

PETERLEE TOWN COUNCIL

THE MINUTES OF THE ESTABLISHMENT COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL
PETERLEE

ON MONDAY 1ST FEBRUARY 2016

PRESENT: COUN C J METCALFE (CHAIR)

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

Messrs:- S Miles, H Bennett MBE, W M Jeffrey, C Watkins, L
Cook, R Kyle, 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.**

51. APOLOGIES FOR ABSENCE

Apologies had been submitted and accepted from Councillors M A
Cartwright, (personal engagement) 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.**

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

53. BULLETINS & CIRCULARS

- (i) Pay Negotiations update & National Living Wage 2016
- (ii) December 2015 Update No 632
- (iii) Staff Pensions

Members were circulated with extracts and copies of the above information.

RECOMMENDED the information given be noted.

54. EXCLUSION OF THE PRESS & 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.

55. 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 overtime report be accepted.

56. 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.

57. OVERTIME PAYMENTS

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

RECOMMENDED that an offer of 25% of the amount claimed, be made to the Union in respect of this claim.

58. MANAGEMENT OF THE PAVILION

Members were given an update with this matter confirming that a request had been made to Durham County Council, HR Section for them to carry

out job evaluations on all staff and posts, and within this piece of work would be included a review of the position with the management of the Pavilion.

RECOMMENDED progress be awaited.

59. ATTENDANT – TEMPORARY APPOINTMENT

Members were asked to consider an extension of this temporary 6 month contract in the Parks & Cemetery Department. Members asked that DCC be asked for advice in terms of the length of the contract and employment rights, they also felt that this role needed to be considered in more detail.

RECOMMENDED approval be given for this temporary contract to be extended for a further two months, subject to this being clarified with HR. FURTHER RECOMMENDED a further report be prepared on security cover, the role of attendants and the opening/closing of the play areas, parks & cemetery.