



**FLEET TOWN COUNCIL**

**NOTICE OF MEETING**

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

will be a meeting  
of

**The Establishment Committee**

on

**Wednesday 22 July 2015 at 7.00pm**

**In The Board Room**

at

**THE HARLINGTON**

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

SIGNED:

TOWN CLERK

15 July 2015

**AGENDA**

**ITEM 1 ELECTION OF CHAIRMAN**

To receive nominations and elect a Chairman of the Establishment Committee for the local government year 2015/2016

**ITEM 2 ELECTION OF VICE CHAIRMAN**

To receive nominations and elect a Vice-Chairman of the Establishment Committee 2015/2016

### **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 of the meeting held on 18 March 2015  
-copy attached

## **PART 1**

### **(Items for decision)**

### **ITEM 6 SALARY ADJUSTMENT AND MINIMUM WAGE LEVELS - FINANCIAL ALLOCATIONS**

In the event of any salary adjustments to be considered in Part 3 item 11 and the revised minimum wage levels, to agree appropriate budget allocations

### **ITEM 7 MINIMUM WAGE AND FUTURE IMPLICATIONS**

With effect from 1 October 2015, the minimum wage including enhancement will be increased to £7.50 ph for all those over 21. Those under 21 are currently paid £6.22 ph which is above the new minimum wage plus enhancement of £5.94ph

## **PART 2**

**(Items to note)**

### **ITEM 8      JOB DESCRIPTIONS**

To note that all job descriptions have been completed-copies available on request

### **ITEM 9      LEAVE ENTITLEMENT**

Further to item 6 of the minutes of the Committee held on 18 March 2015, to confirm that arrangements are in place for the backlog of holiday entitlement to be taken

## **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 10    STAFF ISSUE**

To receive an update from Cllr Robinson and Cllr Schofield

### **ITEM 11    STAFF APPRAISAL**

To receive the staff appraisal report and to consider adjustments to salary levels to reflect individual performance

### **ITEM 12    STAFF CHANGES**

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

### **ITEM 13    DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee will be held on Wednesday 9 September 2015 at 7.00pm