



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 26 October 2016 at 7pm**

in the Function Room at The Harlington

To : Cllrs Robinson (Chairman), Chenery, Einchcomb, Holt, Jasper, Schofield and Smith

SIGNED:

TOWN CLERK

19 October 2016

AGENDA

ITEM 1 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 2 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 3 MINUTES OF THE PREVIOUS MEETING

To approve and sign the **minutes** and the **confidential minutes** of the meeting held on Wednesday 8 June 2016 and the **confidential minutes** of the additional meeting held on 5 October 2016 (scheduled for 10 October 2016)-copies attached

PART 1

Items for decision

ITEM 4 TOWN CLERK'S OBJECTIVES AND STAFF STRUCTURE

Further to the minutes of the Establishment Committee held on 8 June 2016 where the allocation of work was discussed at item 7, and the subsequent setting of the Town Clerk's objectives for 2016/2017, the Town Clerk has prepared a report which deals with these matters –copy attached

RECOMMENDATION

- 1)To approve the allocation of duties amongst Fleet Town Council personnel.
- 2)To accept the proposed formalisation of the Town Clerk's time management proposals and to assist in achieving this
- 3)To formalise and document One-to Ones between Town Clerk and Deputy Town, Town Clerk and Project /Committee Officer and Town Clerk and Cemetery Officer (projects only)

PART 2

Items to note

ITEM 5 IMPLEMENTATION OF THE PAY REVIEW

To note that the implementation of the pay review has not yet taken place

ITEM 6 BEREAVEMENT LEAVE

To note that the Town Clerk had 3 days bereavement leave in August/September 2016

ITEM 7 TRAINING UPDATE

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

ITEM 8 MINIMUM WAGE INCREASE

To note the minimum wage increase for 21-24 years old with effect from 1 October 2016. The government increased the minimum wage to £6.95 to be shown on payslips as basic rate £6.95 + Rolled up pay of 12.07% £0.84 showing an hourly total of £7.79

This affects approximately nine members of zero hours staff.

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 STAFF CHANGES

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

Confidential report attached

ITEM 10 APPRENTICESHIP AND TRAINING UPDATE

To receive a report on training and apprenticeship-confidential report attached

ITEM 11 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 14 December 2016 at **11.30am Please note time**