



Bracknell Town Council

Staffing Committee Tuesday, September 5, 2023

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| Date | Tuesday, September 5, 2023 |
| Time | 19:30 - 20:45 |
| Location | Council Chamber |
| Present | Councillors Mary Temperton, Guy Gillbe (Sub), Elizabeth Baker, Anna Keen , Cath Thompson |
| Apologies | Roy Bailey |
| Virtual | Simon Carter |
| Officers | Jackie Burgess |

Minutes

S37 / 23 ATTENDANCE To receive apologies, substitutions and requests for co-option
Apologies were received from Cllr Roy Bailey and Councillor Simon Carter attended virtually

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
- There were no declarations of interest

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 The minutes of the last meeting held on 6th June 2023 were proposed by Councillor Mary Temperton and Seconded by Councillor Cath Thompson. All Councillors were in AGREEMENT

S40 / 23 MATTERS ARISING FROM THE MINUTES To discuss any matters arising from the minutes not otherwise discussed on the agenda

S33/23 Retirement of a long standing member of staff

The member of Staff is due to retire in July 2024 after 50 years with the Council. *After meeting note:-* The member of staff has indicated that they do not want a party/event to be held. The Policy for long service awards is as follows:

Leaving / Retiring Awards

The chart below sets out the level of award to be purchased for a Council employee upon their age-related or ill-health related retirement from the Town Council.

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|------------------|--------------------------------------|
| 1 to 4 years | Gift of value £20 |
| 5 to 10 years | Gift of value £50 |
| 11 years onwards | Gift of value £5 per year of service |

Committee to discuss this further in January 2024

S41 / 23 RECRUITMENT To receive an update on staff recruitment

- Grounds Person – a further successful advertisement has been undertaken and we are awaiting references from two possible candidates.
- The Staffing Committee requested that the Town Clerk review the staffing levels with the RFM to ensure there are adequate staff to support taking on two apprentices next year. The Town Clerk reported this would be reviewed as part of the budget setting process.

S42 / 23 TRAINING The database of training was shared at the meeting and the Town Clerk also advised that staff will be undertaking Lone Worker training during the Autumn/Winter.

S43 / 23 STAFFING MATTERS

To receive an update on staffing matters:

- The Deputy Town Clerk is now fully back at work and has settled back into her role, she has indicated that she wishes to expand her responsibilities. NOTED
- Development Plans - two ongoing with one appraisal scheduled for September 2023
- To discuss the staff review process and to agree on what the Council would like to be achieved. Following a discussion the Town Clerk was instructed to carry out a comparison exercise for the Grounds and Pavilion staff comparing their salaries and financial and non-financial benefits against other Councils and the private sector
- The Town Clerk requested permission to take an extended holiday during Easter/Spring 2024 – The committee discussed the matter and instructed the Town Clerk to put together a Strategic Contingency Plan and send it to the Committee so that they can make a decision

S44 / 23 ABSENCE REPORT

The Town Clerk tabled a report showing the full-time staff absences as a percentage against the national average. Whilst the % was higher than the national average one member of staff had time off recovering from surgery and this affected the figures. The Town Clerk is to expand the exercise to include part-time staff as well and bring the results to the next meeting.

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
- The Chairman of the Staffing Committee offered to sit in on the DTC and RFM's appraisal going forward

Date of the next Meeting: 9th January 2024 6.30 pm Council Chamber Brooke House

Signed:

Date: