

**KIDDERMINSTER TOWN COUNCIL**

**Minutes of the Staffing Committee of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Wednesday 5<sup>th</sup> October 2022 at 6:00pm**

Present:

Councillors:

Smith (Chair)  
Dyke  
Bishop  
Phillips (substituting for Hopkins)  
Rook

In Attendance:

Mr L. Jakeman, Chief Executive

Absent:

Councillor

S.001 **APOLOGIES FOR ABSENCE**

Nil. (noting that Cllr Phillips is present, substituting for Cllr Hopkins)

S.002 **DECLARATIONS OF INTEREST**

Nil.

S.003 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

S.004 **MINUTES**

**RESOLVED:** That the minutes of the Staffing Committee meeting held on Wednesday 11<sup>th</sup> August 2021 and Wednesday 6<sup>th</sup> October 2021 were a correct record and duly signed by the Chair.

**S.005 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** 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, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

**S. 006 STAFFING**

Members received a summary report from the Town Clerk on general staffing matters/ terms of service and associated personnel issues.

Members discussed and considered a number of workforce related matters including:

- Staff departures / retirements
- Recruitment
- Employment contracts
- Staffing Structure

**RESOLVED:** to forward a confidential report to the next meeting of the Full Town Council that provides a summary of: the discussions; any delegated decisions made and any recommendations that require approval by the Town Council.