

FLEET TOWN COUNCIL

NOTICE OF MEETING

Notice is hereby given to all the Establishment Sub-Committee members that there will be a sub-committee meeting

of

The Establishment Sub-Committee

Monday 19 May 2014 at 5.30pm

In The Boardroom

at

THE HARLINGTON

To : Cllrs Einchcomb (Chairman) Axam, Butler, Fisher, Holt, Robinson, Schofield, Woods

All sub-committee members are summoned to attend. In terms of the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public Section 1(2), by reason of the following item/s referring to an individual/s, the Public and Press will be excluded from these items on the agenda.

SIGNED:
ACTING TOWN CLERK

DATE: 13 May 2014

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.

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ITEM 3 FUTURE ORGANISATION /STAFFING STRUCTURE

To discuss the future organisation /staffing structure of the Town Council

RECOMMENDED

To formulate a recommendation for consideration by Full Council on 4 June 2014

ITEM 4 BEREAVEMENT LEAVE

To formalise arrangements for bereavement leave

ITEM 5 STAFF HANDBOOK

To finalise discussions concerning the proposed staff handbook

ITEM 6 EMPLOYMENT CONTRACTS

To finalise the format of Employment Contracts

ITEM 7 ZERO HOURS CONTRACTS

To formalise the arrangements for zero hours contracts

ITEM 8 PERFORMANCE REVIEWS FOR FINANCIAL YEAR 2013/14

To establish a timetable to formalise salary reviews and bonuses for financial year ending 31 March 2014

ITEM 9 BONUS SCHEMES

To discuss potential broad-based bonus payments