



Notice is hereby given of

THE MEETING OF THE ESTABLISHMENT COMMITTEE

on

Thursday 22nd July 2021 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, P Wildsmith, G. Woods

SIGNED:

Janet Stanton

Janet Stanton,
Town Clerk

Date: 15th July 2021

A G E N D A

1. ELECTION OF CHAIRPERSON 2021/2022

To receive nominations for and to elect the Chairperson of the Establishment Committee for 2021/2022.

2. ELECTION OF VICE CHAIRPERSON 2021/2022

To receive nominations for and elect the Vice-Chairperson of the Establishment Committee for 2021/2022.

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 the minutes and the confidential minutes of the meeting held on Wednesday 13th January 2021 (*copy attached*).

Part 1 – ITEMS FOR DECISION

Part 2 – ITEMS TO NOTE

7. QUEEN'S JUBLIEE EXTENDED BANK HOLIDAY

Members to note that there will be an additional bank holiday to celebrate Her Majesty, The Queen's Platinum Jubilee in 2022. The late May bank holiday will be moved to Thursday 2nd June 2022 and an additional Jubilee bank holiday will be granted on Friday 3rd June 2022.

8. TRAINING UPDATE

To note a report on staff training (*copy attached*).

9. APPRAISALS

Members to note that all the appraisals for members of staff within the FTC operations have now been completed.

10. COVID 19 WORK PRACTICE

New Workplace Risk Assessments continue to be produced to accommodate any changes in line with government guidelines. All FTC Operations staff are now all working back in the office.

11. ROLLED UP HOLIDAY PAY (RUHP)

To note that the legislation relating to RUHP has recently changed and if there are any implications that affect the Council or staff, these will be reported back to Members.

12. FURLOUGHING

Flexible Furloughing of permanent Harlington staff continues in line with Government Guidelines. As from 1st July 2021, the rate of reimbursement from the government will be reduced to 70%.

13. DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 12th January 2022 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 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 counterproposals 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**

14. STAFF CHANGES

To note the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 30th June 2021.

15. LEAVE

Members to receive the attached report relating to leave.

RECOMMENDATION

To approve the proposals within the report.



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT VIRTUAL COMMITTEE MEETING

Wednesday 13th January 2021 at 7pm

PRESENT

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

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

EST January 2021 ITEM 1 APOLOGIES

Members received and accepted apologies from Councillor Jasper, who was having technical difficulties.

EST January 2021 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST January 2021 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no questions from the public.

EST January 2021 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on Wednesday 8th July 2020 were approved and signed by the Chairman.

Members noted that the proposed cost review of the operation of the Box Office and Reception staffing, as outlined in Item 5 - Pay Review, Establishment 21.02.2020 had not been undertaken due to the current situation. Members were made aware that the vacancy in the Box Office is not being advertised at present.

EST January 2021 ITEM 5 MINIMUM WAGE INCREASE WEF FROM APRIL 2021

Members noted that the National Minimum Wage for the UK was announced in November 2020 and will be applied to all members of staff as appropriate from April 2021. Members were made aware that although this had not been included in the budget prediction for 2021/2022, the increase in minimum wage would affect 3 members of staff, and the cost difference to the budget would be approximately £716.00.

The minimum wage bracket for over 25s has now been lowered to include over 23s. This would add an additional two casual staff members into that pay bracket.

EST January 2021 ITEM 6 TRAINING UPDATE

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

- 1 Box Office assistant completed a website training session in June 2020, which needs to be updated onto the report.
- Due to the Duty Manager being furloughed, 4 existing members of staff are to be first aider trained. This enables events to run with a first aider present, should the Duty Manager not be available.

EST January 2021 ITEM 7 APPRAISALS

Members noted that it has not been possible to conduct staff appraisals during the pandemic and it is hoped that the appraisal process will resume in the new financial year. Members discussed:

- Virtual appraisals.
- Advice from NALC.

EST January 2021 ITEM 8 COVID19 WORK PRACTICE

Members noted that new workplace risk assessments are being produced every two weeks to accommodate any changes in line with the government guidelines. Members also noted:

- At present, staff are working from home.
- Staff may only go into the office/building to carry out work if it is not possible to do at home.
- Staff will only access the building to carry out routine tests.
- Staff to wear masks in the building at all times.
- When phoning the Harlington and FTC office phone line, members of public are being redirected to a mobile number and can leave a message when no answer.

EST January 2021 ITEM 9 FURLOUGHING

Members noted that the flexible furloughing of permanent Harlington staff continues in line with the current Government Guidelines. Members noted that:

- The current furlough scheme has been extended to 31st April 2021.
- To date £42,000.00 has been claimed from HMRC.
- Box Office open 3 days a week, with the 2 members of staff splitting their time across the week.
- 1 Duty Manager and Bar Manager are furloughed, and only being brought back in when necessary.
- 1 member of staff off sick for 8 weeks from end of December 2020. Work being split between Box Office and Finance team.

EST January 2021 ITEM 10 HR PROVIDER

Members noted that before Christmas 2020, FTC's existing HR Provider Morgan Gil gave notice due to retirement. Sussex HR is FTC's new HR Provider, and due to the current climate, a one year contract has been agreed. FTC may go out to tender at a later date.

EST January 2021 ITEM 11 DATE AND TIME OF NEXT MEETING

The next virtual meeting of the Establishment Committee will be held Wednesday 14th July 2021 at 7.00pm.

There being no further business the meeting closed at 8.47pm.

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 2021 ITEM 12 STAFF CHANGES

Members noted the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 31st December 2020.

EST January 2021 ITEM 13 THE EFFECTS OF COVID19 ON STAFF

Members noted the implications of the effects of the COVID 19 pandemic on the staff and make any necessary recommendations.

- a) Well being
- b) New working practices
- c) Employment

2021-2022 Councillor Training

Date	Training Course	Training Provider	Location	Booked	Attended	Cost	Detail	Feedback on course
29/09/2021	Future of the High Streets	NALC	Online	Y		£38.93		
29/09/2021	Future of the High Streets	NALC	Online	Y		£38.93		

Fleet Town Council Training Record

Item 8

2021-2022

[illegible]