

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL  
PETERLEE

ON MONDAY 7<sup>TH</sup> SEPTEMBER 2015

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- M A Cartwright, S McDonnell, L M Wood, K Liddell, S Simpson, K Hawley, J I Measor, M J Thompson & V Watson

Messrs:- W M Jeffrey, J Alvey, H Bennett MBE, S Miles, D Sillito, L Cook, C Watkins, A Watson, R Kyle & C Robbins

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

The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

21. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillor G Cowie, (ill).

**RECOMMENDED the Council approve the reason submitted for absence received from Councillor Cowie on the grounds given above, and his apologies for absence be recorded.**

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

23. APPOINTMENT OF AN APPRENTICE

Members were circulated with a proposal where it was requested approval be given to the engagement of an apprentice to be based at The Pavilion, at the cost as detailed.

**RECOMMENDED approval be given to use the services of Key Training to engage an apprentice for the Pavilion.**

24. POLICIES - UPDATE

- (i) Mental Well being/ill Health Guidance
- (ii) Grievance Policy

Members had been circulated with copies of these policies previously and they had been given to the various Unions for their comments and feedback. Members were now asked to formally adopt the policies. Several Members asked for a further copy of the policies.

**RECOMMENDED these policies be confirmed at the Council Meeting.**

21. 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.

22. LETTER OF RESIGNATION – MRS P FULLARD, CLEANER, PARKS DEPARTMENT

Several Members reported they had been approached by cleaners regarding various issues. The Deputy Town Clerk assured that full HR support advice and guidance was being obtained in this regard and all issues were being addressed by the Manager; should the cleaners have any matters they wished to raise they should do so via their Manager.

Councillor Alvey commented that Mrs Fullard had been so diverse in her employment and had assisted the Town Council in so many aspects of its work in the various roles she had taken on, and he asked that sincere thanks be recorded for her work with the Town Council.

**RECOMMENDED the resignation be accepted and the post not be filled at this time.**

23. THE TOWN CLERK

(i) Sub Committee – Personnel/Staffing Issues Relating to the Town Clerk

Members were asked to nominate a replacement for Councillor C Baty on this Sub Committee.

Following a vote it was **RECOMMENDED Councillor S McDonnell be nominated to this small sub group.**

(ii) Employment Tribunal

Letters received from both Councillor Jeffrey and Thompson had been circulated to each Member. These letters had been directed to the Town Council's Legal Team for attention; it was noted it was now too late to make or offer any comment on the Grievance Panel's Report and there was no requirement for the two Members to give evidence at the forthcoming Employment Tribunal.

(iii) Costs/Fees to date

As agreed previously, the Deputy Town Clerk gave Members the total amount of legal fees and costs incurred to date with this issue.

**RECOMMENDED the information given be noted.**

24. OVERTIME REPORT

The Overtime Report and hours worked by Facilities Staff Report, a copy of which had been circulated to each Member, was considered, this identified the various departments and also the element of the costs of casual staff working in the Facilities Team.

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

25. ABSENCE REPORT

The Sickness Absence Report, detailing sickness absence figures for the previous month, had been circulated to each Member for information.

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