



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE MEETING OF THE ESTABLISHMENT COMMITTEE

Wednesday 8<sup>th</sup> February 2023 at 7pm in The Music Room, The Harlington

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  
1<sup>st</sup> February 2023

### AGENDA

1.	<b>APOLOGIES</b> 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.
2.	<b>DECLARATIONS OF INTEREST</b> 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.
3.	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	<b>MINUTES OF PREVIOUS MEETING</b> To approve and sign as a correct record the minutes and the confidential minutes of the last meeting held on 30 <sup>th</sup> November 2023 ( <i>copies attached</i> ).
<b>Part 1 – ITEMS FOR DECISION</b>	
No matters for decision in the public session.	
<b>Part 2 – ITEMS TO NOTE</b>	
5.	<b>MINIMUM WAGE INCREASE FROM APRIL 2023</b> To note that the National Minimum Wage and National Living Wage will be applied to all staff as appropriate with effect from 1 <sup>st</sup> April 2023 ( <i>copy attached</i> ).
6.	<b>TRAINING UPDATE</b> To report on any staff training since the last meeting ( <i>copy attached – staff only</i> ).
7.	<b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Council is scheduled to be held on Wednesday 13 <sup>th</sup> September 2023 at 7pm in The Harlington.

### 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

**8. CURRENT LIST OF STAFF**

To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31<sup>st</sup> January 2023 (*copy attached*).

**9. STAFF APPRAISALS AND OBJECTIVES**

To receive a summary report following the staff appraisals (*see Confidential Meeting Report*).

**10. STAFF PAY REVIEWS FOR 2023/24 FINANCIAL YEAR**

To agree staff pay reviews with effect from 1<sup>st</sup> April 2023 (*copy attached*).

**11. ROLE REVIEW – COMMITTEE & ADMINISTRATION OFFICER**

To review and agree revised title, job description and grade for the Committee & Administration Officer role (*copy attached*).

**12. CONTRACTUAL MATTER**

To review and agree a contractual staffing matter (*copy attached*).

**13. STAFFING MATTERS**

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