



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE MEETING OF THE ESTABLISHMENT COMMITTEE

Wednesday 26th July 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, G. Woods and P. Wildsmith

Rochelle Halliday, Executive Officer
20th July 2023

AGENDA

1.	ELECTION OF CHAIRMAN To receive nominations for and to elect a Chairman of the Establishment Committee for the local government year 2023/2024.
2.	ELECTION OF VICE CHAIRMAN To receive nominations for and to elect a Vice Chairman of the Establishment Committee for the local government year 2023/2024.
3.	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.
4.	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.
5.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
6.	MINUTES OF PREVIOUS MEETING To approve and sign as a correct record the main minutes and the confidential minutes of the last meeting held on 8 th February 2023 (<i>copies attached</i>).
Part 1 – ITEMS FOR DECISION	
	See Part 3 - Confidential Items.

Part 2 – ITEMS TO NOTE

7. DRAFT POLICY REVIEWS

To consider the following policies prior to agreement by the Policy & Finance Committee (*copies attached*)

- a) Eye Test Policy (new)
- b) Uniform Policy (new)

8. TRAINING UPDATE

To report on any staff training since the last meeting (*copy attached*).

9. DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 8th November 2023 at 7pm in The Harlington (Music Room).

Part 3 – CONFIDENTIAL ITEMS FOR DECISION

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 counter-proposals 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

10. CURRENT LIST OF STAFF

To note the list of staff and pay rates at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 13th July 2023 (*copy attached*).

11. REVIEW OF STAFF POSITIONS AND RECRUITMENT

- a) To consider and agree two matters relating to remuneration and role details (*See Confidential Meeting Report*).
- b) To consider and agree the recruitment of a Communications Officer at Fleet Town Council (*copy attached & see Confidential Meeting Report*).

12. STAFF PAY REVIEWS FOR 2024/25 FINANCIAL YEAR

To consider the initial basis for setting staff pay for next financial year.

13. STAFFING MATTERS

To receive an update from the Executive Officer on any matters relating to staff (*see Confidential Meeting Report*).



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 8th February 2023 at 7pm

PRESENT

Councillors: K. Cottrell, P. Einchcomb, L. Holt, R. Robinson, B. Schofield, G. Woods (Chairman)

Also Present:

Rochelle Halliday – Executive Officer
Sarah Moore – Finance and Administration Manager

EST February 2023 ITEM 1 APOLOGIES

Cllr Wildsmith was absent.

EST February 2023 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST February 2023 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST February 2023 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on 30th November 2022 were approved and signed by the Chairman, subject to the following amendment:

- Confidential minutes item 10b - to add 'a further' to the resolution wording.

EST February 2023 ITEM 5 MINIMUM WAGE INCREASE FROM APRIL 2023

Members noted the minimum wage increases to take effect from 1st April 2023, as shown in table 1.

Table 1

AGE RANGE	2021-22 National Minimum wage	2022-23 National Minimum wage	Percentage increase	2023-24 National Minimum wage
over 23	£8.91	£9.50	9.7%	£10.42
21-22	£8.36	£9.18	10.9%	£10.18
18-20	£6.56	£6.83	9.7%	£7.49
16-17	£4.62	£4.81	9.7%	£5.28

EST February 2023 ITEM 6

TRAINING UPDATE

Members noted the current report on staff training.

A Member asked if the online training courses are effective. The Finance and Administration Manager confirmed that they are generally good and contain training videos, although they are not as interactive as face-to-face training.

EST February 2023 ITEM 7

DATE AND TIME OF NEXT MEETING

Members noted the next meeting of the Committee is scheduled to be held on Wednesday 13th September 2023 at 7pm in the Harlington but requested that additional meeting is held on 12th July 2023. This is to be agreed at the next Council meeting.

Part 3 CONFIDENTIAL ITEMS

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session.

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.

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

Chairman

There being no further business the meeting closed at 9.40pm.



Uniform Policy

Policy and Finance Committee Approved:

Due for next Review:

1. Introduction

- 1.1 This policy applies to staff who are required to wear a uniform or safety footwear at work to complete your role. Specific uniform requirements will be discussed with either The Harlington Manager or the Executive Officer.

2. Permanent Staff

Where your job role requires you to wear uniform the requirements are detailed below.

T-shirts

- 2.1 If you are required to wear logo t-shirts, these will be provided by the Council. These are to be returned at the end of employment as they remain the property of the Council.

Steel Toed Safety Boots

- 2.2 For the health and safety of employees, certain employees are required to wear steel toed safety boots. One pair should be purchased before the first shift and worn daily or on every rota'd shift. An expense form should be submitted with the receipt for full reimbursement.
- 2.3 Replacement boots can be purchased on agreement with either The Harlington Manager or Executive Officer at a maximum cost of £30.00 once per year.
- 2.4 Alternatively, the Council may purchase suitable safety boots for the employee directly on request up to a maximum of one per year.

Black Trousers

- 2.5 Some employees are required to wear smart black jeans (no rips or fading). A maximum of 3 pairs of jeans can be purchased in any one year. These should be purchased before the first shift and worn daily or on every rota'd shift.

- 2.6 Replacements or additional pairs of jeans required due to wear and tear can be purchased after the first year only and only once agreed with either the Harlington Manager or Executive Officer.
- 2.7 An expense form should be submitted with the receipt for reimbursement. The receipt(s) must be kept and submitted for reimbursement. Up to a maximum of £30.00 can be expensed per pair of trousers and up to a maximum of 3 pairs once per year.

3. Casual Staff

Uniform Requirements

T-shirts

- 3.1 Casual staff are required to wear logo t-shirts, which are provided by the Council. These are to be returned at the end of employment as they remain the property of Fleet Town Council/The Harlington.

Other

- 3.2 Casual staff are requested to wear dark trousers or skirts, without logos, rips or fading, and smart, dark, comfortable shoes.

4. Reimbursement

- 4.1 Expense claims will be paid into the same bank account held by the Council for the employee's salary payment.

Fleet Town Council Training Record

Apr 2023 - Mar 2024

Attendee (s)	Job Title	Date	Training Course	Training Provider	Location	Booked	Attended	Cost exc VAT	Detail	Feedback on course
Alex Robins	General Manager	03/08/2022	Mental Health Awareness for Managers	High Speed Training	Online	Y		£25		
Alex Robins	General Manager	03/08/2022	Stress Awareness in the Workplace	High Speed Training	Online	Y		£30		
Alex Robins	General Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y		£25		
Alex Robins	Harlington Manager	13/01/2023	Fire Warden	Ihasco	Online	Y		£20.00		
Ben Crane	Facilities Manager	01/04/2023	GDPR	High Speed Training	Online	y	15/04/2023	£25.00		
Louise Rogers	Administration Support Officer	06/06/2023	Minute Course	High Speed Training	Online	y	06/06/2023	£40.00		
Rochelle Halliday	Executive Officer	13/01/2023	Fire Warden	Ihasco	Online	Y	05/07/2023	£20.00		This was an excellent course. Came away with several action points to check.
Rochelle Halliday	Executive Officer	31/01/2023	Legionella and Legionaires Awareness	Ihasco	Online	Y	13/04/2023	£25.00		
Rochelle Halliday	Executive Officer		Manual Handling Awareness	Ihasco	Online	Y	17/07/2023	£25.00		
Rochelle Halliday	Executive Officer	26/06/2023	IOSH Managing Safely	Ihasco	Online	Y		£150.00		
Rochelle Halliday	Executive Officer	26/05/2023	Engaging with local communities through digital engagement	NALC	In person	Y		£32.68		

£417.68