



11th October 2024

The meeting of the **STAFFING COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **WEDNESDAY 16th OCTOBER 2024** at **6:00PM** when Committee Members are summoned to attend.

Yours Sincerely,

Hugh Peacocke
Chief Executive

Membership: Councillors: L. Carroll, B. Connor, G. Connolly, H. Dyke (Chairperson) and F. Oborski

AGENDA

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 3rd June 2024.

4. Substitute Mayor's Attendant (Appendix 2)

To approve the establishment of the role, the Job Description and the Terms and Conditions for same.

5. Employment Policies (Appendix 3)

To Approve a Mental Health and Wellbeing Policy for Employees of the Council.

6. Forward Work Programme (Appendix 4)

To note the forward Work Programme for the Committee and consider any additions

7. 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 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.

8. Chief Executive Officer Performance Management

To consider the recommendations from the Panel for Performance Management and Appraisal of the Council's Chief Executive Officer.

9. Staff Restructure Update

To receive an update and approve any recommendations arising.

10. Other Staffing updates

To receive an update and approve any recommendations arising.

KIDDERMINSTER TOWN COUNCIL
Minutes of the Staffing Committee of Kidderminster Town Council
held in the Kidderminster Room, Wyre Forest House
at 6.00 pm on 3rd June 2024

Present: Councillors: H. Dyke (Chair), L. Carroll, G. Connolly, B. Connor and F. Oborski.

In Attendance:

H. Peacocke, Chief Executive

1. APOLOGIES FOR ABSENCE

All Present.

2. DECLARATIONS OF INTEREST

Nil.

3. MINUTES

RESOLVED: That the minutes of the Staffing Committee meeting held on 28th February 2024 were a correct record and duly signed by the Chair.

4. Terms of Reference

The meeting noted the Committee's terms of reference, as approved by Full Council on 23rd May 2024.

5. Employment Law

Members received an update on changes in Employment Law from April 2024. It was agreed that the Council's Employment Policies should be updated, where required.

6. Chief Executive Officer Performance Management

RESOLVED: To appoint 4 members to a panel for Performance Management and Appraisal of the Council's Chief Executive Officer-Cllrs. H. Dyke (Chair), G. Connolly, B. Connor and F. Oborski. If required, the Panel Chair would have a casting vote.

7. Forward Work Programme

Members noted the forward Work Programme for the Committee.

Agreed to add:

- A. Review of the Council's Employment Policies, and
- B. To add a Mental Health and Neuro-diversity Policy.

A member asked that pay scales be sent to Committee members, for information.

The meeting noted that the Committee would have to meet more often than the 4 scheduled meetings in order to carry out the business required.

8. Exclusion of the public and press

RESOLVED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded, due to confidential personal information being disclosed.

9. Staff training and Development

The CEO presented a report detailing the value and benefits of a training and development programme for the Council and its employees. He told the meeting that he had established management team meetings with the Council's officers and a system of regular one-to-ones for all of the officers. Training needs and development opportunities had been identified and the following programme was agreed:

- A. **i-Learn:** the Town Council's officers have been enrolled on the District Council's learning portal at a cost of £20 per employee per annum. The portal offers a range of generic courses and a training log. It is a very cost effective and flexible way to provide this training at a basic level for all officers.
- B. **CILCAA:** the CEO advised the Committee that four of the Council's officers were being developed as Lead Officers for the Committees relevant to the areas in which they worked. The CEO was very pleased to report that three of these officers have volunteered to complete the CILCA qualification. This would bring a valuable knowledge and governance resource to the Council and provide increased resilience going forward. The CEO has offered to provide one hour mentoring per week to the CILCA cohort.
- C. **Managing Building Services:** The CEO and the Town Hall Manager are planning the return of the Council to the Town Hall following the completion of the Town Hall transformation project. In preparation for this, they had identified that the Managing Building Services course provided by the Institute of Workplace and Facilities Management would be a valuable asset to the Town Hall Manager's knowledge base and for the Council.
- D. **Health and Safety:** The CEO and the Council's Management Team had concerns regarding the Council's compliance with its Health and Safety requirements. The CEO reported that at his direction all of the Council's officers had confirmed that they had read the Council's Health and Safety policy, and all officers then attended a Health and Safety workshop. Following this, an officer had volunteered to be the Council's Health and Safety representative, and the relevant Health and Safety notices, as required by legislation, have been posted in the Council's offices. Going forward, the H & S representative has volunteered to undertake training with the Institute of Occupational Health and Safety (IOSH) in September, which will be of real value to the Council when its workforce returns to their offices in the Town Hall.
Members asked the CEO to investigate suitable training opportunities and costs for health and safety courses for Council members, with a view to the Council appointing a Health and Safety Champion at some time in the future.

The CEO was requested to consider with the Town Hall Manager if it would also be of value to him to complete the IOSH training.

The Committee thanked the CEO for his work with the Council's officer team and for the proposals presented in the training and development programme.

10. Continuation of the meeting

At 6:55 PM the meeting resolved to continue until the business on the agenda was completed.

11. Mayor's Officer/ Attendant Role.

The Committee agreed with the CEO that the Mayor's attendant was an essential role to support the Mayor with civic engagements during their year, reflecting the heritage and importance of the Mayoral role, as well as the value and significance of the Mace, the chains and regalia.

RESOLVED:

1. To approve the employment of a Mayor's attendant, with duties as set out in the job description
2. To authorise the CEO to offer the post to the previous incumbent on conditions and terms as set out above, and
3. To recruit substitutes for this role, who would not be on a retainer but would be paid the same hourly rate as or when needed to attend.

12. Staffing Structure

The CEO presented revised staff structure proposals based around the four principal functions that the Council's officers deliver:

1. Operational services
2. The Town Hall
3. Civic and Events and
4. Corporate Services

The Committee thanked the CEO for his work in preparing these proposals and

RESOLVED:

- A. To approve the revised Staffing structure in principle and to authorise the CEO to consult staff on these arrangements, and
- B. Following the consultation, which should include the views of the Council's HR consultants, the CEO would present to the Committee more detailed proposals, including job descriptions and salaries for the propose Staffing structure.

The meeting concluded at 7.18 pm.



KIDDERMINSTER TOWN COUNCIL

JOB DESCRIPTION

Job Title: Casual Mayor's Attendant	Hours: Zero Hours Contract
Salary: SCP 13-19	Location: Variable
Responsible to: Civic, Communities and Events Manager	Subordinates: None
Contract: Zero Hours	
Purpose of job: To cover the Mayor's Attendant role on a casual basis when required, which involves: To transport the Mayor to and from engagements, when required. To provide support and guidance to the Mayor, when required. To ensure the safety of the Mayor's Chain of Office whilst being worn on public engagements.	
Job Description: MAIN DUTIES AND RESPONSIBILITIES <ul style="list-style-type: none">• To accompany and escort the Mayor on his/her mayoral duties on occasions when the Mayor is wearing full Chain of Office. The Mayor may be accompanied by the Mayoress/Consort and/or Deputy Mayor as well as other guests.• To provide a smart and reliable car (clean inside and out) as appropriate with Mayoral duties.• Be responsible for the safe keeping and security of the Mace and Insignia/Regalia whilst on duty, both on and off the Town Council Office site (in accordance with agreed procedures).• To collect the Chain of Office from the Town Council Office site and the Mayor from home prior to an engagement. At the completion of a function, return the Mayor home and then return the chain to the Town Council Office site or other safe place.• Attend upon the Mayor and the Deputy Mayor as required and ensure that the Mayor is correctly presented in the Mayoral robes and chains.• The safekeeping of the Chain of Office whilst on public display.• Carry the Mace at meetings of the Council and other functions as required.• To assist and advise the Mayor, whenever possible, regarding the details of a function.• To support the (Civic and Events) Manager with the implementation of the Civic Protocols and other Mayoral practices as required.• To work with other civic staff to ensure the smooth running of civic events.• Undertake such other duties as may be required by the (Civic and Events Manager), which are reasonably consistent with the duties, grading and character of the post.	

POST HOLDER REQUIREMENTS

- Articulate, able to deal with Councillors, civic dignitaries and council officers at all levels.
- Have a polite, respectful manner and act discretely at all times.
- Be well presented and punctual.
- Be able to announce the Mayor at functions.
- Flexible and organised, you should be able to work well as part of a team and with minimum supervision
- Be able to work varied hours, including evenings, Bank Holidays and weekends.
- To be able to work on own initiative without supervision and within a small team environment.

NOTE: Mayoral engagements are very varied, they may take place during the daytime, evening, weekends or bank holidays.

Whilst most mayoral engagements take place within the town, some will require travelling outside the town.

The length of engagements varies, some being of 30 minute duration, whilst others may be 2 or 3 hours.

Although this is a zero hour contract, when requested to cover an engagement which lasts less than hour, you will be guaranteed 1 hours payment.

There are some periods of the year where the Mayor is very busy with engagements, e.g Christmas and others where it is very quiet (July/August).

Date Prepared: August 2024

Revised:



KIDDERMINSTER TOWN COUNCIL

and

XXXXXXXX

CONTRACT OF EMPLOYMENT

MAIN STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

1. INTRODUCTION

This statement sets out particulars of your terms and conditions of employment with the Council.

This contract commenced on XXXXX 2024.

2. JOB TITLE

2.1 The title of the job for which you are employed is Casual Mayor's Attendant.

3. JOB DUTIES

3.1 You are expected to perform all duties which may be required of you as set out in the attached job description, **appendix A**.

3.2 You are required to hold a current clean driver's licence.

3.3 You are required to insure your vehicle for business use.

3.4 The Council may from time to time wish to amend your job description due to their changing needs and your own ability.

3.5 You will be consulted on any such changes.

3.6 You may be required to undertake other duties to meet the requirements of the job.

4. PLACE OF WORK

4.1 As per the requirements of your role, you will be required to travel and perform duties at various locations, including the Council offices.

4.2 Due to the ongoing Town Hall transformation project, the Council's office is temporarily based at Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF.

4.3 Upon completion of the Town Hall Transformation project, the offices will revert to Kidderminster Town Hall, Kidderminster, DY10 1DA.

5. SALARY

5.1 Your salary will be £15.48 per hour (please refer to section 10 Annual Leave*).

5.2 Any changes to your pay as a result of the National Joint Council's annual salary review will be advised to you in writing.

5.3 Payment will be made a month in arrears on completion and submission of a timesheet.

5.4 Your completed timesheet must be received by 4th of the following month in order to be processed for payment.

5.5 Your salary will be paid to you by BACS under current arrangements by the 23rd of each month. Except for when this date may fall upon a weekend, whereby payment is usually made on the Friday prior (except for Christmas payments which are usually made earlier).

6. EXPENSES

6.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by your line manager and on submission of a mileage claim as per Council procedure.

6.2 Mileage will be paid from your place of work (Town Hall) to the venue or event at which the Mayor is attending.

6.3 The Council shall reimburse you for other expenses incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by your line manager.

6.4 You will be provided with a copy of the Council's expenses policy.

7.0 HOURS OF WORK

- 7.1 This is a casual contract and is one of Zero Hours.
- 7.2 This contract will be reviewed at least annually to ensure that it remains appropriate for the role.
- 7.3 When requested to cover an engagement which lasts less than hour, you will be guaranteed 1 hour's payment.
- 7.4 This guarantee is subject to the terms and conditions outlined in this contract.
- 7.5 You are not obligated to accept the offer of work at any time.
- 7.6 The Council are not obligated to offer you work and will only offer you hours as and when they arise.
- 7.7 The Council will endeavour to give at least 1 week notice of any event at which they would like you to attend.
- 7.8 The Council will give at least 24 hours' notice of any cancellation of an event or if they no longer require your services.

8. ANNUAL LEAVE

The calculation of your annual leave commences from the first day of your employment. Annual Leave will be paid as an extra 12.07% onto your total pay in a pay period, as 'rolled-up' holiday pay. (A gross hourly rate of £17.35*)

9. PENSION

You may be eligible to be opted into the Councils Government Pension Scheme. For further guidance on your eligibility please refer to the employee handbook.

10. SICK PAY

You may be entitled to statutory sick pay (SSP) if you are taken ill and unable to work. For further information regarding your entitlements please refer to the employee handbook or .Gov guidelines.

11. SICKNESS ABSENCE

If you are unable to work on account of sickness or injury, you or someone on your behalf should inform your line manager or CEO of the reason for your absence within two hours of the commencement of your expected start time or as soon as possible.

12. NOTICE OF TERMINATION OF EMPLOYMENT

Either party may terminate the contract by giving one week's notice in writing.

13. GENERAL DATA PROTECTION AND CONFIDENTIALITY

You are required to maintain an appropriate standard of confidentiality and abide by the 2018 GDPR during the course of your employment in any of your dealings with the Council. Any disclosures of confidential information (including company, business organisations or personal information about Councillors not in the public media, kept on paper records, on computers or any other form) made unlawfully outside the proper course of duty may be treated as a serious disciplinary offence. Should you breach this clause after your employment has ended, the organisation may take legal action against you.

14. DATA PROTECTION

- 14.1 The Council will collect and process information relating to you in accordance with the privacy notice which is contained within the Councils Employee Handbook.
- 14.2 You shall comply with the Data Protection policy when handling personal data in the course of employment including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the Council.
- 14.3 Failure to comply with the Data protection policy or any of Councils policies may be dealt with under the Councils disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

15. GRIEVANCE AND DISCIPLINE – DISPUTE RESOLUTION

Conciliation and Mediation

Before resorting to formal procedures from the employee or from the Council, it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

16. REDRESS OF GRIEVANCE

16.1 You must apply in writing to the Chairman of the Council in line with the Councils Grievance Policy and Procedure.

16.2 A copy of the Grievance Policy is available in the Employee Handbook.

17. DISCIPLINARY RULES

17.1 Before any disciplinary action is taken by the Council, a notice in writing giving details of the allegations/concerns signed by the Chairman and authorised by the Council in accordance with their delegated responsibilities, shall be given to you. You (together with a companion if you wish; either a work colleague or trade union representative) will have a full opportunity to answer the allegations/complaint at a meeting of the Council’s Disciplinary Panel held in the absence of the public and the press. Should you be dissatisfied with the Panel’s decision you have the right to make an appeal to the Appeals Panel of the Council.

17.2 Further information can be found withing the Employee Handbook.

18. TRAINING AND DEVELOPMENT

18.1 It is essential that officers and employees of the Council maintain up to date knowledge of their function and duties.

18.2 The Council shall be responsible for the costs associated with any training and development that is considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council’s expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.

19. HEALTH AND SAFETY REGULATIONS, OTHER LEGISLATION & COUNCIL POLICIES

19.1 You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with these and ensure others comply with these as required.

19.2 A copy of the Council’s Health and Safety Policy is set out in the Employee Handbook.

20. EQUAL OPPORTUNITIES POLICY

You must comply with the Council’s Equal Opportunities Policy, which is set out in the Employee Handbook.

21. CHANGES TO TERMS OF EMPLOYMENT

21.1 The Council reserves the right to make reasonable changes to any of your terms and conditions of employment.

21.2 You will receive 4 weeks’ notice in writing prior to any minor changes of detail i.e. Increases in pay.

22. GOVERNING LAW AND JURISDICTION

22.1 This contract of employment is governed by the laws of England and Wales and any claim/dispute arising from its construction or enforceability will be governed by and in accordance with those laws. This extends to non–contractual disputes or claims.

22.2 Each party irrevocably submits that the Courts of England and Wales will have jurisdiction over any claims and attempts to resolve all controversies or claims of whatever nature arising from this contract’s construction or enforceability or any breach of it.

23. ACKNOWLEDGEMENT

23.1 I acknowledge receipt of this document. I have read and understood its contents and accept that it forms my Contract of Employment.

.....
(Signed on behalf of the Council) (Date)

I acknowledge receipt of this statement and agree, that for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a relevant agreement

.....
(Employee’s Signature) (Date)

Kidderminster Town Council

DRAFT EMPLOYEES' Mental Health and Wellbeing Policy

1. Introduction and purpose

Kidderminster Town Council recognises that actively promoting positive mental health is an essential aspect in creating a healthy, productive and inclusive environment, and is committed to supporting the mental health and wellbeing of all employees.

Employers have a 'duty of care' to their employees, which includes doing all they reasonably can to support their health, safety and wellbeing. This policy outlines the council's commitment in raising awareness, supporting mental health, and creating and promoting an open culture around mental wellbeing.

2. What is Mental Health?

Mental health includes emotional, psychological and social wellbeing. It affects how someone thinks, feels and behaves. It can affect anyone at any time and can affect everyone differently – ACAS.

3. Policy Objectives

- Raise awareness of mental health issues and wellbeing through training and information sharing.
- Create a work environment that promotes positive mental health and wellbeing, whilst reducing the stigma surrounding this subject, which includes fostering an open culture where mental health is discussed without judgement.
- Provide appropriate support and resources for employees dealing with mental health challenges, by raising awareness of such mechanisms available to employees and to also encourage access to these services.
- Provide suitable training to identify early signs of mental health issues and provide support or refer individuals to suitable resources.
- To ensure that mental health considerations are integrated into the Council's workplace practices.
- Establish and encourage regular communication between line managers and their staff.
- Provide a supportive environment where employees can discuss their mental health without fear of stigma or discrimination, including building good working relationships with their team and having regular wellbeing check-ins.
- Implement flexible working arrangements where appropriate to support mental health.
- Ensure a gradual return to work with support at each stage for those who have experienced mental health problems, and apply, where possible, a phased return to work.
- Encourage work-life balance and manageable workloads.
- Encourage initiatives and events which promote staff wellbeing.
- Ensure that reasonable adjustments are made to support employees, where applicable, and, if not applicable, offer support and explore whether adjustments can help those suffering with mental health issues.

5. Mental Health Support and Resources

- Mental Health First Aiders (MHFA): Trained staff members are available to provide initial support and guidance.
- Signposting to External Resources: Information on local mental health services, charities, and helplines such as ACAS [Looking after yourself - Supporting mental health at work - Acas](#)

6. Training and Awareness

- Training shall be offered to all employees to help them identify, understand, and support mental health issues.
- Mental Health Champions: Appointed individuals will act as points of contact for mental health issues within the council.

8. Confidentiality

The council is committed to protecting the confidentiality of employees experiencing mental health difficulties. Any disclosures made will be handled sensitively and only shared with relevant personnel as necessary, in accordance with GDPR and data protection laws.

9. Monitoring and Review

This policy will be reviewed annually to ensure it remains relevant and up to date with current legislation and best practice.

Approved: (Date)

Review Date: (Date)

Kidderminster Town Council

Work Programme for Staffing Committee Meetings for the Municipal Year 2024/25.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public

Other items of Business

Meeting Date	Item
3 June 2024	Committee Terms of Reference To note
	Employment Law Update 2024 To note
	Staff Structure To approve a proposal for consultation with KTC staff
	CEO Performance Panel To appoint 3 members to the Panel (Probation and appraisal)
	Mayor's Officer/ Attendant role
	Staff Training and Development
16 October 2024	Employees' Handbook To review the employees' handbook.
	Chief Executive Officer Performance Management To consider the recommendations from the Panel for Performance Management and Appraisal of the Council's Chief Executive Officer.
3 December 2024	Staff Budget for 2025/26 To make recommendations in this matter
	Staff Appraisals To receive a report from the CEO on staff appraisals
	Staff restructure
	Employment Policies Ongoing review
5 March 2025	