



Bracknell Town Council

Staffing Committee

Date 06/06/2023
Time 18:30 - 19:30
Location Council Chamber
Required Cllrs: Anna Keen, Elizabeth Mary Baker, Simon Carter, Roy Bailey, Cath Thompson, Mary Temperton
Substitutes Cllrs: Donna Sidebotham, Guy Gillbe, Helen Purnell

Agenda

S26 / 23 - Attendance

For Information

To receive apologies, substitutions and requests for co-option

S27 / 23 - Declarations of Interest

For Information

- 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.

S28 / 23 - Minutes

For Decision

To approve as a correct record, the minutes of the last meeting held on 7th March 2023 and 16th May 2023

S29 / 23 - Matters Arising from the Minutes

For Discussion

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

S30 / 23 - Terms of Reference

To review the Terms of Reference and to recommend to Full Council once updated

S31 / 23 - Recruitment

For Discussion

To receive an update on staff recruitment

- Casual Pavilion Assistant
- Grounds Person
- Promotion of Grounds Staff to Foreman

S32 / 23 - Training*For Discussion*

To receive an update on staff training

S33 / 23 - Staffing Matters*For Discussion*

To receive an update on staffing matters

- To discuss celebration of member of staff with 50 years of service in July 2024

S34 / 23 - Absence Report*For Discussion*

To review the staff absence report

S35 / 23 - Appraisals*For Discussion*

To discuss management appraisals if applicable including:

- Town Clerk - to discuss the outcome of the Clerk's appraisal
- Deputy Town Clerk - to be done late Summer once back in post for a few months
- Recreational Facilities Manager - to receive a report from the RFM's appraisal
- Development Plans are still ongoing for two members of staff

S36 / 23 - Date of Next Meeting*For Information*

To note the next meeting of the Staffing Committee is 5th September 2023 at 7.30 pm in the Council Chamber at Brooke House