



28<sup>th</sup> September 2022

The meeting of the **STAFFING COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** on **WEDNESDAY 5<sup>th</sup> OCTOBER 2022** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Lee Jakeman'.

Lee Jakeman  
Chief Executive

Membership: Councillors: J. Smith (Chairman); H. Dyke (Vice Chairman); R. Bishop, B. Hopkins and S. Rook.

## **STAFFING COMMITTEE AGENDA – WEDNESDAY 5<sup>TH</sup> OCTOBER 2022**

### **1. Apologies for absence**

### **2. Declarations of interest**

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

### **3. Minutes**

3.1. To approve the minutes of the meeting of Staffing Committee held on Wednesday 11<sup>th</sup> August 2021 and Wednesday 6<sup>th</sup> October 2021.

### **4. Exclusion of the public and press**

**RECOMMENDED** in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

### **5. Staffing**

KIDDERMINSTER TOWN COUNCIL  
MINUTES OF THE STAFFING COMMITTEE  
Meeting held at 6.00pm on Wednesday 11<sup>th</sup> August 2021 in the Town Hall

**Present:** Councillors J. Smith (Chairman), R. Bishop, H. Dyke, B. Hopkins and S. Rook

**S.129        Apologies**  
None

**S.130        Minutes**  
**RESOLVED:** - that the minutes of the meeting held on Wednesday 16<sup>th</sup> June 2021 be agreed as a correct record

**S.131        Declarations of Interests by Members**  
None

Councillor	Declaration	Minute	Reason
H. Dyke	ODI	S.133	Councillor Dyke declared an interest as she is the Leader of WFDC, but the declaration did not preclude her from speaking or voting on the report

**S.132        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.133        Parks Transfer – Recruitment of Client Officer**  
The Town Clerk reminded the Committee that the post had been formally agreed in February 2021 and budgeted for in the 2021/22 financial year but that recruitment had been delayed because negotiations were still ongoing with WFDC regarding the parks transfer.  
He said the request to appoint the client officer now was being made to allow the Town Council to best plan for the transfer of the parks to mitigate risks and to ensure as easy a transfer as possible.  
He also reminded the Committee that the role included the management of all the current public services the Town Council was responsible for and appointing now would allow the Town Council to better plan its services delivery and manage budgets going forward.  
The Town Clerk also said it would be appropriate to advertise with WFDC in the first instance as all the work relating to this appointment was delivered through WFDC.  
The Committee discussed the advertising of the post and felt that in the first instance it should be advertised through WFDC (the committee was assured by the Town Clerk that HR and legal advice had been taken and that advertising through WFDC was allowed). Members also acknowledged that if there was no suitable candidate the post would be advertised regionally and then nationally.

**RESOLVED: -** that the Committee agree

- i. to the recruitment of the 'Public Realm & Operations Manager' post on the salary scale previously agreed in February 2021
- ii. the recruitment begins immediately
- iii. that the job be advertised with WFDC in the first instance

The meeting ended at 6.24pm

Chairman

Date

KIDDERMINSTER TOWN COUNCIL  
MINUTES OF THE STAFFING COMMITTEE  
Meeting held at 6.00pm on Wednesday 6<sup>th</sup> October 2021 in the Town Hall

**Present:** Councillors J. Smith (Chairman), R. Bishop, H. Dyke, B. Hopkins and S. Rook

**S.134        Apologies**  
None

**S.135        Minutes**  
**RESOLVED:** - that the Committee agreed that the minutes from the extraordinary meeting held were missing and would be brought to December for sign off.

**S.136        Declarations of Interests by Members**  
None

**S.137        Staffing Budget Overview 2020/21**  
The Committee considered the budget spend to date and noted there were no significant changes to the current spend that would impact the overall budget.  
**RESOLVED:-** that Committee could not note the budget as it was incomplete without the town hall costs that remain with the staffing committee as the Town Hall Trust has not yet been established.

**S.138        Redundancy Payments – Changes in Calculations**  
The Town Clerk explained that the LGPS would be increasing the 'employer strain' to the pension fund for any future redundancy efficiency/retirement dates. The change was being brought into effect immediately.  
**RESOLVED:** - that the update on the changes to redundancy/retirement changes be noted.

**S.139        Town Councillors – Training Opportunities**  
The recent overview training seminar that was provided for all Councillors through CALC was well received. The Committee considered what future options there might be for further training events.  
It was also noted that in aiding Councillors the Town Clerk is available to help respond to questions and enquiries, of if they were not Town Council related, he can forward issues to the appropriate authority.  
After discussion the Committee also agreed to consider the future training needs and training opportunities at the next meeting.

**RESOLVED:** - that

- i. Town Councillor Training Opportunities be included as an agenda item at the next meeting
- ii. The Town Clerk contact all Town Councillors to remind them of the support that is available through the Town Council officers.

**S.140        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.141**

**Staffing Overview 2020/21 and 20/21/22**

The Town Clerk updated the Committee on the current challenges the staff were managing. Specifically, these included:

- Finding capacity to set up the Town Hall Trust
- Being informed that all job evaluations have now been done.
- That the Committee asked for a full list of consultants, costs to date, funding gained to cover those costs and any shortfalls to be presented in the December meeting.
- Updating the Committee on the casual staff available to the Town Council specifically the duty managers and bar staff.
- The Committee requested a full list of consultants since the start of this municipal year; and a clear idea of what funding has been gained to cover those costs and any shortfall presented at the next Committee in December 2021.
- Once that information is presented then the budget projections for 2022/23 could be considered at the December meeting.

After discussion it was **RESOLVED:** - that the Committee:

- i. Agrees the job evaluation outcomes for the Deputy Town Hall Manager and Town Hall Officer as detailed in the report.
- ii. Refer the question of Office Manager ‘secondment’; possible transfer of the new apprentice and Arts Consultant and Business Development Consultant continuation for the TH committee to discuss in association with the Chair of the Trustees/Trust Board. an up-to-date presentation of the current figures before future budgeting could be considered as figures/data were not complete for this meeting.

The meeting ended at 7.21pm

Chairman

Date