



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 22 March 2017 at 7pm**

**in the Function Room
at
THE HARLINGTON**

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

SIGNED:

TOWN CLERK

16 March 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 14 December 2016 -copy attached

PART 1

Items for decision

ITEM 4 REVIEW OF STANDING ORDER 38 (g)

Arising from a comment regarding procedural matters in the Internal Audit report following the interim visit on 8 March 2017, members are asked to consider an issue relating to the relevant Standing Order.

Standing Order 38(g) provides for the following delegation to the Establishment Committee "to recommend annual pay reviews to be incorporated into annual budgets"

Members are asked to confirm that this level of delegation is satisfactory or whether Council should be requested to delegate the authority to the Establishment Committee, to agree annual pay reviews

RECOMMENDATION

To decide if a request for a variation to amend SO 38 (g) should be made to Council

PART 2

Items to note

ITEM 5 MINIMUM WAGE

Members to note that the minimum wage will be increased from 1 April 2017 as below and will apply to all staff as appropriate

	25 and over	21 to 24	18 to 20	Under 18	Apprentice
October 2016 – min wage (current rate)	£7.20	£6.95	£5.55	£4.00	£3.40
FTC Holiday provision - 12.07%	£0.87	£0.84	£0.67	£0.48	
	£8.07	£7.79	£6.22	£4.48	£3.40
April 2017 – min wage (new rate)	£7.50	£7.05	£5.60	£4.05	£3.50
FTC Holiday Provision 12.07%	0.91	0.85	0.68	0.49	
	£8.41	£7.90	£6.28	£4.54	£3.50

ITEM 6 TRAINING UPDATE

To receive and note the staff training record which sets out the training activity since April 2015. 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 PAY DIFFERENTIALS

To consider a report regarding the effect of the increase in Minimum Living Wage on pay differentials-copy attached

RECOMMENDATION

To consider and approve any necessary actions to pay differentials

ITEM 8 STAFF CHANGES

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

Confidential report attached

ITEM 9 APPRENTICESHIP AND TRAINING UPDATE

To receive and note a report on Apprenticeship and training-confidential report attached

ITEM 10 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 21 June 2017 at 7.00pm