



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE MEETING OF THE ESTABLISHMENT COMMITTEE

Wednesday 28th February 2024 at 7pm in The Harlington – MUSIC ROOM

All members are summoned to attend

To Councillors: P. Einchcomb, L. Holt, E. May, R. Robinson, R. Schofield, P. Wildsmith,
G. Woods

Rochelle Halliday, Executive Officer
21st February 2024

AGENDA

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.
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.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	MINUTES OF PREVIOUS MEETING To approve and sign as a correct record the main minutes and the confidential minutes of the last meeting held on 8 th November 2023 (<i>copies attached</i>).
Part 1 – ITEMS FOR DECISION	
5.	HR POLICIES To consider the following HR Policies, prior to approval by the Policy & Finance Committee (<i>copies and Officer Report attached</i>). a) Absence Policy - New b) Menopause Policy – New c) Drivers Handbook / Policy and Business Insurance requirements (created by Croner for Fleet Town Council) - New RECOMMENDATION To recommend approval of the following policies to the Policy & Finance Committee: a) Absence Policy b) Menopause Policy

	c) Drivers Handbook / Policy and Business Insurance requirements (created by Croner for Fleet Town Council).
Part 2 – ITEMS TO NOTE	
6.	MINIMUM WAGE INCREASE To note the minimum wage increase with effect from 1 st April 2024 (<i>copy attached</i>).
7.	TRAINING UPDATE To report on any staff training since the last meeting (<i>copy attached</i>).
8.	ORGANISATION CHART To receive the Council's staff organisation chart (<i>copy attached</i>).
9.	DATE AND TIME OF NEXT MEETING The next meeting of the Establishment Committee is scheduled to be held on Wednesday 10 th July 2024 at 7pm in The Harlington (Music Room).
Part 3 – CONFIDENTIAL ITEMS FOR DECISION	
	<p>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 Town Council, the Public and Press will be excluded from the Meeting.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> a. Matters relating to individual staff, engagement, terms of service, conduct and dismissal of employees b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts c. Receipt of professional legal advice and preparation of cases in legal proceedings d. The early stages of any dispute e. Matters of a commercial nature
10.	<p>STAFF APPRAISALS UPDATE To receive a summary update on the past year appraisal objectives and the process for the coming year appraisal and objectives (<i>see Confidential Meeting Report attached</i>).</p> <p>RECOMMENDATION To note the staff appraisal update.</p>
11.	<p>CURRENT LIST OF STAFF To note the list of staff and pay rates at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31st January 2024 (<i>copy attached</i>).</p> <p>RECOMMENDATION To note the current list of staff.</p>
12.	<p>STAFFING MATTERS To receive an update from the Executive Officer on any matters relating to staff and to agree any matters for resolution (<i>see Confidential Meeting Report attached</i>).</p> <p>RECOMMENDATION To note the Confidential Meeting Report.</p>
13.	<p>STAFF PAY REVIEWS FOR 2024 / 25 FINANCIAL YEAR To consider and agree staff pay reviews with effect from 1st April 2024 (<i>copy attached</i>).</p> <p>RECOMMENDATION To approve option 2 for the staff pay review with effect from 1st April 2024.</p>