

**Kidderminster Town Council
Staffing Committee**

Wednesday 16th June 2021 at 6.00pm

To Councillors J. Smith (Chairman), R. Bishop, H. Dyke, J. Phillips and S. Rook

A meeting of the **Staffing Committee** will be held on **Wednesday 16th June 2021 at 6.00pm in the Corn Exchange, Town Hall** for the transaction of the business detailed below:



Tony Beirne
Town Clerk

AGENDA

Public		
item	subject	page
1.	Apologies	
2.	Minutes of the meeting held on 17 th February 2021 (attached)	3
3.	Declarations of Interest	
4.	Staffing Budget Overview (attached)	7
5.	Town Clerk's Work Programme (attached)	11
6.	Town Councillors Training Opportunities (attached)	15
7.	Town Hall Apprentice (attached)	17
8.	Christmas Opening (attached)	21
9.	Exclusion of the Press and Public To consider passing the following resolution: "That, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of "confidential information" or "exempt information" as defined in the standing orders."	
Confidential		
10.	Staff Salaries Update – for information	

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KIDDERMINSTER TOWN COUNCIL
MINUTES OF THE STAFFING COMMITTEE

Virtual meeting held at 6.00pm on Wednesday 17th February 2021

Present: Councillors H. Dyke (Chairman), R. Bishop, L. Hyde, D. Ross and M. Stooke

S.109 Apologies
None

S.110 Minutes
RESOLVED: - that the minutes of the meeting held on Thursday 17th September 2020 be agreed as a correct record

S.111 Declarations of Interests by Members
None

S.112 Staffing Budget Overview 2020/21
The Town Clerk explained the details of the budget. He said there were commitments on the Civic Budget regarding gowns and civic badges which amounted to approximately £8K which was within the budget available. He also said that overall the current expenditure was within the expected parameters.
RESOLVED:- that the budget overview be noted

S.113 Staffing Budget Estimates 2020/21
The Town Clerk emphasised the budget plan for 2021/22 was estimated and would be reviewed once the position on the pandemic becomes clearer later in the year.
RESOLVED: - that the budget estimates for 2021/22 be agreed.

S.114 Exclusion of the Press and Public
RESOLVED: - that, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the disclosure of categories 1, 2 and 3 of “exempt information” as defined in the appendix to the standing orders.

S.115 Parks Transfer – Legal Support
The Committee considered the options for providing the legal support needed to agree the transfer of the parks. The Committee also noted that, in order to deliver the new service agreements as quickly as possible, the Town Council had delegated this decision to the Staffing Committee (minute C595iii refers). After discussion it was
RESOLVED: - that the Town Clerk seek 3 independent quotes for the legal work needed to complete the transfer of the parks and to report the outcome to the next Town Council meeting in March 2021 for decision

S.116 Parks Transfer – Client Officer
The Committee considered the scope and scale of the role needed to

- i. integrate the new parks services
- ii. amalgamate the current public realm services with the parks services
- iii. integrate any future services the Town Council may take on
- iv. develop and deliver a medium to longer term vision for the Town Council to deliver and develop these services

The Committee also noted the cost of recruiting an appropriately qualified officer could be upto £50K, with on costs and that any additional costs over the £40K allocation can be met from reserves.
The Committee were concerned that no appointment should be made until the Town

Council has formally agreed the transfer.

The Town Clerk indicated that the date for final consideration of the formal

agreement was intended to be the Town Council meeting in July 2021 Council.

While the Committee agreed the scope and salary range of the proposed post they did not like the intended job title and asked the Town Clerk for that to be reconsidered.

After further consideration it was

RESOLVED: - that the Committee agree

- i. the addition of the 'Client Officer' post to the staffing establishment subject to the Town Council's formal agreement to take on the parks service
- ii. the post be appointed on salary scale LC3 (33 to 41) and to include the 'Smart Pension' offer
- iii. that the Town Clerk liaise with the Chairman on the final job title, the recruitment process and timetable (to include a Member Panel) subject to i above

S.117 Salaries Overview 2020/21 and 20/21/22

The Committee noted that the overall salary savings for 2020/21 were in the region of £33K and the estimated savings for 2021/22 (on the 2020/21 base) were £55K.

The Town Clerk stated that as business recovered from the pandemic there will be a need to review the staffing establishment and some of the savings may need to be reinvested in new staffing capacity.

RESOLVED: - that the Committee note the update

S.118 HR Advice for the Town Council

The Committee expressed the view that the Town Council should review its current HR support to ensure all potential staffing risks were being managed.

In the discussion that followed the Committee supported the proposal to seek to 'grow its own' professional services. Specifically, financial, legal and HR.

The Town Clerk stated that the organisation was not currently large enough either financially or through staff numbers (6 officers worked for the Town Council of which 3 were part time) to warrant fulltime legal and financial support. However, with HR there was an opportunity to retain the current apprentice and develop the role to be the HR assistant for the Town Council; to grow the role internally.

The Town Clerk also stated that with the pandemic implications it was not practicable to take on another apprentice at present but that this situation should be reviewed in December 2021 when, hopefully, the pandemic had abated.

He also stated that as it was not feasible to recruit a new apprentice and with the reduced smaller officer numbers the apprentice was now a critical member of the Town Council officer team.

In considering the proposals, the Committee wanted assurances that the appropriate support would be in place for the HR Assistant post. The Town Clerk said that with the professional training, the support offered through that training and putting a mentor in place, the HR Assistant would have the appropriate support.

While the Committee expressed their support, they also felt that as part of the process the Town Council should review its external HR Advice to ensure there is support in place to assist the HR Assistant, if needed, and to manage any potential risks around major HR implications the organisation might face.

After further discussion it was

RESOLVED: - that the Committee

- i. defer consideration of appointing a new apprentice until December 2021
- ii. retain the current apprentice as the Assistant HR Officer
- iii. agree the new HR Assistant post includes the relevant training package and appropriate retention clauses

- iv. agree the Town Council seek new external HR Advice from August 2021 to provide any support/mentoring to the HR Assistant and to the Town Council on any major HR issues.

The meeting ended at 7.12pm

Chairman

Date

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Staffing Committee Wednesday 16th June 2021

Staffing Budget Overview

1. Purpose

To give the Committee an overview of the budget position for the Staffing Committee

2. Budget

	Budget Heading	Comment
EMPLOYEE		
a)	Basic Pay Salaries	These all relate to 4 Town Council staff – (Town Clerk, Office Manager, HR Assistant, Mayor's Officer) It should be noted these costs were estimated in January 2021 and will be reviewed in July 2021
b)	National Insurance	
c)	Pension	
d)	Town Crier	Annual Honorarium
e)	Town Mayor's Allowance	Agreed Annual by Town Council
f)	Deputy Mayor's Allowance	
g)	Contingency for Tax & NI	Relate to any tax charges to Town Mayor's/Deputy Mayor's allowance
SUPPLIES & SERVICES		
h)	Training	See separate agenda item
i)	Mayoral Car	New lease car programmed for November 2021
j)	Mayor & Civic	To support costs of delivering civic events such as Remembrance Sunday, Mayor's Sunday etc. and other issues such as robes
k)	Twinning	To cover any costs related to Husum twinning
l)	HR Advice (CALC)	To cover the cost of independent HR advice when needed

3. Town Hall

Also included for information is the Town Hall staffing costs. It should be noted that with the introduction of the Town Hall Trust in September 2021 responsibility for this budget will then be for the newly established Trust.

4. Finance

The detailed costs are attached to this report

5. Risk

There are no strategic risks related to this report

6. Recommendation

The Committee are asked to note the current budget position

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2021/22 Actual to 09/06/21	2021/22 Variance Budget to Actual
	£	£	£
3. STAFFING AND CIVIC BUDGET			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	94,050	16,087	77,963
National Insurance	6,860	1,374	5,486
Pension	6,260	1,415	4,845
Town Crier	500	0	500
Town Mayor's allowance	6,860	7,713	(853)
Deputy Mayor's allowance	2,260	0	2,260
Contingency for Tax/NI	2,000	(4,122)	6,122
SUPPLIES AND SERVICES			
Training	2,000	2,094	(94)
Mayoral Car	4,500	745	3,755
Mayor and Civic Budget	15,000	80	14,920
Twinning	2,500	0	2,500
HR Advice (CALC)	2,000	220	1,780
TOTAL NET EXPENDITURE / (INCOME)	144,790	25,606	119,184

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2021/22 Actual to 09/06/21	2021/22 Variance Budget to Actual
	£	£	£
TOWN HALL STAFFING			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	129,450	16,027	113,423
National Insurance	7,600	1,403	6,197
Pension	15,000	2,550	12,450
HLF Project Support	30,000	8,170	21,831
Honorarium - Town Hall Organist	400	0	400
Staff Car Parking Passes	1,000	0	1,000
Training	4,000	0	4,000
GROSS EXPENDITURE	187,450	28,149	159,301

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Staffing Committee
Wednesday 16th June 2021

Town Clerk's Work Programme

	Item	Detail	timescale	responsible	status
Strategic					
1.	Vision	Facilitate 3 year business plan for Town Council	Post-election 2021	TC & Council	Post-Election May 2021
2.	Representation	Ensure Town Council is represented on strategic developments for the Town	July 2022	TC & Council	
3.	Financial Planning	Work with Councillors to deliver a balanced budget for 2022/23	Jan 2022	TC & Council	
4.	Risk Assessment	Ensure a robust risk assessment policy is in place	July 2021	TC	
5.	Asset Management	Ensure all assets are identified, insured, have a monitoring or work programme in place	July 2021	TC & Services, Town Hall and F&O Cttee	
6.	Corporate Governance	Appropriate policies are in place to ensure Town Council fulfils its obligations (review annually) <ul style="list-style-type: none"> • Complaints • Standing Orders • Asset Register 	July 2021	TC & Council	
7.	Treasury Management Strategy	'Borrowing & Investment Strategy' Review Strategy	July 2021	TC	
8.	Fin Regs/ Standing Orders/Complaints	Ensure up to date policies and procedures are in place Review Annually	July 2021	TC	
9.	Code of Conduct	Ensure Code of Conduct is up to date and available to Councillors Review Annually	July 2021	TC	Achieved
10.	Election	a) Deliver induction programme for new Council b) Ensure all Councillors complete relevant	May 2021	TC	Post-Election May 2021

		declarations			
Administration					
11.	Committees	a) Prepare agendas, reports & minutes for all committees and working groups b) Ensure all Committee agendas/minutes are circulated to all Town Councillors	ongoing		
12.	Town Councillors	Deliver monthly briefing for all Councillors on overview of work of the Council	July 2021 Monthly		
13.	Mayor	Ensure Mayor has the appropriate support	May/November	TC	
14.	Web Site/I.T.	Review Town Hall IT Ensure website is up to date Deliver new contract.	Nov 2021 April 2021 April 2022	TC	
15.	GDPR	Review and development of policies	July 2021		
Staff Management					
16.	Appraisals	Carry out annual & six monthly follow up appraisals	April/October	TC	
17.	Town Clerk's Appraisal	Annual Appraisal 6 month review	March 2022 October 2022	Group Leaders/TC	
18.	Manage staff on a day to day basis	Clear work priorities and work programmes	Weekly	TC	
19.	Staffing Policies	Ensure all relevant staffing policies are in place	October 2021	Staffing	
20.	Staff liaison	Organise annual staff brief with Group Leaders	July 2021	Council Leader	
Financial Management					
21.	Budget	Monitor expenditure and income to ensure proper management of Town Council's finances	Every Council meeting	TC & Council	
22.	Insurance	Ensure policy is up to date and all inclusive Reviewed with Zurich Annually	Agreed policy to April 2024 Internal review March 2022	TC & F&O Cttee	
Facilities Management					
23.	Town Hall	To oversee the management of the Town Hall staff and services	Monthly	TC & TH Cttee	
24.	Town Hall	To oversee the long term development of the Town	Monthly April 21 /March	TC & TH Cttee	

		Hall	22		
25.	Assets	Ensure Assets are monitored, cleaned and protected (insurance)	April 2021	TC	
Audit					
26.	Internal Auditor	Review completed – no actions arising	Sept 2021	TC	
27.	External Auditor	Returns Completed on time – closure letter returned – no actions arising	July 2021	TC	
Grants					
28.	Overview/Policy	Reviewed Annually	July 2021	Finance Cttee TC	
29.	KEF	a) Oversee the administration of the Trust b) To agree a definitive future for the Trust	Quarterly March 2022	TH Cttee TC	
Civic					
30.	Civic Events	Oversee organisation of and delivery of Civic calendar	April/March	TC	
31.	Civic Services	Attend Civic Service, Remembrance Service, Carol Service (Now Events Committee)	As per calendar Full programme back in the diary for 21/22	TC	
32.	Twinning	Oversee the 4 year Twinning Programme	March 2021	TC	
Contracts					
33.	SLA's	To oversee the management of the SLA agreements with WFDC (public services) i. Market Street Toilets ii. St Marys Churchyard and adjacent land iii. Floral displays iv. Allotments Maintenance v. Street Furniture vi. Bus Shelters	Bi-monthly April 2019	TC Council	
34.	SLA's	To oversee the management of the SLA agreements with WFDC	Bi-monthly Notice given	TC Council	

		(support services) i. ICT ii. Finance iii. Legal/Comms	on ICT SLA see target 12		
Services					
35.	KDAA	Act as lead officer for the district partnership	Monthly	Dementia Champion TC	
36.	Lengthsman	Coordinate work programme and payments	March2022	TC/Services	Ongoing

Staffing Committee

Wednesday 16th June 2021

Town Councillor Training Opportunities

1. Purpose

The purpose of this report is to get a view from the Committee on how they would like to structure the training opportunities for Town Councillors

2. Providers

The main provider for training is Worcestershire County Association of Local Councils (CALC). CALC is a not for profit, voluntary member-based organisation, open to all parish and town councils across Worcestershire. It is funded through the parishes.

CALC prides itself on supporting and informing Local Councils and providing professional advice and training to Worcestershire Parish and Town councils, the first tier of local government.

CALC offers direct advice to Councillors & officers and also delivers bespoke training if commissioned.

3. Current Training Programmes

CALC provides a range of programmes for Councillors and Clerks, employing specialist trainers to ensure the best quality training is given. The current offer includes:

a) Roles and Responsibilities

A break-down of the roles of the Clerk, Responsible Finance Officer, the Council and the Chairman. Detailing their responsibilities and role within the Local Council sector.

b) Duties and Powers

This session looks at the difference between duties and powers. Then investigates the duties of Local Councils and covers the main powers that a Local Council can use to benefit its residents

c) 1-2-1 Introduction

A great introductory run through the basics of Local Council life. With loads of time for your questions and is pitched to the level of the incoming Clerk.

d) New Clerks Intro

The next step on from the 1-2-1 introduction. This looks in more depth at areas of Local Council workings and has the added benefit of networking with other new Clerks

e) CiLCA Sessions

Run by our experienced trainer, they cover the Learning Outcomes for CiLCA and are essential for attendance before embarking on CiLCA

f) Basic Employment

This covers the basics of employing a member of staff. Job descriptions, personal specification, recruitment, contracts and other duties.

g) Agendas and Minutes

Covering what should and shouldn't be on the agenda or in the minutes as well as best practice on creation of these two key documents.

h) Understanding Annual Meetings

Annual Parish/Town Meeting or Annual Parish Council Meeting. Do you know the difference and how to get the best out of both?

i) Effective meetings

How to get the most out of your Local Council meetings, dealing with Members of the Public, Councillors and information. Also making an effective decision.

j) Basic Finance

Covering the basics of how to conduct finance in Local Councils – covering the role of the RFO, Council and Councillors and everything from precept to grants

k) Budgeting

Covering how to budget properly. Going through the cycle of budgeting and different ways to do so.

l) Year end and Audit

What is the process at year end? Find out how to manage relations with the Internal Auditor and how to submit the return for the External Auditor.

m) Planning

How to respond to Planning Applications and an overview of the Planning Process.

n) Section 106 and CIL

Delving in depth with Section 106 and Community Infrastructure Levy and how it affects your community.

o) Neighbourhood Planning

What is Neighbourhood Planning? How to get started and what it entails.

p) Social Media for Councils

Have you started to engage with your community on social media? Find out what you can do and the best way to stay in touch with your community.

q) Whistle Stop Tour

A quick run through of what it means to be a Councillor and the basic information you need to know about your Council and the sector.

r) 5P's

A specially designed course covering the main topics of – Purpose, People, Place, Planning and Powers to give Councillors an overview of their role and the work of the Council.

s) 3M's

Covering the main topics of Money, Management and Meetings. This highlights how to hold good meeting, deal with public money and how to manage the Council.

t) Chairmanship

How to be an effective Chairman. Great course to get a better understanding of the role of the Chairman and if you want to step up and be a Chairman in the future.

u) Code of Conduct

What is the Code? How should Councillors behave in their public position? What happens if something goes wrong?

4. For Consideration

The Committee is asked to decide how it would like to develop the training opportunities for Town Councillors and whether it wishes to commission any bespoke work.

5. Financial Position

The Town Council has a training budget in place. The cost of training will be determined by the demand from Councillors. However, it should be noted that CALC training is considered very cost effective.

6. Risk

There are no strategic risks arising from this report

7. Recommendation

The Committee are asked to agree how they would like to proceed with the development of training opportunities for Town Councillors

Staffing Committee

Wednesday 16th June 2021

Town Hall Apprentice

1. Purpose

The purpose of this report is to seek the Committee's agreement to appointing a new 'Town Hall Administration Apprentice'. The cost to be met within current budgets.

2. Background

The Town Council has, since October 2017, agreed the appointment of an apprentice both to show support for the local economy and to help with the delivery of services. In February 2020 Councillors supported a proposal to increase capacity for the Town Hall to deal with the growing demand for services. However, with the pandemic outbreak this solution was not pursued.

3. Detail

This proposal recommends appointing an Administration Apprentice to help deliver the growing work load of the Town Hall. With the end of the pandemic in sight, bookings and business are increasing for the Town Hall. Specifically, three areas: -

- a) support for the Deputy Town Hall Manager to manage bookings, payments, box office, customer care.
- b) To help with administration on the project to develop the Town Hall. As this work gains pace the Town Hall Manager and Deputy Manager are more involved in that programme.
- c) Arts support as the Town Council has directly taken on delivering its own arts/community events.

The appointment would be for 18 months. It should also be noted this post would transfer to the new Trust later in the year and future management would be the responsibility of the Trust.

The Town Council has previously recruited its apprentices through Kidderminster College to ensure the appropriate training and (academic) development is in place and also to maximise the financial support on offer to the Council. The College support this initiative and have an office administration course relevant to such an apprenticeship.

Recruitment of the apprentice would follow the previous pattern; shortlisting by the College and interviews led by the Town Clerk.

A full job description will be agreed with the College and the current draft is attached to this report.

4. Financial Implications

The cost of retaining an apprentice would be in the region of £12K p.a. (depending on age and experience) and the costs can be met within current budgets. The apprenticeship would be for 18 months (£18K). There is funding in the Town Hall budget to cover this cost across the two years.

5. Risk

There are no strategic risks relating to this report.

6. Summary

The Town Hall is starting to recover its position post pandemic. This, coupled with the delivery of a new Trust and Town Hall arts programme has shown the need to take on more capacity to help deliver. The recruitment of a new apprentice accords with the Council's vision and values and will provide a timed solution. And the costs of appointing an apprentice can be met within current budgets.

7. Recommendations

The Committee is asked to agree to the recruitment of a Town Hall Administration Apprentice on an 18-month contract, the costs to be met within current budgets.

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DRAFT
Kidderminster Hall – Administrative Officer Apprentice

Job description and person specification

1. Overview

Job Title: Administrative Officer Apprentice

Department: Town Hall

Reports to: Deputy Town Hall Manager

Location: Town Hall Kidderminster

Hours: 37 per week (to include college studies)

2. Kidderminster Town Council

While still a small organisation the Town Council runs the Town Hall complex and delivers other services within the parished area of Kidderminster, serving a population of over 50,000 people.

The Town Council is responsible for a budget on the region of £900,000

3. The Job

We are looking for someone to help us manage our bookings, ticket sales and customer care services. As well as managing administration, finance and booking systems, the role also includes supporting officers on the delivery of specific events.

This is a great opportunity to help the Town Hall recover from the pandemic and deliver improved events and services going forward.

The role also includes supporting the Arts Officer with her responsibilities in booking, planning and delivering specific events

4. Line Management

The job reports directly to the Deputy Town Hall Manager and is mentored by the Town Council's Office Manager

5. Person Specification

i. Academic

- Educated to at least GCSE standard, with passes at Grade C (or equivalent) in English and Mathematics

ii. Skills

- Good IT skills;
- Excellent relationship building skills
- Team player
- High level of attention to detail and high level of accuracy
- Strong written and verbal communication skills
- Excellent interpersonal and communications skills, in person, by telephone and in email
- Excellent time management & organisational skills, has the ability to manage multiple tasks and projects
- A friendly professional manner and appearance
- Driven and self-motivated

iii. Other

Your studies will be undertaken as part of the role

Support offered off site/on site to fulfil the requirements of the Apprenticeship scheme

6. Job Description

This job description is not exhaustive and is subject to change

- i. Overview:** To provide administrative and operational support to the Deputy Town Hall Manager especially covering the delivery of events

Arts: to support the Arts Development Officer in the delivery of her events

ii. Specific Duties:

- Processing payments and invoices
- Maintain financial records (liaising with the Deputy Town Hall Manager)
- Be responsible for supporting the
 - Management of bookings
 - Sale of tickets
 - Town Hall social media
- Assist in the delivery of arts events with the Arts Officer
- Assist with any other administration duties as required
- Comply with the Data Protection Act at all times.

Note:

- The post holder may be reasonably required to perform duties other than those given in the job description for the post.
- The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

7. Salary

tbc

Staffing Committee 16th June 2021

Christmas & New Year Opening 2021/22

1. Purpose

The purpose of this report is to seek agreement to continuing the usual office opening arrangements for the 2021 Christmas & New Year Holidays.

Background

The Christmas opening needs to be considered in two tranches

- i. The Town Hall officers
- ii. The civic officers

2. Detail

i. Town Hall Officers

The Town Hall Christmas opening will be determined by the Town Hall Manager later in the year when bookings over the holiday period have been finalised.

ii. Civic Officers

For the civic officers it is recommended that the pattern of previous years is agreed. Specifically, the office closes on Christmas Eve afternoon and reopens on Tuesday 4th January 2020 at 9.00am.

Monday	Tuesday	Wednesday	Thursday	Friday
				24 th December 2021 Office open
27 th December 2021 Office Closed Bank Holiday	28 th December 2021 Office Closed Bank Holiday	29 th December 2021 Office Closed Toil/AL	30 th December 2021 Office Closed Toil/AL	31 st December 2021 Office Closed Toil/AL
3 rd January 2022 Office Closed Bank Holiday	4 th January 2022 Office Open			

In previous years' officers have used their accumulated hours from Mayor's Sunday, Remembrance Sunday and other civic events as toil (time off in lieu) to cover for the three days at Christmas that are not Bank Holidays.

This approach allows easier management of toil and more efficient use of resources over the Christmas Holiday period (not opening the office on one specific day).

Should toil not be available officers will use annual leave.

3. Financial Implications

There are no financial implications arising from this report

4. Risk

There are no strategic risks arising from this report

5. Recommendation

The Committee are asked to agree to the current Christmas opening arrangements remaining in place