



**ESTABLISHMENT COMMITTEE
NOTICE OF MEETING**

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

Wednesday 13 June 2018 at 7pm

at

The Harlington

All Committee members are summoned to attend

To Cllrs: P Einchcomb, L Holt, K Jasper, R Robinson, R Schofield, S Tilley, P Wildsmith,
G Woods

SIGNED:

Janet Stanton

Town Clerk

Date: 6 June 2018

AGENDA

Item 1 ELECTION OF CHAIRMAN

To elect the Chairman of the Committee for the local government year 2018/2019

Item 2 ELECTION OF VICE-CHAIRMAN

To elect the Vice-Chairman of the Committee for the local government year 2018/2019

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 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 5 MINUTES OF PREVIOUS MEETING

To approve and sign the minutes (and the confidential minutes) of the meeting held on Wednesday 21 March 2018 - *copies attached.*

Part 1 – ITEMS FOR DECISION

Part 2 – ITEMS TO NOTE

Item 6 SALARY BENCHMARKING SURVEY

To receive a verbal update on the Salary Benchmarking

Item 7 APPRAISALS

To note that the appraisals have been completed and objectives set for all members of staff.

Item 8 APPRENTICESHIP AND TRAINING UPDATE

To receive a report on training and apprenticeship – confidential report attached.

Item 9 GENERAL DATA PROTECTION REGULATIONS (GDPR)

To note:

- a. That all members of staff have been asked to read and sign the Council's Privacy Statement/Consent
- b. That the Council's Payroll provider are compliant with GDPR

Item 10 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 12 September 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.

The following types of business will be treated as confidential:

- a) Engagement, terms of service, conduct and dismissal of employees
- b) Terms of tenders, and proposals and counter-proposals in negotiations for contracts.
- c) Preparation of cases in legal proceedings
- d) The early stages of any dispute

Item 11 STAFF CHANGES

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

Confidential report attached

Item 12 STAFF DISCIPLINARIES

Members are advised that two disciplinary meetings have taken place during the last month resulting in written warning letters being sent to the members of staff concerned.

Item 13 STAFF STRUCTURE

To consider improvements to the structure of the council and discuss any changes which will use the council's resources to the best advantage. To approve the staff structure which will be included on the Town Council's web site and meet transparency rules- draft proposed structure to be circulated at the meeting
Confidential Copy attached

RECOMMENDATION

To approve a draft staff structure for FTC

Item 14 NEW JOB DESCRIPTIONS

To approve two new job descriptions included in a revised staff structure above
Confidential Copy attached

Item 15 BONUS SCHEME

To receive a verbal update report from Cllr Richard Robinson