

**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 18 June 2014 Monday at 7.00pm**

**In The Board Room**

at

**THE HARLINGTON**

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

SIGNED:

ACTING TOWN CLERK  
10 June 2014

**AGENDA**

**ITEM 1 ELECTION OF CHAIRMAN**

To elect a Chairman for 2014-15

**ITEM 2 ELECTION OF VICE-CHAIRMAN**

To elect a Vice-Chairman for 2014-15

### **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 19 May 2014-copy attached

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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.

### **ITEM 6 FUTURE ORGANISATION /STAFFING STRUCTURE**

To discuss the future organisation /staffing structure of the Town Council, together with the suggested staffing structure requirement suggested by the Acting Town Clerk and the General Manager of The Harlington-copies attached

### **RECOMMENDED**

To approve the arrangements for the recruitment of suitable staff

**ITEM 7      TRADE DISPUTE-NJC PAY 2014**

To consider the contents of two letters dated 13 May 2014. The contents of the letters apply to 2 members of staff who transferred to FTC from HDC under TUPE

**RECOMMENDED**

To agree any action to be taken

**ITEM 8      STAFF APPRAISALS**

To note that arrangements have been made for the Harlington General Manager to attend a half day training session on staff appraisals on Tuesday 24 June 2014 with a view to all staff appraisals being completed by 31 July 2014

**ITEM 8      DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee will be held on 17 September 2014 at 7.00pm