



MINUTES OF THE ESTABLISHMENT COMMITTEE

**Wednesday 14 December 2016 held at
11.30am at the Harlington**

Present:

Councillors Robinson (In the Chair) Chenery, Holt, Jasper, Schofield and Smith

Also Present:

Janet Stanton-Town Clerk
Alex Robins-Harlington General Manager
Sheila Rayner-Committee Clerk

Estab Dec 16 Item 1 APOLOGIES

There was an apology for absence from Cllr Einchcomb

Estab Dec 16 Item 2 DECLARATIONS OF INTEREST

There was declaration of interest from Cllr Chenery who lives near a staff member

Estab Dec 16 Item 3 MINUTES OF THE LAST MEETING

With the addition of Cllr Chenery to the list of attendees, the minutes and the confidential minutes of the meeting held on Wednesday 26 October 2016 were approved and signed by the Chairman as a correct record

Estab Dec 16 Item 4 BONUS SCHEME AND RATES OF PAY FOR BAR STAFF AND DUTY MANAGERS

The committee received and considered a report regarding rates of pay for bar staff and duty managers including a bonus incentive scheme based on performance.

Members were reminded of the discussion at the meeting of the committee held on 8 June 2016 regarding pay rates of Duty Managers and bar staff, with a view to introducing a scheme to create an incentive to enhance performance

Initially members discussed the rates of pay for zero hours staff and noted that FTC included a 12.5% holiday pay enhancement in the hourly pay calculation and that FTC did not suffer any problems recruiting bar, café, front of house staff or Duty officers. Permanent Duty Managers received the full range of benefits including holidays, sickness pay and pensions etc.

Members discussed the various ways to encourage the enhancement of performance by setting achievable challenges.

Members recognised that this would need to be based on individual performance and not linked to any annual salary reviews

A target could be linked to a budget formula or on general good feedback referring to excellence of service.

Encouraging whole team effort was also to be encouraged so that any bonus scheme did not become divisive

Members discussed the level of member involvement in setting the parameters and agreed that management -led targets, rather than committee set targets for bonus purposes, was more appropriate as the basis for any bonus scheme.

It was suggested that general any bonus payment should not be triggered until say, 10%, above target had been achieved and this would be retained by the organisation to cover any events that had fallen below target earlier in the year. It was recognised that different events would attract different 'spend' predictions and that any scheme would need to differentiate between ticket sales/café team/ event team

'Selling up' was recognised as an important contribution by staff in most areas.

Following detailed discussion it was

RESOLVED

- a) To offer a payment across the coffee shop team for any improvement in the coffee shop bottom line for the remainder of 2016/2017. This would be based on any increase on bottom line performance above budget (and not on performance above a 10% increase in bottom line performance) for 2016/2017 as a trial bonus scheme for the coffee shop.
- b) That the P&F Committee should agree the framework of a bonus scheme on 13 February 2017 prior to report back to the Establishment Committee on 22 March 2017
- c) That there be no current need to change the rates of pay for bar/café/front of house and duty officer roles and these to be reviewed annually or during the recruitment process if necessary

Estab Dec 2016 Item 5 TRAINING UPDATE

The members noted the staff training record which set out training activity since April 2016

Part 3 CONFIDENTIAL ITEM

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.

Estab Dec 2016 Item 6 STAFF CHANGES

The members noted the Staff changes and requested that the future reports reflected which staff were leavers, joiners or part time

Estab Dec 2016 ITEM 7 APPRENTICESHIP AND TRAINING UPDATE

The members noted the continuing difficulty in attracting an apprentice. It was reported that a new provider was now being used but members agreed with the Clerk's suggestion that in the event of the vacancy not being filled by the end of 2016 that the post be offered as a clerk/receptionist with the possibility of part time hours being offered if this helped to attract the person with the qualities required

Estab Dec 2016 ITEM 8 DATE AND TIME OF NEXT MEETING

The next meeting of the Committee will be held on Wednesday 22 March 2017 at 7pm

There being no further business to be transacted the meeting was closed at 1.15pm

Chairman.....Date.....