

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 2<sup>ND</sup> SEPTEMBER 2013

PRESENT: COUN M MILSOM (CHAIR)

Mesdames:- K Liddell, S Simpson, L Wood,  
V Watson & M Thompson

Messrs:- S Miles, D Sillito, W M Jeffrey, C Watkins, L  
Cook, C J Metcalfe, C Robbins, D Milsom, R Kyle & A  
Watson

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

13. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted from  
Councillors F Price, (family commitments), C Baty and G Cowie,  
(ill).

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

15. ADVISORY BULLETIN NO 602 & 603

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

**RECOMMENDED the information given, be noted.**

16. CYCLE TO WORK SALARY SACRIFICE SCHEME

Members gave consideration to the report of the HR & Corporate Support Officer, a copy of which had been circulated to each Member. Members asked if this could be extended to Members also.

**RECOMMENDED agreement be given to the introduction of a salary sacrifice scheme relating to the bicycle element of the government's Green Travel Plan. FURTHER RECOMMENDED it be investigated if this could be extended to Council Members.**

17. LEARNING & DEVELOPMENT – SUCCESS

- (i) Helen Young, Management Accountancy Assistant – Business & Administration Qualification, Level 3
- (ii) Wendy Jeffrey, Mayor's Secretary/Committee Admin Assistant – Business & Admin Level 4
- (iii) Janet Hugill, Admin Officer – Diploma in Event Management

Members expressed their congratulations to the members of staff for their success.

**RECOMMENDED that a letter of appreciation and congratulation be sent to the staff as reported.**

18. REDUNDANCY PAY & PENSION ENHANCEMENT DISCRETIONS

Consideration was given to the report of the HR & Corporate Sport Officer a copy of which had been circulated to each Member.

**RECOMMENDED the following be adopted as the Town Council's policy on the use of discretions available to them when considering early retirements and redundancy situations:-**

- (i) **redundancy payments be calculated on the basis of the statutory 'cap' applying (currently £450 per week)**
- (ii) **redundancy payments be limited to the number of week's payable as specified in the statutory scheme;**

**(iii) pension payments not be increased by awarding augmentation or additional pension.**

19. RESOLUTION TO EXCLUDE THE PRESS AND PUBLIC  
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE IS ASKED TO PASS 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.

20. EXPRESSION OF INTEREST - VOLUNTARY REDUNDANCY

Consideration was given to this expression of interest received from the Parks Development Officer for voluntary redundancy.

**RECOMMENDED that consideration of this request be deferred pending the finalisation of the Staffing Review.**

21. OVERTIME REPORT

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

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

22. ABSENCE REPORT

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

**RECOMMENDED that the contents of the absence report, be accepted.**

23. APPLICATION FOR RE GRADING OF POST

Consideration was given to this request for a re grading received from the Administration Officer/Show Co Ordinator, Parks Department. The Committee were of the opinion that a different process was required for assessing regarding requests, possible based on the gauge computerised version of the Local Government Job Evaluation Scheme. In addition, Members were of the opinion that consideration should be deferred until after the staffing Review had been finalised and the future of the Peterlee Show had been discussed.

**RECOMMENDED that consideration of this request be deferred pending the finalisation of the Staffing Review. exercise**

COUNCILLOR W M JEFFREY DELCARED AN INTEREST IN THIS MATTER AND LEFT THE MEETING DURING THE PERIOD OF DISCUSSION, HIS DAUGHTER BEING A MEMBER OF STAFF.

24. POLICY ON THE DISCRETION TO EXTEND PERIODS OF SICK PAY

**RECOMMENDED the Council not extend the sick pay provisions of the Green Book in any circumstances and the Council not consider any further other means of reducing financial hardship in exceptional circumstances.**

25. TEMPORARY HR & CORPORATE SUPPORT OFFICER – EXTENSION OF CONTRACT

**RECOMMENDED Mr Wilkinson be asked to remain with the Town Council until the end of September 2013.**