



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 13 September, 2017 at 7pm
in the Function Room at The Harlington**

To : Cllrs Robinson (Chairman), Chenery, Einchcomb, Holt, Jasper, Schofield and Smith

SIGNED:

TOWN CLERK

8 September, 2017

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 of the meeting held on Wednesday 21 June 2017 - copies attached

PART 1
Items for decision

- ITEM 4 JOB EVALUATIONS AND MARKET BENCHMARKING**
To consider various options for a job evaluation and market benchmarking exercise for 12 key roles within the Council. Jim Gilhooley from Morland Gil Human Resources (FTC's HR consultant) will attend the meeting to give advice and explain the options, timescales and fees.

RECOMMENDATION
Members to approve the job evaluation/market benchmarking process and timescale.

PART 2
Items to note

- ITEM 5 TRAINING RECORD**
To receive and note the staff training record which sets out the training activity since April 2017. *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 6 STAFF CHANGES**
To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre
Confidential report attached

- ITEM 07 TRAINING UPDATE**
To receive a report on training
Confidential report attached

- ITEM 8 DATE AND TIME OF NEXT MEETING**
The next meeting of the Establishment Committee will be held on Wednesday 13 December 2017 at **7pm**