



FLEET TOWN COUNCIL

NOTICE OF MEETING

Notice is hereby given to all the Establishment Committee members that there

will be a meeting

**The Establishment Committee
on
Wednesday 8 June 2016 at 7pm**

in the Function Room

**at
THE HARLINGTON**

**To : Cllrs Chenery, Einchcomb, Holt, Jasper , Robinson, Schofield and
Smith**

SIGNED:

TOWN CLERK

2 June 2016

AGENDA

ITEM 1 ELECTION OF CHAIRMAN

To elect a Chairman for the 2016/2017 local government year

ITEM 2 ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman for the 2016/2017 local government year

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 interests 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 THE PREVIOUS MEETING

To approve and sign the minutes and the confidential minutes of the meeting held on Wednesday 9 March 2016 -copy attached

PART 1

Items for decision

ITEM 6 ROLLED UP PAY FOR CASUAL WORKERS

Members are advised that all full-time, part-time, casual or agency workers are entitled to holiday pay.

It has been the practice of FTC however that instead of giving holiday leave to casual workers, extra pay on top of the hourly rate which is known as 'rolled-up' holiday pay has been paid.

A requirement however is that an employer can't say 'you'll be paid £8 which includes rolled-up holiday pay ' The employer must say 'The basic hourly rate is £7.20 an hour with an additional 80p per hour rolled-up holiday pay

RECOMMENDATION

To agree that rolled up pay can be paid to staff provided it is shown separately on the pay slip

ITEM 7 STAFF STRUCTURE

To receive and consider the current permanent staff structure which reflects the allocation of duties and line-management responsibilities-copy attached

RECOMMENDATION

To approve the permanent staff structure reflecting the allocation of duties and line-management responsibilities

PART 2

Items to note

ITEM 8 TRAINING UPDATE

To receive and note the staff training record which sets out the training activity since April 2015. Copy attached

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.

ITEM 9 SALARY AWARD AND STAFF APPRAISALS

Members are asked to consider the award of an across-the-board cost of living pay rise to all permanent full-time and part time staff.

In addition members are asked to reward those officers who have consistently demonstrated a dedication to their duties which reflects commitment to meet deadlines, reach targets, use initiative, go the extra mile and take responsibility for contributing to the continuing success of the Council
-paper attached

RECOMMENDATION

- a) To approve the award of an across-the-board 1% cost-of-living pay rise to all permanent and part-time staff with effect from 1 April 2016
- b) To approve the award of merit increments based on the outcome of achievements identified through the staff appraisal exercise completed at the end of May 2016

ITEM 10 STAFF CHANGES

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

ITEM 11 APPRENTICESHIP AND TRAINING UPDATE

To receive an update report

ITEM 12 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on
Wednesday 26 October 2016 at 7.00pm