

KIDDERMINSTER TOWN COUNCIL  
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29<sup>th</sup> November 2023

The meeting of the **STAFFING COMMITTEE** will be held in the **STOURPORT ROOM, WYRE FOREST HOUSE** on **WEDNESDAY 6<sup>TH</sup> DECEMBER 2023** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

A handwritten signature in blue ink that reads "Lee Jakeman".

Lee Jakeman  
Chief Executive

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

## STAFFING COMMITTEE AGENDA – WEDNESDAY 6<sup>TH</sup> DECEMBER 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 Thursday 14<sup>th</sup> September 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 Thursday 14<sup>th</sup> September 2023 at 6:00pm**

Present:

Councillors:  
Smith (Chair)  
Bishop  
Dyke  
Phillips (sub Hopkins)  
Rook

In Attendance:  
L. Jakeman, Chief Executive

S.006 **APOLOGIES FOR ABSENCE**

Cllr Hopkins

S.007 **DECLARATIONS OF INTEREST**

Nil.

S.008 **MINUTES**

**RESOLVED:** That the minutes of the Staffing Committee meeting held on Tuesday 11<sup>th</sup> July 2023 were a correct record and duly signed by the Chair.

S.009 **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. 010 **STAFFING**

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

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

- Recruitment
- Employment contracts
- Staffing Structure
- Operations Capacity

**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.

Meeting closed 7:15 pm

DRAFT