



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

Wednesday 12th January 2022 at 7pm

PRESENT

Councillors: P. Einchcomb, L. Holt, R. Robinson, S. Tilley, P. Wildsmith
G. Woods (Chairman).

Also Present: Janet Stanton - Town Clerk
Alex Robins - Harlington General Manager
Wendy Allen - Office Manager

EST January 2022 ITEM 1 APOLOGIES

Members received and accepted apologies from Councillor Schofield who was on holiday

EST January 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST January 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EST January 2022 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on Thursday 22 July 2021 were approved and signed by the Chairman.

EST January 2022 ITEM 5 POLICIES

Members discussed the Adoption and Surrogacy policy and the Time off in Lieu Policy and agreed for the policies to go forward to Policy and Finance Committee on 16th February 2022 meeting

EST January 2022 ITEM 6 MINIMUM WAGE INCREASE WEF FROM APRIL 2022

Members noted that the National Minimum Wage for the UK was announced in October 2021 and will be applied to all members of staff as appropriate from April 2021.

Members were made aware that 4% had been allowed in the budget for pay increases. Members agreed to Chairman of Council, Chair and Vice Chair of Establishment to have a working group meeting to discuss staff remuneration and prepare a report/recommendation to be brought to an Extraordinary meeting of the Establishment Committee as soon as possible.

EST January 2022 ITEM 7 TRAINING UPDATE

Members noted the current report on staff and Councillor training and discussed the following:

- 1 new Councillor has taken up the opportunity of the training being offered.

EST January 2022 ITEM 8 HR PROVIDER

Members noted that the contract for the Council's HR consultants Sussex HR has been extended for a further year at a reduced cost to the Council, for a higher-level HR Service.

EST January 2022 ITEM 9 COVID19 WORK PRACTICE

Members noted that office risk assessments are being produced every two weeks.

EST January 2022 ITEM 10 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held Wednesday 13th July 2022 at 7.00pm.

There being no further business the meeting closed at 8.20pm.

Signed: **Date**.....

Chairman

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 Town Council, the Public and Press were excluded from the Meeting

EST January 2022 ITEM 11 STAFF CHANGES

Members noted the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31st December 2021