

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 9TH JANUARY 2012

PRESENT: COUN S McDONNELL (CHAIR)

Mesdames: L Wood & J Black

Messrs: J Alvey, H Bennett MBE, W M Jeffrey, R Curtis, C
Watkins, R W Jones, D Langan, C J Metcalfe, R Huitson &
C Austin

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

54. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from
Councillors G Cowie, (family bereavement), C Robbins, (on
holiday), T A Jones, (wife ill) and J I Measor, (ill).

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

Matters Arising

Minute Number 53 – Town Clerk – Probationary Period –

Establishment of a Pay Review Panel

**RECOMMENDED a Special Council Meeting be held at the
beginning of May to consider the Town Clerk's salary.**

56. ADVISORY BULLETIN – NOVEMBER 2011 UPDATE: NO 584

An extract of this bulletin was circulated to each Member for their information.

RECOMMENDED that the information given, be noted.

57. REQUEST FOR TRAINING – NVQ BUSINESS ADMINISTRATION LEVEL 3

A request had been received from the two remaining staff at the Information Centre to enrol for an NVQ Level 3 course. The staff felt that the necessary course work could be achieved in the remaining weeks of their employment at 3 days per week. Members were doubtful that such course work could be achieved in such a short space of time. There was also concern that the work that was still required to be completed to achieve the full close down of the Centre would take more than two days per week; and this was essential.

RECOMMENDED that permission not be granted for this significant amount of training/course work to be carried out during such a short close down period.

This meeting was re convened on 16th January 2012 to conduct the following business, the meeting having reached the 9.00pm deadline.

58. EDEN LANE COMMUNITY FACILITY – OPPORTUNITIES FOR FUTURE JOBS FUND WORKERS - UPDATE

The Town Clerk advised that the two future jobs fund workers had been engaged on a ‘self employed’ basis on minimum wage, by the Council for a temporary period of three months based at Eden Lane. They had also been doing voluntary work for the Council.

The Sports Development Officer gave a verbal update on the current situation with the pilot project at Eden Lane, which was proving a success with various fitness classes being introduced with grant funding from CPAL. Interest and demand from the public and local sources had been expressed for a Food Co-Op, with the East Durham Trust. A Member suggested that the Leisure

Gardeners Association could possibly sell their produce, if it was permitted.

Councillor Metcalfe asked the Clerk if she could clarify if the Leisure Gardeners could sell their produce to the public, and to respond in writing to the Association.

RECOMMENDED that:-

- i) the Town Clerk's actions, be endorsed and Members be updated on progress;**
- ii) remedial works be undertaken to the interior of Eden Lane as soon as possible to improve the users experience over the coming months;**
- iii) the Town Clerk seek clarification as to the Leisure Gardeners being allowed to sell their produce to the public, and respond with a written reply to the Association.**

59. OVERTIME REPORT

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

A Member asked if this was a true and accurate record of overtime. The Town Clerk confirmed that it was not, and explained this was due to enhanced rates and part time staff working extra hours not being included. She added that this information would, in future be prepared on a spreadsheet, which would require minimal staff training.

Another Member raised his concern on the amount of man hours worked by one person in one day.

RECOMMENDED that the Town Clerk arrange staff training on the use of XCEL spreadsheets and address the concerns expressed by Members.

60. 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 Member asked if this Report was a true and accurate record of the sickness. The Town Clerk confirmed that it was not, due to the costs not being accurate. Members expressed their concerns at the high rate of sickness within the Parks Department.

RECOMMENDED that:-

- i) the Town Clerk address the errors identified and ensure the accuracy of further reports;**
- ii) as agreed previously, a review be undertaken of the Council's Sickness Policy and Procedures;**
- iii) the hours worked across all Council Departments, be analysed and a report be brought back to a future meeting.**