



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 28th February 2024 at 7pm

PRESENT

Councillors: P. Einchcomb, L. Holt, E. May, R. Robinson, B. Schofield and G. Woods (Chairman)

In attendance: Rochelle Halliday – Executive Officer
Sarah Moore – Finance and Administration Manager (left after item 12)

EST FEBRUARY 2024 ITEM 1 APOLOGIES

Cllr Wildsmith was absent. All other Committee Members were present.

EST FEBRUARY 2024 ITEM 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

EST FEBRUARY 2024 ITEM 3 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST FEBRUARY 2024 ITEM 4 MINUTES OF PREVIOUS MEETING

The minutes and confidential minutes of the Establishment Committee meeting held on 8th November 2023 were approved and signed by the Chairman.

EST FEBRUARY 2024 ITEM 5 HR POLICIES

There was a general discussion about differentiating between policies and procedures, and processes that the Council needs to follow by law. This will be discussed further by the Policy and Finance Committee.

Members received and discussed the following HR policies:

a) Absence Policy – New

- Item 2.2 – update to ‘absence from work without leave’.
- Item 6.3 – Council pay should be defined, as it relates to the amount of full basic pay to be provided.
- Item 11.2.1, 1st sentence – update to ‘ill health capability’.
- Item 11.2.1, 2nd sentence – update to ‘every reasonable effort’.
- Officers and the Committee Chairman will review the wording relating to absence in the staff contracts.

- To correct typographical errors.
- b) Menopause Policy – New
- Communication – update ‘your role’ to ‘their role’.
 - Discussed whether the final paragraph referencing bullying was relevant. Noted that bullying might be possible. The paragraph will remain in the draft policy to NB.
 - To correct the mixture of tenses and standardise first person / third person irregularities.
 - To update document formatting to match the style of existing policies.
- c) Drivers Handbook / Policy and Business Insurance requirements – New
- Standard document from the Council’s HR provider.
 - Too prescriptive and outlines expectations already required from anyone who holds a driving licence.
 - Recognised that staff who regularly drive as part of their job need to have business insurance in place and a DLVA check completed.
 - Document is not required.

RESOLVED

1) Subject to the amendments discussed, to recommend approval of the following policies to the Policy & Finance Committee:

- Absence Policy
- Menopause Policy

2) To reject the following policy:

- Drivers Handbook / Policy and Business Insurance requirements.

EST FEBRUARY 2024 ITEM 6 MINIMUM WAGE INCREASE

Members noted that the National Living Wage with effect from 1st April 2024 is £11.44 per hour. The National Living Wage rate for over 21s is applied to all casual staff positions at the Council, regardless of age.

EST FEBRUARY 2024 ITEM 7 TRAINING UPDATE

Members reviewed and noted the training update for staff.

Staff have undertaken a number of training courses via the Bright HR and SEEDL platforms, for which there are no additional charges.

EST FEBRUARY 2024 ITEM 8 ORGANISATION CHART

Members received and noted the Council’s staff organisation chart. The document will be updated with the following amendments to the summary of full time equivalent salaries section:

- Update ‘Support Managers’ to ‘Managers’.
- Update ‘Admin Support’ to ‘Support Staff’.
- Casuals – add in that the rate is ‘per hour’.

Staff are to be informed of the document prior to it being published on the Council's website.

EST FEBRUARY 2024 ITEM 9 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 10th July 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 FEBRUARY 2024 ITEM 10 STAFF APPRAISALS UPDATE

Members received an update on progress towards staff appraisal targets.

There will be a new focus for staff appraisals to be completed in the coming year that link to the Council's vision and improving job related outcomes.

RESOLVED

To note the update on staff appraisals.

EST FEBRUARY 2024 ITEM 11 CURRENT LIST OF STAFF

The current list of permanent staff at the Town Council and the hours worked per week as of 31st January 2024 is shown in the table below:

Job Title	Hours Per Week
Fleet Town Council Team	
Executive Officer	37.5
Finance and Admin Manager	37.5
Facilities and Open Spaces Manager	37.5
Projects and Committee Officer	37.5
Communications Officer	15
Admin Support Officer	30
Cemetery Clerk	6 (average)
The Harlington Team	
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 approximately 14 casual staff at The Harlington for shows.

Since the last meeting there have been the following staff changes:

Leavers

- Communications Officer – left 8th February 2024.

RESOLVED

To note the current list of staff, hours of work and pay rates as at 31st January 2024.

EST FEBRUARY 2024 ITEM 12 STAFFING MATTERS

Members received an update on the following:

- The holiday pay explanatory leaflet was noted. There are no changes to the way holiday pay is to be calculated.
- Changes to flexible working rights come into effect on 6th April 2024.

The Finance and Administration Manager left the meeting at 7.59pm.

RESOLVED

Members noted the confidential meeting report from the Executive Officer.

EST FEBRUARY 2024 ITEM 13 STAFF PAY REVIEWS FOR 2024/25 FINANCIAL YEAR

The Committee reviewed the proposals for next year’s salary reviews. A detailed discussion took place.

All of the pay review options presented are within the Council’s salary budget for next year.

RESOLVED

To approve staff salaries with effect from 1st April 2024.

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

Chairman

The meeting closed at 8.51pm.