



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 14 December 2016 at 11.30am**

**in the Function Room
at
THE HARLINGTON**

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

SIGNED:

TOWN CLERK

8 December 2016

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 and the confidential minutes of the meeting held on Wednesday 26 October 2016 -copy attached

PART 1

Items for decision

ITEM 4 BONUS SCHEME AND RATES OF PAY FOR BAR STAFF AND DUTY MANAGERS

To consider a report regarding rates of pay for bar staff and Duty Managers and to approve a Bonus Incentive Scheme approved in principle by the Committee in June 2016-copy attached

RECOMMENDATION

- a) To approve a staff bonus scheme based on performance to take immediate effect
- b) That there be no current need to change the rates of pay for bar/café/front of house staff and duty officer roles. These to be reviewed annually or during the recruitment process annually

PART 2

Items to note

ITEM 5 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 6 STAFF CHANGES

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

Confidential report attached

ITEM 7 APPRENTICESHIP AND TRAINING UPDATE

To receive and note a report on the Apprenticeship situation-copy attached

ITEM 8 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 22 March 2017 at 7.00pm