



## **MINUTES OF THE ESTABLISHMENT COMMITTEE**

**Wednesday 8 June 2016 held at  
7 pm at the Harlington**

### **Present:**

Councillors Robinson (In the Chair) Einchcomb, Holt, Jasper, Schofield

### **Also Present:**

Janet Stanton-Town Clerk  
Sheila Rayner-Committee Clerk

### **Estab June 16 Item 1 ELECTION OF CHAIRMAN**

Cllr Robinson was elected as Chairman for the Local Government year 2016/2017

### **Estab June 16 Item 2 ELECTION OF VICE-CHAIRMAN**

Cllr Chenery (or Cllr Jasper if Cllr Chenery was unable to accept) was elected as Vice Chairman. (Cllr Chenery has since confirmed that he is unable to accept). Cllr Jasper is therefore elected as Vice-Chairman for the local government year 2016/2017

### **Estab June 16 Item 3 APOLOGIES**

An apology for absence was presented by Cllrs Chenery and Smith

### **Estab June 16 Item 4 DECLARATIONS OF INTEREST**

There were no declarations of interest

### **Estab June 16 Item 5 MINUTES OF THE LAST MEETING**

The minutes and the confidential minutes of the meeting held on Wednesday 9 March 2016, were approved and signed by the Chairman as a correct record

### **Estab June 16 Item 6 ROLLED UP PAY FOR CASUAL WORKERS**

Members were reminded that all permanent , casual or agency workers were entitled to holiday pay

It was the practice of FTC that instead of giving holiday leave to casual workers, extra pay on top of the hourly rate which is known as 'rolled-up' holiday pay had been paid

However it is a requirement that the Rolled Up hourly rate is separated to show :

- The basic hourly rate
- The holiday allowance hourly rate

## **RESOLVED**

That a holiday pay allowance can be paid to staff provided it is shown separately on the pay slip.

### **Estab June 2016 Item 7 STAFF STRUCTURE**

The members considered a chart which set out a staff structure which reflected the allocation of duties and line-management responsibilities.

Members raised concerns about the Deputy Town Clerk not having across the board responsibilities for Town Council functions and would therefore be unable to fully deputise for the Town clerk . Members expressed the view that the Town Clerk should be relieved of day to day responsibilities anyway so that her time could be devoted to fund raising , project management and taking the strategic view.

There was a lengthy discussion regarding the need for a more cohesive structure with the Town Clerk leading the organisation and the allocation of work amongst all other staff who should report to the Town Clerk through the Deputy Town Clerk, so that the full deputising role could be met

## **RESOLVED**

Cllr Schofield and the Town Clerk to work together to suggest a structure which addressed the issues discussed and to report back to the next meeting with a recommendation

### **Estab June 2016 Item 8 TRAINING UPDATE**

The members received and noted the staff training record which set out the training activity since April 2015.

Members asked for the record to reflect the cost of courses which had been omitted from the update and to delete items from the report that pre-dated 2015-16.

It was also suggested that projected training needs of the Apprentices and other officers should be the subject of a training plan with earmarked dates for training needs identified in the appraisal process to take place

### **Estab June 2016 ITEM 9 STAFF APPRAISALS**

See confidential Minutes

**Estab June 2016 ITEM 10 STAFF CHANGES**

See Confidential Minutes

**Estab June 2016 ITEM 11 APPRENTICESHIP AND TRAINING UPDATE**

See Confidential Minutes

**Estab June 2016 ITEM 12 DATE AND TIME OF NEXT MEETING**

The next meeting of the Committee will be held on Wednesday 26 October 2016 at 7pm