



21st February 2024

The meeting of the **STAFFING COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **WEDNESDAY 28TH FEBRUARY 2024** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

Hugh Peacocke
Chief Executive

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

STAFFING COMMITTEE AGENDA – WEDNESDAY 28TH FEBRUARY 2024

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 (Appendix 1)

To approve the minutes of the meeting of Staffing Committee held on 6th December 2023.

4. Town Hall re-opening

To agree staffing arrangements for re-opening the Town Hall following the transformation project.

5. 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 personal 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.

6. Staffing Matters

- 5.1 Employment contracts
- 5.2 Training and Development
- 5.3 Employee support

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

Present:

Councillors:

Smith (Chair)

Dyke

Rook

Connolly – sub for B.Hopkins

Phillips – sub for R. Bishop

In Attendance:

L. Jakeman, Chief Executive

S.011 **APOLOGIES FOR ABSENCE**

Apologies received from Councillors Hopkins and Bishop noted.

The Committee noted that Councillor Hopkins had asked to step down from the Staffing Committee.

RESOLVED to request that the Town Council should at its next meeting consider appointing a replacement for Councillor Hopkins on the Staffing Committee.

S.012 **DECLARATIONS OF INTEREST**

Nil.

S.013 **MINUTES**

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

S.014 **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. 015 **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 ended 7:30 pm

DRAFT