



# Bracknell Town Council

## Staffing Committee Tuesday, 9<sup>th</sup> January, 2024

Date	Tuesday, 9 <sup>th</sup> January, 2024
Time	18:30 - 19:30
Location	Council Chamber
Present	Councillors:- Elizabeth Baker, Simon Carter, <b>Anna Keen</b> , Cath Thompson.
Apologies	Councillor Roy Bailey and Mary Temperton.
Officers	Jackie Burgess

### Minutes

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**S1 / 24 ATTENDANCE** To receive apologies, substitutions. and requests for co-option.  
Apologies were received from Councillors Roy Bailey and Councillor Mary Temperton.

**S2 / 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

There were no declarations of interest.

### 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.*

**S3 / 24 MINUTES** The minutes of the last meeting held on 5th of September 2023 were approved as a correct record

**S4 / 24 MATTERS ARISING FROM THE MINUTES** To discuss any matters arising from the minutes not otherwise discussed on the agenda

A new member of the Grounds team has successful been recruited and is on a six month probation NOTED

**S5 / 24 Staffing Matters** To receive an update on staffing matters

- Development Plan for one member of staff has been concluded with a positive outcome NOTED
- Staff Review - The staff salaries were reviewed based on a three step valuation (equal value) of the job roles within the organisation. The Committee reviewed

the documentation provided which showed how the process had been completed, how the bench marking had been completed and the summary of the outcome. The summary was reviewed and the Town Clerk detailed the 5 members of staff where there was a discrepancy and the recommendations put forward to adjust this. DTC please see below, One member of staff promoted on a trial basis and this was made permanent at their recent appraisal and their salary now reflects this. One member of staff has recently been promoted and the salary will be adjusted if/when this promotion is reviewed. Two members of staff are new in post and salaries will be adjusted when they complete their training. The Committee approved these changes and the process that was undertaken. APPROVED

- Grounds Team Comparison: The Grounds Team salaries were compared to other similar roles at other Councils as well as private Companies. The comparisons were reviewed and the Committee were happy that the Grounds Staff are equally paid especially with the benefits they received. The RFM to share the outcome with staff. AGREED
- To receive an update on potential retirements and recruitment. Committee reviewed the report and were happy with the proposed plans the Town Clerk has put in place. Committee Agreed on the plans for the retirement of a long standing member of Staff in July 2024 and requested that the Town Clerk see if there is enough information to be able to put a scrap book together of their time at BTC. Councillors will put the member of staff forward for a Pride of Bracknell Award.

**S6 / 24 APPRAISALS** To discuss management appraisals:

- Town Clerk – The Town Clerk to complete the same exercise as completed for the DTC and share this with the Chairman of the Staffing Committee. A meeting to be arranged by the Chair of the Staffing Committee for late March 2024
- Deputy Town Clerk – The DTC appraisal was completed in December with the Town Clerk and Chair of the Staffing Committee in attendance. The Committee reviewed the outcome of the Appraisal and the equal value/salary review and agreed that the DTC salary no longer reflects the qualifications completed and where they sit within the staffing structure of BTC. The Staffing Committee approved adjusting the DTC pay scale to reflect their work, qualifications , responsibilities as well as bringing them in line with other comparable roles. APPROVED
- Recreational Facilities Manager – The RFM appraisal will be carried out in April 2024 with the Chair of the Staffing Committee and the Town Clerk. The Chair of the staffing Committee to send over some suitable dates to the Town Clerk.

**S7 / 24 TRAINING** The Staffing Committee NOTED the training completed by Staff

**S8 / 24 ABSENCE REPORT** The Staffing Committee reviewed the Absence report and thanked the Officers for including the part time staff and including the % against the national average.

**Date of the next Meeting: 16<sup>th</sup> April 2024 6.30 pm Council Chamber Brooke House**

Sign:

Date: