

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 17 September 2014 Monday at 7.00pm

In The Board Room

at

THE HARLINGTON

To : Cllrs Chenery, Einchcomb, Holt, Robinson, Schofield and Smith

SIGNED:

TOWN CLERK
11 September 2014

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 18 June 2014-copy attached

ITEM 4 MINIMUM WAGE INCREASES

To consider the minimum wage increases, wef 1 October 2014
Copy attached

RECOMMENDATION

To authorise the payment of minimum wage increase, where appropriate, to FTC staff

ITEM 5 ZERO HOURS CONTRACT

To approve the draft zero hours contract letter-copy attached

RECOMMENDATION

To approve and authorise the use of the zero hours contract letter, where appropriate, to FTC staff

ITEM 6 TIME OF IN LIEU (TOIL) POLICY

To consider the draft Time Off In Lieu Policy- copy attached

RECOMMENDATION

To approve the draft TOIL policy to be applied to FTC staff

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 7 APPRAISALS-PERFORMANCE REVIEWS

To consider a report on appraisals, performance review and pay Levels –copy attached

ITEM 8 RE-ORGANISATION

To receive an update and recommendations on the re-organisation of the staff

ITEM 9 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on 17 December 2014 at 7.00pm