

KIDDERMINSTER TOWN COUNCIL
Minutes of the Staffing Committee of Kidderminster Town Council
held in the Stourport Room, Wyre Forest House
on Wednesday 8th March 2023 at 6:00pm

Present:

Councillors:
Smith (Chair)
Bishop
Dyke
Hopkins
Rook

In Attendance:
L. Jakeman, Chief Executive

S.019 **APOLOGIES FOR ABSENCE**

Nil.

S.020 **DECLARATIONS OF INTEREST**

Nil.

S.021 **MINUTES**

RESOLVED: That the minutes of the Staffing Committee meeting held on Thursday 15th December 2022 were a correct record and duly signed by the Chair.

S.022 **APPRAISAL POLICY**

Members considered a report regarding the adoption of a formal appraisal policy.

RESOLVED: To approve the Appraisal Policy presented at the meeting.

S.023 **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. 024 **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.

DRAFT