

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 1st MARCH 2010

PRESENT: C AUSTIN (CHAIR)

Mesdames: L Wood, J I Measor, J Black, M Milsom & S McDonnell

Messrs: H Bennett MBE, T A Jones, J Alvey, W M Jeffrey, G Cowie, D Langan, D Milsom, H Bennett MBE, C J Metcalfe, C Robbins, E W Hall & J Hardy

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

74. APOLOGIES FOR ABSENCE

No apologies for absence were submitted.

75. THE MINUTES OF THE LAST MEETING a copy of which had been circulated to each Member, were approved.

Matters Arising

Minute Number 68 - Information Centre – Seasonal Worker 2010

To confirm the Council decision that this had been agreed.

76. ADVISORY BULLETIN & CIRCULARS – LOCAL GOVERNMENT EMPLOYERS ADVISORY BULLETIN NO. 560

Members were circulated with extracts from this bulletin and the Town Clerk mentioned items that may be of interest to Members.

RECOMMENDED that the information given be noted.

77. LEARNING & DEVELOPMENT

(i) Registration of Land Based Operatives, Health & Safety Module, Peterlee College – on a date to be arranged

RECOMMENDED that this matter be deferred to the Council Meeting.

(ii) What Future for Neighbourhood Working? Seminar 24th March 2010, Durham City

RECOMMENDED that the Town Clerk attend this Seminar on the Town Council's behalf.

(iii) Society of Local Council Clerks - Larger Council's Conference – 22nd April – 23rd April 2010, Nottingham

RECOMMENDED that the Town Clerk attend this Conference on the Town Council's behalf.

78. DEPARTMENT FOR BUSINESS INNOVATION & SKILLS – CODE OF BEST PRACTICE ON SERVICE CHARGES, TIPS, GRATUITIES & COVER CHARGES

Members were circulated with details on the Code of Best Practice on Service Charges, Tips, Gratuities and Cover Charges. The Town Clerk was to check further information on this matter but is was agreed that a notice be put in place to advise customers that tips are retained by staff.

RECOMMENDED that this course of action, be agreed.

79. 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, 1961 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

80. CHANGE IN WORKING HOURS – REQUEST FROM MRS H YOUNG

Members were asked to give consideration to a request received from Mrs H Young, Management Accountancy Assistant, to change her working hours.

RECOMMENDED that the request be agreed and Mrs Young be granted approval to work from 8.30pm to 4.30pm.

81. OVERTIME REPORT

The Overtime Report and Hours Worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered.

Concern was expressed on the number of casual hours attributed to The Pavilion, and it was requested this be given further consideration.

RECOMMENDED that the contents of the report be accepted, and alternative options for causal manning of the bar facilities at The Pavilion be considered.

82. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information.

A Local Member raised a concern about the level of staff absence.

RECOMMENDED from April 2010 a running total of staff absence by individual would be reported in future.

RECOMMENDED that the contents of the report be accepted.