



**ESTABLISHMENT COMMITTEE
NOTICE OF MEETING**

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

Wednesday 20 March 2019 at 7pm

at

The Harlington

All Committee members are summoned to attend

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

SIGNED:

Janet Stanton

Town Clerk

Date: 14 March 2019

AGENDA

Item 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.

Item 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

Item 3 MINUTES OF PREVIOUS MEETINGS

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

Part 1 – ITEMS FOR DECISION

Item 4 **CODE OF CONDUCT AND GRIEVANCE POLICIES**

To receive a report on standards in public service which explains the Ledbury Case and the implications on the Council's Code of Conduct and Grievance policies. *Copy of report, HDC and FTC Code of Conduct and the FTC Grievance Policies*

Recommendations

1. To adopt the Hart District Council Code of Conduct Policy and procedure
2. To review the Council's Grievance policy to include the Ledbury Case recommendations

Item 5 **POLICIES**

To the review the Disciplinary Policy and Procedure – *copy attached*

Part 2 – ITEMS TO NOTE

Item 6 **NATIONAL MINIMUM WAGE INCREASE FOR 2019-2020**

To note the table below shows the increase to the National Minimum wage commencing on 1 April 2019; also shown are the figures with the rolled up holiday pay included.

The second part of the table shows the current casual Duty Manager hourly rate. To maintain the differential between staff reporting to the Duty Manager and the Duty Manager, a recommendation is shown within the confidential Salary Survey report.

	Minimum Wage Currently for 2018-19	2018-19 FTC pay with RUHP	Minimum Wage at 01.04.2019	% Increase of Minimum Wage	2019-20 FTC to pay with RUHP 12.07%
over 25	£7.83	£9.38	£8.21	4.85%	£9.20
21-24	£7.38	£8.21	£7.70	4.34%	£8.63
18-20	£5.90	£6.61	£6.15	4.24%	£6.89
Under 18	£4.20	£4.71	£4.35	3.57%	£4.88
Individual rates	Currently for 2018-19				
Duty Officer	£9.38				
For information, below are the Retail Prices and Consumer Prices Indices					
Retail prices Index	2.50%		January 2019		
Consumer Prices Index	1.80%		January 2019		

Item 7 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 12 June 2019 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 8 SALARY SURVEY

To receive a confidential report and approve the Officer recommendations

Item 9 TRAINING UPDATE

- a) To note a report on staff training
- b) To note the continuing development of a member of staff

Item 10 STAFF CHANGES

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