



## THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

### THE MEETING OF THE ESTABLISHMENT COMMITTEE

**Wednesday 8<sup>th</sup> November 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, P. Wildsmith, G. Woods

Rochelle Halliday, Executive Officer  
1<sup>st</sup> November 2023

### AGENDA

<b>1.</b>	<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.
<b>2.</b>	<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.
<b>3.</b>	<b>QUESTIONS FROM THE PUBLIC</b> (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
<b>4.</b>	<b>MINUTES OF PREVIOUS MEETING</b> To approve and sign as a correct record the main minutes and the confidential minutes of the last meeting held on 26 <sup>th</sup> July 2023 ( <i>copies attached</i> ).
<b>Part 1 – ITEMS FOR DECISION</b>	
<b>5.</b>	<b>CHRISTMAS CLOSURE ARRANGEMENTS</b> To consider and agree the Fleet Town Council office closure arrangements over Christmas 2023 on 27 <sup>th</sup> , 28 <sup>th</sup> and 29 <sup>th</sup> December 2023 (the non-Bank Holiday dates).  <b>RECOMMENDATION</b> To approve the office closure between Christmas and New Year.
<b>Part 2 – ITEMS TO NOTE</b>	
<b>6.</b>	<b>DRAFT POLICY REVIEW</b> To comment on the following draft policy prior to agreement by the Policy & Finance Committee ( <i>copy attached</i> ).  a) Stress in the Workplace

7.	<p><b>TRAINING UPDATE</b> To report on any staff training since the last meeting (<i>copy attached</i>).</p>
8.	<p><b>DATE AND TIME OF NEXT MEETING</b> The next meeting of the Establishment Committee is scheduled to be held on Wednesday 7<sup>th</sup> February 2024 (TBC) at 7pm in The Harlington (Music Room).</p>
<p><b>Part 3 – CONFIDENTIAL ITEMS FOR DECISION</b></p>	
	<p>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.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> <li>a. <b>Matters relating to individual staff, engagement, terms of service, conduct and dismissal of employees</b></li> <li>b. Terms of tenders, and proposals and counter-proposals in negotiations for contracts</li> <li>c. Receipt of professional legal advice and preparation of cases in legal proceedings</li> <li>d. The early stages of any dispute</li> <li>e. Matters of a Commercial nature</li> </ul>
9.	<p><b>CURRENT LIST OF STAFF</b> To note the list of staff and pay rates at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31<sup>st</sup> October 2023 (<i>copy attached</i>).</p> <p><b>RECOMMENDATION</b> To note the current list of staff.</p>
10.	<p><b>STAFF APPRAISALS UPDATE</b> To receive a summary update on staff process towards the current year appraisal objectives (<i>see Confidential Meeting Report attached</i>).</p> <p><b>RECOMMENDATION</b> To note the staff appraisal update.</p>
11.	<p><b>STAFF SALARY BUDGET FOR 2024/25 FINANCIAL YEAR</b> To receive the impact of draft payroll scenarios on next year's budget and to agree the recommended salary budget for inclusion in next year's budget (<i>see Confidential Meeting Report attached</i>).</p> <p><b>RECOMMENDATION</b> To make a recommendation to Council regarding the staff salaries budget for next financial year.</p>
12.	<p><b>STAFFING MATTERS</b> To receive an update from the Executive Officer on any matters relating to staff and to agree any matters for resolution (<i>see Confidential Meeting Report attached</i>).</p> <p><b>RECOMMENDATIONS</b></p> <ul style="list-style-type: none"> <li>a) To agree any matters for resolution proposed in the report.</li> <li>b) To note the Confidential Meeting Report.</li> </ul>