



Bracknell Town Council

Staffing Tuesday, September 10, 2024

Date	Tuesday, September 10, 2024
Time	18:30 - 19:30
Location	Council Chamber Brooke House
Present	Cllrs: Roy Bailey, Elizabeth Baker, Anna Keen, Donna Sidebotham (Sub), Mary Temperton
Apologies	Cllrs Simon Carter and Cath Thompson
Officers	Jackie Burgess Town Clerk

Minutes

S34 ATTENDANCE Apologies were received from Councillors Simon Carter and Cath Thompson
/ 24

S35 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

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.

S36 MINUTES The minutes of the meeting held on 18th June 2024 were proposed by Councillor
/ 24 Anna Keen and seconded by Councillor Roy Bailey. All Councillors agreed

S37 MATTERS ARISING FROM THE MINUTES The Town Clerk confirmed her extended holiday
/ 24 would be over the Christmas Holiday and that Staff would be in place to cover any emergencies NOTED

S38 HR SUPPORT The Committee reviewed the Two SLA received regarding the HR support BTC
/ 24 requires. This review was undertaken as Employment Law is always being updated and Bracknell Town Council need to make sure they stay up to date. This will also give the Town Clerk support when dealing with complex staffing issues. At the moment the Town Clerk receives ad hoc support from BFC but this needs to be formalized. The Committee reviewed the information provided and whilst the total costs were not dissimilar one company offers far more support which includes training which is currently paid for at a saving of £1,674 per year as well as full support for Health and Safety and a review of all our

current polices. The Staffing Committee recommended to Full Council that Bracknell Town Council take up a SLA with Bright HR as per the attached papers Councillor Keen put the proposal to the Committee, this was seconded by Cllr Temperton will all in AGREEMENT

S39 RECRUITMENT To receive an update on staff recruitment
/ 24

- Tractor Driver – the new tractor driver started on 3rd September 2024 following a successful recruitment programme
- Grounds Person – 8 applicants were invited to interview on Friday 13th September at the current time 4 have accepted the invite.
- Town Centre Events Manager – The Town Clerk shared the job description for the Town Centre Events Manager currently employed by BFC, BFC have approached BTC to see if there was any interest in jointly funding this role. Following a discussion the Staffing Committee agreed that this joint role would not fit the remit of Bracknell Town Council and they would recommend BTC continuing to offer ad hoc support of events where possible. There might be a role for an events organiser at BTC to help manage events and support the Town Clerk and DTC with projects

S40 TRAINING To receive an update on staff training
/ 24

- DTC has booked onto the Community Governance Level 4 qualification and thanked the committee for the opportunity
- The Town Clerk and RFM have also signed up for a leadership and Management course which will be completed over the next six months.
- The Committee reviewed the training and was pleased at the variety of courses and staff that had undertaken them
- The Town Clerk was asked if there had been a change to staff since undergoing training. The TC said that the younger members of staff absorbed the Health and Safety courses and that the outcome of this was that they were making the team as a whole much more aware. The Staff see the training as an investment in them, we do have to bear in mind that most of the courses now are online which causes some stress points but with the right support they are starting to take the training on board.
- The RFM is very supportive of the how the team like to do the courses and has brought in tool box talks so that training can be shared.

S41 HEALTH AND SAFETY To receive an update on health and safety matters
/ 24

- Health assessment for Grounds Staff – this is something that the RFM would like to bring in – We have the HAV's (Hand Arm Vibration) recording in place and all of our equipment has been tested. However, it is also recommended that you carry out a Health Assessment on staff who use equipment that vibrates. The result of the Health Assessment will be to promote best practice. Committee recommended that we put a form out to all the involved staff to get them to sign up for the

assessment before booking. It was unanimously AGREED to carry out the health Assessment, but first to get staff to sign a form agreeing.

S42 STAFFING MATTERS To receive an update on staffing matters

/ 24

- Grievance Conclusion. The Chairman of the Staffing Committee gave an up date on the two grievances that had recently been concluded. The procedures were all followed and separate meetings were held with members of staff that had been mentioned in the grievance. The conclusion was that there was no evidence to uphold the grievances.
- The TC was asked to look into whether there would be an opportunity to leave the NJC and have our own Absence procedures.

S43 ABSENCE REPORT the report was reviewed. The Town Clerks was asked to investigate if

/ 24 there any annual statistics for comparing manual workers and also to show a monthly and yearly average

S44 APPRAISALS To discuss management appraisals completed :

/ 24

- Town Clerk – The Chairman of the Staffing Committee gave a review of the recent appraisal, feed back was also received from the DTC as part of the appraisal. The Town Clerk was thanked for her support over the last year and all the work she does for BTC. The Chair of the Staffing Committee recommended a scale point increase. This was seconded by Councillor Temperton and all Councillors were in APPROVAL.
- Recreational Facilities Manager - To Chair of the Staffing Committee gave a review of the recent appraisal carried out for the RFM by herself and the TC with feed back also received from the DTC. The recommendation following the appraisal is some changes to the RFM's job description as detailed in the papers sent to you and also a scale point increase to reflect his progress. The RFM now has an office within Brooke House which is working well. Councillor Keen proposed approval of the above and this was seconded by Councillor Baker with all Councillors in APPROVAL

The Chairman finished the meeting with an endorsement from the Committee on how well the Summer of Fun events at Great Hollands and Braybrooke were managed.

**Date of the next Meeting: 19th November 2024 6.30 pm
Council Chamber Brooke House**

Sign:

Date: