



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