



**FLEET TOWN COUNCIL**

**MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 8<sup>th</sup> November 2023 at 7pm**

**PRESENT**

**Councillors:** L. Holt, R. Robinson, B. Schofield, G. Woods (Chairman)

**Also Present:**

Rochelle Halliday – Executive Officer

Sarah Moore – Finance and Administration Manager

**EST NOVEMBER 2023 ITEM 1**

**APOLOGIES**

Members received and accepted apologies for absence from Councillors Cottrell and Einchcomb.

Cllr Wildsmith was absent.

**EST NOVEMBER 2023 ITEM 2**

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EST NOVEMBER 2023 ITEM 3**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

**EST NOVEMBER 2023 ITEM 4**

**MINUTES OF PREVIOUS MEETING**

The minutes and confidential minutes of the Establishment Committee meeting held on 26<sup>th</sup> July 2023 were approved and signed by the Chairman.

**EST NOVEMBER 2023 ITEM 5**

**CHRISTMAS CLOSURE ARRANGEMENTS**

Members received the arrangements for Fleet Town Council office closure Christmas 2023. It is proposed that the Fleet Town Council office is closed between 27<sup>th</sup> December and 29<sup>th</sup> December, which are the non-Bank Holiday days.

**RESOLVED**

To approve the closure of the Fleet Town Council office between 27<sup>th</sup> and 29<sup>th</sup> December 2023.

**EST NOVEMBER 2023 ITEM 6****DRAFT POLICY REVIEW**

Members reviewed the draft Stress in the Workplace policy, prior to consideration by the Policy and Finance Committee.

There was one amendment suggested to reword the 4<sup>th</sup> paragraph on the 4<sup>th</sup> page, to remove a reference to second-person pronouns.

Subject to the above amendment, the policy will be issued for consideration by the Policy and Finance Committee.

**EST NOVEMBER 2023 ITEM 7****TRAINING UPDATE**

Members reviewed and noted the training update for staff.

The Council has benefited from free access to the SEEDL training platform via Fleet BID. Access to the system has been shared with the team and the Finance and Administration Manager has completed several courses. Any courses undertaken will be added to the training list.

**EST NOVEMBER 2023 ITEM 8****DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is to be confirmed 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 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 2023 ITEM 9****CURRENT LIST OF STAFF**

The current list of permanent staff at the Town Council as of 31<sup>st</sup> October 2023 is shown in the table below:

<b>Job Title</b>	<b>Hours Per Week</b>
<b>Fleet Town Council Team</b>	
Executive Officer	37.5
Finance and Admin Manager	37.5
Facilities and Open Spaces Manager	37.5
Projects and Committee Officer	37.5
Admin Support Officer	30
Cemetery Clerk	6 (average)
<b>The Harlington Team</b>	
General Manager	37.5
Technical Manager	37.5

Marketing and Box Office Manager	37.5
Marketing and Box Officer Supervisor	37.5
Marketing and Box Office Assistant	37.5
Senior Duty Manager	37.5
Duty Manager x 2	37.5
Ancells Farm Community Centre Supervisor	10

The Council also employ casual staff at The Harlington for shows.

**RESOLVED**

To note the current list of staff, hours of work and pay rates as at 31<sup>st</sup> October 2023.

**EST NOVEMBER 2023 ITEM 10                      STAFF APPRAISALS UPDATE**

Members received an update on progress towards staff appraisal targets. The last appraisals were mainly set in January 2023.

**RESOLVED**

To note the update on staff appraisals.

**EST NOVEMBER 2023 ITEM 11                      STAFF SALARY BUDGET FOR 2024/25 FINANCIAL YEAR**

The Committee reviewed the staff salary budget information, and the following comments were made:

- The minimum wage rates are likely to be released in November. The draft salary budget allows for a 9.7% increase for affected staff and also the three Duty Manager staff, to maintain pay differentials.
- The draft budget has been prepared on the basis of the September CPI rate of 6.7% for all other staff. Affordability will need to be assessed as part of the wider budget setting process.
- Cost centre allocations for each role were reviewed. The allocation to Ancells Farm Community Centre has increased over recent years and needs reconsideration to reflect the current staffing position. **Action: Executive Officer** to discuss revised cost centre allocations with The Harlington General Manager and to report back to the Budget Working Group next week.
- A comparison with National Joint Council pay scales should be completed to assess if the Council is broadly in line.
- Pay reviews for new starters – the Committee considered the timing of pay reviews for members of staff who join the Council between January to March in any given year. This matter was discussed in detail.

**RESOLVED**

1. To draft a 9.7% increase to the salary budget for all staff on minimum wage, the Senior Duty Manager and the two Duty Managers.
2. To draft a 6.7% increase to the salary budget for all other staff positions.
3. To award new starters the agreed pay award regardless of their start date.

**EST NOVEMBER 2023 ITEM 12                      STAFFING MATTERS**

Members received an update on the following matters:

- Staff sickness absence – one member of staff is currently on long term sickness absence.

- Leavers –
  - Bar and Catering Supervisor, full time and replaced with a Duty Manager role (left 29<sup>th</sup> September 2023)
  - Marketing and Box Office Assistant, full time (left 15<sup>th</sup> September 2023).
- New starters –
  - Marketing and Box Office Assistant, full time (started 19<sup>th</sup> October 2023)
  - Communications Officer, 15 hours per week (starting 7<sup>th</sup> November 2023)
  - Duty Manager, full time (starting 9<sup>th</sup> November 2023).
- Croner HR and H&S contract.
- Croner review of staff contracts and staff handbook.
- Changes to flexible working arrangements – legislative changes are due to come into effect in the summer of 2024.

**RESOLVED**

Members noted the confidential meeting report from the Executive Officer.

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

**Chairman**

The meeting closed at 8.30pm.