

KIDDERMINSTER TOWN COUNCIL
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF



office@kidderminstertowncouncil.gov.uk
www.kidderminstertowncouncil.gov.uk
01562 732680

4th July 2023

The meeting of the **STAFFING COMMITTEE** will be held in the **ROCK ROOM, WYRE FOREST HOUSE** on **TUESDAY 11th JULY 2023** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

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

Lee Jakeman
Chief Executive

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

STAFFING COMMITTEE AGENDA – TUESDAY 11th JULY 2023

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

To approve the minutes of the meeting of Staffing Committee held on Wednesday 8th March 2023.

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 Matters

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.