



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 8th July 2026 at 7pm

* Councillor May (Chairman)

* Councillor Einchcomb	0 Councillor Powell
* Councillor Holt	* Councillor Schofield
# Councillor Wildsmith	0 Councillor Woods

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

Also in attendance:

Rita Tong – Executive Officer

EST JULY 2026 ITEM1

ELECTION OF CHAIRMAN

Cllr May was nominated and seconded for the position of Chairman of the Establishment Committee.

RESOLVED

That Councillor May be elected Chairman of the Establishment Committee for the 2026/27 municipal year.

EST JULY 2026 ITEM 2

ELECTION OF VICE CHAIRMAN

The election of the Vice Chairman was deferred until the next meeting.

EST JULY 2026 ITEM 3

APOLOGIES

Members received and accepted the apologies as noted above.

EST JULY 2026 ITEM 4

DECLARATIONS OF INTEREST

There were no declarations of interest.

EST JULY 2026 ITEM 5

QUESTIONS FROM THE PUBLIC

There were no members of the public present.

EST JULY 2026 ITEM 6

MINUTES OF PREVIOUS MEETING

The minutes of the Establishment Committee meeting held on 25th February 2026 were approved and signed by the Chairman.

EST JULY 2026 ITEM 7**EMPLOYMENT LAW UPDATE – ZERO-HOURS CONTRACTS**

Members noted that the Government is consulting on the implementation of new employment rights for workers engaged on zero-hours contracts and discussed the potential implications for Fleet Town Council.

RESOLVED

- a) That authority be delegated to the Executive Officer and the General Manager of The Harlington to prepare and submit the Council's response to the consultation.
- b) That the draft consultation response be circulated to members of the Establishment Committee for comment prior to submission.

EST JULY 2026 ITEM 8**TRAINING UPDATE**

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

EST JULY 2026 ITEM 9**STAFFING UPDATES**

Members noted staffing updates since the previous Establishment Committee meeting.

EST JULY 2026 ITEM 10**HEATWAVE JUNE 2026**

Members noted that, during the recent period of exceptionally high temperatures, the Executive Officer authorised the office to close at 1.00pm on Wednesday 24 June, Thursday 25 June and Friday 26 June 2026. Despite the use of a portable air conditioning unit, the internal office temperature exceeded 30°C by early afternoon on each day. Having assessed the conditions, the Executive Officer determined that the working environment was no longer suitable for staff to remain in the office and, in the interests of staff welfare and health and safety, staff were permitted to leave early.

EST JULY 2026 ITEM 11**NJC PAY AWARD 2026**

Members noted that the National Joint Council (NJC) employers have made a pay offer of **3.3%** on most spinal column points for 2026/27. This compares with the **3.5%** pay increase approved by Fleet Town Council for its employees for the same period. The Council's pay award therefore remains above the current national offer.

EST JULY 2026 ITEM 12**DATE AND TIME OF NEXT MEETING**

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 18th November 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 JULY 2026 ITEM 13 STAFF SALARY RECOMMENDATIONS FOR 2026/27

Members considered a query raised by a member of staff regarding the implementation of the Council's 2026/27 salary recommendations and reviewed the matter in light of the information provided.

RESOLVED

- a) That the salaries of the affected members of staff be amended in accordance with the Committee's decision.
- b) That delegated authority be granted to the Executive Officer to communicate the outcome to the affected employees and implement the necessary payroll changes.
- c) That the process for determining staff salaries be reviewed.
- d) That the Executive Officer prepare costed options for consideration by a Salary Review Working Group comprising all members of the Establishment Committee.
- e) That the Salary Review Working Group meet prior to the commencement of the 2027/28 budget-setting process.

The meeting closed at 8.45pm.

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