



# Bracknell Town Council

Staffing Committee Tuesday 19<sup>th</sup> November 2024

Dear Councillors,

All members of the Staffing Committee are summoned to attend this **Staffing Meeting** in the **Council Chamber at Brooke House** on the **Tuesday 19<sup>th</sup> November 2024** from **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.

The meeting is open to the press and the public, who may join either in person or virtually.

Yours sincerely,

*Jackie Burgess*

Jackie Burgess  
Town Clerk

## AGENDA

### **S45 / 24 - Attendance**

To receive apologies, substitutions, and requests for co-option

### **S46 / 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.*

### **S47 / 24 - Minutes**

To approve as a correct record, the minutes of the last meeting held on 10th September 2024

Attachments

[2024-09-10 - Staffing - Minutes.pdf](#)

### **S48 / 24 - Matters Arising from the Minutes**

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

### **S49 / 24 - Recruitment**

To receive an update on staff recruitment

### **S50 / 24 - Training**

To review the list of training that is scheduled for Staff

Attachments

[Training - YTD.pdf](#)

### **S51 / 24 - Health and Safety**

- We are now all signed up with Bright HR and will be working with them to review all of our Health and Safety policies and risk assessments over the next few months.
- To update the Committee on recent events.

### **S52 / 24 - Staffing Matters**

To receive an update on staffing matters from the Town Clerk

- Update following outcome of Grievance
- Update on recent recruitment exercise
- Update the Committee on the final pay award from LGA which was implemented in October and back dated to 1st April 2024 for all staff

## **S53 / 24 - Absence Report**

To review the staff absence report.

*This is the website we have used when making reference to the National Average. There isn't a specific comparison to manual workers, but figure 8 on the link below shows different occupations and their sickness absence rate.*

[Sickness absence in the UK labour market - Office for National Statistics](#)

### Attachments

[Staff Sickness \(Reason for Absence\) - August, September October.pdf](#)

[BTC Sickness v National Average - August, September October.pdf](#)

## **S54 / 24 - Appraisals**

To discuss management appraisals if applicable including:

- Deputy Town Clerk - to take place in March 2025

**Date of the next Meeting: 21<sup>st</sup> January 2024 at 6.30pm in the Council Chamber at Brooke House**

