



MINUTES OF THE ESTABLISHMENT COMMITTEE

**Wednesday 22 March 2017 held at
7pm at the Harlington**

Present:

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

Also Present:

Janet Stanton-Town Clerk
Sheila Rayner-Committee Clerk

Estab Mar 2017 Item 1 APOLOGIES

There was an apology for absence from Cllr Jasper

Estab Mar 2017 Item 2 DECLARATIONS OF INTEREST

There was a declaration of interest from Cllrs Chenery and Smith who live near staff members

Estab Mar 2017 Item 3 MINUTES OF THE LAST MEETING

Following an explanation from the Chairman of the Policy and Finance Committee that the consideration of a framework of a bonus scheme had been delayed until the next Policy and Finance Committee meeting to be held on 22 May 2017(item 4) ,the minutes of the meeting held on Wednesday 14 December 2016 were approved and signed by the Chairman as a correct record

Estab Mar 2017 Item 4 REVIEW OF STANDING ORDER 38(a)

A paper was presented that explained that as a consequence of a critical report from the internal auditor that minutes of an Establishment Committee on 5 October 2016, had not been included in the Full Council Minutes, a review of the Establishment Committee minutes and how they were reported to Full Council had been undertaken

The Establishment Committee had approved two salary reviews in June and October 2016, the former minutes were noted in Full Council in July 2016 but not in October SO38 a. does not delegate powers to the Establishment Committee , only the responsibility to “recommend”.

Therefore, as a consequence the Establishment Committee should have brought an item to Full Council to recommend the proposed salary revisions and seek approval/endorsement from Full Council.

This matter will be regularized by a recommendation to Council when these minutes are presented to Council on 5 April 2017

In view of this the Committee considered whether it wished to continue with the limited delegated powers or whether the Committee should propose the following amendment to SO38a

“To set the level of staff resources together with matters relating to terms and conditions of employment and basic levels of salaries within budgetary limits”

Other issues relating to Standing Orders namely, Freedom of Information Act appeals, and the power to rescind decisions were discussed and it was agreed that the annual review of Standing Orders was the appropriate time to deal with these matters

RESOLVED

- a) Members noted the oversight regarding the presentation of minutes of the Establishment Committee held on 5 October 2017, which would be regularized at Council on 5 April 2017
- b) That Council be requested to approve the amendment to Standing Order 38(a) to read
“To set the level of staff resources together with matters relating to terms and conditions of employment and basic levels of salaries within budgetary limits”
- c) That other issues relating to Standing Orders be dealt with by Council at the time of the Annual Review of Standing Orders in May 2017

Estab Mar 2017 Item 5 MINIMUM WAGE

Members noted that the minimum wage will be increased from 1 April 2017 and will apply to all staff as appropriate

	25 and over	21 to 24	18 to 20	Under 18	Apprentice
October 2016 – min wage (current rate)	£7.20	£6.95	£5.55	£4.00	£3.40
FTC Holiday provision - 12.07%	£0.87	£0.84	£0.67	£0.48	
	£8.07	£7.79	£6.22	£4.48	£3.40
April 2017 – min wage (new rate)	£7.50	£7.05	£5.60	£4.05	£3.50
FTC Holiday Provision 12.07%	0.91	0.85	0.68	0.49	
	£8.41	£7.90	£6.28	£4.54	£3.50

Estab March 2017 Item 6 TRAINING UPDATE

The committee received and noted the staff training record which sets out the training activity since April 2015