

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 2<sup>ND</sup> NOVEMBER 2015

PRESENT: COUN C J METCALFE (CHAIR)

Mesdames:- S Simpson, L M Wood, K Liddell, V Watson,  
K Hawley & M A Cartwright

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

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.

34. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors J I Measor, (family commitments), S McDonnell, (work commitments), and G Cowie, (ill).

**RECOMMENDED the Council approve the reason submitted for absence received from Councillors listed on the grounds given above, and their apologies for absence be recorded.**

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

36. PARKS DEPARTMENT, TEAM LEADER/HEAD GROUNDSMAN – RETIREMENT

Members were circulated with a letter of resignation received from Mr Harrison.

**RECOMMENDED Mr Harrison’s letter of resignation, be accepted. FURTHER RECOMMENDED a further letter be sent to Mr Harrison suggesting he seek the appropriate advice and support with regard to his future entitlements in terms of his pension.**

37. WHAT TO EXPECT IN THE EMPLOYMENT TRIBUNAL, 6<sup>TH</sup> OCTOBER 2015

The Deputy Town Clerk gave a verbal report following her attendance at this learning and development. She had found the sessions very relevant and helpful and she thanked the Council for allowing her the opportunity to attend.

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

38. 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.

39. 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.

Reference was made to the post of Attendant where it was a three person rota, and it was asked could the lone working element be re assessed in terms of risk by the Manager. It was suggested advice be sought and it be placed on the next agenda for discussion.

**RECOMMENDED the overtime report be accepted. FURTHER RECOMMENDED the item relating to the Attendants Role be place on the next agenda for consideration.**

40. 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.**

41. PAY ANOMOLIES & PAY CLAIM

The report of the Deputy Town Clerk providing further detail in terms of costs, options and the risks, a copy of which had previously been circulated, was considered. Details were also provided of a pending pay claim which had been discussed with the Unions and details of the potential costs involved were provided for Members. Whilst accepting there were various pay anomalies that needed to be addressed by the Council, Members referred to the outstanding organisational review and another Local Member referred to the outstanding staffing issues considered at previous Establishment Meetings where it had been agreed a Special Meeting be held to consider only these issues.

**RECOMMENDED Durham County Council HR be approached to re start the organizational review on the Town Council's behalf. FURTHER RECOMMENDED consideration of the pay anomalies be deferred pending this project being commenced.**