



Bracknell Town Council

Staffing Committee Tuesday, April 16, 2024

Date **Tuesday, April 16, 2024**
Time **18:30 - 19:30**
Location **Council Chamber**
Present **Anna Keen, Mary Temperton, Elizabeth Baker, Roy Bailey, Cath Thompson, Simon Carter**

Officers Jackie Burgess

Minutes

S10 ATTENDANCE To receive apologies, substitutions and requests for co-option
/ 24 Apologies were received from Cllr Simon Carter for being late to the meeting

S11 DECLARATIONS OF INTEREST
/ 24 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
None Were received

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 MINUTES To approve as a correct record, the minutes of the last meeting held on 9th
/ 24 January 2024
Officers were thanked for the comprehensive review of all staff salaries and responsibilities

S13 MATTERS ARISING FROM THE MINUTES To discuss any matters arising from the minutes
/ 24 not otherwise discussed on the agenda

- New Staff Member The new grounds team member has completed his six months' probation. The Staff member is keen to learn new skills and happy to under take training. NOTED

S14 STAFFING MATTERS

/ 24

1. Paul Jacobs is retiring on 29th July 2024 when he will have completed 50 years and one day. The Town Clerk has discussed various options for a leaving party but he is adamant that he does not want a fuss. He just wants to finish his last day and leave quietly. The Town Clerk will arrange a large card for everyone to sign and organise a gift as per the retirement policy.
2. Trevor Holden is retiring on 31st January 2025 and will have completed 23 years with Bracknell Town Council at that point. As above the Town Clerk will make arrangements as per the retirement policy. The Town Council is currently advertising this role in order to allow time for knowledge and experience of our sites to be shared.
3. Appraisals – All the appraisals for the Grounds Team have now been completed. The appraisal process also considered sickness levels as part of the scoring process. 5 staff have been awarded an increase of one scale point and one member of staff has been put on a performance review. Work will continue now on getting the last of the Office/management appraisals completed.

NOTED

S15 RECRUITMENT

/ 24

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

The Staffing Committee reviewed the three jobs that are currently/recently been/being advertised. The fixed term contract will cover Saturday and Sundays at Jocks Lane during the summer months – a really good response was received and two people have been offered one day each and are currently undertaking training. 30 hour contract will cover Great Hollands Monday to Friday 12-6 in the summer and 11-5 in the winter with other staff supporting the longer hours in the summer. It is hoped this will encourage year round use of Great Hollands facilities. Interviews are being held next week. Tractor Driver Full Time Contract. The job has been advertised early so that we have time to train fully on the machines and location of all of the sites. It is encouraging that we are now getting a good selection of applicants, The Town Clerk praised the DTC for her work on the adverts for the recruitment. NOTED

S16 TRAINING To receive an update on staff training. The Committee were pleased to **NOTE** the variety of training that is being offered to all Staff.

S17 ABSENCE To Note the absence report for Q3 and Q4 and the cumulative total for the year **/ 24** 2023-2024. Also attached is the attendance bonus report. The Committee reviewed the absence report and asked questions about what is reported to RIDDOR and when. All of our machinery that is subject to hand/arm vibration is tested yearly and each member of staff has a book where they record the machinery used and how long for. The Town Clerk

updated the Committee on other members of staff who had been off over the last two quarters. The Grounds team have had a bit of a shuffle round, some members have not been best pleased but hopefully this will resolve itself. All staff are reminded about the support systems in place at least once a year, with information sent to their home address and posters are put up in the rest rooms. The Attendance bonus is for all staff (prorated for part time staff). There followed a discussion on the pros and cons of the attendance bonus. Bracknell Town Council is careful not to discriminate against anyone and keeps very clear records of sickness. The discussion moved on to Legal and HR support for the Town Clerk so that we can examine these items more closely. The Town Clerk shared with the Committee quotations received to offer HR support to the Town Council. The Town Clerk was instructed to discuss this with Bracknell Forest Council to see if a SLA could be set up between the two Council for HR and employment law support. This item to be added to the next agenda for a full discussion

S18 APPRAISALS the Committee NOTED the three appraisals to be completed – these will be carried out as soon as possible around pre booked holidays.

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

S19 DATE OF NEXT MEETING The next Staffing Committee meeting will be held on 6th June / 24 2024 at 6.30pm in the Council Chamber Brooke House

Date of the next Meeting: 6th June 2024 7.30 pm Council Chamber Brooke House

Sign:

Date: