



**ESTABLISHMENT COMMITTEE  
NOTICE OF MEETING**

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

**Wednesday 13 June 2018 at 7pm**

at

**The Harlington**

All Committee members are summoned to attend

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

SIGNED:

Janet Stanton

Town Clerk

Date: 6 June **2018**

**AGENDA**

**Item 1 ELECTION OF CHAIRMAN**

To elect the Chairman of the Committee for the local government year 2018/2019

**Item 2 ELECTION OF VICE-CHAIRMAN**

To elect the Vice-Chairman of the Committee for the local government year 2018/2019

**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 MEETING**

To approve and sign the minutes (and the confidential minutes) of the meeting held on Wednesday 21 March 2018 - *copies attached.*

**Part 1 – ITEMS FOR DECISION**

**Part 2 – ITEMS TO NOTE**

**Item 6 SALARY BENCHMARKING SURVEY**

To receive a verbal update on the Salary Benchmarking

**Item 7 APPRAISALS**

To note that the appraisals have been completed and objectives set for all members of staff.

**Item 8 APPRENTICESHIP AND TRAINING UPDATE**

To receive a report on training and apprenticeship – confidential report attached.

**Item 9 GENERAL DATA PROTECTION REGULATIONS (GDPR)**

To note:

- a. That all members of staff have been asked to read and sign the Council's Privacy Statement/Consent
- b. That the Council's Payroll provider are compliant with GDPR

**Item 10 DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee will be held on Wednesday 12 September 2018 at 7pm in The Harlington

**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 11 STAFF CHANGES**

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

*Confidential report attached*

**Item 12      STAFF DISCIPLINARIES**

Members are advised that two disciplinary meetings have taken place during the last month resulting in written warning letters being sent to the members of staff concerned.

**Item 13      STAFF STRUCTURE**

To consider improvements to the structure of the council and discuss any changes which will use the council's resources to the best advantage. To approve the staff structure which will be included on the Town Council's web site and meet transparency rules- draft proposed structure to be circulated at the meeting  
*Confidential Copy attached*

**RECOMMENDATION**

To approve a draft staff structure for FTC

**Item 14      NEW JOB DESCRIPTIONS**

To approve two new job descriptions included in a revised staff structure above  
*Confidential Copy attached*

**Item 15      BONUS SCHEME**

To receive a verbal update report from Cllr Richard Robinson