



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE VIRTUAL MEETING OF THE ESTABLISHMENT COMMITTEE

on

Wednesday 13th January 2021 at 7pm.

All members are summoned to attend

Any member of the public wishing to attend the virtual meeting should contact Charlotte on charlotte.benham@fleet-tc.gov.uk by midday on Tuesday 12th January 2021.

To Councillors: R. Robinson (Chairman), P. Einchcomb, L. Holt, K. Jasper, R. Schofield, S. Tilley, S. Wheale, G. Woods

SIGNED:

Janet Stanton,
Town Clerk

Date: 6th January 2021

A G E N D A

1. 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.

2. 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.

3. QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)

To receive questions and statements from members of the public.

Any member of the public wishing to ask a question at the virtual meeting, should contact and provide a written copy of the question to Susanna on susanna.walker@fleet-tc.gov.uk by midday on Tuesday 12th January 2021.

4. MINUTES OF PREVIOUS MEETINGS

To approve and sign the minutes and the confidential minutes of the meeting held on Wednesday 8th July 2020 (copy attached).

Part 1 – ITEMS FOR DECISION

There are no items for decision

Part 2 – ITEMS TO NOTE

5. MINIMUM WAGE INCREASE WEF FROM APRIL 2021

Members to note that the National Minimum Wage for the UK was announced in November 2020 and will be applied to all members of staff as appropriate; please see table below.

The hourly rate for the members of staff who work on a casual basis includes 12.07% in lieu of holiday pay which is also shown in the table below.

Age Range	Minimum Wage at 01.04.2020	2020-21 FTC to pay with RUHP 12.07%	NEW AGE RANGE Wef 01.04.2021	National Minimum wage wef 01.04.2021	% uplift 2021-22	2021-22 FTC to pay with RUHP 12.07%
over 25	8.72	£9.78	over 23	£8.91	2.18%	£10.04
21-24	8.2	£9.19	21-22	£8.36	1.95%	£9.42
18-20	6.45	£7.23	18-20	£6.56	1.71%	£7.39
Under 18	4.55	£8.11	16-17	£4.62	1.54%	£5.21

6. TRAINING UPDATE

To note a report on staff training. (copy attached)

7. APPRAISALS

Members to note that it has not been possible to conduct staff appraisals during the pandemic. It is hoped to resume the appraisal process in the new financial year.

8. COVID 19 WORK PRACTICE

New Workplace Risk Assessments are being produced every two weeks to accommodate any changes in line with government guidelines. From 4th January 2021, staff will only access the building to carry out routine tests. In addition, staff may go into the office/building to carry out work it is not possible to do at home.

9. FURLOUGHING

Flexible Furloughing of permanent Harlington staff continues in line with Government Guidelines. Thanks to all staff at this time, both those who have been furloughed and the remaining staff who have carried on and kept the Council operational. To date £42,000 has been claimed from HMRC.

10. HR PROVIDER

To note the change to the Council's HR Consultants. Sussex HR has taken over Morgan Gil and a one year contract has been agreed.

11. DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Establishment Committee will be held on Wednesday 14th July 2021 at 7pm.

Part 3 CONFIDENTIAL ITEMS

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 counterproposals 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**

12. STAFF CHANGES

To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31 December 2020

13. THE EFFECTS OF COVID19 ON STAFF

Members to understand the implications of the effects of the COVID 19 pandemic on the staff and make any necessary recommendations

- a) Well being
- b) New working practices
- c) Employment