



## FLEET TOWN COUNCIL

### MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 8<sup>th</sup> 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 30<sup>th</sup> 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 1<sup>st</sup> 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 13<sup>th</sup> September 2023 at 7pm in the Harlington but requested that additional meeting is held on 12<sup>th</sup> 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.

**EST February 2023 ITEM 8                    CURRENT LIST OF STAFF**

The Committee received the current list of staff and salaries report for the period ending 31<sup>st</sup> January 2023.

**RESOLVED**

To note the contents of the report.

**EST February 2023 ITEM 9                    STAFF APPRAISALS AND OBJECTIVES**

A summary of staff appraisal objectives for the coming year was reviewed.

Members discussed the suitability of the current appraisal system. The Executive Officer stated that the appraisals should be linked to the Council's overall strategy.

**RESOLVED**

The summary of appraisal objectives were noted.

**EST February 2023 ITEM 10                    STAFF PAY REVIEWS FOR 2023/24 FINANCIAL YEAR**

A detailed discussion took place regarding staff pay reviews. The recommended pay for the coming financial year is within the budget set by the Council.

**RESOLVED**

To approve the proposed staff salaries with effect from 1<sup>st</sup> April 2023.

**EST February 2023 ITEM 11**

**ROLE REVIEW – COMMITTEE & ADMINISTRATION OFFICER**

The Committee reviewed a proposal to revise the Committee and Administration Officer role, due to the post being vacant, to include additional responsibilities and hours per week.

The proposal also included a change of job title from Committee and Administration Officer to Administration Support Officer.

**RESOLVED**

To approve the revised job description, salary and job title to Administration Support Officer.

**EST February 2023 ITEM 12**

**CONTRACTUAL MATTER**

Members received an update and recommendations regarding a staffing matter.

**RESOLVED**

To approve the recommended actions relating to a staffing matter.

**EST February 2023 ITEM 13**

**STAFFING MATTERS**

The Committee received an update on the following staffing matters:

- Staff holiday
- Review of staff contracts
- To request an investigator for an employee investigation (details not disclosed to the Committee).

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

**Chairman**

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