

## KIDDERMINSTER TOWN COUNCIL

### Minutes of the Staffing Committee of Kidderminster Town Council held at 6.00 pm on 3<sup>rd</sup> December 2024

**Present:** Councillors: Helen Dyke (Chair), Liam Carroll, George Connolly,  
Bernadette Connor and Fran Oborski.

**In Attendance:**

Hugh Peacocke, Chief Executive Officer.

At the outset of the meeting, the Chair welcomed Cllr. Fran Oborski to the meeting, following her recent medical procedure and the Committee wished her a quick return to full health.

**23. APOLOGIES FOR ABSENCE**

None

**24. DECLARATIONS OF INTEREST**

None declared.

**25. MINUTES**

**RESOLVED:** That the minutes of the Staffing Committee meeting held on 16<sup>th</sup> October 2024 were a correct record and duly signed by the Chair.

**26. Pay Award from 1<sup>st</sup> April 2024**

The meeting received details of the Local Government Services Pay Agreement 2024 and the revised rates of pay applicable from 1 April 2024 (covering the period 1 April 2024 to 31 March 2025).

**Resolved: To Approve** payment of the Local Government Services Pay Agreement 2024 for the staff of Kidderminster Town Council, from 1<sup>st</sup> April 2024.

**27. TRAINING AND DEVELOPMENT POLICY FOR STAFF AND COUNCILLORS**

The meeting received a draft Policy for Training and Development for Staff and Councillors.

**Resolved: To Approve** the Training and Development Policy for Staff and Councillors

**28. STAFF EXPENSES POLICY**

The CEO advised the meeting that the Council's Internal Auditor had recommended that the Council approve a policy for payment of expenses to Staff.

Members noted that Councillors can sometimes incur expenses wholly, necessarily and exclusively in connection with authorised duties arising from their membership of the Council and it was agreed that the Policy should also cover these circumstances.

**Resolved: To Approve** the Expenses Policy for Staff and Councillors.

**29. FORWARD WORK PROGRAMME**

Members noted the forward Work Programme for the Committee.

**30. 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.

**31. PROPOSED STAFFING STRUCTURE**

The CEO reported that the consultants engaged by the Town Hall Committee to advise on the business model for the Town Hall had recommended a staff structure for the Town Hall and a revised structure had been prepared incorporating these proposals, while at the same having regard to the structure agreed in principle by the Committee.

The meeting approved the overall arrangements of the structure but questioned some of the resources proposed for particular roles. The CEO agreed that these matters could be reviewed when more detailed Job Descriptions were applied to the roles.

The Committee agreed that the CEO consult staff on these arrangements. Following the consultation, which should include the views of the Council's HR consultants, the CEO should present to the Committee more detailed proposals, including job descriptions and salaries for the proposed Staffing structure. These matters should be brought back to the Committee by late January 2025.

**RESOLVED: To approve** the revised Staffing structure, in principle, and to authorise the CEO to consult staff on these arrangements.

**32. STAFFING BUDGET 2025-2026**

The meeting considered the budget proposals prepared by the CEO, which were based on the structure agreed above. Members remarked on the level of salaries and the CEO told the meeting that the living wage was now £12.60 per hour, which is £24,242 per annum and the minimum wage: £12.21 per hour = £23,492. The CEO told the meeting that the estimate allowed for an increase in pay of 3% next year and also the proposed increase in Employers' National Insurance contributions announced in the recent budget ( 1.2%).

Members asked about arrangements for duty managers when the Town Hall re-opened and the CEO said that this would be looked at by the business consultants engaged on the Town Hall and included in the Town Hall budget.

**Resolved: To recommend** a Staffing Budget of £ £523,206 for inclusion in the Council's budget for 2025-26.

**33. ANNUAL APPRAISALS 2024**

The CEO told the meeting that the Council's annual appraisal process had been completed and presented a report detailing the outcomes of the appraisals. The full appraisals of the Council's Public Realm and Operations Manager and the Town Hall Manager were included in the report. The Committee noted the objectives set out for each of these Managers for next year.

The CEO told the Committee that he was very pleased with the overall staff performance and the support he had received from the staff since joining the Council.

The meeting considered the full report and

**Resolved:**

1. **To note** that the Chief Executive Officer's appraisal has been satisfactorily completed;
2. **To receive** and approve the appraisals of the Council's management team;
3. **To note** that the other staff members of the Council have received appraisals where required;

The Committee approved other recommendations regarding staff, arising from the appraisal outcomes.

**34. Other Staffing updates**

The CEO advised the meeting that two substitute Casual Mayor's Attendants had been appointed.

The official business of the meeting concluded at 7.20 pm.