



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 10th July 2024 at 7pm

* Councillor Woods (Chairman)
0 Councillor Einchcomb (Vice Chairman)

* Councillor Holt	* Councillor Schofield
0 Councillor May	* Councillor Tilley
* Councillor Robinson	# Councillor Wildsmith

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

EST JULY 2024 ITEM 1 ELECTION OF CHAIRMAN

Cllr Woods was nominated and seconded for the position of Chairman of the Committee. There were no other nominations received.

RESOLVED

That Cllr Woods be elected as Chairman of the Establishment Committee for the local government year 2024/2025.

EST JULY 2024 ITEM 2 ELECTION OF VICE CHAIRMAN

Cllr Tilley was nominated and seconded for the position of Vice Chairman of the Committee. There were no other nominations received.

RESOLVED

That Cllr Tilley be elected as Vice Chairman of the Establishment Committee for the local government year 2024/2025.

EST JULY 2024 ITEM 3 APOLOGIES

Members received and accepted the apologies as noted above.

EST JULY 2024 ITEM 4 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST JULY 2024 ITEM 5 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST JULY 2024 ITEM 6**MINUTES OF PREVIOUS MEETING**

The main minutes and confidential minutes of the Establishment Committee meeting held on 28th February 2024 were approved and signed by the Chairman.

EST JULY 2024 ITEM 7**ADOPTION AND SURROGACY POLICY**

Members reviewed the Adoption and Surrogacy Policy and approved the amendments recommended by Croner, the Council's HR Specialists.

Members requested the following amendments also be made to the policy:

- Ensure the language throughout the policy is gender neutral.
- After clarifying what the employers pension contribution is paid on, add clarification to the policy.

RESOLVED

Subject to the amendments above, Members approved the updated Adoption and Surrogacy Policy.

EST JULY 2024 ITEM 8**EMPLOYMENT CONTRACT TEMPLATE**

Members considered the Written Statement templates for permanent and casual staff drafted by Croner, the Council's HR Specialists, to be compliant with employment law and best practice.

RESOLVED

Members agreed that further analysis regarding the impact of the proposed terms and conditions was required. Members also agreed that this item be brought back to this Committee at a future date once such analysis had been completed.

EST JULY 2024 ITEM 9**EMPLOYER DISCRETIONS POLICY LGPS**

The LGPS Regulations require that all employers in the LGPS must publish a written Discretions Policy document, setting out what decisions they will make under LGPS regulations where they have discretion to do so. This policy should then be reviewed every 3 years and a newly signed Policy sent through to Hampshire Pension Services. Fleet Town Councils policy was last reviewed and sent to Hampshire Pension Services on 22 May 2017.

Members requested that clarification of what the 85-year rule was and once found be circulated to Members of the Committee.

RESOLVED

1. Members reviewed the latest Employers Discretion Policy and made decisions on Fleet Town Council's position new discretionary items.
2. Members authorised the Executive Officer to sign the updated Employers Discretion Policy and send to Hampshire Pension Service on behalf of Fleet Town Council

EST JULY 2024 ITEM 10**TRAINING UPDATE**

Members noted training received by Officers since the last Establishment Committee meeting.

EST JULY 2024 ITEM 11**STAFFING UPDATES**

Members noted staffing updates since the previous Establishment Committee meeting.

EST JULY 2024 ITEM 12

DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 13th November 2024 at 7pm in The Harlington (Music Room).

Part 3 CONFIDENTIAL ITEMS

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is 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 JULY 2024 ITEM 13

STAFF APPRAISALS UPDATE

Members received a summary of appraisals completed and reviewed the objectives set for 2024/25.

RESOLVED

Members received the report on appraisals completed for 2023/24 and noted the objectives set for 2024/25.

EST JULY 2024 ITEM 14

LEAVE

Members considered a report on a leave request.

RESOLVED

Members considered a leave request and requested further options be developed regarding how the absence will be covered.

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

Chairman

The meeting closed at 8.15pm.