



**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 9 March 2016 at 7pm**

**in the Function Room  
at  
THE HARLINGTON**

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

SIGNED:

TOWN CLERK

3 March 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 9 December 2015 -copy attached

#### **PART 1**

##### **Items for decision**

### **ITEM 4 STAFF STRUCTURE**

To receive and approve the Staff Structure for Fleet Town Council and The Harlington. To meet the Transparency Code, the approved Structure to be included on the Fleet Town Council Web Site.

#### **RECOMMENDATION**

To approve the staff structure for inclusion on the Fleet Town Council web site as part of the Transparency Code.

#### **PART 2**

##### **Items to note**

### **ITEM 5 WORK PLACE PENSION**

The introduction of the new work place pension scheme is scheduled for 1 April, 2016.

To note that 3 different letters have been sent out to all staff advising them of the new workplace pension scheme with Legal and General. A staff question and answer session on the scheme has been arranged for Wednesday 2 March. A verbal report of this session will be made at the meeting.

Copies of staff letters attached,

### **ITEM 6 TRAINING UPDATE**

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

### **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 7      LIVING WAGE**

To receive an update on the Living Wage.  
Report attached

**RECOMMENDATION**

Based on a previous to determine whether to retain the pay differential between the actual wage paid and the minimum wage as at 1 April 2010.

**ITEM 8      STAFF CHANGES**

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

Confidential report attached

**ITEM 9      APPRENTICESHIP AND TRAINING UPDATE**

To receive a report

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

The next meeting of the Establishment Committee will be held on Wednesday 8 June 2016 at 7.00pm