



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE MEETING OF THE ESTABLISHMENT COMMITTEE

Wednesday 10th July 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, S. Tilley,
P. Wildsmith, G. Woods

RCTong

Rita Tong, Executive Officer
3rd July 2024

AGENDA

1.	ELECTION OF CHAIRMAN To receive nominations for and to elect a Chairman of the Establishment Committee for the local government year 2024/2025.
2.	ELECTION OF VICE CHAIRMAN To receive nominations for and to elect a Vice Chairman of the Establishment Committee for the local government year 2024/2025.
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.
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.
5.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
6.	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 28 th February 2024 (<i>copies attached</i>).

Part 1 – ITEMS FOR DECISION

7. **ADOPTION AND SURROGACY POLICY**

To review the Adoption and Surrogacy Policy and consider the amendments recommended by Croner, the Council's HR Specialists.

RECOMMENDATION

To approve the amendments to the Adoption and Surrogacy Policy.

8. **WRITTEN STATEMENT TEMPLATES**

To review the Written Statement templates for permanent and casual staff drafted by Croner, the Council's HR Specialists, to be compliant with employment law and best practice.

RECOMMENDATION

1. Members are requested to review the draft Written Statements for Permanent and Casual Staff. Upon review, members are asked to approve their usage going forward to ensure compliance and consistency in employment practices.
2. Members to decide whether the new contracts should be rolled out to existing staff. Implementing the new contracts for all staff will standardize terms and conditions, thereby eliminating potential claims of discrimination and ensuring fairness across the board.

9. **EMPLOYER DISCRETIONS POLICY LPGS**

The LGPS Regulations require that all employers in the LGPS must publish a written Discretions Policy document, setting out what decisions they will make under LGPS regulations where they have discretion to do so. This policy should then be reviewed every 3 years and a newly signed Policy sent through to Hampshire Pension Services. Fleet Town Councils policy was last reviewed and sent to Hampshire Pension Services on 22 May 2017.

RECOMMENDATION

1. To review the latest Employers Discretion Policy and make decisions on Fleet Town Council's position new discretionary items.
2. To authorise the Executive Officer to sign the updated Employers Discretion Policy and send to Hampshire Pension Service on behalf of Fleet Town Council.

Part 2 – ITEMS TO NOTE

10. **TRAINING UPDATE**

Members to note training received by Officers since the last Establishment Committee meeting.

11. **STAFFING UPDATES**

Members to note staffing updates since the previous Establishment Committee meeting.

12. **DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 13th November 2024 at 7pm in The Harlington (Music Room).

Part 3 – CONFIDENTIAL ITEMS FOR DECISION

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.

The following types of business will be treated as confidential:

- 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

13.	STAFF APPRAISALS 2024 To receive a summary of appraisals completed and objectives set for 2024/25 (<i>copies attached</i>). RECOMMENDATION Members to receive the report on appraisals completed for 2023/24 and note the objectives set for 2024/25.
14.	LEAVE Members to consider a report on a leave request (<i>copies attached</i>). RECOMMENDATION Members to consider a leave request and approve Officer recommendations contained within the report.