

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 6<sup>TH</sup> OCTOBER 2014

PRESENT: COUNCIL BATY (CHAIR)

Mesdames:- L Wood, S Simpson, C Baty & V Watson

Messrs:- S Miles, D Sillito, W M Jeffrey, L Cook, J Alvey, C Robbins & A Watson

**MEMBERS WERE REMINDED OF THE NEED TO DISCLOSE ANY INTEREST PREJUDICIAL OR PERSONAL IN ACCORDANCE WITH THE CODE OF CONDUCT.**

28. APOLOGIES FOR ABSENCE

Apologies were submitted and accepted from Councillors K Liddell, (on holiday), G Cowie, (on holiday), C Watkins, (ill) and D & M Milsom, (Mayoral duties).

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

Matters Arising

The Pavilion Staffing

It was reported the Acting Pavilion Manager had decided to return to her post as receptionist at the Pavilion. The Facilities Manager reported they could assist and could cope in the short term until the vacant post was advertised and filled, albeit it would put a strain on the Team.

**RECOMMENDED authority be given to make the necessary arrangements to provide interim cover for the management and**

**staffing of The Pavilion. FURTHER RECOMMENDED a letter of thanks be sent to Mrs Woodhall for her service as Acting Manager.**

30. INDUSTRIAL ACTION – TUESDAY 14TH OCTOBER 2014

It was reported there was to be second day of Industrial Action on Tuesday 14<sup>th</sup> October 2014. Once again the Council supported the industrial action and asked that all staff be assured there would be no repercussions for staff in relation to this action. It was asked that suitable notices be displayed advising the public of why areas may be locked etc.

**RECOMMENDED the information given be noted.**

31. 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.

32. OVERTIME REPORT

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered. At the last meeting of this Committee it was asked if it would be possible to identify what costs were actually staff covering for vacant posts and what were actual overtime costs. When preparing the report the Deputy Town Clerk advised that there was very little actual overtime included in the report and realistically it could be titled at perhaps an “Additional Costs Report” rather than overtime.

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

COUNCILLOR J I MEASOR DECLARED AN INTEREST AS A MEMBER OF STAFF WAS HER NEIGHBOUR AND SHE LEFT THE ROOM.

33. ABSENCE REPORT

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information.

**RECOMMENDED that the contents of the absence report, be accepted. FURTHER RECOMMENDED the occupational sick pay review be carried out at the next meeting in November 2014.**

34. PARKS & CEMETERY DEPARTMENT – STAFFING ISSUES

Consideration was given to the report of the Horticultural Supervisor, a copy of which had been circulated to each Member. The Deputy Town Clerk also reported receipt of a letter of from a member of the Department, the contents of which she read out for Members.

It was asked by the Horticultural Supervisor if all Parks Department employee contracts could be reviewed and brought up to date with immediate effect. The Deputy Town Clerk assured that this piece of work had been given to Durham County Council HR to support the Town Council already. It was asked if possible a timescale be placed on this piece of work.

The Horticultural Supervisor asked that employee roles' and responsibilities are discussed and agreed upon with input from him for clarification purposes. He asked for the current "stand in" role be discussed and a clear explanation of temporary roles and responsibilities be explained to personnel. He asked that Management Team meetings were recommenced with immediate effect. Finally he asked the Council to consider staff appraisals being carried out on an annual basis, particularly staff that had enhanced responsibilities within their role.

**RECOMMENDED:-**

- (i) a timescale be placed on the work being carried out with Durham County Council on job roles, descriptions, and contracts;**
- (ii) all Managers be involved and have input with this process;**
- (iii) more regular Management Team briefings be held;**

- (iv) **the Town Council agree, in principle, to implementing staff appraisals and this be considered with HR support from Durham County Council.**

**FURTHER RECOMMENDED the request received for a phased retirement be placed on hold pending the organisational review.**

35. GRIEVANCE

Members were given brief details of a grievance that had been lodged by an employee which had been investigated. A settlement request had been made by the Union details of which were outlined for Members.

**RECOMMENDED the request received, be refused.**