



MINUTES OF THE ESTABLISHMENT COMMITTEE

**Wednesday 15th January 2020 held at
7pm at the Harlington**

PRESENT

Councillors: R. Robinson (Chairman), P. Einchcomb, L. Holt, K. Jasper, G. Woods.

Also Present

Janet Stanton - Town Clerk

Susanna Walker - Committee Clerk

Estab Jan 2020 Item 1 APOLOGIES

There were apologies from Councillor Schofield and Councillor Tilley.

Estab Jan 2020 Item 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

Estab Jan 2020 Item 3 MINUTES OF THE LAST MEETING

The minutes of the meeting held on Wednesday 11th September 2019 were approved and signed by the Chairman.

Following this, members discussed Estab Sept 2019 Item 6 Appraisals. It was noted that the appraisals for the Town Clerk and General Manager have not yet been completed. It was also noted that Councillors Einchcomb and Jasper would meet at the Council Offices to review the FTC and Harlington 2019 appraisals.

Estab Jan 2020 Item 4 MINIMUM WAGE AND PAY INCREASES FOR APRIL 2020/2021

Members were asked to approve a 3% pay increase for permanent staff with effect from 1st April 2020. Members discussed the following:

- Consumer Price Index (CPI)
- Retail Price Index (RPI)
- Budget and Precept 2020/2021
- The rise of up to 6.8% for National Minimum Wage in the UK 2020
- Pay Reviews since 2011
- FTC permanent staff team
- Casual staffing requirements for the Harlington
- Staff recruitment
- Performance related pay
- Appraisals
- Staff facilities

Members raised concern about a 3% pay increase for all permanent members of staff. Although a 3% increase was included in the 2020/2021 Budget, in April 2020 the National Minimum Wage is to increase by up to 6.8%, which would then challenge the FTC staffing budget if all permanent staff were to receive the 3% pay increase as well.

Following a lengthy detailed discussion, it was suggested that a formula be proposed, based on the Consumer Price Index (CPI), to determine an annual pay increase at a specific time. Members also discussed individual pay reviews, based on their current appraisal.

RESOLVED

1. FTC permanent members of staff to receive a basic salary increase based upon CPI as of 1st September for implementation in April of the following year. This does not apply to those members of staff on National Minimum Wage. Additionally, in January of each year, individual salaries will continue to be reviewed based on their July appraisals, to determine whether a further increment is warranted, based on performance
2. To note the increase in the minimum wage hourly rate with effect from 1st April 2020.

Estab Jan 2020 Item 5 TRAINING UPDATE

Members noted the Staff Training Update and requested that Members training update was recorded as well.

Estab Jan 2020 Item 6 MISCONDUCT

Members noted that one investigation into misconduct had taken place during the last month, which had resulted in a written warning letter being sent.

Estab Jan 2020 Item 7 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee will be held on Wednesday 8th July 2020 at 7pm in the Harlington.

There being no further business the meeting closed at 8.40pm.

Chairman.....Date.....

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 counter-proposals in negotiations for contracts**
- c. Preparation of cases in legal proceedings**
- d. The early stages of any dispute**

Part 3 - CONFIDENTIAL ITEMS

Estab Jan 2020 Item 8 STAFF CHANGES

Members noted the staff changes up to 30th December 2019 and also noted that the Committee Clerk is now a permanent member of staff.