



**FLEET TOWN COUNCIL**

**MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 12<sup>th</sup> March 2025 at 7pm**

\* Councillor Woods (Chairman)

\* Councillor Einchcomb (Vice Chairman)

\* Councillor Holt

0 Councillor May

0 Councillor Robinson

\* Councillor Schofield

\* Councillor Tilley

# Councillor Wildsmith

\* Present # Absent & No Apology Received 0 Apology for Absence L Late

**Also in attendance:**

Rita Tong – Executive Officer

**EST MARCH 2025 ITEM 1**

**APOLOGIES**

Members received and accepted the apologies as noted above.

**EST MARCH 2025 ITEM 2**

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EST MARCH 2025 ITEM 3**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

**EST MARCH 2025 ITEM 4**

**MINUTES OF PREVIOUS MEETING**

The minutes of the Establishment Committee meeting held on 13<sup>th</sup> November 2024 were approved and signed by the Chairman.

**EST MARCH 2025 ITEM 5**

**DISCIPLINARY PROCEDURE**

Members reviewed the draft Disciplinary Policy, the draft Disciplinary Procedures and the amended Standing Orders.

**RESOLVED**

Members approved the draft Disciplinary Policy, the draft Disciplinary Procedures and the amended Standing Orders.

**EST MARCH 2025 ITEM 6**

**TRAINING UPDATE**

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

**EST MARCH 2025 ITEM 7**

**STAFFING UPDATES**

Members noted staffing updates since the previous Establishment Committee meeting.

**EST MARCH 2025 ITEM 8**

**DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 9<sup>th</sup> July 2025 at 7pm in The Harlington (Music Room).

**Part 3 CONFIDENTIAL ITEMS**

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is due to matters relating to individual staff and terms of service being discussed.

**RESOLVED**

That subject to 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.

**EST MARCH 2025 ITEM 9**

**STAFF SALARY RECOMMENDATIONS FOR 2025/26**

Members received a report from the Executive Officer containing recommendations for staff salary increases to take effect from 1 April 2025.

Members noted that the National Living Wage increases from £11.44 per hour to £12.21 per hour with effect from 1<sup>st</sup> April 2025. The National Living Wage rate for over 21s is applied to all casual staff positions at the Council, regardless of age.

Members requested that in future offer letters and contracts include a statement regarding their first salary review.

**RESOLVED**

Members agreed the recommendations for staff salary increases to take effect from 1 April 2025.

**EST MARCH 2025 ITEM 10**

**STAFF ASSISTANCE**

Members received a report on what a Council could do to help a staff member requiring assistance.

**RESOLVED**

Members agreed the steps the Executive Officer should take regarding this matter.

The meeting closed at 8.37pm.

**Signed:** ..... **Date**.....

**Chairman**