



# Bracknell Town Council

## Staffing Committee Tuesday April 16 2024

Dear Councillors,

All Bracknell Town Councillors are summoned to attend this **Staffing Committee** in the **Council Chamber** on the **Tuesday April 16 2024** at **18:30 - 19:30**.

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.

Yours sincerely,

*Jackie Burgess*

Jackie Burgess  
Town Clerk

## AGENDA

### **S10 / 24 - Attendance**

To receive apologies, substitutions and requests for co-option

### **S11 / 24 - 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.*

### **S12 / 24 - Minutes**

To approve as a correct record, the minutes of the last meeting held on 9th January 2024

Attachments

[2024-01-09 - Staffing Committee - Minutes.docx](#)

## **S13 / 24 - Matters Arising from the Minutes**

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

- New Staff Member

## **S14 / 24 - Staffing Matters**

Please see attached report

1. Retirement
2. Appraisals

## **S15 / 24 - Recruitment**

Please see report detailing the current recruitment/s

1. Fixed Term Contract
2. 30 hour Contract
3. Full time Contract

Attachments

[Job Advert Poster - FTC Pavilion Assistant.pdf](#)

[Recruitment Poster - Permanent Pavilion Assistant.pdf](#)

[Recruitment - Tractor.pdf](#)

## **S16 / 24 - Training**

To receive an update on staff training

Attachments

[Training Taken Dec 2023 - March 2024.pdf](#)

[Highspeed Training Booked But Not Completed As At 09.04.2024.pdf](#)

## **S17 / 24 - Absence**

To Note the absence report for Q3 and Q4 and the cumulative total for the year 2023-2024. Also attached is the attendance bonus report.

Attachments

[Q3 - Q4 23-24 Sickness Report - Taken to 16.04.2024 Staffing Meeting.pdf](#)

[Attendance Bonus 2023 -2024.pdf](#)

## **S18 / 24 - Appraisals**

To discuss management appraisals, please see report.

- Assistant Recreational Facilities Manager
- Recreational Facilities Manager
- Town Clerk

## **S19 / 24 - Date of next Meeting**

The next Staffing Committee meeting will be held on 6th June 2024 at 6.30pm in the Council Chamber Brooke House

**Date of the next Meeting: 6<sup>th</sup> June 2024 6.30pm Council Chamber Brooke House**