



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE MEETING OF THE ESTABLISHMENT COMMITTEE

Wednesday 30th November 2022 at 7pm at The Music Room, The Harlington

All members are summoned to attend

To Councillors: K. Cottrell, P. Einchcomb, L. Holt, R. Robinson, R. Schofield, G. Woods (Chair) and P. Wildsmith.

Rochelle Halliday, Executive Officer
23rd November 2022

AGENDA

1.	ELECTION OF A CHAIR To receive nominations for and to elect the Chairperson of the Establishment Committee for 2022/23.
2.	ELECTION OF A VICE CHAIR To receive nominations for and to elect the Vice Chairperson of the Establishment Committee for 2022/23.
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 MEETINGS To approve and sign as a correct record the minutes and the confidential minutes of the last meeting held on 12 th January 2022 (<i>copies attached</i>).
Part 1 – ITEMS FOR DECISION	
No matters for decision in the public session.	
Part 2 – ITEMS TO NOTE	
7.	TRAINING UPDATE To report on any staff training since the last meeting (<i>copies attached</i>).

8.	<p>BANK HOLIDAY FOR THE CORONATION OF KING CHARLES III To confirm that an additional bank holiday to mark the Coronation is on Monday 8th May 2023.</p>
9.	<p>DATE AND TIME OF NEXT MEETING The next meeting of the Council is scheduled to be held on Wednesday 8th February 2023 at 7pm in the Harlington, subject to agreement by Council (original date was 11th January 2023).</p>
<p>Part 3 – CONFIDENTIAL ITEMS FOR DECISION</p>	
	<p>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.</p> <p>The following types of business will be treated as confidential:</p> <ul style="list-style-type: none"> 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.	<p>STAFF SALARIES FOR 2023/24 BUDGET</p> <ul style="list-style-type: none"> a) To review the staff salary budget proposals for 2023/24 (<i>copies attached & see Confidential Meeting Report</i>). b) To review the Local Government Pension Scheme future deficit contribution (<i>see Confidential Meeting Report</i>). <p>RECOMMENDATIONS</p> <ul style="list-style-type: none"> a) To make a recommendation to Council for the salary budget for 2023/24. b) To agree the amount to budget for Local Government Pension Scheme future deficit contribution.
11.	<p>PAYROLL ADJUSTMENT To consider and agree payroll adjustment (<i>see Confidential Meeting Report</i>).</p> <p>RECOMMENDATION To agree payroll adjustment as detailed in Confidential Meeting Report.</p>
12.	<p>ROLLED UP HOLIDAY PAY To receive a report regarding the Council's compliance with changes to Rolled Up Holiday Pay (<i>see Confidential Meeting Report</i>).</p> <p>RECOMMENDATION To receive the outline information on the Council's compliance with changes to Rolled Up Holiday Pay and to determine the next steps.</p>
13.	<p>CURRENT LIST OF STAFF To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31st October 2022 (<i>copy attached and see Confidential Meeting Report</i>).</p> <p>RECOMMENDATION To note the current list of staff as at 31st October 2022 and comments in the Confidential Meeting Report.</p>

14.	STAFF APPRAISALS AND OBJECTIVES To confirm the date of the last staff appraisals and receive a summary of staff appraisal objectives (<i>to be tabled</i>). RECOMMENDATION To note the dates of the last staff appraisals and to briefly review staff objectives.
15.	STAFFING MATTERS To receive an update from the Executive Officer on any matters relating to staff (see <i>Confidential Meeting Report</i>). RECOMMENDATION To note the update from the Executive Officer and to recommend any follow up actions.
Date of the next meeting: 8th February 2023, 7pm TBC	



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

Wednesday 12th January 2022 at 7pm

PRESENT

Councillors: P. Einchcomb, L. Holt, R. Robinson, S. Tilley, P. Wildsmith
G. Woods (Chairman).

Also Present: Janet Stanton - Town Clerk
Alex Robins - Harlington General Manager
Wendy Allen - Office Manager

EST January 2022 ITEM 1 APOLOGIES

Members received and accepted apologies from Councillor Schofield who was on holiday

EST January 2022 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST January 2022 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EST January 2022 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on Thursday 22 July 2021 were approved and signed by the Chairman.

EST January 2022 ITEM 5 POLICIES

Members discussed the Adoption and Surrogacy policy and the Time off in Lieu Policy and agreed for the policies to go forward to Policy and Finance Committee on 16th February 2022 meeting

EST January 2022 ITEM 6 MINIMUM WAGE INCREASE WEF FROM APRIL 2022

Members noted that the National Minimum Wage for the UK was announced in October 2021 and will be applied to all members of staff as appropriate from April 2021.

Members were made aware that 4% had been allowed in the budget for pay increases. Members agreed to Chairman of Council, Chair and Vice Chair of Establishment to have a working group meeting to discuss staff remuneration and prepare a report/recommendation to be brought to an Extraordinary meeting of the Establishment Committee as soon as possible.

EST January 2022 ITEM 7 TRAINING UPDATE

Members noted the current report on staff and Councillor training and discussed the following:

- 1 new Councillor has taken up the opportunity of the training being offered.

EST January 2022 ITEM 8 HR PROVIDER

Members noted that the contract for the Council's HR consultants Sussex HR has been extended for a further year at a reduced cost to the Council, for a higher-level HR Service.

EST January 2022 ITEM 9 COVID19 WORK PRACTICE

Members noted that office risk assessments are being produced every two weeks.

EST January 2022 ITEM 10 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held Wednesday 13th July 2022 at 7.00pm.

There being no further business the meeting closed at 8.20pm.

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

Chairman

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 were excluded from the Meeting

EST January 2022 ITEM 11 STAFF CHANGES

Members noted the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31st December 2021

2022-2023 Councillor Training

Item 7

Attendee (s)	Date	Training Course/Webinar/Conference	Training Provider	Location	Booked	Attended	Cost exc VAT	Detail	Feedback on course
Bob Schofield	25/05/2022	Climate Change	NALC	Online	Y	Y	£38.93		
Bob Schofield	25/05/2022	Community Engagement	LGA	Online	Y	Y	£0.00		
Bob Schofield	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	Y	£400.00	For all attendees	
Kate Cottrell	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	Y			
Silke Engstrom	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	Y			
Grahame Chenery	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	Y			
Leslie Holt	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	Y			
George Woods	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	Y			
Paul Einchcomb	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	Y			
Ben Willcocks	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	Y			
Richard Robinson	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	Y			
Roy Fang	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	N			
Alan Hope	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	N			
Sammy Johnson	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	N			
Ellie May	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	N			
Alan Oliver	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	N			
Shikha Sharma Krishnmurthy	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	N			
Sue Tilley	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	N			
Peter Wildsmith	14/06/2022	Knowledge and Core Skills	HALC	In Person	Y	N			
Paul Einchcomb	16/06/2022	Green Grid workshop	HDC	Online	Y	Y	£0.00		
Richard Robinson	30/06/2022	Finance for Councillors	HALC	Online	Y	Y	£30.00		
Robbie Richmond	30/06/2022	Finance for Councillors	HALC	Online	Y	Y	£30.00		
Bob Schofield	30/06/2022	Finance for Councillors	HALC	Online	Y	Y	£30.00		
Shikha Sharma Krishnmurthy	30/06/2022	Finance for Councillors	HALC	Online	Y	Y	£30.00		
Richard Robinson	19/07/2022	Introduction to Planning for Local Councils	HALC	Online	Y	Y	£48.00		
Bob Schofield	19/07/2022	Introduction to Planning for Local Councils	HALC	Online	Y	Y	£48.00		
Shikha Sharma Krishnmurthy	19/07/2022	Introduction to Planning for Local Councils	HALC	Online	Y	N	£48.00		
Ellie May	27/07/2022	Advice	CAB	In Person	Y	?	£0.00		
Ellie May	11/11/2022	Finance for Councillors	HALC	Online	Y	?	£30.00		
Ellie May	10/11/2022	Introduction to Planning for Local Councils	HALC	Online	Y	Y	£48.00		
					Total Cost		£780.93		

Fleet Town Council Training Record

2022-2023

Staff Training										Item 7
Attendee (s)	Job Title	Date	Training Course	Training Provider	Location	Booked	Attended	Cost exc VAT	Detail	Feedback on course
Sarah Moore	Finance and Admin Manager	20/06/2022	Rialtas	Rialtas	Online	Y	Y	£200.00		Trainer too fast, system not easy to use so training difficult.
Sarah Moore	Finance and Admin Manager	21/06/2022	VAT	HALC	Online	Y	Y	£30.00		good however, no explanatory handouts to take away.
Sarah Moore	Finance and Admin Manager	26/07/2022	IOSH Managing Safely	HSQE Lttd	Online	Y	Y	£125.00		
Sarah Moore	Finance and Admin Manager	20/07/2022	Legionella and Legionaires Awareness	High Speed Training	Online	Y	Y	£25.00		
Rodney Marshall	Duty Manager	20/07/2022	Legionella and Legionaires Awareness	High Speed Training	Online	Y	Y	£25.00		
Sarah Moore	Finance and Admin Manager	03/08/2022	Mental Health Awareness for Managers	High Speed Training	Online	Y	Y	£25		
Alex Robins	General Manager	03/08/2022	Mental Health Awareness for Managers	High Speed Training	Online	Y	Y	£25		
Emma Evans	Reception/Admin Assistant	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		Excellent, detailed but appropriate level.
Charlotte Benham	Projects Officer	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Ben Crane	Facilities and Open Spaces Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Charlotte Soane		03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Amy Stanton-Hogg	Marketing Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Dan Dunk	Bar and Café manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Rodney Marshall	Duty Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Kai Julian	Duty Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Ruairi McNulty	Bar and Café Manager	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Sian Taylor	Cemetery Clerk	03/08/2022	Mental Health Awareness	High Speed Training	Online	Y	Y	£25		
Sarah Moore	Finance and Admin Manager	03/08/2022	Stress Awareness in the Workplace	High Speed Training	Online	Y	Y	£30		
Alex Robins	General Manager	03/08/2022	Stress Awareness in the Workplace	High Speed Training	Online	Y	Y	£30		
Ben Crane	Facilities and Open Spaces Manager	03/08/2022	Fire Warden	High Speed Training	Online	Y	Y	£35		
Rodney Marshall	Duty Manager	03/08/2022	Fire Warden	High Speed Training	Online	Y	Y	£35		
Kai Julian	Duty Manager	03/08/2022	Fire Warden	High Speed Training	Online	Y	Y	£35		
Charlotte Benham	Projects Officer	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Emma Evans	Reception/Admin Assistant	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		Fit for purpose.
Sian Taylor	Cemetery Clerk	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Kai Julian	Duty Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Charlotte Soane	Box Office Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Alex Robins	General Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Henry Douthwaite	Bar Staff	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Ruairi McNulty	Technical Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Amy Stanton-Hogg	Marketing Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Sarah Moore	Finance and Admin Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Claudia Murphy	Box Office/Marketing Assistant	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Karen Godfrey	Ancells Farm	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Dan Dunk	Bar and Café Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Rodney Marshall	Duty Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Ruairi McNulty	Technical Manager	03/08/2022	Manual Handling Awareness	High Speed Training	Online	Y	Y	£25		
Rodney Marshall	Duty Manager	03/08/2022	Asbestos Awareness (Categor A)	High Speed Training	Online	Y	Y	£25		
Ruairi McNulty	Technical Manager	03/08/2022	Asbestos Awareness (Categor A)	High Speed Training	Online	Y	Y	£25		
Charlotte Benham	Projects Officer	09/08/2022	Safeguarding - Level 2	Virtual College	Online	Y	Y	£30.00		
Sarah Moore	Finance and Admin Manager	09/08/2022	Safeguarding - Level 2	Virtual College	Online	Y	Y	£30.00		
Ben Crane	Facilities and Open Spaces Manager	04/10/2022	Budgeting	HALC	Winchester	Y	Y	£30.00		
Sarah Moore	Finance and Admin Manager	04/10/2022	Budgeting	HALC	Winchester	Y	Y	£30.00		
Sian Taylor	Cemetery Clerk	06/10/2022	Management of Memorials	ICCM	In person	Y	Y	£135.00		
Emma Evans	Reception/Admin Assistant	12/10/2022	Advice First Aid Training	CAB	In person	Y	Y	£0.00		Excellent, extremely useful for staff answering phone, dealing with face to face enquiries
Sarah Moore	Finance and Admin Manager	12/10/2022	Advice First Aid Training	CAB	In person	Y	Y	£0.00		
Ben Crane	Facilities and Open Spaces Manager	10/11/2022	Introduction to Planning for Local Councils	HALC	Online	Y	Y	£48.00		
Ben Crane	Facilities and Open Spaces Manager	21/02/2023	Year End Accounts and Audit	HALC	Online	Y	Y	£30.00		
Sarah Moore	Finance and Admin Manager	21/02/2023	Year End Accounts and Audit	HALC	Online	Y	Y	£30.00		

£1,658.00