



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE MEETING OF THE ESTABLISHMENT COMMITTEE

Wednesday 26th July 2023 at 7pm in The Harlington – MUSIC ROOM

All members are summoned to attend

To Councillors: K. Cottrell, P. Einchcomb, L. Holt, R. Robinson, R. Schofield, G. Woods and P. Wildsmith

Rochelle Halliday, Executive Officer
20th July 2023

AGENDA

1.	ELECTION OF CHAIRMAN To receive nominations for and to elect a Chairman of the Establishment Committee for the local government year 2023/2024.
2.	ELECTION OF VICE CHAIRMAN To receive nominations for and to elect a Vice Chairman of the Establishment Committee for the local government year 2023/2024.
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 8 th February 2023 (<i>copies attached</i>).
Part 1 – ITEMS FOR DECISION	
	See Part 3 - Confidential Items.

Part 2 – ITEMS TO NOTE

7. DRAFT POLICY REVIEWS

To consider the following policies prior to agreement by the Policy & Finance Committee (*copies attached*)

- a) Eye Test Policy (new)
- b) Uniform Policy (new)

8. TRAINING UPDATE

To report on any staff training since the last meeting (*copy attached*).

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 8th November 2023 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. 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. 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 13th July 2023 (*copy attached*).

11. REVIEW OF STAFF POSITIONS AND RECRUITMENT

- a) To consider and agree two matters relating to remuneration and role details (*See Confidential Meeting Report*).
- b) To consider and agree the recruitment of a Communications Officer at Fleet Town Council (*copy attached & see Confidential Meeting Report*).

12. STAFF PAY REVIEWS FOR 2024/25 FINANCIAL YEAR

To consider the initial basis for setting staff pay for next financial year.

13. STAFFING MATTERS

To receive an update from the Executive Officer on any matters relating to staff (*see Confidential Meeting Report*).