



# Bracknell Town Council

## Staffing Committee Tuesday, September 5, 2023

Dear Councillors,

All Bracknell Town Councillors are summoned to attend this **Staffing Committee** in the **Council Chamber** on the **Tuesday, September 5, 2023 at 19:30 - 20:30**. Please note that this is a face-to-face meeting and if Councillors attend virtually this will not be counted as attendance and they will not be able to vote.

The meeting is open to the press and the public, who may join either in person or virtually.

Yours sincerely,

*Jackie Burgess*

Jackie Burgess  
Town Clerk

### Agenda

#### **S37 / 23 - Attendance**

To receive apologies, substitutions. and requests for co-option

#### **S38 / 23 - Declarations of Interest**

- 2.1 To receive declarations of interest from Councillors on items on the agenda
- 2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)
- 2.3 To grant any requests for dispensation as appropriate

Confidential Business

*To move that in view of the confidential nature of the business to be transacted, that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, Members of the Press and Public be excluded from the meeting.*

#### **S39 / 23 - Minutes**

To approve as a correct record, the minutes of the last meeting held on 6th June 2023

**Attachments** [2023-06-06 - Staffing Committee - Minutes.pdf](#)



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## S40 / 23 - Matters Arising from the Minutes

To discuss any matters arising from the minutes not otherwise discussed on the agenda

## S41 / 23 - Recruitment

To receive an update on staff recruitment

- Grounds Person

## S42 / 23 - Training

To receive an update on staff training, report to be tabled at the meeting

## S43 / 23 - Staffing Matters

- To receive an update on staffing matters
- Development Plans - two ongoing with one appraisal in September 2023
- To discuss the staff review process and to agree on what Council would like to be achieved
  - This review compares the internal value or work achieved and compares salaries between equal-value jobs with the gender pay gap in mind
  - Would Council prefer to review salaries externally with like-for-like jobs at other Councils

**Attachments** [Salary Review - 3 Step Guide.docx](#)

## S44 / 23 - Absence Report

- To review the staff absence report (to be tabled at the meeting)
- To compare full-time staff against the national sickness average

## S45 / 23 - Appraisals

To discuss management appraisals if applicable including:

- Town Clerk - completed for 2023
- Deputy Town Clerk - due October 2023
- Recreational Facilities Manager - completed for 2023

**Date of the next Meeting: Tuesday 9<sup>th</sup> January 2023 Council Chamber Brooke House**