



28<sup>th</sup> November 2024

The meeting of the **STAFFING COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **TUESDAY 3<sup>rd</sup> DECEMBER 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 16<sup>th</sup> October 2024.

### **4. Pay Award from 1<sup>st</sup> April 2024 (Appendix 2)**

**To Approve** payment of the award to the Council's employees

### **5. Training and Development Policy for Staff and Councillors (Appendix 3)**

**To Approve** the Policy.

### **6. Staff Expenses Policy (Appendix 4)**

**To Approve** the Policy.

### **7. Forward Work Programme (Appendix 5)**

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

### **8. Exclusion of the public and press**

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.

### **9. Proposed Staffing Structure (Appendix 6)**

**To Approve** a proposed staff structure for the Council.

### **10. Staffing Budget 2025-2026 (Appendix 7)**

**To recommend** a Staffing Budget for inclusion in the Council's budget for 2025-2026

### **11. Annual Appraisals 2024 (Appendix 8)**

**To receive** a report from the CEO (Head of paid staff) on the Staff appraisals 2024.

### **12. Other Staffing updates**

**To receive** an update and approve any recommendations arising.

**KIDDERMINSTER TOWN COUNCIL  
PRIVATE Minutes of the Staffing Committee of Kidderminster Town Council  
held in the Kidderminster Room, Wyre Forest House  
at 6.00 pm on 16<sup>th</sup> 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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 2<sup>nd</sup> 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 3<sup>rd</sup> 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.

(The completed appraisal form is attached, for the information of Members)

**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**

The CEO advised the Committee that at the June meeting of the Committee, the role of Civic, Community and Events manager had been approved in principle. The role has been filled on an interim basis.

**Resolved:** That a "Special Responsibility Allowance" 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 2<sup>nd</sup> 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

# National Joint Council for local government services

**Employers' Secretary**  
Naomi Cooke

**Trade Union Secretaries**

Mike Short, UNISON  
Sharon Wilde, GMB

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**To: Chief Executives in England, Wales and N Ireland  
(to be shared with Finance Director and HR Director)  
Regional Employer Organisations  
Members of the National Joint Council**

22 October 2024

Dear Chief Executive,

## **LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024**

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2024** (covering the period 1 April 2024 to 31 March 2025). The new pay rates, each increased by £1,290 per annum, are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should be increased by 2.50 per cent, in accordance with Green Book Part 2 Para 5.4<sup>1</sup>.

The new rates for allowances, uprated by 2.50 per cent, are set out at **Annex 2**.

### **Joint work**

It has been agreed that there will be joint discussions on how the NJC can capture gender, ethnicity and disability pay gap information that will be of most benefit to the sector.

### **Backpay for employees who have left employment since 1 April 2024**

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2024 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly.

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<sup>1</sup> The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

Further detail is provided in [section 15 of the HR guide](#) and the [Backdated Pay Award FAQs](#), which are available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org).

Yours faithfully,

*Naomi  
Cooke*

**Naomi Cooke**

*M. R. Short*

**Mike Short**

*Sharon Wilde*

**Sharon Wilde**

SCP	01-Apr-23		01-Apr-24	
	per annum	per hour	per annum	per hour
1	<i>Deleted wef 01 Apr 23</i>			
2	£22,366	£11.59	£23,656	£12.26
3	£22,737	£11.79	£24,027	£12.45
4	£23,114	£11.98	£24,404	£12.65
5	£23,500	£12.18	£24,790	£12.85
6	£23,893	£12.38	£25,183	£13.05
7	£24,294	£12.59	£25,584	£13.26
8	£24,702	£12.80	£25,992	£13.47
9	£25,119	£13.02	£26,409	£13.69
10	£25,545	£13.24	£26,835	£13.91
11	£25,979	£13.47	£27,269	£14.13
12	£26,421	£13.69	£27,711	£14.36
13	£26,873	£13.93	£28,163	£14.60
14	£27,334	£14.17	£28,624	£14.84
15	£27,803	£14.41	£29,093	£15.08
16	£28,282	£14.66	£29,572	£15.33
17	£28,770	£14.91	£30,060	£15.58
18	£29,269	£15.17	£30,559	£15.84
19	£29,777	£15.43	£31,067	£16.10
20	£30,296	£15.70	£31,586	£16.37
21	£30,825	£15.98	£32,115	£16.65
22	£31,364	£16.26	£32,654	£16.93
23	£32,076	£16.63	£33,366	£17.29
24	£33,024	£17.12	£34,314	£17.79
25	£33,945	£17.59	£35,235	£18.26
26	£34,834	£18.06	£36,124	£18.72
27	£35,745	£18.53	£37,035	£19.20
28	£36,648	£19.00	£37,938	£19.66
29	£37,336	£19.35	£38,626	£20.02
30	£38,223	£19.81	£39,513	£20.48
31	£39,186	£20.31	£40,476	£20.98
32	£40,221	£20.85	£41,511	£21.52
33	£41,418	£21.47	£42,708	£22.14
34	£42,403	£21.98	£43,693	£22.65
35	£43,421	£22.51	£44,711	£23.17
36	£44,428	£23.03	£45,718	£23.70
37	£45,441	£23.55	£46,731	£24.22
38	£46,464	£24.08	£47,754	£24.75
39	£47,420	£24.58	£48,710	£25.25
40	£48,474	£25.13	£49,764	£25.79
41	£49,498	£25.66	£50,788	£26.32
42	£50,512	£26.18	£51,802	£26.85
43	£51,515	£26.70	£52,805	£27.37

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)



Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

**1 April 2024**  
£41.78

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2024  
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

**1 April 2024**  
£1,491

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance:

**1 April 2024**  
£243

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

**1 April 2024**  
£175

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2024**  
£1,013

Outer Fringe Area:

**1 April 2024**  
£706

**Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session**

**1 April 2024**  
£33.63

## **FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**

### **Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2024**

£1,013

Outer Fringe Area:

**1 April 2024**

£706

**Kidderminster Town Council****DRAFT****Training and Development Policy****Purpose**

Kidderminster Town Council is committed to provide continuous professional (CPD) development opportunities for staff and Councillors to enhance their skills, knowledge, and efficiency in delivering high-quality services. This will also grow the confidence and competence of staff and Councillors and help to empower and enable us to better deliver the aims and objectives of the Council

To support this commitment, funds are allocated by the Town Council to a training budget each year to enable staff and councillors to attend training and conferences relevant to their role, to meet the needs of the Town Council.

This policy applies to all employees and elected members of the Town Council.

**Objectives**

- Plan and organise training and development activities to meet specific needs
- Promote a culture of continuous learning and professional development.
- Ensure that staff and members have the skills and knowledge to perform their roles effectively.
- Regularly reviewing individual development and training needs as part of appraisal.
- Ensure that all employees have access to training and development opportunities regardless of their personal circumstances;
- Encourage all employees to make appropriate use of development and training opportunities;
- Provide resources which will facilitate these commitments;

**Training Needs Identification**

- Staff Appraisals: Training needs will be identified through performance appraisals and one-to-one discussions between line managers and staff.
- Council Goals: Training will be aligned with the council's priorities, ensuring that staff can contribute to strategic objectives.
- Legislative Requirements: Training will be provided to ensure compliance with legal requirements and regulatory changes.

**Types of Training and Development**

The Council is committed to providing various learning opportunities, including:

- Induction Training: Ensuring that new staff and council members are equipped with the knowledge required to perform their duties from the outset.
- On-the-job Training: Practical skills development tailored to job-specific responsibilities.
- Formal Training Courses: Internal or external training programs that provide specialist knowledge and qualifications.
- Workshops and Seminars: Short-term learning opportunities to address specific skill gaps or updates in legislation.
- E-learning: Online resources to support flexible and self-directed learning.

## **Responsibilities**

- A) Line Managers:  
Responsible for identifying staff training needs, discussing career development, and supporting participation in training programs.
- B) Corporate Services  
Responsible for coordinating training activities, maintaining records, and monitoring training effectiveness.
- C) Council Employees:
  - Expected to take responsibility for their personal development by engaging with the training opportunities offered.
  - Welcome to request approval for training and development opportunities where they can demonstrate added value to the Council.
- D) Elected Members:  
Expected to undertake relevant training to fulfil their roles effectively.

## **Funding and Resources**

- The council will allocate an annual budget to support training and development activities.
- Funding will cover necessary courses, travel, materials, and professional qualifications that benefit both the individual and the Council.
- Where the staff member or Councillor fails to undertake or complete training for which the Council has already paid, the Council may seek reimbursement of some or all of its costs.
- If the employee leaves the Council within a year of completing professional training, lasting more than 2 days' duration, they will be liable for:
  - Full reimbursement within the first year
  - After the first year, the amount will decrease by 1/12th of the total amount each month

## **Monitoring and Evaluation**

- Training outcomes will be monitored through feedback forms, performance appraisals, and reviewing how the training has contributed to the individual's performance and the council's objectives.
- Corporate Services will maintain training records to ensure compliance with mandatory training and to track professional development.

## **Review**

This policy will be reviewed annually to ensure it meets the evolving needs of the council and its employees.

Approved: (Date)

Review Date: (Date)

# **KIDDERMINSTER TOWN COUNCIL**

## **Staff Expenses Policy**

### **1. PURPOSE**

This policy sets out the Council's rules on how employees can claim for expenses incurred in the performance of their duties for the Council. This policy does not apply to Councillors.

### **2. EXPECTATIONS**

- 2.1** Employees are expected to:
- a) Behave honestly, responsibly and within the guidelines of this policy.
  - b) Submit expenses claims within reasonable timescales on approved forms and provide enough information to explain the need for the expense; and
  - c) Keep all receipts and provide VAT receipts (where appropriate) to allow the Council to reclaim the VAT.
- 2.2** The Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment. To claim for expenses, you must use the Council's expenses claim form. If you are unsure whether an expense can be claimed, you must seek prior written authorisation from your Line Manager.
- 2.3** The Council will approve and pay legitimate claims promptly. This will be done by BACS transfer into the same bank account into which the employee's salary is paid.
- 2.4** Employees should not generally incur expenses other than in the categories listed below. However, if there are claims for expenditure other than for those in the categories listed below, written approval should be sought from your Line Manager before incurring the expense (this can be done by email).

### **3. TRAVEL RELATED EXPENSES**

- 3.1** Travelling expenses for attendance at meetings, courses, conferences and training will be paid in accordance with the hierarchical scheme below:
- 3.1.1** Whenever possible, walk or cycle to the destination.
  - 3.1.2** If walking or cycling is not reasonable, public transport should be used. Any train travel should always be in standard class and journeys should be booked sufficiently in advance to obtain the best possible prices.
  - 3.1.3.** It may be appropriate and cost-effective to use the employee's own car when travelling on business. It is their responsibility to ensure the vehicle is in good working order, fully insured for business use, taxed and MOT'd.
  - 3.1.3.1** Mileage rates are as detailed on the travel claim form and do not need to be receipted.
  - 3.1.3.2** Mileage claims should only be for distances in excess of normal travel to work. Mileage cannot be claimed for normal travel between work and home.
  - 3.1.3.3** Parking fines or penalties will not be reimbursed.

**3.1.3.4** Under no circumstances will speeding or any other form of traffic violation penalty or fine be reimbursed.

**3.1.4** Taxi travel is to be used only when strictly necessary and where it is cost effective to do so. Fares can be claimed if supported by receipt(s).

#### **4. SUBSISTENCE AND OVERNIGHT ACCOMMODATION**

**4.1** As a guideline for travel on Council business you may book hotel accommodation of up to £120 maximum in a major city and £100 elsewhere. It is your responsibility to ensure that any hotel reservations are cancelled within the required cancellation period if they are no longer required.

**4.2** MEALS If you are required to be away from home on Council business you may claim up to:

- £10 for breakfast (if this is not included in the hotel room rate)
- £15 for lunch
- £25 for dinner
- a daily allowance of £5 per night for general incidental costs such as WiFi

**4.3** The maximum amounts above are inclusive of drinks. Alcohol cannot be reclaimed under any circumstances.

**4.4** You should supply receipts and invoices for all hotel and meal expenses other than for the daily allowance, where no receipt is required.

#### **5. OTHER EXPENSES**

**5.1** The following expenses are acceptable and Council employees will be reimbursed for:

**5.1.2** Professional membership fees (where relevant and agreed in advance with the line manager); and

**5.1.3** Annual eye-testing fees (for employees who regularly use Visual Display Units (VDU's)).

#### **6. OPERATION OF THE POLICY**

**6.1** The Policy is intended to ensure that employees are repaid for all expenses properly arising from their duties for the Council.

**6.2** The Council will operate the Policy fairly, equally and without any undue delays.

**6.3** Fraudulent misuse or breach of the Policy by an employee may result in disciplinary proceedings.

This policy will be reviewed every 2 years.

**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**

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