



# Bracknell Town Council

## Staffing Tuesday, June 18, 2024

Date **Tuesday, June 18, 2024**  
Time **18:30 - 19:20**  
Location **Council Chamber Brooke House**  
Present Cllrs: Simon Carter, Guy Gillbe (Sub) **Anna Keen**, Cath Thompson, Naheed Ejaz (Sub)  
Apologies Cllrs Elizabeth Baker, Roy Bailey, Mary Temperton  
Officers Jackie Burgess – Town Clerk

## Minutes

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### S24 ATTENDANCE

/ 24 Apologies were received from Cllrs Elizabeth Baker, Roy Bailey and Mary Temperton

### S25 DECLARATIONS OF INTEREST

/ 24 There were no declarations of interest

### S26 MINUTES

/ 24 The minutes of the last meeting held on April 16th and May 14th, 2024, were proposed as a correct record by Cllr Keen and seconded by Cllr Thompson.

**Decision:** The minutes of the meetings held on April 16th and May 14th, 2024, were approved as a correct record.

### S27 MATTERS ARISING FROM THE MINUTES

/ 24 There were no matters arising from the minutes not already included in the Agenda

### S28 STAFFING MATTERS

/ 24 **HR Support** An update was provided on HR support, and it was reported that a draft service level agreement (SLA) from BFC is still pending. A follow-up email from the Chair of the Staffing Committee was suggested to expedite the process.

**Grievance proceedings.** The Chair of the Staffing Committee gave an update/overview of the recent grievance hearing and the outcome. A mediation meeting is being arranged between the employee and his Line Manager and the TC is looking in to training on “behaviours at Work – understanding the unacceptable” and further management support. The low utilization of union representation among Council Employees was mentioned, Bracknell Town Council supports the use of Unions and this is mentioned in the employees contracts.

**Staff meal.** The staff Christmas meal was discussed, with some staff expressing a desire for a more upscale venue. However, concerns were raised about affordability and fairness. A discussion regarding the appropriateness of using public funds for the staff Christmas meal took place. While some concerns were raised, the decision was made to continue funding the meal as in previous years, considering it an investment in staff well-being and team building. The decision was made to continue funding the Christmas meal for all staff (at the same level as before) as this is more of a team building exercise rather than a Christmas meal and shows good investment in our staff.

**Appraisals.** It was noted that appraisals for the office team, sites team, and Pavilion Team have taken place. The appraisals for the recreational facilities manager and Town Clerk are pending and will be scheduled.

**Decision:** The Staff meal will be funded economically as in previous years.

**Task:** the Chair of the Staffing Committee to send a follow-up email to expedite the process of the draft service level agreement (SLA) with BFC

**Task:** Arrange mediation between the employee and the line manager to improve their working relationship.

**Task:** Schedule appraisals for the Recreational Facilities Manager and Town Clerk.

## **S29 RECRUITMENT**

**/ 24**

The recruitment status for two positions was discussed. The 30-hour contract for Great Hollands Pavilion Staff was successfully filled and the new employee has been performing well and bringing new ideas to the role. The full-time contract for the Tractor Driver role was offered to an applicant who demonstrated exceptional skills during the interview process. The start date was requested to be postponed until the first week of September to accommodate the applicant's current employment commitments. This was agreed as it fits in well with BTC's schedule.

**Decision:** The start date for the full-time contract for the Tractor Driver role will be postponed until the first week of September.

## **S30 TRAINING**

**/ 24**

An update on staff training was provided, including a detailed list of training courses completed by various staff members. The Committee were pleased to see the variety of courses and employees undertaking them.

A request for training was also discussed. The course in question is a two-year program that would be beneficial for the professional development of the DTC. The high cost of the course was acknowledged, and the suggestion of offering the training with the condition that the individual stays with the council for a certain period of time was made. The Town Clerk to offer the DTC that BTC will fully fund the course if they will commit to staying at the Council for two years following the completion of the course, a % of the cost to be repaid if they leave within this time. Additionally the DTC will be offered 2 paid working days per month to focus on the course. The DTC to discuss with the TC if they are having any issues completing the course work within this time frame. AGREED

**Decision:** The Training to be offered to the Deputy Town Clerk with the above conditions.

**S31 ABSENCE**

**/ 24** The absence report for Q1 and Q2, as well as the cumulative total for the year 2024-25, was noted. Any Staff returning after a lengthy absence will be offered a Occupational Health review.

**S32 APPRAISALS**

**/ 24** Arrangements for management appraisals were discussed. The appraisals for the Recreational Facilities Manager and Town Clerk are to be scheduled, with the chair of the Staffing Committee in attendance. It was noted that the Assistant Recreational Facilities Manager's appraisal has already taken place.

**Task:** The Chair of the Staffing Committee to send dates to the Town Clerk

**S33 DATE OF NEXT MEETING**

**/ 24** The date of the next Staffing Committee meeting was set for **10<sup>th</sup> September 2024, at 6:30 pm** in the Council Chamber at Brooke House.

**Decision:** The next Staffing Committee meeting will be held on September 10th, 2024, at 6:30 pm in the Council Chamber at Brooke House.