



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 13th November 2024 at 7pm

* Councillor Woods (Chairman)

* Councillor Einchcomb (Vice Chairman)

* Councillor Holt

* Councillor Schofield

* Councillor May

* Councillor Tilley

0 Councillor Robinson

Councillor Wildsmith

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

Also in attendance:

Rita Tong – Executive Officer

EST NOVEMBER 2024 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

EST NOVEMBER 2024 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

EST NOVEMBER 2024 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST NOVEMBER 2024 ITEM 4

MINUTES OF PREVIOUS MEETING

The minutes of the Establishment Committee meeting held on 10th July 2024 were approved and signed by the Chairman.

EST NOVEMBER 2024 ITEM 5

ALCOHOL AND SUBSTANCE MISUSE POLICY

Members reviewed the draft Alcohol and Substance Misuse Policy and the draft Alcohol and Substance Misuse Procedures. Members proposed several amendments to both documents.

RESOLVED

Members approved the amended Alcohol & Substance Misuse Policy and Alcohol & Substance Procedure subject to the changes proposed.

EST NOVEMBER 2024 ITEM 6

DISCIPLINARY PROCEDURE

Members reviewed the draft Disciplinary Policy and the draft Disciplinary Procedures. Members proposed several amendments to both documents.

Councillor Schofield advised that amendments would be required to Standing Orders for the disciplinary procedure to operate as intended.

RESOLVED

Members agreed that Cllr Schofield, Cllr Woods and the Executive Officer review Standing Orders alongside the proposed amended Disciplinary Policy and Disciplinary Procedure documents and come back to this Committee with recommendations for required changes.

EST NOVEMBER 2024 ITEM 7

EQUALITY & DIVERSITY POLICY

Members reviewed the Equality & Diversity Policy and made proposed some minor amendments.

RESOLVED

Members approved the amended Equality & Diversity Policy subject to the proposed amendments..

EST NOVEMBER 2024 ITEM 8

TRAINING UPDATE

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

EST NOVEMBER 2024 ITEM 9

STAFFING UPDATES

Members noted staffing updates since the previous Establishment Committee meeting.

EST NOVEMBER 2024 ITEM 10

DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 26th February 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 NOVEMBER 2024 ITEM 11

STAFF APPRAISALS UPDATE

Members received a summary update on staff process towards the current year appraisal objectives.

RESOLVED

Members noted the staff appraisal update.

Members received the impact of draft payroll scenarios on next year's budget and after discussion agreed the recommended salary budget for inclusion in next year's budget.

RESOLVED

Members agreed to make a recommendation of a 5% average increase to base staff salaries to Council regarding the staff salaries budget for next financial year.

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

Chairman

The meeting closed at 8.39pm.