



## **MINUTES OF THE ESTABLISHMENT COMMITTEE**

**Wednesday 21 November 2018 held at  
7pm at the Harlington**

### **Present:**

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

### **Also Present:**

Janet Stanton-Town Clerk  
Alex Robins-Harlington General Manager  
Sheila Rayner-Committee Clerk

### **Estab Nov 2018 Item 1 APOLOGIES**

There was an apology for absence from Cllr Woods

### **Estab Nov 2018 Item 2 DECLARATIONS OF INTEREST**

There were no declarations of interest

### **Estab Nov 2018 Item 3 MINUTES OF THE LAST MEETING**

With the deletion of the word “benchmarking” and its replacement with “review” at item 6, the minutes of the meeting held on Wednesday 13 June 2018 were approved and signed by the Chairman. With the deletion of the word “RESOLVED” and its replacement with the word “noted” at item 12, and the replacement of the words “had been” with the words “could be” in the final sentence of item 13 (Staff Structure) the confidential minutes of the meeting held on 13 June 2018 were signed by the Chairman

### **Estab Nov 2018 Item 4 SALARY SURVEY**

Members were reminded of the background to the Salary Survey which it had been proposed would be carried out by Morland Gil which was originally estimated to cost £1,710-£2,375

Following a meeting at which the list of Councils and theatres to be included had been agreed, Morland Gil had submitted a revised estimate of £4,275-£5,938.

Members were disappointed that, for a variety of reasons, the exercise had made very little progress and were concerned about the justification for , and benefit of , the revised cost of the exercise

Members discussed the approach of the HR consultants and were keen to ensure that the survey was up to date and relevant. Members discussed a range of associated issues and confirmed the intention to obtain an independent assessment of any proposed salary increases.

It was acknowledged that there were similar theatres/organisations at Alton, Farnham and Aldershot all with comparable posts which could help in assessing the current market rate. Evidence could also be obtained from a range of current similar posts being advertised in the local area and from seeking assistance from local recruitment companies based on their assessment of Job Descriptions submitted to them by FTC

After careful consideration it was

### **RESOLVED**

- a) To invite local recruitment agencies to submit a price to review up to 12 Job Descriptions and provide the current market rate salary level for those posts with associated costs being limited to £2,375
- b) To update the information already provided by surrounding theatres/local councils such as Alton, Farnham and Aldershot
- c) Research the services/costs of HR consultants with a view to securing HR advice on a monthly retainer basis
- d) To authorise any outstanding payment to Morland Gil of £ 475 when billed

### **Estab Nov 2018 Item 5 EQUALITY AND DIVERSITY POLICY**

Members were reminded that an Equality and Diversity policy was adopted by the P&F Committee on 15 October 2018. In adopting the policy the P&F Committee asked this Committee to consider and approve a method of monitoring the policy. The members therefore received and considered a suggested monitoring form based on the ACAS model.

### **RESOLVED**

With the proviso that induction training would include clarification that the completion of any part or all of the form was voluntary and strictly confidential , the Equality and Diversity monitoring form based on the ACAS model was approved

### **Estab Nov 2018 Item 6 TRAINING UPDATE**

The members noted the training update report.

### **Estab Nov 2018 Item 7 DATE AND TIME OF NEXT MEETING**

Although the next meeting of the Establishment Committee is scheduled to be held on Wednesday 12 December 2018 at 7pm in the Harlington, the meeting will only take

place if further instructions or approvals are required regarding the Salary Review survey costs ( item 4 above)

**Chairman.....Date.....**

**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 further business of the Council, the Public and Press were excluded from the Meeting.**