

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 16th October 2024

Present: Councillors: Helen Dyke (Chair), Liam Carroll, George Connolly, Bernadette Connor and Shazu Miah.

In Attendance:

Hugh Peacocke, Chief Executive

13. APOLOGIES FOR ABSENCE

Councillor Fran Oborski (Councillor Shazu Miah substituted)

14. DECLARATIONS OF INTEREST

None declared.

15. MINUTES

RESOLVED: That the minutes of the Staffing Committee meeting held on 3rd June 2024 were a correct record and duly signed by the Chair.

16. Substitute Mayor's Attendant

The CEO presented a draft Job Description and terms and conditions for this post. He told the meeting that the role would provide improved civic services, strengthen resilience and help to future proof the service. The Substitute attendants would be called on if the Mayor's attendant was not available, thereby enabling the Council to train/ develop suitable personnel should the current attendant decide to retire.

The CEO requested approval to recruit for the role immediately.

Resolved:

To establish the role of Substitute Mayor's attendant and
To Approve the Job Description and terms and conditions for this post, and
To Authorise the Chief Executive to recruit suitable candidates immediately.

17. Employment Policies

The Committee had resolved at the meeting on 3rd June that the Council should have a Mental Health Policy for Employees.

The Committee welcomed this Policy. Members noted that mental health issues can sometimes arise due to issues between colleagues and noted that the Council would appoint a mental Health Champion, with whom employees could raise such matters, as well as their Line Manager or the CEO. It was suggested that the Council explored other communication options, such as an outside help line or the Council's HR consultants. It was agreed that the CEO would update the Committee on any such options.

Resolved: To Approve the Mental Health Policy for Employees.

18. Forward Work Programme

Members noted the forward Work Programme for the Committee.

19. 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.

20. Chief Executive Officer Performance Management

The CEO told the meeting that he had completed the appraisee section of the Appraisal process and reviewed the Job Description for the post. The Appraisal Panel appointed by the Committee met on 2nd October to review this and make recommendations to the Committee.

The Chairperson of the Panel, Cllr. Helen Dyke, presented the recommendations of the Panel for the Committee to consider:

A) The recommended priorities and objectives for the CEO for next year are as follows:

1. Town Hall:

- To oversee the completion of the Town Hall transformation project in 2025
- To make the Town Hall work again, as a civic, cultural and community centre, while also maximising income generation from the Council's most prized asset
- To make Health and Safety a priority on return to the Town Hall
- To review accessibility in the Town Hall

2. Staff:

- To complete the staff restructure and recruitment to the new posts, while at the same time retaining and motivating current staff
- To review the role of the Council's Mayor's attendant and recruit substitute attendants

3. Council and Governance:

- To Complete the public consultation/ survey on KTC services
- To Complete the Council's Vision for 2025 to 2029
- To carry out a Skills Audit of the members of the Council
- To investigate the possibility of webcasting Full Council Meetings in the next municipal year

4. Responsible Financial Officer:

- To prepare a balanced budget for 25/26, which meet the needs and aspirations of the Town Council.
- To deal with the various issues raised by the Internal Auditor

Regarding the help/training) which the CEO requested to achieve the above, the Town Hall Committee has approved the commissioning of Consultancy advice on the best business model for the Town Hall events, catering and hospitality offers, and the consultants were appointed on 3rd October.

The CEO will source suitable transformation training, to lead the staff restructure and the re-opening of the Town Hall.

The meeting passed a vote of thanks to the CEO for his performance to date. They said that they were satisfied that the Council was now on a steadier footing and operating more efficiently.

Resolved:

- A. **To approve** the completion of the Appraisal in accordance with same.
- B. **To Authorise** the CEO to complete the Appraisal Form as set out in the Conclusions and recommendations, for signing by him and the Chair of the Committee.
- C. **To authorise** the CEO to procure suitable transformation training, to lead the staff restructure and the re-opening of the Town Hall, within current staff training budget levels.
- D. **To Recommend** that Full Council approves the Job Description, with proposed minor amendments, before the next CEO recruitment happens.
- E. **To confirm** that the CEO's probation has been successfully completed.

21. Staffing Restructure Update

The CEO told the meeting that the Town Hall Committee had approved the appointment of business consultants to advise on a business plan for the re-opening of the Town Hall. The brief to the consultants included drafting a job description for the proposed Business Development post to be appointed by the Council. The restructure cannot be completed until this role is clarified, given the potential impact on current staff employed by the Council.

22. Other Staffing updates

A. Interim Civic, Community and Events Manager

Resolved: That a "Special Responsibility Allowance" of £1,750 per annum be paid for the interim role of Civic, Events and Community Manager for the Council.

B. Christmas Shutdown Arrangements

The CEO told the Committee that Wyre Forest House would be closed from Christmas Eve to 2nd January 2025. This shutdown would require KTC staff to take 2 days' annual Leave/ TOIL. It was noted that if the staff were in the Town Hall, the offices would have been open on Christmas, although closing early on the day.

Resolved that Christmas Eve be regarded as ½ day

The CEO told the Committee that the 3 officers undertaking CiLCA studies were finding it challenging, along with their workload.

Resolved that if the officers undertaking CiLCA studied over the Christmas break, they should be allowed 1 day of study leave.

The meeting concluded at 7.30 pm

Signed: _____

Date: _____

Chairman

DRAFT