



4th June 2025

The meeting of the **STAFFING COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **MONDAY 9th 2025** at **6:00PM** when Committee Members are summoned to attend.

Yours Sincerely,

Hugh Peacocke
Chief Executive

Membership: Councillors Helen Dyke (Chair), Liam Carroll, Bernadette Connor, George Connolly (Vice Chair), Steve Hollands, Doug Hyne, Fran 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 13th March 2025.

4. Committee terms of Reference (Appendix 2)

To Note the Terms of Reference for the Staffing Committee 2025-26.

5. Forward Work Programme (Appendix 3)

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

6. 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.

7. Proposed Staffing Appointments

7.1 Business Development Lead:

- A) **To receive** the report of the Selection Panel for this post, and
- B) **To Approve** the appointment, together with Terms and Conditions.

7.2 Corporate Services Manager:

- A) **To receive** the report of the Selection Panel for this post, and
- B) **To Approve** the appointment, together with Terms and Conditions.

KIDDERMINSTER TOWN COUNCIL

**Minutes of the Staffing Committee of Kidderminster Town Council
held at 6.00 pm on 13th March 2025**

Present: Councillors: Helen Dyke (Chair), Liam Carroll, George Connolly,
Fran Oborski and Mike Smith (Substitute for Cllr. Bernadette Connor)

In Attendance:

Hugh Peacocke, Chief Executive Officer.

Mrs. Carrie Moseley, HR Advisor, Fletcher Associates.

35. APOLOGIES FOR ABSENCE

Councillor Bernadette Connor.

36. DECLARATIONS OF INTEREST

Councillor Liam Carroll declared an interest regarding the apprenticeship proposals.

37. MINUTES

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

38. ABSENCE POLICIES

The meeting noted that "Sick Leave Policy" was on the agenda, but the CEO asked the Committee for more time to review all of the Council's Absence Policies (Section 2 of the Employees' Handbook). A review was required to update in accordance with recent changes in legislation and to improve the effectiveness of the Policies. It was also timely, as the Council might soon be expanding its workforce. Fletchers would also be able to advise in these matters.

Resolved: That the Council reviews all of the absence policies and consults staff, so that the Committee can approve updated policies.

39. FORWARD WORK PROGRAMME

Members noted the forward Work Programme for the Committee.

Members noted the schedule and it was clarified that a meeting can be called before October to discuss any urgent items.

40. 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 the confidential personal information being disclosed.

41. PROPOSED STAFFING STRUCTURE

The CEO reported that following the agreement in principle by the Committee that all staff had been consulted on the proposed restructure. The consultations had been carried out by the CEO, along with the council's HR advisers, Fletchers.

Queries raised by some staff members had all been addressed and all staff were now signed up for contracts from 1st April 2025, subject to approval by the Committee.

The meeting considered the report from the CEO and the advice from the Council's HR advisers, Fletchers.

RESOLVED:

1. To approve the revised Staffing structure, to take effect from 1st April 2025, together with the Job Descriptions, terms and conditions, subject to the following amendments:
 - A. The Council should offer an apprenticeship in the operational Services area, rather than Marketing and Development for the Town Hall, which required immediate results from a qualified officer;
 - B. The Council could offer an apprenticeship in the Operational Services team;
 - C. The Council would consider additional resources for the Operational Services team should the need arise with further devolution of assets or services;
 - D. The Council should engage a Marketing and Box Office Co-ordinator, with the agreed Job Description and person specification, rather than an apprentice role, in order to drive business and returns for the Town Hall;
 - E. Initially, the new post of Civic, Community and Events Manager should be part-time (4 days per week)
 - F. The Events and Business Development Manager post to be rebranded.
2. Approve the following permanent appointments, with effect from 1st April 2025:
 - A) Operational Services Manager (Post ID- KTC 2.1)
 - B) Town Hall Manager (Post ID KTC 3.1)
 - C) Operational services Officer (Post ID KTC 2.2)
 - D) Events and Business Executive (Post ID KTC 3.3)
 - E) Facilities Officer (Post ID KTC 3.4)
 - F) Corporate Services Officer (Post ID KTC 4.2)
 - G) Accounts Officer (Part-time, Temporary) (Post ID 4.3)

3. To appoint Selection panels for the new managerial/ senior roles-
 - A. Senior Executive- Events Business Development (Town Hall):
Councillor Helen Dyke, Chair of Staffing Committee, Councillor John Beckingham (Chair of Town Hall Committee), Matt Smith, Town Hall Manager and Mrs Annie Wills, FGM Business Consultants.
 - B. Corporate Services Manager:
Councillor Helen Dyke, Chair of Staffing Committee, Councillor Mike Smith (Chair of Finance & Overview Committee) and the CEO
 - C. Civic, Community and Events Manager:
Councillor Helen Dyke, Chair of Staffing Committee, The Town Mayor at the time and the CEO.
4. To authorise the CEO to commence recruitment to the new roles, as and when required;
5. To authorise the CEO to recruit a temporary Corporate support Officer until the permanent appointment to the post of Civic, Community and Events Manager is made.

The Committee thanked the CEO and Fletchers for all their work in delivering the staff restructure.

42. Staffing Updates:

- A. **Resolved** to extend the contract for the Accounts Officer (20 hours per week), to 31.03.26
- B. Noted that all staff had satisfactorily completed First Aid in the Work Place training on 18th February.
- C. Noted that the Services Team have now moved into their new unit at Crosbie Grove.
- D. Noted that the Services officer has completed training and is now a qualified Playground Equipment Inspector.
- E. Noted that Fletchers, the Council's HR advisors, can also provide Mental Health support and a place for officers to go to outside of Managers/ CEO.

The official business of the meeting concluded at 7.20 pm.

KIDDERMINSTER TOWN COUNCIL**4. STAFFING COMMITTEE****Terms Of Reference****1. Scope**

Kidderminster Town Council has delegated the functions listed below to the Staffing Committee. The Committee will provide an opportunity where Officers and Members can bring together their knowledge, skills, and experience in pursuit of Services excellence. The Committee will ensure the Council is adequately staffed and appropriate training and support is available for all Councillors and staff. The Committee will approve staffing levels, performance management and staff terms and conditions.

2. Objective

The main objective of the Committee is to determine the best staffing arrangements for the effective delivery of the Town Council's services.

3. Terms of Reference

1. The Staffing Committee has authority to approve appointment, recruitment and terms and conditions for all employees for the Council, excluding the Council's CEO.
2. The Staffing Committee reviews all employment policies for Council Staff and makes appropriate recommendations to the Finance & Overview Committee.
3. In respect of the Chief Executive Officer, to appoint a panel of 3 members of the Committee, including the Chairperson, to carry out the CEO's annual appraisal and report back to the Committee with any relevant recommendations.
4. In respect of the Chief Executive Officer & Responsible Finance Officer, to:
 - i. recommend to the Full Council appropriate staffing arrangements for the posts and relevant salary scales and conditions;
 - ii. provide the Town Council with recommended Job Description and Person Specification; and
 - iii. propose to the Town Council such recruitment and selection processes as are required for appointment to the post
5. In respect of all other staff, to:
 - i. determine terms and conditions for posts established by the Town Council;
 - ii. agree and implement appropriate recruitment and selections processes for each post; and
 - iii. formally confirm appointments
6. The Chief Executive Officer may consult with the Committee in connection with any staffing related matter.
7. To oversee the Council's appraisal process and to approve any recommendations arising from the annual appraisals, including training and development needs, salary progressions and merit awards.
8. To approve salary scales, terms and conditions and to make any relevant recommendations to the Finance and Overview Committee on salary scale reviews.
9. To review and address staff training and development needs

10. Termination of employment of staff and in the case of the Chief Executive Officer to make recommendations to the Full Council
11. To review and make recommendations to the Finance and Overview Committee with regard to the appointed Personnel consultancy services
12. To review the Council's staffing budget each year, prior to the annual budget-setting process
13. To approve applications for external funding for any projects which are not already in the Council's budget and monitor their delivery, where successful.
14. To establish Sub-Committees and working groups, and to appoint advisers as and when necessary to assist in its work.

Grievance and Disciplinary matters

15. To act as the Council's Grievance and Disciplinary Panel with the necessary delegated decision-making powers in relation to grievance and disciplinary issues for members of the Council's Management Team.

Meetings of the Panel will be called on an ad hoc basis as required, called by the Chief Executive Officer and with notice given to the relevant employee. A minute taker will be present throughout the proceedings.

When carrying out this role the Committee will follow the procedure set out in the Town Council's Grievance and Disciplinary Procedures.

16. To act as the Appeals Panel in relation to any appeal against the decision of the Disciplinary Panel or the outcome of a Grievance.
17. Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel. Additional Members may be appointed to the Appeals Panel by the Sub-Committee, in the event of a conflict of interests.
18. The Appeals Panel will consider any appeals against dismissal, grading, disciplinary proceedings and grievances by employees of the Council.
19. The Chief Executive Officer will call the meeting and notice will be given to the employee.
20. A minute taker will be present throughout the proceedings.
21. The Panel will follow the procedure set out in the Town Council's Disciplinary Procedure.

4. Membership

- The Committee will comprise of 7 Members of the Town Council. It will be supported by the Chief Executive Officer.
- All meetings will be open to the public and Guests may be invited to attend the Services Committee meetings for a specific agenda item or meeting.

5. Review of Terms of Reference

The Town Council will formally review the Terms of Reference annually.

6. Amendments to Terms of Reference

Amendments to the Terms of Reference may only be made by the Town Council.

7. Terms of Reference (meetings)

- The group shall meet at least quarterly
- Minutes will be kept, and a copy supplied to each member of the group as soon as reasonably practicable.
- Every effort will be made to re-arrange cancelled meetings as soon as is reasonably practicable.

8. Meetings

- All representatives should actively participate in the meetings and be committed to following through actions allocated to them.
- Agenda and notice of the time and place of the meeting to be published and circulated to members at least 3 clear days prior to meetings.
- Please arrive in readiness for the meeting to start promptly at the allocated time.

Agreed meeting dates for 2025/26

Date	Time	Location
9 th July 2025	18.00	Kidderminster Room WFH
3 rd December 2024	18.00	Kidderminster Room WFH

The CEO, or the Committee Chairman may call a meeting at anytime, subject to proper notice procedures, etc.

Kidderminster Town Council

Work Programme for Staffing Committee Meetings for the Municipal Year 2025/26.

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
9 June 2025	Committee Terms of Reference To note
	Appointments of Business Development Lead and Corporate Services Manager
October 2025	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 2025	Staff Budget for 2026/27 To make recommendations in this matter
	Staff Appraisals To receive a report from the CEO on staff appraisals
	Employment Policies Ongoing review
	Training and development policy for staff and councillors-review
Dec 2026	To Review the Expenses Policy for Staff and Councillors.