



# Bracknell Town Council

## Staffing Tuesday, January 21, 2025

Date	Tuesday, January 21, 2025
Time	18:30 - 19:30
Location	Council Chamber Brooke House
Present	Cllrs: Anna Keen, Elizabeth Baker, Ellen Mac Hale (Sub), Cath Thompson, Jenny Penfold (Sub), Donna Sidebotham (Sub),
Apologies	Cllrs Mary Temperton, Roy Bailey, Simon Carter.
Officers	Jackie Burgess – Town Clerk

## Minutes

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### S55 ATTENDANCE

/ 25 Apologies were received from Councillor Roy Bailey, Councillor Simon Carter, and Councillor Mary Temperton. Substitutes were thanked for their attendance. There were no requests for co-option, and the meeting proceeded without further attendance-related issues.

### S56 DECLARATIONS OF INTEREST

/ 25 The Chair asked if there were any declarations of interest concerning the items on the agenda. No declarations of interest were made, and there were no requests for dispensations for disclosable pecuniary interests. It was noted that no members of the public or press were present.

### S57 MINUTES

/ 25 The minutes of the previous meeting held on 19th November 2024 were reviewed. The Chair asked for any corrections or points to be raised from the minutes, none were mentioned. The Chair of the meeting, Councillor Anna Keen presented the minutes as a true record and Councillor Donna Sidebotham seconded, all Councillors were in agreement.

**Decision:** The minutes of the previous meeting held on 19th November 2024 were approved as a correct record.

### S58 MATTERS ARISING FROM THE MINUTES

/ 25 There were no matters arising from the minutes that were not already covered on the agenda. The meeting moved on to the next agenda item without further discussion on this point.

### S59 TRAINING

/ 25 The Town Clerk provided an overview of the training already taken / scheduled for staff. One member of staff had completed a driver training course after having had some issues. The training was conducted on-site using the company's largest vehicle, and the member of staff showed significant improvement in their driving skills and dynamic risk assessments following the training that they were given the all-clear to resume driving all BTC vehicles.

The Deputy Town Clerk has started preparing for her Level 4 qualification, which is a mix of online and in-person training. The course is intensive, and she has been allocated two days a month to work on it during work hours. The Town Clerk will monitor.

Additionally, chainsaw training is being arranged for two of the grounds team members.

The team is also undergoing health surveillance for Hand-Arm Vibration (HAV) , with a health assessment scheduled for Friday. This assessment will establish a baseline for future monitoring. The Chair emphasised the importance of health and safety training. It was noted that some staff were less engaged with training. Efforts are being made to address this and ensure all staff are adequately trained.

#### **S60 RECRUITMENT**

**/ 25**

The Town Clerk provided updates on various recruitment efforts.

- The grounds person recruitment was postponed allowing for a re-evaluation of skills and gaps within the team.
- Office team recruitment for a part-time project support role will commence in April, aiming to recruit someone who can work around school hours.
- The sites team is considering recruiting an additional environment warden to cover weekends, and this proposal will be presented later in the year.
- The cemetery caretaker position needs to be filled urgently as the current caretaker is moving up north. The Town Clerk plans to survey the house before advertising the job, potentially looking for a husband and wife team to maintain the cemetery.

Councillors NOTED this and AGREED with the steps being undertaken

#### **S61 HEALTH AND SAFETY**

**/ 25**

Health and safety updates included the upcoming health surveillance for HAV equipment users.

One member of staff is currently under disciplinary action due to not following health and safety procedures. BTC are currently awaiting a date that their union representative can attend a meeting

The RFM is overseeing the review of all risk assessments and ensuring compliance with health and safety protocols.

#### **S62 STAFFING MATTERS**

**/ 25**

The Town Clerk provided updates on recent staffing matters.

The staff member who was put in a grievance which was not upheld in June has returned to work on a phased basis after an occupational health review and mediation process. The mediation was conducted via Teams and supported by BrightHR and resulted in a positive outcome, with the staff member now working well with his colleagues. The Town Clerk and RFM are overseeing his phased return and monitoring his progress.

Plans for a staff meal as a team-building exercise are underway, with quotes being gathered from local restaurants.

Bright HR has been instrumental in providing legal and procedural support for various staffing issues, proving to be a valuable resource for the organisation.

**S63 ABSENCE REPORT**

**/ 25** The staff absence report was reviewed, comparing absence levels for 2021, 2022, 2023, and 2024. Long-term absences significantly impacted the overall figures, but when these are excluded, the absence levels are closer to the national average. Individual cases were reviewed with no major concerns at this point.

**S64 APPRAISALS**

**/ 25** Management appraisals are scheduled for March 2025, including the Deputy Town Clerk, office team, sites team, and pavilion team. The appraisal process has been refined based on staff feedback, particularly from the pavilion staff who were uncomfortable with the 1-5 grading system. The Town Clerk and Deputy Town Clerk will review the feedback and consider adjustments to the process. The appraisal process is designed to be positive and developmental, focusing on job performance and opportunities for growth. The Chair will participate in appraisals for key staff members to ensure consistency and support.

**Date of the next Meeting: 22<sup>nd</sup> April 2025 6.30 pm Council Chamber Brooke House**

Sign:

Date: