



FLEET TOWN COUNCIL

NOTICE OF MEETING

Notice is hereby given to all the Establishment Committee members that there
will be a meeting

**The Establishment Committee
on
Wednesday 21 June 2017 at 7pm**

in the Function Room

**at
THE HARLINGTON**

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

SIGNED:

TOWN CLERK

15 June 2017

AGENDA

ITEM 1 ELECTION OF CHAIRMAN

To elect a Chairman for the 2017/2018 local government year

ITEM 2 ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman for the 2017/2018 local government year

ITEM 3 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 4 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 5 MINUTES OF THE PREVIOUS MEETING

To approve and sign the minutes and the confidential minutes of the meeting held on Wednesday 22 March 2017 -copy attached

Part 2

Items to note

ITEM 6 TRAINING UPDATE

To receive and note the staff training record which sets out the training activity since April 2016 . 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 7 CONTRACT OF EMPLOYMENT

To consider and approve a member of staff's contract of employment details-copy of report and draft employment contract attached

RECOMMENDATION

To approve a staff contract of employment details

ITEM 8 STAFF APPRAISALS AND SALARY AWARDS

To receive and consider the staff appraisal summary and the consequent report on suggested salaries

Members are asked to consider three elements to the 2017/2018 salary scale:

- A 3% across-the-board increase for all permanent full-time and part-time staff
- A one-off bonus payment for those officers who have consistently demonstrated a dedication to their duties which reflects commitment to meet

deadlines, reach targets, use initiative, go the extra mile and take responsibility for contributing to the continuing success of the Council

- An enhanced salary level for those posts that have been required to take on permanent additional duties and responsibilities

RECOMMENDATION

- a) To approve the award of an across-the-board 3% cost-of-living pay rise for all permanent and part-time staff with effect from 1 April 2017
- b) To approve one-off bonus payments for those who have consistently exceeded targets throughout the year
- c) To approve enhanced salary levels for those posts that have been required to take on permanent additional responsibilities

ITEM 9 STAFF CHANGES

To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre
Confidential report attached

ITEM 10 APPRENTICESHIP AND TRAINING UPDATE

To receive and note an update report

ITEM 11 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on
Wednesday 13 September 2017 at 7.00pm-PLEASE NOTE CHANGE OF DATE