions set out in the Localism Act 2011.

- Report to:** Peterlee Town Council Resources Committee
- Date:** 23rd September 2024
- Report of:** Ian Hall, Chief Officer & Town Clerk
- Subject:** Section 106 Money Lowhills Road.
- Purpose:** To approve the project for section 106 money for Lowhills Road Allotment Building and Entrance Road.
- Background:** Members will be aware that the Town Councils can apply for funding to complete capital project. There is an estimated £30,631.40 worth of section 106 funding in Peterlee East.
- Detail:** This report provides an overview of the potential use of remaining Section 106 funds for refurbishing the unused Lowhills Road Allotment building and resurfacing the allotment site's entrance road. Members have recommended that the remaining funds be directed towards this project.
- The Lowhills Road Allotment building has not been in use since early 2016 and is currently in a state of disrepair. There are 71 plot holders who could benefit from a fully functioning building on the site. In addition, local community groups could potentially make use of the building once it is brought back into a usable condition.
- The entrance road to the allotment has also been a source of numerous complaints from plot holders. The state of the road is reported to be causing damage to vehicles, raising safety concerns, and making access difficult for users.
- The acting Neighbourhood Services Manager has been approached multiple times regarding these issues and has since sourced a quote for the necessary works.
- The acting Neighbourhood Services Manager has sourced the following quotes for the proposed works:
- **Building Refurbishment:** £15,870
 - **Entrance Road Resurfacing:** £6,979
 - **Total Project Cost:** £22,849
- Recommendation:** That members approve the refurbishment of the Lowhills Road Allotment building and the resurfacing of the entrance road subject to securing Section 106 funding.

Appendix 1: Implications

Finance - no direct implications as the Project will be completed through section 106 money.

Staffing - no direct implications

Risk - no direct implications

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – the proposals contained within this report has been discussed with the Town Council’s senior management team.

Procurement – The procurement process for this report will fall in line with the Council’s Financial Regulations. The Town Council undertook substantial soft market testing of what is required for the proposal.

Legal - no direct implications

Report to: Peterlee Town Council

Date: 23rd September 2024

Report of: Ian Hall, Chief Officer & Town Clerk

Subject: Shotton Hall Fire Alarm

Purpose: To outlines an urgent issue identified in the fire alarm system at Shotton Hall.

Background: Members agreed a three-year renewal of the CCTV and fire/intruder alarm maintenance, monitoring and response contract for 2024/5 to 2026/7 to Phoenix Eye Ltd.

Detail: This report outlines an urgent issue identified in the fire alarm system of Shotton Hall, which came to light during the week beginning 9th September. The system has been found to be faulty, with outdated wiring by a Phoenix Eye engineer doing maintenance and will require attention to ensure both safety and regulatory compliance.

Problem Overview

Faulty Fire Alarm Water Damage

- The fire alarm in the building remains operational, but it is no longer monitored by the fire brigade.
- The fire brigade has ceased monitoring due to multiple false alarms triggered by the faulty system.
- Going forward, the brigade has advised that each callout for a false alarm will incur a charge of £850 per visit.

Outdated Wiring

- The wiring for the fire alarm system is outdated and requires replacement to meet current safety standards as this was changed in 1999.
- The necessary repairs and upgrades could result in significant costs, estimated to be several thousand pounds.

Financial Considerations

Given the age and condition of the current alarm system, replacing the wiring would be costly. To mitigate these expenses, an alternative option is being considered in the form of a wireless fire alarm system, which could:

- Eliminate the need for extensive rewiring.
- Reduce overall costs while still ensuring compliance with safety standards.

Shotton Hall Sale

It is important to note that Shotton Hall is currently listed for sale.

Members are presented with the following options for consideration:

Install a Wireless Fire Alarm System

Cost-effective, modern, and eliminates the need for rewiring.

Delay the Upgrade and await the sale of the property

Avoids immediate costs. Continue with measures that have been put in place and turn back on the fire brigade monitoring which could result in charges from the fire brigade.

Alternative Solutions

Any other potential solutions or recommendations from members.

Recommendation:

That members consider the options outlined in this report. Provide direction on the preferred course of action regarding the fire alarm system and wiring.

Appendix 1: Implications

Finance - The cost of a wireless Fire Alarm system/Charges from the fire brigade call out .

Staffing - no direct implications

Risk - Fire Safety Hazard: Without a fully functioning and reliable fire alarm system, there is an increased risk of delayed detection in the event of a fire, endangering the safety of building and occupants. False Alarms: Continued triggering of false alarms could lead to unnecessary evacuations and disruptions to the fire service.

Equality and Diversity, Cohesion and Integration – no direct implications

Crime and Disorder – no direct implications

Consultation & Communication – the options contained within this report has been discussed with the Town Council's senior management team.

Procurement – The procurement process for this report will fall in line with the Council's Financial Regulations.

Legal - Occupier's Liability Act 1957: Under this Act, the council, as the property owner, has a duty to ensure the safety of all visitors and occupants. A faulty fire alarm system could be seen as a breach of this duty, potentially leading to legal claims for negligence if injury or damage were to occur due to fire.

Report to: Peterlee Town Council

Date of Meeting: 23th September 2024

Subject: Review of Council and Committee

Report of: Ian Hall Town Clerk/ David Anderson Locum Democratic Services Manger

Report Purpose: To review the current council and committee structure

Background: Members will recall agreeing the review of the committee structure at the annual meeting on 20th May 2024 please see appendix 1. Since then members have requested that council and committees to be review for their efficiency, and the effectiveness.

Recommendations:

Members are recommended to note the content of the previous report and discuss options.

Appendix 1

Report to: Peterlee Town Council

Date of Meeting: 20th May 2024

Subject: Peterlee Town Council – Review of Committee Structures & Terms of Reference

Report of: Deputy Town Clerk/Democratic Services Officer

Report Purpose: To review the current committee structure (in place since May 2017) and the terms of reference.

Background: As per the Local Government Act 1972, s101 (1)(2) 102, a local authority may arrange for the discharge of any of their functions (a) by a committee, a sub committee or an officer of the authority: or (b) by any other local authority.

Since the revised committee structure in 2017 has developed, it uses the three main meetings to conduct its main business and continues to use 'working parties' as task and finish groups of Officers, Councillors, members of the public and external experts to help with specific projects or problems ie Events. Regular Scrutiny Meetings are also held. This would appear to be working well allowing council business to be conducted in a timely and efficient manner.

Recommendations:

Members are recommended to note the content of the report and approve the terms of reference as given.

Committee Name:	Peterlee Town Council
Reports to:	n/a
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	
Responsibilities:	All business of the Council, including all statutory powers and duties of the Council. Specifically including: <ul style="list-style-type: none"> - Setting the final annual budget and the precept - Approving the annual return and accounting statements - Approving the annual governance statement - borrowing - declaring eligibility for the power of well-being - approve any grant, contract or single financial commitment of £30,000 or more
Delegated authority:	n/a as the Council has authority for all council decisions
Budgets:	All budgets
Meeting Frequency:	Annual Meeting in May 2020 and then 4 th Monday of the month thereafter, with the exception of August and Bank holidays when it will be the third Monday
Public and Press access to meeting:	Yes, with specific public questions item on agenda. 10 minute open session at the start of the meeting
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Resources Committee
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	
Responsibilities:	Responsible for the overall control and management of the Council's money, people, building and land resources including: <p>Finance</p> <ol style="list-style-type: none"> 1. Oversight of capital and revenue expenditure, budget process and financial performance (excluding agreement of final annual budget, accounts and governance statement); 2. Payment of accounts; 3. Arrangements for the collections of revenues and accounts due to the Council and to recommend necessary directions for their recovery; 4. Receipt of quarterly budget reports; 5. Consideration of applications for financial assistance and grants from outside bodies; 6. Receiving reports and recommendations from both the Council's internal and external Auditors and monitoring the implementation of approved action plans;

	<p>Corporate</p> <ol style="list-style-type: none"> 8. Response to consultation documents where other Committees do not take the lead; 9. Advising the Council in the formulation of the Council Plan; 10. Oversight of the development and delivery of the Council's performance management framework; 11. Oversight of insurance in respect of the Council's property, Members and employees; 12. Oversight of strategic and operational issues for the acquisition and development of Information Technology for the Council; 13. Oversight of the Council's Risk Management Strategy; 14. Reviewing standing orders and financial regulations as required and at least every 3 years; 15. To authorise Members attendance at conferences, courses and meetings; 16. To make appointments to outside bodies between Annual Meetings of the Council <p>Asset Management</p> <ol style="list-style-type: none"> 17. To recommend on the acquisition and renewal of council vehicles, plant and machinery and the discharge of all statutory duties relating to their maintenance and condition; 18. To determine overall strategic asset management priorities on a medium term basis by maintaining the asset plan.
Specific delegated authority:	<ul style="list-style-type: none"> - approval of expenditure of less than £30,000 provided that this is met from within approved budgets - virement between budgets of more than 15% of budget value (virement of 15% or less is delegated to the RFO) - reviewing and approving Council policies with the exception of standing orders, financial regulations and code of conduct
Delegated Budgets:	<p>Civic & Central Costs Democratic Costs Corporate Management Town Activities (including s137) Capital Projects</p>
Meeting Frequency:	1 st Monday in every month except May and August.
Public and Press access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	Community & Environment Committee
Reports to:	Council
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	
Responsibilities:	<p>Responsible for the overall control and management of the Council's community and environment services including parks, play areas, recreation, sports and well-being, and community engagement activities, including:</p> <p>Public space, Parks & Play Areas:</p> <ol style="list-style-type: none"> 1. Oversight of the use, care, management, regulation and control of all parks, play areas, sports and recreation grounds, open spaces, and amenity areas of the Council; 2. Exercising the powers and duties of the Council as burial authority including the provision, care and management of Peterlee cemetery; 3. Exercising the powers and duties of the Council for the provision of allotments (Leisure Gardens) across the council's two leisure gardens sites; <p>Sports and Wellbeing:</p> <ol style="list-style-type: none"> 4. Oversight for the provision of sports and wellbeing development by the Council, including support for sports clubs, societies, and classes; 5. Promotion of physical and mental wellbeing improvement through the council's internal and external policies, services and resources; 6. Oversight of the council's provision of events, conferences, weddings and other social occasions from the council's land or premises <p>Council & Democracy:</p> <ol style="list-style-type: none"> 7. Oversight of civic and ceremonial functions of the Town Council including public relations and marketing; 8. Oversight of all electoral matters affecting the council; 9. Promotion of public engagement in the council's services and functions.
Specific delegated authority:	<p>For those services and budgets that fall within the auspices of the responsibilities of the committee:</p> <ul style="list-style-type: none"> - approval of expenditure of less than £30,000 provided that this is met from within approved budgets - virement between budgets of more than 15% of budget value (virement of 15% or less is delegated to the RFO) - reviewing and approving Council policies

Delegated Budgets:	Shotton Hall Banqueting Suite, Bar & Catering The Pavilion Lowhills Road Community Facility Lowhills Road & Eden Lane Bowling Clubs Eden Lane Depot Woodhouse Park Sports Development Parks General Cemetery & Burials Allotments Town Events
Meeting Frequency:	2 nd Monday of every month except May and August.
Public and Press access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk /Deputy Town Clerk Sport & Wellbeing Manager Parks Manager

Committee Name:	Human Resources Sub-Committee
Reports to:	Resources Committee
Membership:	14 Members of the Council (quorum = 5) Due to the confidential nature of much of the business of this committee membership will not be available to non-councillors.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To make recommendations to the Resources Committee with regard to Human Resources policies and practices for the Town Council; 2. To appoint an Appeals Panel if required under a council policy; 3. To appoint the Town Clerk's appraisal committee
Specific delegated authority:	<ul style="list-style-type: none"> - appointment of Appeals Panel - appointment of Town Clerk's appraisal committee
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk/Deputy Town Clerk

Committee Name:	Health & Safety Sub-Committee
Reports to:	Resources Committee
Membership:	22 Members of the Council (quorum = 8) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To make recommendations to the Resources Committee with regard to Health & Safety issues, policies and practices for the Town Council; 2. To receive reports from council officers on accident and incident monitoring.
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	Quarterly or as required.
Public and Press access to meeting:	No.
Council Officers advising the Committee:	Town Clerk and all Senior Managers of the Council

Committee Name:	Events Working Party
Reports to:	Community & Environment Committee
Membership:	22 Members (quorum = 8) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> 1. To make recommendations to the Community & Environment Committee about the planning and delivery of social, civic and democratic events by the Town Council; 2. Oversight of the Town's main events, including Peterlee Show, Peterlee Fake Festival, Mayoral/civic calendar, Pantomime, Annual Parish Meeting, etc
Specific delegated authority:	<ul style="list-style-type: none"> - to oversee and agree the specification of services related to the planning and provision of events - to make recommendations to Council, Resources or Community & Environment Committees on expenditure for Town Events
Delegated Budgets:	Town Events (within individual budget heading limits agreed by Community & Environment Committee)
Meeting Frequency:	Monthly
Public and Press open access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk /Deputy Town Clerk Corporate Services Manager/Events Coordinator

Committee Name:	Scrutiny & Performance Committee
Reports to:	Council
Membership:	14 Members (quorum = 5) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	Without prejudice to the responsibilities of the service committees, to review the effectiveness of all of the Council's work and the standards and levels of service provided.
Specific delegated authority:	N/A
Delegated Budgets:	none
Meeting Frequency:	As required
Public and Press open access to meeting:	Yes.
Council Officers advising the Committee:	Town Clerk and appropriate Manager(s)