



**ESTABLISHMENT COMMITTEE  
NOTICE OF MEETING**

Notice is hereby given that there will be a committee meeting on

**Wednesday 11 September 2019 at 7p.m.**

at

**The Harlington**

All members are summoned to attend

**To Councillors:** P Einchcomb, L Holt, K Jasper, R Robinson, R Schofield, S Tilley, S Wheale, G Woods

SIGNED:

Janet Stanton,  
Town Clerk

Date: 29 August 2019

**A G E N D A**

**Item 1 ELECTION OF CHAIRMAN**

To elect the Chairman of the Committee for the local government year 2019/2020

**Item 2 ELECTION OF VICE CHAIRMAN**

To elect the Chairman of the Committee for the local government year 2019/2020

**Item 3 APOLOGIES**

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.

**Item 4 DECLARATIONS OF INTEREST**

Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest

**Item 5 MINUTES OF PREVIOUS MEETINGS**

To approve and sign the minutes (and the confidential minutes) of the meeting held on Wednesday 20 March 2019 - copies attached.

**Part 1 – ITEMS FOR DECISION**

**Part 2 – ITEMS TO NOTE**

**Item 6 APPRAISALS**

To note that FTC appraisals have been completed satisfactorily and objectives set for 2019-2020.

**Item 7 TRAINING UPDATE**

To note a report on staff training.

**Item 8 DATE AND TIME OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday 11 December 2019 at The Harlington at 7pm.

### **Part 3 - CONFIDENTIAL ITEMS**

**Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Establishment Sub Committee, the Public and Press will be excluded from the Meeting.**

**The following types of business will be treated as confidential:**

- a) Engagement, terms of service, conduct and dismissal of employees**
- b) Terms of tenders, and proposals and counter proposals in negotiations for contracts**
- c) Preparation of cases in legal proceedings**
- d) The early stages of any dispute**

#### **Item 9 PENSION REPORT**

To receive and consider a pension report from the Town Clerk.

#### **RECOMMENDATION**

To approve the proposal within the report.

#### **Item 10 STAFF CHANGES**

To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre.

(Confidential report attached).