



**ESTABLISHMENT COMMITTEE
NOTICE OF MEETING**

Notice is hereby given that there will be a committee meeting on

Wednesday 21 March 2018 at 7pm

at

The Harlington

All Committee members are summoned to attend

To Cllrs: R Robinson (Chairman), G Chenery, P Einchcomb, L Holt, K Jasper, R Schofield, J Smith.

SIGNED:

Janet Stanton

Town Clerk

Date: 15 March 2018

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 interest 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 PREVIOUS MEETING

To approve and sign the minutes (and the confidential minutes) of the meeting held on Wednesday 13 September 2017 - copies attached.

Part 1 – ITEMS FOR DECISION

There are no non-confidential items for decision

Part 2 – ITEMS TO NOTE

Item 4 TRAINING UPDATE

To receive and note the staff training record which sets out the training activity since April 2017. Copy attached

Item 5 MINIMUM WAGE INCREASE IN LINE WITH UK LAW.

To note the increase in the minimum wage wef 01.04.18

	As at 01.04.2017	As of 01.04.2018	% Increase	With holiday uplift of 12.07%
Over 25	£7.50	£7.83	4.40%	£8.78
21-24	£7.05	£7.38	4.70%	£8.27
18-20	£5.60	£5.90	5.40%	£6.61
16-17	£4.05	£4.20	3.70%	£4.71
Duty manager	£8.03 +12.07% holiday uplift to £9	£8.38 +12.07%	4.4%	£9.39

Item 6 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 13 June 2018 at **7pm** in the Harlington.

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.