



**ESTABLISHMENT COMMITTEE  
NOTICE OF MEETING**

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

**Wednesday 21 November 2018 at 7pm**

at

**The Harlington**

All Committee members are summoned to attend

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

SIGNED:

Janet Stanton

Town Clerk

Date: 14 November 2018

**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 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 3 MINUTES OF PREVIOUS MEETINGS**

To approve and sign the minutes (and the confidential minutes) of the meeting held on Wednesday 13 June 2018 - copies attached.

## **Part 1 – ITEMS FOR DECISION**

### **Item 4 SALARY BENCHMARKING EXERCISE**

After a meeting between officers and the Establishment Chair, the list of councils and theatres to be included in the Bench marking Survey was amended to better fit the organisation.

Information was passed to Morland Gil, who have subsequently re-submitted an amended quotation as they feel this involves more work than they originally anticipated.

The original estimate of £1,710 - £2,375 was approved by Council. The revised estimate of £4,275 - £5,938 has now been received.

A sum of £475 has been expended by Gil Morland to date

#### **RECOMMENDATION**

The members are asked to indicate if they wish to proceed with the Salary Benchmarking exercise , and if it is so, to approve an increased budget up to £5,938

### **Item 5 EQUALITY AND DIVERSITY POLICY**

Further to the minutes of the Policy and Finance Committee held on 15 October 2018 (item 8) when an Equality and Diversity policy was adopted, this committee was asked to consider and approve a method of monitoring the policy

A suggested monitoring form (ACAS model) and a copy of the adopted policy is attached

#### **RECOMMENDATION**

To approve the draft monitoring form to oversee the Council's Equality and Diversity policy

## **Part 2 – ITEMS TO NOTE**

### **Item 6 TRAINING UPDATE**

To receive an update report on training - copy attached

### **Item 7 DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee will be held on Wednesday 12 December 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 8 STAFF CHANGES**

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

Confidential report attached.