



**FLEET TOWN COUNCIL**

**MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

held on

**Wednesday 26<sup>th</sup> July 2023 at 7pm**

**PRESENT**

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

**In Attendance:**

Rochelle Halliday – Executive Officer

Sarah Moore – Finance and Administration Manager

**EST JULY 2023 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 2023/2024.

**EST JULY 2023 ITEM 2**

**ELECTION OF VICE CHAIRMAN**

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

**RESOLVED**

That Cllr Einchcomb be elected as Vice Chairman of the Establishment Committee for the local government year 2023/2024.

**EST JULY 2023 ITEM 3**

**APOLOGIES**

Members received and accepted the apologies for absence from Cllr Einchcomb.

Cllr Wildsmith was absent.

**EST JULY 2023 ITEM 4**

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**EST JULY 2023 ITEM 5**

**QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no members of the public present.

## **EST JULY 2023 ITEM 6**

## **MINUTES OF PREVIOUS MEETING**

Following the internal audit in May 2023, the Committee agreed to add a summary of the confidential items and resolutions to the public minutes.

Subject to the above amendment, the minutes and confidential minutes of the Establishment Committee meeting held on 8<sup>th</sup> February 2023 were approved and signed by the Chairman.

## **EST JULY 2023 ITEM 7**

## **DRAFT POLICY REVIEWS**

Members received the following policies for review prior to consideration by the Policy and Finance Committee:

### a) Eye Test Policy (new)

Members reviewed the Eye Test policy.

### **RESOLVED**

To recommend to the Policy and Finance Committee approval of the Eye Test policy.

### b) Uniform Policy (new)

The following alterations were suggested:

- To change the wording of 'safety boots' to 'safety footwear'.
- 1.1 Duty Managers to be added before 'staff' on the first line.
- 2.3 change 'cost' to 'contribution'.
- 2.2 add 'up to £30.00 contribution' after reimbursement.

### **RESOLVED**

To revise the Uniform policy as discussed and recommend approval of the policy to the Policy and Finance Committee.

## **EST JULY 2023 ITEM 8**

## **TRAINING UPDATE**

Members noted the current report on staff training that had taken place or booked since the last Committee meeting.

It was noted that Fleet BID has shared with the Council access to the SEEDL training portal, which provides members with free online training sessions.

### **RESOLVED**

To note the staff training report.

## **EST JULY 2023 ITEM 9**

## **DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee will be held on Wednesday 8<sup>th</sup> November 2023 at 7pm in The Harlington (Music Room).

### **Part 3 CONFIDENTIAL ITEMS**

The Chairman requested that the remainder of the meeting should be held in confidential session due to matters for discussion concerning individual staff members.

#### **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 2023 ITEM 10**

#### **CURRENT LIST OF STAFF**

Members reviewed the current list of staff and salaries at The Harlington, Fleet Town Council and Ancells Farm Community Centre as of 13<sup>th</sup> July 2023.

It was recorded that the Council has 15 permanent staff (12 full time and 3 part time) and 10 active casual staff.

#### **RESOLVED**

To note the current list of staff.

#### **EST JULY 2023 ITEM 11**

#### **REVIEW OF STAFF POSITIONS AND RECRUITMENT**

a) The Committee discussed a matter relating to the remuneration and job description of a member of The Harlington team.

#### **RESOLVED**

To promote a member of staff to Senior Duty Manager and to revise the employee's remuneration and job description accordingly.

b) The Committee discussed in detail the proposal for recruiting a Communications Officer (15 hours per week). The post is included in the Council's staffing budget.

#### **RESOLVED**

To approve the recruitment of a part time Communications Officer for 15 hours per week.

#### **EST JULY 2023 ITEM 12**

#### **STAFF PAY REVIEWS FOR 2024 / 2025 FINANCIAL YEAR**

The Committee discussed and proposed the approach to be taken for drafting the staffing budget for next financial year.

Members also discussed standardising pay for casual staff based on job role rather than age. This proposal is within budget for the current year.

#### **RESOLVED**

1. To draft salary budget scenarios based on several percentage options which are based on the estimated inflation rate for September 2023.
2. To standardise the casual staff pay rate with effect from 1<sup>st</sup> August 2023.

**EST JULY 2023 ITEM 13**

**STAFFING MATTERS**

Members received an update on the following matters:

- Background information relating to items 11 and 12.
- Current staff sickness absence.
- The Flexible Working Bill.
- Review of Written Statement of Employment Particulars for staff.

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

**Chairman**

The meeting closed at 8.30pm.