



MINUTES OF THE ESTABLISHMENT COMMITTEE

**Wednesday 13 June 2018 held at
7pm at the Harlington**

Present:

Councillors Robinson (In the Chair) Einchcomb, Holt, Tilley, Wildsmith and Woods

Also Present:

Janet Stanton-Town Clerk
Alex Robins-Harlington General Manager
Sheila Rayner-Committee Clerk

Estab June 2018 Item 1 ELECTION OF CHAIRMAN

Cllr Robinson was elected Chairman of the committee for the local government year 2018/2019

Estab June 2018 Item 2 ELECTION OF VICE-CHAIRMAN

Cllr Tilley was elected was Vice-Chairman of the committee for the local government year 2018/2019

Estab June 2018 Item 3 APOLOGIES

There was an apology for absence from Cllr Schofield

Estab June 2018 Item 4 DECLARATIONS OF INTEREST

There were no declarations of interest

Estab June 2018 Item 5 MINUTES OF THE LAST MEETING

Following questions regarding the salary/ bonus payments of the Harlington General Manager (who left the meeting during the discussion of the matter) the minutes and the confidential minutes of the meeting held on Wednesday 21 March 2018 were approved and signed by the Chairman

Estab June 2018 Item 6 SALARY BENCHMARKING SURVEY

Members were informed that the awaited salary benchmarking survey report would cost in the region of £1,700-£2,375

The intended process of sending Job Descriptions to like organisations was discussed. Members were disappointed at the lack of progress on this matter and also considered that a 5 mile radius for the collection of information was too small.

The members discussed various issues:

- The provision of financial information to back up the JD information
- Possible inclusion of turnover information for comparison purposes
- The need to proceed as quickly as possible with a completion date of the end of July
- The need to extend the catchment area to within 15 miles of Fleet to include Reading, Basingstoke, Guildford
- The importance of the scrutiny of total packages including pensions and benefits
- The circulation of the Gil Morland project plan description letter to all members of the Establishment Committee
- Recognition of the limited nature of such a tick box exercise

Estab June 2018 Item 7 APPRAISALS

Members were advised that the staff appraisals and objective setting had been completed for all permanent staff below the Town Clerk and General Manager of the Harlington

A list of training requirements had been identified and would be arranged

Estab June 2018 Item 8 APPRENTICESHIP AND TRAINING UPDATE

The members noted a training update report. It was confirmed that the intention was to employ part time staff rather than apprentices

Members suggested that evidence of courses attended and certificates obtained should be displayed, including food hygiene certificates to be displayed in the coffee shop.

Members requested that HDC be asked to undertake a fresh food hygiene inspection and that the up to date certificate be displayed

Estab June 2018 Item 9 GENERAL DATA PROTECTIONREGULATIONS (GDPR)

Members noted that all members of staff had been asked to read and sign the Council's Privacy Statement/Consent and that the Councils Payroll provider was compliant with GDPR

Estab 2018 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

Chairman.....Date.....

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 further business of the Council, the Public and Press were excluded from the Meeting.