



Bracknell Town Council
Staffing Committee Meeting
Tuesday 18th June 2024
6.30pm Council Chamber, Brooke House

AGENDA

S24 / 24 ATTENDANCE

To receive apologies, substitutions and requests for co-option

S25 / 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.

S26 / 24 MINUTES

To approve as a correct record, the minutes of the last meeting held on 16th April and 14th May 2024

S27 / 24 MATTERS ARISING FROM THE MINUTES

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

S28 / 24 STAFFING MATTERS

Please see attached report

1. HR Support - to receive an update at the meeting and to discuss options
2. Grievances - to receive a report at the meeting
3. Christmas Meal - To discuss the staff Christmas Meal
4. Appraisals - to note that all Office Team, Sites Team and Pavilion Team appraisals have taken place

S29 / 24 RECRUITMENT

Please see report detailing the current recruitment/s

1. 30 hour Contract Great Hollands - Interviews were successful and the role was filled. This is proving to be successful so far and the employee is undergoing further training.
2. Full time Contract Tractor Driver - The role has been offered to an applicant and Officers are awaiting references.

S30 / 24 TRAINING

1. To receive an update on staff training
2. To review a request for training - report attached

S31 / 24 ABSENCE

To note the absence report for Q1 and Q2 and the cumulative total for the year 2024-25

S32 / 24 APPRAISALS

To note that the following management appraisals are to be arranged with the Chair of the Staffing Committee in attendance:

- Recreational Facilities Manager
- Town Clerk

To note that the Assistant Recreational Facilities Manager's appraisal has taken place

S33 / 24 DATE OF NEXT MEETING

The next Staffing Committee meeting will be held on 10th September 2024 at 6.30pm in the Council Chamber Brooke House