



## ESTABLISHMENT COMMITTEE NOTICE OF MEETING

Notice is hereby given that there will be a committee meeting on

**Wednesday 15<sup>th</sup> January 2020 at 7pm.**

at

**The Harlington**

All members are summoned to attend

**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: 8<sup>th</sup> January 2020

## 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. MINUTES OF PREVIOUS MEETINGS

To approve and sign the minutes and the confidential minutes of the meeting held on Wednesday 11<sup>th</sup> September 2019 (copy attached).

#### Part 1 – ITEMS FOR DECISION

### 4. MINIMUM WAGE AND PAY INCREASES FOR APRIL 2020/2021

Further to the approval of the 2020/2021 budget at the December Council meeting, Members are asked to approve a 3% pay increase for the permanent staff with effect from 1<sup>st</sup> April 2020.

The National Minimum Wage for the UK has been announced and will be applied to all members of staff as appropriate; please see table below.

**Table of UK National Minimum Wage**

Date	25 and over	21 to 24	18 to 20	Under 18	Apprentice
Apr-20	£8.72	£8.20	£6.45	£4.55	£4.15
Apr-19	£8.21	£7.70	£6.15	£4.35	£3.90
Apr-18	£7.83	£7.38	£5.90	£5.20	£3.70
Apr-17	£7.50	£7.05	£5.60	£4.05	£3.50
Apr-16	£7.20	£6.70	£5.30	£3.87	£3.30
Apr-15		£6.70	£5.30	£3.87	£3.30
Apr-14		£6.50	£5.13	£3.79	£2.73
Apr-13		£6.31	£5.03	£3.72	£2.68
Apr-12		£6.19	£4.98	£3.68	£2.65

The hourly rate for the members of staff who work on a casual basis also needs to include 12.1% in lieu of holiday pay. Therefore the rate being paid to casual staff is as below:

	Casual Duty Manager	25 and over	21 to 24	18 to 20	under 18	Apprentice
UK Minimum wage		£8.72	£8.20	£6.45	£4.55	£4.15
FTC hourly rate (including rolled up holiday)	£10.34	£9.78	£9.19	£7.23	£5.10	£4.65

### RECOMMENDATION

1. To approve the 3% pay increase for permanent members of staff.
2. To note the increase in the minimum wage hourly rate.

## **Part 2 – ITEMS TO NOTE**

### **5. TRAINING UPDATE**

To note a report on staff training.

### **6. MISCONDUCT**

Members are advised that one investigation into misconduct has taken place during the last month resulting in a written warning letter being sent.

### **7. DATE AND TIME OF NEXT MEETING**

The next meeting of the Council will be held on Wednesday 8<sup>th</sup> July 2020 at The Harlington 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 Establishment Sub Committee, 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. Preparation of cases in legal proceedings**
- d. The early stages of any dispute**

#### **8. STAFF CHANGES**

To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre. To note that the Committee Clerk is now a permanent Member of staff on the FTC standard contract for up to 450 hours per annum (confidential report attached).