

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 3RD SEPTEMBER 2012

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames: M Milsom & J Black

Messrs: T A Jones, J Alvey, W M Jeffrey, R Curtis, J Hardy,
C Watkins, D Langan, R Huitson, D Milsom & C Austin

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

18. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from Councillors L Wood, (holiday), H Bennett MBE, (holiday) & G Cowie, (asthma).

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

20. ADVISORY BULLETINS

- (i) June 2012 update: Number 590
- (ii) July 2012 update: Number 591

Extracts of these bulletins were circulated to each Member for their information.

RECOMMENDED the information given, be noted.

21. 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.

22. RESIGNATION – FACILITIES ASSISTANT

The Town Clerk reported receipt of a letter of resignation from Mr A Hunt, Facilities Assistant, (The Pavilion). Members asked the reason why Mr Hunt had resigned and the Town Clerk confirmed that he had taken up employment with another organisation.

RECOMMENDED the resignation be accepted and the post of Facilities Assistant, (The Pavilion), remain vacant until the organisational Structure Review was complete.

23. OVERTIME REPORT

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

There were several queries raised on the report which the Town Clerk clarified fully for Members. Progress with the Organisational Structure Review was also given. It was asked if the breakdown of wages costs was being looked into as part of the Review. The Clerk confirmed that the cost of the existing structure would be analysed, this would include use of overtime, TOIL and full costs of overtime.

Members asked how many staff were on duty at The Pavilion over the Show weekend. The Town Clerk advised she would need to ask the Facilities Manager and Acting Building Manager for this information and she would report back to Members on this query. She did however report on the engagement of four new casual staff, on a four week trial basis, following four staff leaving The Pavilion. This was carried out with the full consultation and

support of the Chairman of the Establishment Committee and any contracts would be verified by the HR Consultant.

RECOMMENDED the contents of the report be accepted. FURTHER RECOMMENDED the HR Advisor be consulted on the most appropriate timing for consultation with staff and Trade Unions on details of the Structure Review.

24. ABSENCE REPORT

The Absence Report, detailing staff absence since the last meeting of this Committee, had been circulated to each Member for their information. It was confirmed an appointment had been carried out with Occupational Health prior to an employee that had been the subject of long term absence, returning back to work on reduced hours on a phased return basis.

RECOMMENDED that the contents of the report, be accepted.