



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 9th July 2025 at 7pm

* Councillor Woods (Chairman)

0 Councillor Tilley (Vice Chairman)

* Councillor Einchcomb

* Councillor Holt

* Councillor May

* Councillor Schofield

Councillor Wildsmith

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

EST JULY 2025 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 2025/2026.

EST JULY 2025 ITEM 2

ELECTION OF VICE CHAIRMAN

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

RESOLVED

That Cllr Tilley be elected as Vice Chairman of the Establishment Committee for the local government year 2025/2026.

EST JULY 2025 ITEM 3

APOLOGIES

Members received and accepted the apologies as noted above.

EST JULY 2025 ITEM 4

DECLARATIONS OF INTEREST

There were no declarations of interest.

EST JULY 2025 ITEM 5

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST JULY 2025 ITEM 6**MINUTES OF PREVIOUS MEETING**

The minutes of the Establishment Committee meeting held on 12th March 2025 were approved and signed by the Chairman.

EST JULY 2025 ITEM 7**ANCELLS FARM COMMUNITY CENTRE**

Members noted that the Administration Support Officer had taken over the management of bookings at Ancells Farm Community Centre following the retirement of the Ancells Supervisor. This has involved transitioning regular hirers to the new booking system, managing casual bookings, and supporting all hirers in using the new remote locking system. A number of residual issues also required investigation and resolution, all of which the Administration Support Officer has successfully addressed.

To recognise the additional responsibilities undertaken, Members agreed to award the Administration Support Officer a one-off bonus.

It is intended that responsibility for bookings at Ancells Farm Community Centre will return to the General Manager's team once the Marketing & Box Office Manager resumes full-time hours and workloads covering her absence reduce. The Marketing & Box Office Manager is due to return to full-time hours on 24 July 2025.

RESOLVED

- a) Members noted the temporary and longer-term arrangements for managing bookings at Ancells Farm Community Centre.
- b) Members approved a one-off bonus for the Administration Support Officer.

EST JULY 2025 ITEM 8**NEONATAL CARE LEAVE PROCEDURE**

Members considered the revised Neonatal Care Leave procedure.

RESOLVED

To approve the revised Neonatal Care Leave procedure

EST JULY 2025 ITEM 9**TRAINING UPDATE**

Members noted the training received by Officers since the last Establishment Committee meeting.

Members expressed concern that some mandatory training has remained outstanding for several months, which is considered unacceptable. All outstanding training must be completed by 31 August 2025, and any staff who fail to meet this deadline may be subject to formal warnings. All affected staff are to be notified of this requirement without delay.

EST JULY 2025 ITEM 10**STAFF APPRAISALS**

Members noted that a new appraisal form has been developed and is being used for the 2024/25 review period. Cllr Holt observed that there was no specific section for recording career aspirations. The Executive Officer explained that while this is partly addressed within the training section, it can also be captured in the summary comments if needed.

The appraisal process for 2024/25 is now underway. Members requested that all appraisals be completed by 31 August 2025.

EST JULY 2025 ITEM 11

STAFFING UPDATES

Members noted staffing updates since the previous Establishment Committee meeting

EST JULY 2025 ITEM 12

DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 12th November 2025 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 JULY 2025 ITEM 13

REVIEW OF DISCIPLINARY PROCESS

Members received a report in response to a request to review the Council's disciplinary process, following concerns raised by a member of staff.

RESOLVED

The following actions were agreed to improve the clarity, fairness, and transparency of the disciplinary process:

- The complaints procedure will be used where appropriate.
- Neutral language will be used in investigation reports and other staff-related documentation.
- Mitigating factors will be documented wherever possible.
- A standard statement will be included in investigation notifications, clarifying that HR records may be accessed where relevant, but only to the extent necessary to address the matter.
- Staff will be permitted to bring a support person to investigation meetings.
- The Executive Officer is authorised to respond to the staff member, once the Chairman has approved the draft response.

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

The meeting closed at 8.16pm.