



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 25th February 2026 at 7pm

* Councillor Woods (Chairman)

* Councillor Tilley (Vice Chairman)

* Councillor Einchcomb

* Councillor Powell

* Councillor Holt

* Councillor Schofield

0 Councillor May

Councillor Wildsmith

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

Also in attendance:

Rita Tong – Executive Officer

EST FEBRUARY 2026 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

EST FEBRUARY 2026 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

EST FEBRUARY 2026 ITEM 3

QUESTIONS FROM THE PUBLIC

There were no members of the public present.

EST FEBRUARY 2026 ITEM 4

MINUTES OF PREVIOUS MEETING

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

EST FEBRUARY 2026 ITEM 5

ADOPTION & SURROGACY POLICY

Members considered the updated *Adoption and Surrogacy Policy* and associated procedure.

RESOLVED

To approve the updated *Adoption and Surrogacy Policy* and associated procedure.

EST FEBRUARY 2026 ITEM 6

BEREAVEMENT LEAVE POLICY

Members considered the updated *Bereavement Leave Policy* and associated procedure.

Members requested that the reference to Clerk be amended to Executive Officer in Section 9.

RESOLVED

To approve the updated *Bereavement Leave Policy* and associated procedure subject to the amendment above.

EST FEBRUARY 2026 ITEM 7

FLEXIBLE WORKING PROCEDURE

Members considered a new *Flexible Working Procedure*.

The statutory framework governing flexible working has changed in recent years, most notably through amendments to the Employment Rights Act 1996 and the Flexible Working Regulations. Employees now have a day-one right to request flexible working, may make up to two requests in a 12-month period, and employers are required to consult meaningfully before reaching a decision within a statutory timeframe.

Approval of the procedure does not create an automatic right to flexible working, nor does it reduce the Council's ability to refuse requests where operational requirements cannot be met.

RESOLVED

To approve the new *Flexible Working Procedure*.

EST FEBRUARY 2026 ITEM 8

ANNUAL LEAVE PROCEDURE

Members considered a new *Annual Leave Procedure*.

While the Council has long operated practical arrangements for managing annual leave, these have not previously been set out in a formally approved document. This document has been developed as a procedure, setting out how officers will apply the Council's legal obligations in a consistent and transparent way, without restating legislation or creating additional policy commitments.

The procedure does not create new entitlements beyond those provided by law, nor does it remove any existing contractual rights. Its purpose is to ensure that the Council's statutory obligations are applied fairly, lawfully and consistently.

RESOLVED

To approve the new *Annual Leave Procedure*

EST FEBRUARY 2026 ITEM 9

TRAINING UPDATE

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

EST FEBRUARY 2026 ITEM 10

STAFFING UPDATES

Members noted staffing updates since the previous Establishment Committee meeting.

Members resolved to approve an additional one month's paid sick leave for a member of staff, in addition to the 12 weeks already granted. The situation will be monitored. Should any further period of paid sick leave be required, delegated authority is granted to the Executive Officer, in consultation with the Chairman of the Establishment Committee, to approve such leave.

EST FEBRUARY 2026 ITEM 11

UPCOMING CHANGES TO EMPLOYMENT LAW

Members noted the attached report detailing employment law changes.

EST FEBRUARY 2026 ITEM 12

EMPLOYMENT CONTRACTS

Members received an update on the progress made by the Executive Officer in harmonising staff employment contracts. Five members of staff have been transferred onto the most up to date contract, with two remaining outstanding.

EST FEBRUARY 2026 ITEM 13

DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 8th July 2026 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 2026 ITEM 14

STAFF SALARY RECOMMENDATIONS FOR 2026/27

Members received the Executive Officer’s recommendations for salary increases to take effect from 1 April 2026.

In setting the salary levels for staff, members noted the annual CPI rate at December 2025 was 3.6%, dropping to 3.2% in January 2026 and projected to be an average 2.5% in 2026.

Members noted that the minimum wage for workers over the age of 21 is set to rise to £12.71 in April 2026. This increase has been fully budgeted.

RESOLVED

To agree staff salaries for the year beginning 1 April 2026.

The meeting closed at 9.01pm.

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