

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 3RD FEBRUARY 2014

PRESENT: COUN M MILSOM (CHAIR)

Mesdames:- L Wood, C Baty, M J Thompson,
K Liddell & S Simpson

Messrs:- C Watkins, C J Metcalfe, C Robbins, W M Jeffrey,
J Alvey, D Sillito, M Milsom & S Miles

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

58. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Councillor Miss V Watson, (college), M Milsom, (ill), K Liddell, (father poorly), G Cowie (ill), D Milsom, (family commitments).

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

Matters Arising Minute number 56 - Absence Report

To note at the Council Meeting held in January 2014 it was resolved that it be noted that the figures were not accurate and needed to be corrected. It was also suggested future reports should include details of phased returns to work.

60. ADVISORY BULLETIN NO 608

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

RECOMMENDED the information given, be noted.

61. LEARNING & DEVELOPMENT

Endorsement of the action taken in booking one place on this course, Boxercise Instructors Course, one day at a cost of £115.83 for the PACES Activity worker to attend, was requested.

RECOMMENDED the action taken in booking this place, be endorsed.

62. 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.

63. 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.

64. ABSENCE REPORT

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

Details were included as requested of the phased return to work by the Town Clerk.

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

FURTHER RECOMMENDED HR support from Durham County Council be engaged to look into the arrangements for phased returns to ensure they were acceptable, open and transparent and develop a sickness policy.

65. TOWN COUNCIL ORGANISATIONAL REVIEW - PROGRESS

Consideration was given to the two reports prepared and previously circulated by the Town Clerk to all Members, the development of an organisational strategy and the Draft Terms of Reference for this piece of work.

RECOMMENDED :-

- 1. The principles and objectives contained in this report are endorsed;**
- 2. The Town Clerk be authorized to progress the Organisational Strategy on completion of the Medium Term Financial Plan and Corporate Plan process;**
- 3. The 'Terms of Reference' attached at Appendix 1 of the report are noted and endorsed.**
- 4. The 'Draft' Organisational Strategy is brought back for Member's consideration in due course and a meeting of the Working Party be held to consider this.**