



## **FLEET TOWN COUNCIL**

### **MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING**

**Thursday 22<sup>nd</sup> July 2021 at 7pm**

**At The Harlington**

#### **PRESENT**

**Councillors:** K. Jasper, P. Einchcomb, L. Holt, B. Schofield, G. Woods.

**Also Present:** Janet Stanton - Town Clerk  
Susanna Walker - Committee Clerk  
Wendy Allen - Office Manager

#### **EST July 2021 ITEM 1      ELECTION OF CHAIRPERSON 2021/2022**

The Town Clerk called for nominations for the office of Chairman. One nomination for Councillor George Woods was received and seconded.

#### **RESOLVED**

That Councillor Woods be elected to the office of Chairman of Establishment for the local government year 2021/2022.

#### **EST July 2021 ITEM 2      ELECTION OF VICE-CHAIRPERSON 2021/2022**

The Chairman called for nominations for the office of Vice-Chairman. One nomination for Councillor Jasper was received and seconded.

#### **RESOLVED**

That Councillor Jasper be elected to the office of Vice-Chairman of Establishment for the local government year 2021/2022.

#### **EST July 2021 ITEM 3      APOLOGIES**

Members received and accepted apologies from Councillor Robinson due to ill health, Councillor Tilley due to ill health and Councillor Wildsmith due to ill health.

#### **EST July 2021 ITEM 4      DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **EST July 2021 ITEM 5      QUESTIONS FROM MEMBERS OF THE PUBLIC**

There were no questions from the public.

**EST July 2021 ITEM 6****MINUTES OF PREVIOUS MEETING**

The minutes and confidential minutes of the Establishment Committee meeting held on Wednesday 13<sup>th</sup> January 2021 were approved and signed by the Chairman.

**EST July 2021 ITEM 7****QUEEN'S JUBILEE EXTENDED BANK HOLIDAY**

Members noted that there will be an additional bank holiday in May 2022, to celebrate Her Majesty The Queen's Platinum Jubilee. Members also noted that the original May bank holiday will be moved to Thursday 2<sup>nd</sup> June 2022 and the additional bank holiday will be held on Friday 3<sup>rd</sup> June 2022.

Members discussed FTC to organise extra activities for the bank holiday and agreed that this to be put on the RLA agenda in September 2021.

**EST July 2021 ITEM 8****TRAINING UPDATE**

Members noted a report on staff training for 2020/2021. Members noted that 3 FTC staff have attended a three day First Aid Course and 2 Councillors will attend a Future of the High Street training course in September.

**EST July 2021 ITEM 9****APPRAISALS**

Members noted that all appraisals for members of staff within the council operations excluding the Town Clerk and the General Manager have been completed. Members discussed the appraisals for the Harlington staff, with a date to be set for the remaining few outstanding.

Members discussed the following:

- The Clerk's request that Town Clerk and General Manager's appraisals to be completed before staff appraisals in future years
- The appraisals are operational, between staff and line manager.
- Appraisal training for the Town Clerk and Office Manager was completed in 2019.
- Councillor Woods to meet with the Town Clerk and review the objectives set for staff and report back to the next meeting that this has been carried out.

**EST July 2021 ITEM 10****COVID19 WORK PRACTICE**

Members noted that new workplace risk assessments continue to be produced to accommodate any changes in line with government guidelines. Members noted the following:

- The risk assessments are reviewed every month.
- The FTC offices are still COVID secure.
- All FTC staff are now working in the office.
- Harlington staff are working both in the office and from home.
- Members of the public do not enter the office.
- PCR testing / vaccinations.
- Majority of event transactions are being made online.

**EST July 2021 ITEM 11****ROLLED UP HOLIDAY PAY**

Members noted that the legislation regarding rolled up holiday pay (RUHP) recently changed in April 2020. Members noted that FTC will report any implications that affect the Council or staff.

## **EST July 2021 ITEM 12      FURLOUGHING**

Members noted that the flexible furloughing of permanent Harlington staff continues in line with Government guidelines. Members discussed the following:

- As of 1<sup>st</sup> July 2021, the rate of reimbursement is reduced to 70%.
- As of 1<sup>st</sup> August 2021, the rate of reimbursement is reduced to 60%.
- The furlough scheme finishes at the end of September 2021.
- FTC staff could not be furloughed.
- Harlington staff are now flexi-furloughing, whereby they both work and are furloughed.
- The Clerk is not aware of the work and furlough pattern for Harlington staff
- More presence is required in the building.
- During the first lockdown, staff were furloughed 80/20, with 1 day a week being holiday.
- There is a potential problem if staff are working on 100% pay, including furlough, and then taking holiday on top.
- General Manager to provide more details to FTC regarding staff working hours and patterns.

## **EST July 2021 ITEM 13      DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee will be held Wednesday 12<sup>th</sup> January 2022 at 7.00pm in the Harlington.

There being no further business the meeting closed at 8.34pm.

### **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 July 2021 ITEM 14      STAFF CHANGES**

Members noted the list of staff at The Harlington, Fleet Town Council and Ancells Farm Community Centre as at 30<sup>th</sup> June 2021.

## **EST July 2021 ITEM 15      LEAVE**

Members received and discussed a report relating to leave.

### **RESOLVED**

To approve the proposals within the report.

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

Chairman