

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL

PETERLEE

ON MONDAY 7TH DECEMBER 2015

PRESENT: COUN C J METCALFE (CHAIR)

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

Messrs:- S Miles, S Sillito, W M Jeffrey, C Watkins, L Cook,
C Robbins & 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. ADVISORY BULLETINS 630 & 631

Extracts of these bulletins were circulated for each Member's information with full copies available on request.

RECOMMENDED the information given, be noted.

37. 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.

38. ATTENDANT'S ROLE – LONE WORKING ARRANGEMENTS & ROTA

Reference was made at the last meeting to the post of Attendant where it was confirmed this 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 this next agenda for discussion.

The Deputy Town Clerk advised Council of the Horticultural Supervisor's report that he did not agree the attendant role could be carried out by one person. This had also been fully discussed at the Health & Safety Committee held on 30th November 2015. It was felt this needed to be looked into and considered in more detail and further advice be sought from DCC and also other authorities with similar roles/areas of activity.

RECOMMENDED a further report be made following advice and information being gathered on this role and lone working.

39. PAY & HOLIDAY PAY ANOMOLIES

A copy of a letter received from the Durham Branch of Unison in this regard, was circulated to each Member. With regard to the holiday pay item in the letter it was confirmed the Town Council were taking advice and working with DCC and following their lead. The overtime payments was an issue that needed to be discussed further and a meeting had been arranged with the Unison Branch Secretary and it was suggested Members would be kept updated with this issue.

RECOMMENDED progress be awaited with these matters.

40. PAYMENT OF HONORARIA – RECEPTIONIST SHOTTON HALL ADMINISTRATION

Members gave consideration to the report of the Deputy Town Clerk in the above regard, a copy of which had been circulated to each Member.

RECOMMENDED a one off honoraria payment be made, as detailed in the report, in respect of additional duties undertaken.

41. 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. There was an amendment reported at the meeting, which was accepted.

It was asked if a monthly TOIL report could be prepared for Council and it was agreed this could be done.

RECOMMENDED the overtime report be accepted. FURTHER RECOMMENDED a monthly TOIL report be presented.

42. 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.

43. INTERIM ARRANGEMENTS

(i) To consider

Members were asked to consider the appointment of a new Town Clerk and they asked what sort of process would be used to fill the vacancy. The procedure used in the past was outlined for Members which would involve all 22 Members. A Local Member gave details of where she had

been involved with the appointment of a Head Teacher and a carousel had been used, with smaller groups, which she felt worked very well.

RECOMMENDED:-

- (i) The vacant post of Town Clerk be filled;**
- (ii) DCC be requested to provide a cost to support the Town Council with this appointment.**

PRIOR TO CONSIDERATION OF THIS ITEM THE DEPUTY TOWN CLERK DECLARED AN INTEREST IN THE ISSUE AND LEFT THE COUNCIL CHAMBER.

As it was past the 9.00pm watershed, as per standing orders, the chair requested approval from those remaining to consider the remaining item. approval was duly given.

Councillors C Watkins, W M Jeffrey and C Robbins had left the meeting.

On several occasions the Deputy Town Clerk was asked to return to the room to answer queries from Members, the issues were fully clarified to their satisfaction.

Councillor Sillito then also left the meeting. That left 8 Members remaining; the meeting was still quorate.

- (ii) To consider and agree the payment due to the Deputy Town Clerk for covering the role of Town Clerk since May 2014**

Consideration was given to the report compiled by Durham County Council Senior HR Officer, a copy of which had been circulated to each Member.

RECOMMENDED:-

- (i) The current Deputy Town Clerk be paid an honorarium equivalent to 50% of the difference between her salary point and that of the residing Town Clerk, with effect from 19 May 2014.**
- (ii) A payment be made as detailed in the report, in respect of back dated salary;**
- (iii) Moving forward a weekly honorarium be paid, as detailed in the report, which would be reviewed on a regular basis and should cease on appointment of a new Town Clerk.**