



8th October 2025

The meeting of the **STAFFING COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **MONDAY 13th OCTOBER 2025** 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 regarding items 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 16th October 2024.

4. Pay Award from 1st April 2025 (Appendix 2)

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

5. Public Realm and Operations Team for devolution proposals (Appendix 3)

To consider proposed staffing arrangements required to deliver possible transfers of services and assets from the District council.

6. Chief Executive Officer Performance Management

To appoint a panel for the Annual Appraisal of the CEO

7. Forward Work Programme (Appendix 4)

To note the Committee's forward Work programme.

8. Exclusion of Press and Public

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. Civic, Community and Events Manager

To consider the recommendations of the Selection Panel and appointment to the post.

10. HR Consultancy Arrangements

To Approve revised HR consultancy arrangements (which includes Employee Assistance Programme-Mental Health support)

11. 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 at 6.00 pm on 11th June 2025

Present: Councillors: Helen Dyke (Chair), Liam Carroll, George Connolly,
Fran Oborski and Nicky Gale (Substitute for Cllr. Hollands)

In Attendance:

Hugh Peacocke, Chief Executive Officer.

1. APOLOGIES FOR ABSENCE

Councillors Bernadette Connor, Doug Hine and Steve Hollands.

2. DECLARATIONS OF INTEREST

None

3. MINUTES

RESOLVED: That the minutes of the Staffing Committee meeting held on 13th March 2025 were a correct record and duly signed by the Chair.

4. Committee terms of Reference

The meeting noted the Terms of Reference for the Staffing Committee 2025-26.

5. Forward Work Programme

Members noted the forward Work Programme for the Committee.

6. 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.

7. PROPOSED STAFFING APOINTMENTS

The CEO told the meeting that the staffing structure approved at the last meeting proposed two new key posts for the Council, namely, Corporate Services Manager and Business Development Lead. The meeting in March also approved recruitment to those posts. This process has now been completed and the CEO thanked the selection panels for their valuable work and assistance.

The meeting received the reports from the selection panels, and resolved as follows:

1. To appoint Mr Curtis Fudge to the post of Business Development Lead for the Town Hall with effect from the earliest possible date, subject to the agreed terms and conditions.

The CEO was authorised to agree minor amendments to these terms and conditions, after consulting the Committee chair and any such amendments to be reported to the next Committee meeting.

2. To appoint Mr. Christopher Pugh to the post of Corporate Services Manager, with effect from 19th June, subject to the agreed terms and conditions.

The CEO was authorised to agree minor amendments to these terms and conditions, after consulting the Committee chair and any such amendments to be reported to the next Committee meeting.

The business of the meeting concluded at 6.55 pm

CONFIDENTIAL

Local government services pay agreement 2025/26

This advice note was last updated on 24 July 2025.

The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2025. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2025 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2025.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		1 April 2025		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	£24,413	£12.65	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	£24,796	£12.85	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	£25,185	£13.05	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	£25,583	£13.26	LC1 (below substantive range)
6	£25,183	£13.05	£25,989	£13.47	LC1 (below substantive range)
7	£25,584	£13.26	£26,403	£13.69	LC1 (substantive benchmark range)
8	£25,992	£13.47	£26,824	£13.90	LC1 (substantive benchmark range)
9	£26,409	£13.69	£27,254	£14.13	LC1 (substantive benchmark range)
10	£26,835	£13.91	£27,694	£14.35	LC1 (substantive benchmark range)
11	£27,269	£14.13	£28,142	£14.59	LC1 (substantive benchmark range)
12	£27,711	£14.36	£28,598	£14.82	LC1 (substantive benchmark range)
13	£28,163	£14.60	£29,064	£15.06	LC1 (above substantive range)
14	£28,624	£14.84	£29,540	£15.31	LC1 (above substantive range)
15	£29,093	£15.08	£30,024	£15.56	LC1 (above substantive range)
16	£29,572	£15.33	£30,518	£15.82	LC1 (above substantive range)
17	£30,060	£15.58	£31,022	£16.08	LC1 (above substantive range)
18	£30,559	£15.84	£31,537	£16.35	LC2 (below substantive range)
19	£31,067	£16.10	£32,061	£16.62	LC2 (below substantive range)
20	£31,586	£16.37	£32,597	£16.90	LC2 (below substantive range)

	1 April 2024		1 April 2025		Scale ranges
21	£32,115	£16.65	£33,143	£17.18	LC2 (below substantive range)
22	£32,654	£16.93	£33,699	£17.47	LC2 (below substantive range)
23	£33,366	£17.29	£34,434	£17.85	LC2 (below substantive range)
24	£34,314	£17.79	£35,412	£18.35	LC2 (substantive benchmark range)
25	£35,235	£18.26	£36,363	£18.85	LC2 (substantive benchmark range)
26	£36,124	£18.72	£37,280	£19.32	LC2 (substantive benchmark range)
27	£37,035	£19.20	£38,220	£19.81	LC2 (substantive benchmark range)
28	£37,938	£19.66	£39,152	£20.29	LC2 (substantive benchmark range)
29	£38,626	£20.02	£39,862	£20.66	LC2 (above substantive benchmark range)
30	£39,513	£20.48	£40,777	£21.14	LC2 (above substantive benchmark range)
31	£40,476	£20.98	£41,771	£21.65	LC2 (above substantive benchmark range)
32	£41,511	£21.52	£42,839	£22.20	LC2 (above substantive benchmark range)
33	£42,708	£22.14	£44,075	£22.85	LC3 (below substantive range)
34	£43,693	£22.65	£45,091	£23.37	LC3 (below substantive range)
35	£44,711	£23.17	£46,142	£23.92	LC3 (below substantive range)
36	£45,718	£23.70	£47,181	£24.46	LC3 (below substantive range)
37	£46,731	£24.22	£48,226	£25.00	LC3 (substantive benchmark range)
38	£47,754	£24.75	£49,282	£25.54	LC3 (substantive benchmark range)
39	£48,710	£25.25	£50,269	£26.06	LC3 (substantive benchmark range)
40	£49,764	£25.79	£51,356	£26.62	LC3 (substantive benchmark range)
41	£50,788	£26.32	£52,413	£27.17	LC3 (substantive benchmark range)
42	£51,802	£26.85	£53,460	£27.71	LC3 (above substantive benchmark range)
43	£52,805	£27.37	£54,495	£28.25	LC3 (above substantive benchmark range)
44	£54,071	£28.03	£55,801	£28.92	LC3 (above substantive benchmark range)
45	£55,367	£28.70	£57,139	£29.62	LC3 (above substantive benchmark range)
46	£56,708	£29.39	£58,523	£30.33	LC4 (below substantive range)
47	£58,064	£30.10	£59,922	£31.06	LC4 (below substantive range)
48	£59,300	£30.74	£61,198	£31.72	LC4 (below substantive range)
49	£60,903	£31.57	£62,852	£32.58	LC4 (below substantive range)
50	£62,377	£32.33	£64,373	£33.37	LC4 (substantive benchmark range)
51	£63,881	£33.11	£65,925	£34.17	LC4 (substantive benchmark range)

	1 April 2024		1 April 2025		Scale ranges
52	£65,943	£34.18	£68,053	£35.27	LC4 (substantive benchmark range)
53	£68,000	£35.25	£70,176	£36.37	LC4 (substantive benchmark range)
54	£70,065	£36.32	£72,307	£37.48	LC4 (substantive benchmark range)
55	£72,145	£37.39	£74,454	£38.59	LC4 (above substantive benchmark range)
56	£74,198	£38.46	£76,572	£39.69	LC4 (above substantive benchmark range)
57	£76,277	£39.54	£78,718	£40.80	LC4 (above substantive benchmark range)
58	£78,315	£40.59	£80,821	£41.89	LC4 (above substantive benchmark range)
59	£80,247	£41.59	£82,815	£42.93	LC4 (above substantive benchmark range)
60	£82,221	£42.62	£84,852	£43.98	LC4 (above substantive benchmark range)
61	£84,243	£43.67	£86,939	£45.06	LC4 (above substantive benchmark range)
62	£86,319	£44.74	£89,081	£46.17	LC4 (above substantive benchmark range)

Kidderminster Town Council

Report Title: Public Realm and Operational Services Team Restructure Proposal 2028.

- **Meeting:** Staffing Committee
 - **Date of Meeting:** 13th October 2025
 - **Author:** Adam Stockhall – Operational Services Manager
 - **Date of report:** 8th October 2025
1. **Summary:** To propose and outline a new business model, updated staffing structure, and role changes for the current Public Realm and Operations team. The objective is to continue to enhance delivery of parks with a view to continuing our ethos upon transfer of Wyre Forest District Council (WFDC) owned sites to Kidderminster Town Council (KTC). This will ensure compliance, improve community, particularly noting various groups. KTC will likely inherit and continue to grow our engagement and strengthen organisational capacity.
 2. **Background:** KTC employs two full-time officers within the Public Realm and Operations function: an Operational Services Manager and an Operational Services Officer. Both officers contribute to the strategic oversight and operational management of council services, encompassing the town's three parks, Public Conveniences, Allotments, Street Furniture, Town Centre Markets, Floral Displays, contracted services, the Lengthsman Scheme, and matters relating to Health and Safety.
 3. **Current Situation:** KTC is undertaking a significant transition in its role and responsibilities relating to Parks, Public Realm, and Community Assets. As the KTC moves toward assuming direct control of key sites that include parks currently under the ownership of WFDC as well as two urban parks, one currently under development, it is essential to evolve the operational team structure to match the scale, complexity, and community expectations associated with these spaces.

The current proposals are outlined for discussion at Finance and Overview for the park transfer programme. It is noted that Brinton and White Wickets are scheduled for consideration in 2027–28. Further discussions will take place once details relating to HLF funding, TUPE implications, and associated staffing reports are fully clarified.

Year One (2026-27)	Year Two (2027-28)
Spennells	
Springfield	
Willowfield	
King George	
Jerusalem Walk	
Bewdley Hill	
	Urban Park Worcester Street
	Urban Park Oxford Street

4. Expected Outcomes: (**Appendix 1**) sets out the proposed staffing structure, providing an overview of each role within the new Operational Services team. **Appendix 2** sets out the proposed Job Description and Person Specification for each of the new roles. This structure has been designed to ensure clarity of responsibilities, sufficient capacity to manage the council's assets effectively, and to support the safe and sustainable delivery of services.

5. Consultation: We would like to note that our HR representatives Fletcher Associations Ltd will be actively consulted regarding the development and review of the Job Descriptions. Additionally, they will provide support throughout the recruitment process to ensure alignment with organisational policies and best practices.

6. Risk Assessment: Without the implementation of the new staffing structure, Kidderminster Town Council would not be in a position to take on the transfer of the town's parks. The primary risk arises from the **volume and complexity of assets** involved, which require significant operational oversight, compliance monitoring, and day-to-day management.

- Failure to establish appropriate staffing capacity would present the following risks:
- **Operational Risk** – Insufficient resources to manage health and safety obligations, routine maintenance, and public use of the parks.
- **Compliance Risk** – Inability to meet statutory and regulatory responsibilities related to land, facilities, and safety.
- **Reputational Risk** – Risk of public dissatisfaction and loss of confidence if service standards decline due to inadequate management.
- **Financial Risk** – Increased likelihood of unexpected costs arising from unmanaged assets, reactive maintenance, or insurance claims.

The transfer of the parks can only be considered if the new staffing structure is implemented. This ensures sufficient capacity, expertise, and resilience to manage the high volume of assets safely and sustainably. Without this, the council would face significant operational and reputational risks, making the transfer unviable.

7. **Legal:** There are a number of legal considerations when transferring parks from one council to another. These typically fall into several categories:

➤ **Governance and Legal Powers**

- **Statutory powers:** The receiving council must have the statutory power to own and manage parks and open spaces under the **Local Government Act 1972** and related legislation.
- **Decision-making process:** Both councils must ensure that the decision to transfer is properly authorised (e.g., via council resolutions, committee approvals, or delegated authority).

➤ **Land and Property Matters**

- **Title and ownership:** Legal checks (due diligence) must be carried out to confirm ownership of the land, boundaries, and any restrictions (e.g., covenants, rights of way, or leases).
- **Asset transfer agreement:** A formal transfer document (e.g., leasehold/freehold transfer or licence) will be required, often with clauses around permitted use, maintenance standards, and restrictions on disposal.
- **Charitable land:** If any parks are held in trust or have charitable status, the Charity Commission's consent may be required.

➤ **Contracts and Liabilities**

- **Existing contracts:** Grounds maintenance or other service contracts may need to be novated (transferred) to the new council.
- **Liabilities:** Responsibility for repairs, health and safety, insurance, and any historic liabilities must be clearly allocated in the transfer agreement.

➤ **Employment Law**

- **TUPE regulations:** If staff are currently employed to manage or maintain the parks, the **Transfer of Undertakings (Protection of Employment) Regulations 2006** may apply, meaning employees transfer to the new council with their existing rights and conditions. Currently we have been advised there are no implications in the first round of transfers.

➤ **Finance and Funding**

- **Ongoing costs:** The receiving council must have a clear budget for maintenance, insurance, and liabilities.
- **S106/CIL funds:** If development-related funding is tied to the parks, agreements must clarify which council has responsibility for managing and spending those funds.

➤ **Public Law Duties**

- **Consultation:** Depending on the scale and impact, councils may need to consult with the public before finalising the transfer.

- **Equality Act 2010 compliance:** Decisions must consider the impact on protected groups through an Equality Impact Assessment.
 - In practice, councils usually draw up a **formal asset transfer agreement**, backed by legal and financial due diligence, to ensure responsibilities are clearly defined and risks are managed.
8. **Financial and Resources:** Financial Details can be found in the Financial and Overview Committee report. (**Attached Appendix 2**)
9. **Equality & Diversity:** When undertaking a staffing restructure, it is critically important to consider **equality and diversity** to ensure the process is not only legally compliant but also fair, transparent, and supportive of a positive organisational culture. Here are the key points:
- **Legal Compliance**
 - **Equality Act 2010:** Employers must avoid discrimination on the basis of protected characteristics (e.g., age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, sexual orientation).
 - **Indirect discrimination:** Structural changes could inadvertently disadvantage certain groups (e.g., reducing flexible roles may disproportionately affect carers, often women).
 - **Fair Process**
 - **Transparent criteria:** Decisions about role changes, redundancies, or redeployments should be based on clear, objective criteria to avoid perceptions of bias.
 - **Consultation:** Engaging staff and unions early help identify and address equality concerns.
 - **Organisational Culture and Reputation**
 - A restructure that values diversity signals the council's commitment to being an inclusive employer.
 - Failure to consider equality could damage staff morale, increase grievances, and harm the council's reputation with the public and stakeholders.
 - **Positive Outcomes**
 - **Workforce representation:** Restructures provide an opportunity to ensure staffing better reflects the diversity of the community served.
 - **Accessibility and inclusion:** Reviewing job design can improve accessibility (e.g., flexible working, reasonable adjustments for disabled staff).
 - **Retention of talent:** Fair and inclusive practices help retain skilled employees who may otherwise feel excluded or undervalued.
 - **Risk Management**
 - Ignoring equality and diversity considerations increases the risk of **employment tribunal claims**, reputational harm, and potential financial costs.

- Conducting an **Equality Impact Assessment (EIA)** helps identify and mitigate any disproportionate impacts on specific groups.

In summary: Considering equality and diversity in a staffing restructure is not just a legal obligation but a strategic necessity. It helps protect the organisation, supports fairness, and ensures the workforce is inclusive and resilient for the future.

- 10. Crime and Disorder:** A well-defined staffing structure is essential for the effective management of parks and open spaces. Without clear roles, responsibilities, and resources, the council would face significant challenges in maintaining safe and welcoming public environments.

Key reasons include:

➤ **Public Safety and Crime Prevention**

- Visible and structured staffing presence (e.g. KTC officers, or maintenance staff) helps deter antisocial behaviour, vandalism, and other forms of crime.
- Staff trained to identify and report issues that can work in partnership with police and community safety teams to reduce disorder.

➤ **Compliance with Legal Duties**

- Councils have obligations under the **Crime and Disorder Act 1998** to consider the impact of their services on community safety.
- A clear staffing model ensures these duties are embedded in daily park management.

➤ **Community Reassurance and Engagement**

- Consistent staff presence builds public confidence, making parks feel safer and more inclusive.
- Staff can act as a link between the council, community groups, and enforcement agencies.

➤ **Risk Management**

- Without an appropriate staffing structure, risks of crime, disorder, and safety incidents increase, potentially leading to reputational damage, financial costs (repairs, claims), and reduced public use of facilities.

➤ **Proactive Management**

- Staff can identify early warning signs of crime or antisocial behaviour, implement preventative measures (e.g., improved lighting, design changes), and work with partners to address root causes.
- **In summary:** A dedicated staffing structure is not just about maintaining parks; it is a critical component of community safety. By providing visibility, accountability, and proactive management, it directly supports efforts to

reduce crime and disorder, ensuring parks remain safe, accessible, and welcoming for all residents.

11. Action Plan: To resolve Financial Package at Finance and Overview on the 15 October 2025, to support the new Operational Services Staffing Structure.

- Consult HR representatives at Fletchers to support the recruitment process.
- Change the current title **Public Realm and Operations Officer** to **Deputy Operational Services Manager**, effective **April 2026**.
- Appoint a **Technical Officer** from **April 2026** to support the delivery of statutory compliance and risk assurance, includes risk assessments, play area and event safety, contractor rams oversight, repairs and maintenance to play equipment, street and park furniture, longer term will support the management of the Brinton Park splash pad, and the 2 Town Centre Urban parks.
- Appoint a **Grounds and Horticultural Officer** from **April 2026** to provide specialist horticultural expertise, ensuring all parks are maintained to the highest standards. The postholder will work in partnership with Friends groups, community organisations, and council officers to enhance planting schemes, floral displays, and landscaping across parks and the wider public realm.
- Appoint a **Public Realm Operative** from **April 2027** to support cleansing, litter removal, bin emptying, minor maintenance, floral displays, Vehicle Activated Signs (VAS), and Lengthsman duties. The role will enhance the visible presence within the Town Centre, parks, and open spaces, maintain public realm furniture (e.g. painting and minor repairs), carry out High Street deep cleans, and support officers with cleansing activities across all parks.
- Appoint a **Community and Engagement Officer** from **April 2027** to strengthen community involvement, secure external funding, support Friends groups, deliver HLF projects, plan events, and manage communications. In the longer term, the role will also support Brinton community commitments in line with HLF requirements.

12. Follow-up: This will be monitored through dedicated committees to monitor and review the process.

Operational Services Manager to oversee each phase of the process, providing updates to the relevant Committees as required.

13. Conclusion: The proposed Public Realm and Operational Services Team Restructure provides KTC with a sustainable and future-focused staffing model to manage the transfer of WFDC parks and associated assets. The restructure is essential to ensure compliance with statutory duties, improve service delivery, strengthen community engagement, and safeguard the Council's reputation. Without this investment in capacity and expertise, the risks of operational failure, financial exposure, and reputational damage would make the transfer unviable.

The phased recruitment plan, combined with HR oversight, offers a measured approach that balances immediate operational requirements with long-term community aspirations. By embedding clear lines of responsibility, specialist expertise, and a focus on inclusivity, the restructure will enable KTC to deliver high-quality, safe, and accessible public spaces that meet the expectations of residents and members.

14. Recommendation: It is recommended that the Staffing Committee:

- **Approve** the proposed Public Realm and Operational Services Team restructure as set out in this report and appendices.
- **Authorise** consultation with HR representatives at Fletchers to progress recruitment and ensure compliance with employment law, equality, and diversity obligations, in line with proposed start dates.
- **Endorse** the phased implementation plan, beginning with: (1) changing the role of Operational Services Officer to Deputy Operational Services Manager (revised pay); (2) appointing a Technical Officer and a Horticultural Officer in April 2026.
- April 2027 the recruitment of specialist roles as outlined in the Action Plan.
- **Delegate** oversight of the restructure and phased implementation to the Operational Services Manager, with progress reports provided to the relevant Committees at agreed intervals.

15. Appendices:

- Appendix 1 – Staffing Structure
- Appendix 2 – Finance & Overview Committee Report

Kidderminster Town Council

Public Realm & Operational Services Team Restructure Proposal

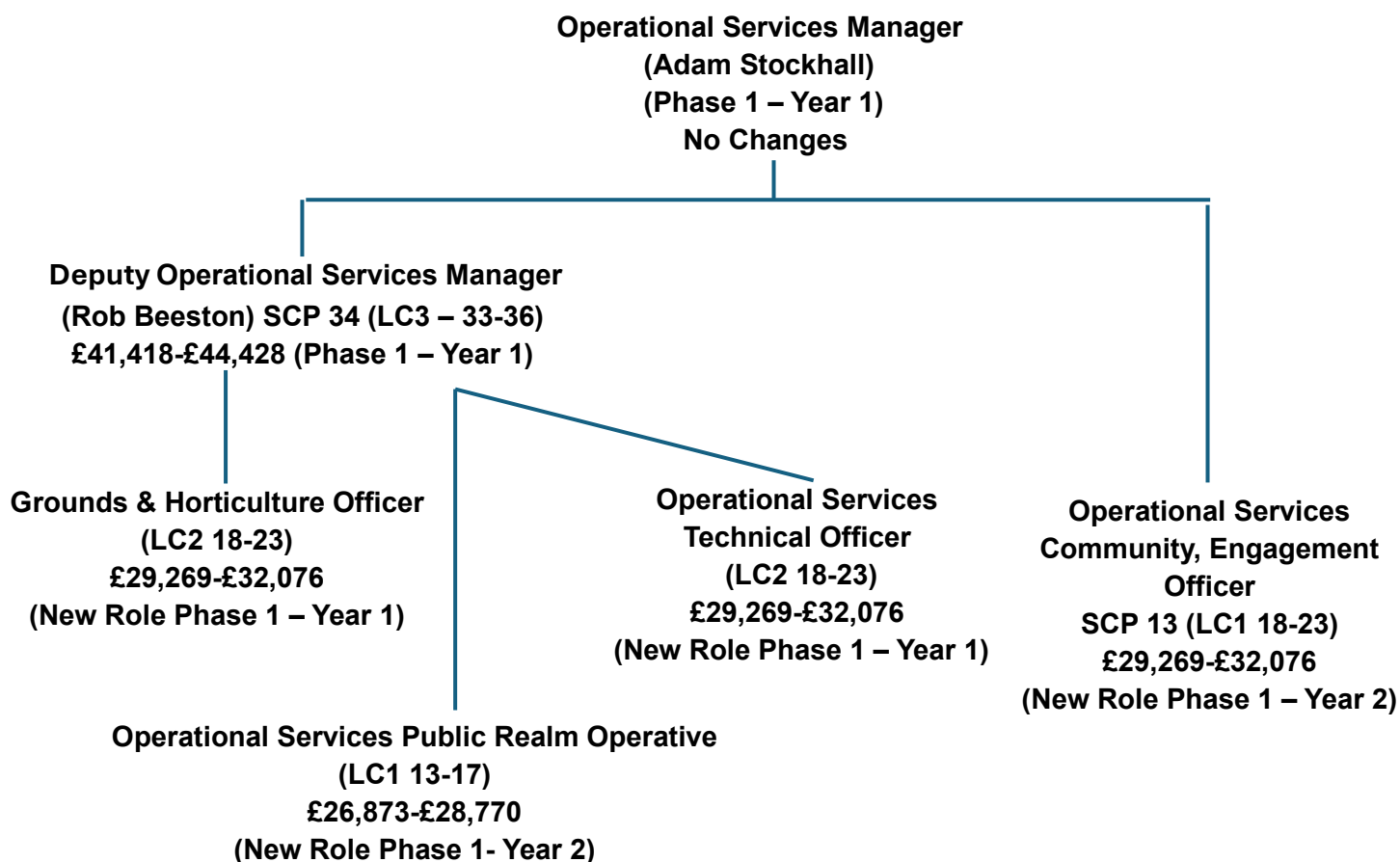
Executive Summary

Kidderminster Town Council (KTC) is undertaking a significant transition in its role and responsibilities relating to the management of parks, public realm, and community assets. As KTC prepares to assume direct control of key sites—including all parks currently owned by Wyre Forest District Council (WFDC), as well as two urban parks, with one under development and due to be completed towards the end of the year—it is essential that the operational staffing structure evolves to reflect the scale, complexity, and community expectations associated with these spaces.

This proposal outlines a new business model, an updated staffing structure, and changes to existing roles within the Public Realm and Operational Services team. The objective is to strengthen delivery capacity, ensure compliance, and maintain KTC's community-focused ethos upon transfer of assets. The structure also aims to enhance engagement with local groups, enable growth in external funding opportunities, and build resilience for future service delivery.

The proposed new roles and salaries are benchmarked against comparable positions in other councils, ensuring they remain competitive and aligned with the current market.

Leadership & Line Management Structure



Leadership & Line Management Structure Phase One – Year One

Rob Beeston → Deputy Operational Services Manager – New Salary

Current title: Public Realm and Operations Officer

New title: Deputy Operational Services Manager

Rob's updated role reflects his increased responsibility for managing the day-to-day operational delivery of KTC's public assets. This includes contract and budget monitoring, site inspections, coordination of staff and contractors, and ensuring compliance with health and safety requirements.

Rob will act as the link between strategic leadership and frontline delivery, translating council priorities into effective operational outcomes.

Rob will also assume the leadership role in the absence of the Operational Services Manager, as well as when covering CEO duties or during periods of leave.

Rationale

- **Operational responsibility:** Leads daily service delivery and logistics
- **Line management:** Oversees operational officers.
- **Compliance and grant delivery:** Supports HLF, safety, and infrastructure obligations.
- **Professional recognition:** Aligns title with expanded responsibilities.

Proposed New Roles: Purpose and Justification Phase One – Year One

- **Operational Services Technical Support Officer (DRAFT Job Description & Person Specification Attached)**

Purpose:

The Technical Support Officer plays a critical role in ensuring the organisation operates safely, legally, and efficiently. By delivering statutory compliance and risk assurance, the officer safeguards staff, visitors, and the wider community, while supporting operational excellence across all sites and activities.

Duties:

- **Risk Assessments:** Conduct thorough risk assessments for facilities, public spaces, and activities to identify hazards and recommend mitigation measures.
- **Play Area and Event Safety:** Ensure all play areas, public facilities, and organised events meet safety standards and legal requirements.
- **Contractor RAMS Oversight:** Review and monitor contractor Risk Assessments and Method Statements (RAMS) to ensure safe work practices are followed.
- **Audit Support:** Assist with internal and external audits, providing documentation, evidence, and expert guidance to maintain compliance.

Justification / Importance:

This role is essential to maintain legal compliance and protect the organisation from health and safety risks. By embedding a proactive approach to safety and assurance, the officer helps prevent accidents, reduce liability, and foster confidence

among staff, visitors, and stakeholders. The Technical Support Officer underpins operational integrity, ensuring that all services are delivered safely and responsibly.

➤ **Grounds & Horticulture Officer (DRAFT Job Description & Person Specification Attached)**

Purpose:

The Grounds and Horticultural Officer is essential for maintaining and enhancing the quality, appearance, and ecological value of parks, public realm areas, and open spaces. By providing specialist horticultural expertise, the officer ensures that green spaces are not only aesthetically pleasing but also environmentally sustainable, supporting biodiversity and community wellbeing.

Duties:

- **Site Inspections:** Regularly inspect parks, gardens, and open spaces to monitor plant health, safety, and overall presentation.
- **Planting Schemes:** Design and implement planting schemes that enhance the visual appeal of public areas while considering seasonal variation and long-term sustainability.
- **Biodiversity Improvements:** Develop and manage projects that increase biodiversity, such as wildflower meadows, pollinator habitats, and native species planting.
- **HLF Standards Support:** Ensure all horticultural work aligns with Heritage Lottery Fund (HLF) and other funding or quality standards, providing technical guidance as required.

Justification / Importance:

This role provides specialist horticultural knowledge that is critical for maintaining high standards across KTC parks and green spaces. By enhancing the quality of public areas, the officer improves visitor experiences, encourages community use, and promotes wellbeing. Additionally, through biodiversity-focused initiatives, the officer contributes to environmental sustainability, ecological resilience, and compliance with statutory and funding requirements. The position ensures that green spaces are both visually attractive and ecologically valuable, strengthening the reputation of KTC as a provider of high-quality, sustainable public spaces.

Proposed New Roles: Purpose and Justification Phase One – Year Two

➤ **Operational Services Public Realm Operative**

Purpose:

The Public Realm Operative is vital to the day-to-day upkeep and functionality of parks, public spaces, and open areas. By providing consistent operational support, the role ensures that these spaces remain clean, safe, visually appealing, and accessible to the public. The operative serves as the frontline presence of the organisation, fostering a sense of care, safety, and community pride.

Duties:

- **Cleansing and Litter Removal:** Maintain cleanliness across parks, streets, and open spaces, preventing litter build-up and supporting a positive public environment.

- **Minor Maintenance:** Undertake small-scale repairs and upkeep tasks to ensure public facilities remain safe and functional.
- **Inspections:** Conduct routine checks to identify hazards, maintenance needs, or operational issues, reporting concerns promptly.
- **Visible Presence for Safety:** Act as a reassuring presence to the public, helping to deter antisocial behaviour and respond quickly to incidents or concerns.
- **Floral Displays:** Assist in planting, maintaining, and watering seasonal floral displays to enhance the attractiveness of public spaces.
- **Lengthsman Works and VAS Signs:** Undertake additional operational duties such as hedge trimming, minor highway maintenance, and management of Variable Message Signs (VAS) to support wider community safety and infrastructure.

Justification / Importance:

This role ensures a consistent, visible, and responsive presence across KTC's public realm, parks, and open spaces. By maintaining cleanliness, safety, and aesthetic appeal, the operative directly contributes to public satisfaction and community wellbeing. The position also supports operational efficiency by identifying issues early and assisting with minor maintenance tasks, preventing escalation. Overall, the Public Realm Operative is a cornerstone of effective service delivery, sustaining high-quality environments and enhancing the reputation of KTC as a provider of safe, attractive, and well-managed public spaces.

Proposed New Roles: Purpose and Justification Phase One – Year Two

➤ Operational Services Community & Engagement Officer

Purpose:

The role is critical in fostering strong connections between the organisation and its local communities. By strengthening community involvement, the officer ensures that public spaces and programs are accessible, well-utilised, and supported by the community. Additionally, the position plays a key role in securing external funding, which is essential for sustaining and expanding operational initiatives.

Duties:

- **Support Friends Groups:** Provide guidance, resources, and coordination to community volunteer groups to enhance their impact and sustainability.
- **Deliver HLF Programmes:** Implement Heritage Lottery Fund (HLF) and other externally funded programs, ensuring compliance and maximum community benefit.
- **Plan Events:** Organise community events, workshops, and engagement activities to encourage participation, promote awareness, and celebrate local heritage.
- **Manage Communications:** Develop and maintain effective communication channels, including newsletters, social media, and community outreach, to strengthen public engagement and promote programmes.

Justification / Importance:

The role is vital for building organisational capacity and embedding community participation into operational services. By actively engaging with local groups and individuals, the officer helps create a sense of ownership and pride in public

services, which in turn encourages volunteering and advocacy. Furthermore, by identifying and securing external funding opportunities, the officer ensures that operational initiatives can expand, innovate, and remain sustainable. Ultimately, this position enhances public participation, enriches community experiences, and strengthens the organisation's long-term resilience and reputation.

Implementation Phases

Phase One	Trigger	Action
Year One	April 2026	Deputy Operational Services Manager (Change of Title, previously Operational Services Officer)
		Technical Officer
		Grounds & Horticultural Officer
Year Two	April 2027	Public Realm Operative
		Community & Engagement Officer

Summary

The proposed staffing structure will:

- Strengthen compliance and risk management capacity
- Enhance community engagement and education delivery
- Improve contract oversight and site quality
- Provide a fit-for-purpose team capable of supporting KTC's wider responsibilities

It recognises the leadership already provided by Adam Stockhall, while positioning the Council for future growth, funding opportunities, and excellence in public service delivery.

Income Streams and Business Development

The restructure will also enable KTC to generate and diversify income, supporting long-term sustainability. Key opportunities include:

- **Asset monetisation:** Identifying revenue-generating uses of council assets
- **External funding:** Grant applications and partnership income, supported by the Community & Engagement Officer
- **Communications and promotion:** Use of newsletters, events, and social media to drive engagement and sponsorship opportunities
- **Operational efficiency:** Improved oversight, compliance, and contract management to reduce costs and unlock value



KIDDERMINSTER TOWN COUNCIL

JOB DESCRIPTION

Job Title: Operations Community & Engagement Officer	Hours: 37 hours per week (any 4&5 day working patterns apply from any 7 days)
Salary: TBC	Location: Unit 2, Forest Park, Crosbie Grove, Silverwood's, Kidderminster Unit 2
Contract: Fixed, Full Time (37 hours)	
Purpose of job: As the Council continues to expand its asset base and raise its public profile, this role is central to bridging the gap between internal operations and the wider community. The Community Engagement Officer will be instrumental in empowering local groups, securing financial resources, and enhancing the delivery of services across the Council's programmes. The postholder will take a lead role in delivering externally funded projects, such as those supported by the Heritage Lottery Fund (HLF), using expertise in public engagement to foster a strong civic identity, encourage participation, and strengthen community connections with the Council's work. By acting as a key liaison between the Council and its diverse stakeholders, this position ensures that initiatives are accessible, inclusive, and impactful.	
Job Description: Community Liaison • Provide ongoing support to "Friends of" groups and other community organisations. • Build and maintain strong relationships with community stakeholders to facilitate participation and collaboration. Events & Activities • Plan, organise, and promote community events and activities. • Deliver programmes funded by external sources, including HLF initiatives, ensuring they meet strategic objectives and community needs. Fundraising • Identify opportunities for external funding and write persuasive grant applications to secure financial support. • Support income generation initiatives to strengthen the sustainability of Council projects. Communication • Manage social media accounts to enhance engagement and promote events and initiatives. • Assist with internal reporting and the preparation of materials for publication in collaboration with the Operational Services Manager. Public Engagement • Act as a central point of contact for community queries, including email correspondence and enquiry triage.	

- Encourage community participation and foster positive relationships with residents and stakeholders.

Project Support

- Provide logistical and administrative support for events, community activities, and funded programmes.
- Monitor project delivery to ensure objectives are met efficiently and effectively.

Health & Safety

- Take personal responsibility for maintaining high standards of work.
- Assist in the development of risk assessments, in consultation with the Technical Support Officer, ensuring compliance with health and safety regulations and best practices.

Training

- Participate in designated training sessions, some of which may be mandatory, and may take place outside normal working hours or at other locations as required.

Customer Service

- Ensure excellent customer service at all times, promoting a welcoming and supportive environment for all stakeholders.

General Responsibilities

- The job description is not exhaustive and is subject to change.
- The postholder may be reasonably required to undertake duties beyond those specified to meet the Council's operational needs.

PERSON SPECIFICATION

Job Title: Grounds & Horticulture Officer

Directorate & Section: Operational Services

Salary Grade: TBA

EXPERIENCE: (Of delivering outcome/objectives/service improvements etc, not just time served)

Experience

- Demonstrated experience in a community-facing role, with a track record of supporting and liaising with community or volunteer groups.
- Proven ability to plan, promote, and deliver public events and activities.
- Experience in securing external funding through grant applications.
- Experience in creating and managing content for social media.

KNOWLEDGE, SKILLS AND ABILITIES:

Essential:

- Excellent communication skills, both written and verbal.
- Ability to work effectively under own initiative and as part of a team.
- Strong organisational skills, with the ability to manage multiple projects simultaneously.
- Good written skills, particularly for creating compelling reports and grant applications.
- Exemplary customer service, with a professional and positive image.

Desirable:

- Working knowledge of fundraising practices and grant application processes.
- Experience in supporting funded programs, such as HLF activity delivery.
- Familiarity with data collection and reporting for project updates.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

Essential:

- Must hold a current driving license.

ADDITIONAL FACTORS

It is **essential** that the post holder has:

- Ability to work a flexible schedule, including weekends and bank holidays, to support events and community activities.
- A flexible and adaptable approach to the workload

Author: A. Stockhall

Date: September 2025



KIDDERMINSTER TOWN COUNCIL

JOB DESCRIPTION

Job Title: Operations Grounds & Horticulture Officer	Hours: 37 hours per week (any 4&5 day working patterns apply from any 7 days)
Salary: TBC	Location: Unit 2, Forest Park, Crosbie Grove, Silverwood's, Kidderminster Unit 2
Contract: Fixed, Full Time (37 hours)	
Purpose of job: As a key member of the Parks and Public Realm team within Kidderminster Town Council, the Grounds and Horticultural Officer play's a critical role in maintaining, enhancing, and safeguarding the Council's green spaces. This position ensures that parks, gardens, and public landscapes are not only visually appealing but also safe, sustainable, and ecologically vibrant. The officer will be responsible for the day-to-day management of horticultural operations, ensuring that all work aligns with both public expectations and broader biodiversity and environmental objectives. This role serves as the bridge between strategic planning and practical delivery, translating design and maintenance plans into high-quality, well-executed outcomes that benefit residents, visitors, and wildlife alike. By combining technical horticultural expertise with practical grounds management skills, the officer helps ensure that Kidderminster's green spaces remain welcoming, resilient, and engaging throughout the year. Beyond maintenance, this role contributes to the Council's wider community and environmental goals by supporting biodiversity initiatives, promoting sustainable practices, and helping to create inclusive, accessible spaces that encourage public use and enjoyment. The postholder will work collaboratively with colleagues, volunteers, contractors, and local community groups to enhance the quality and impact of Kidderminster's public realm, reinforcing the Council's commitment to high standards of care, environmental stewardship, and civic pride.	

Job Description:

Site Inspections & Planning

- Conduct regular site inspections to assess the condition of parks, gardens, and other public green spaces.
- Develop and implement seasonal planting schemes, maintenance schedules, and improvement plans in collaboration with the Public Realm & Operations Manager.
- Monitor plant health, soil conditions, and site aesthetics to ensure high-quality standards are maintained year-round.

Contractor Liaison

- Coordinate with contractors to ensure the delivery of grounds maintenance, landscaping, and other outsourced services meet the Council's quality and performance expectations.
- Monitor contractor work, provide feedback, and report any deviations from agreed standards or timelines.

Horticultural Standards

- Maintain and improve horticultural quality across all Council-managed green assets, including parks, gardens, verges, and recreational areas.
- Introduce and support innovative horticultural practices to enhance the aesthetic and environmental value of public spaces.

Biodiversity & Environmental Improvements

- Implement initiatives to improve biodiversity, such as wildflower areas, pollinator-friendly planting, and habitat creation.
- Support sustainable landscaping and maintenance practices to protect and enhance local ecosystems.
- Participate in Council-led environmental and community engagement projects.

Communication & Reporting

- Provide regular updates to the Public Realm & Operations Manager regarding site conditions, maintenance progress, and any issues requiring attention.
- Record and report deviations from maintenance schedules, equipment needs, or safety concerns promptly.

Health & Safety

- Take personal responsibility for the quality and safety of work carried out on-site.
- Assist in developing and implementing risk assessments in collaboration with the Technical Support Officer, ensuring compliance with health and safety regulations and best practices.
- Wear and ensure the correct use of Personal Protective Equipment (PPE) appropriate to each task.
- Promote a safety-first culture within the team and among contractors.

Training & Development

- Participate in mandatory and recommended training sessions, which may take place outside normal working hours or at alternative locations.

- Keep up to date with horticultural best practices, equipment operation, and relevant health and safety requirements.

Equipment Operation & Maintenance

- Ensure all vehicles, machinery, and horticultural equipment are operated safely and maintained in good working order.
- Follow Safe Methods of Operation and Risk Assessments for all assigned tasks.
- Report any defects or maintenance needs for machinery and equipment promptly.

Customer Service & Community Engagement

- Deliver excellent customer service by engaging professionally and courteously with members of the public and community groups.
- Support community involvement initiatives where appropriate, including volunteer programmes or educational activities.

General Responsibilities

- This job description is not exhaustive and may be amended to reflect operational requirements.
- The postholder may be reasonably required to perform duties outside of those explicitly listed to support the effective functioning of the Parks and Public Realm team.

PERSON SPECIFICATION

Job Title: Grounds & Horticulture Officer

Directorate & Section: Operational Services

Salary Grade: TBA

EXPERIENCE

(Of delivering outcomes, objectives, and service improvements, not just time served)

Essential:

- Demonstrated practical experience in a grounds maintenance and horticultural service environment, with evidence of delivering high-quality outcomes.
- Proven ability to maintain and enhance green spaces, including experience with floral bedding, hanging baskets, shrubbery, and general horticultural displays.
- Experience in implementing seasonal planting schemes and managing ongoing maintenance programmes.
- Experience liaising with contractors to ensure the delivery of high-standard grounds maintenance services.

Desirable:

- Experience working on biodiversity enhancement projects or environmental initiatives.
- Experience engaging with community groups, volunteers, or educational programmes related to horticulture and green space management.
- Experience supporting events or activities within parks and public spaces.

KNOWLEDGE, SKILLS, AND ABILITIES

Essential:

- Strong practical skills in grounds maintenance, horticulture, and upkeep of public green assets.
- Working knowledge of health and safety practices and relevant legislation, including risk assessments and PPE requirements.
- Ability to plan and organise work effectively, prioritising tasks to meet deadlines and service objectives.
- Strong communication skills, with the ability to interact effectively with colleagues, contractors, and the public.
- Numeracy skills sufficient for maintaining records, stock management, and reporting on site maintenance or projects.
- Ability to work independently and as part of a team, demonstrating initiative and problem-solving abilities.
- High standards of customer service, professionalism, and public engagement.

- Working knowledge of a wide range of plants, trees, and shrubs, including identification and understanding of their care, maintenance, and seasonal requirements.

Desirable:

- Competence in using a range of horticultural tools and machinery, including trimmers, hedge cutters, and other powered or hand tools.
- Knowledge of sustainable horticultural practices and biodiversity improvement techniques.
- Understanding of community engagement, volunteer coordination, or educational outreach in a horticultural or parks environment.

QUALIFICATIONS / TRAINING & DEVELOPMENT

Essential:

- Willingness to undertake formal training to achieve industry-recognised qualifications.
- Commitment to continuous professional development and keeping up to date with best practices in horticulture and grounds management.

Desirable:

- Horticultural NVQs, Diplomas, or equivalent qualifications.
- Certification for the safe use of power tools, vehicles, and machinery.
- Training in safe lifting, working safely with PPE, and public-facing grounds work.

ADDITIONAL FACTORS

Essential:

- Flexibility to work weekends, bank holidays, and outside normal working hours when required.
- Ability to demonstrate a flexible and adaptable approach to duties and priorities.
- Commitment to promoting the Council's values, including environmental stewardship, community engagement, and high-quality service delivery.

Desirable:

- Personal interest in horticulture, biodiversity, or environmental sustainability.
- Willingness to contribute to community initiatives or educational programmes within parks and green spaces.

Author: A.Stockhall

Date: September 2025



KIDDERMINSTER TOWN COUNCIL

JOB DESCRIPTION

Job Title: Operations Public Realm Operative	Hours: 37 hours per week (any 4&5 day working patterns apply from any 7 days)
Salary: TBC	Location: Unit 2, Forest Park, Crosbie Grove, Silverwood's, Kiddermminster Unit 2
Contract: Fixed – Full Time (37 hours)	
Purpose of job: The Public Realm Operative provides a vital, on-the-ground presence across the Council's parks and public spaces, ensuring they remain safe, clean, and welcoming for residents and visitors. This role is essential for maintaining the high standards expected of public spaces, supporting regulatory and compliance inspections, and addressing issues as they arise in real time. Acting as the “eyes and ears” of the Operational Services team, the operative plays a key role in promoting safety, operational continuity, and public confidence in the Council's services. By monitoring the condition of public spaces, reporting maintenance needs, and responding promptly to environmental or safety concerns, the postholder ensures that parks and other assets remain accessible, attractive, and compliant with relevant standards. In addition to these core duties, the Public Realm Operative supports the maintenance of the Council's floral displays, contributes to general groundskeeping tasks, and provides practical assistance to the Grounds & Horticulture Officer in delivering seasonal planting schemes, biodiversity initiatives, and routine maintenance activities. Through proactive engagement and attention to detail, this role helps enhance the visibility, responsiveness, and overall quality of the Council's public realm services. The position requires a combination of practical grounds maintenance skills, awareness of health and safety requirements, and a strong commitment to customer service, ensuring that public spaces are both well cared for and enjoyed by the community.	

Job Description:

Daily Maintenance

- Undertake daily cleansing, litter collection, and removal of debris within designated urban parks and other public spaces.
- Ensure paths, entrances, seating areas, and high-traffic zones remain clean, safe, and accessible.

Asset Upkeep & Monitoring

- Monitor, report, and assist with the maintenance of street furniture, monuments, signage, lighting, and other public realm assets.
- Conduct minor repairs or maintenance tasks where appropriate, escalating more complex issues to the Technical Support Officer.

Site Inspections & Operational Support

- Assist with inspections of infrastructure, playgrounds, pathways, and other facilities in collaboration with the Technical Support Officer.
- Support seasonal planning and implementation of planting schemes, including the delivery of floral displays, supplementary planting, and maintenance of key features such as waterfalls, monuments, and beds.
- Transport tools, equipment, waste, and materials using designated vehicles, ensuring safe operation and secure loading/unloading practices.

Reporting & Communication

- Provide timely feedback to the Public Realm & Operations Manager regarding site issues, maintenance needs, or health and safety concerns.
- Maintain accurate records of work undertaken, incidents, and any operational anomalies.

Horticultural Support

- Assist the Grounds & Horticulture Officer in maintaining high-quality floral and horticultural displays throughout the town centre and parks.
- Support biodiversity and environmental initiatives by helping with planting, mulching, and maintenance of wildlife-friendly areas.

Health & Safety

- Take personal responsibility for the quality, safety, and efficiency of work carried out at assigned sites.
- Assist in the development and implementation of risk assessments alongside the Technical Support Officer, ensuring compliance with all health and safety regulations and best practice standards.
- Wear and correctly use all required Personal Protective Equipment (PPE) in accordance with assigned tasks.

Training & Development

- Participate in designated training sessions, some of which may be mandatory, and may occur outside normal working hours or at alternative locations.
- Maintain knowledge of safe working practices, equipment operation, and site-specific procedures.

Equipment Operation & Maintenance

- Operate and maintain vehicles, machinery, and hand tools safely and efficiently.
- Familiarise yourself with all relevant Safe Methods of Operation and risk assessments, implementing them consistently during assigned tasks.
- Report defects or faults in equipment promptly.

Customer Service & Community Engagement

- Provide a visible and approachable presence to the public, promoting a welcoming and safe environment.
- Respond courteously to enquiries, concerns, or reports from members of the public.
- Support Council initiatives that enhance community enjoyment of public spaces.

General Responsibilities

- Ensure operational continuity and proactive attention to public realm issues.
- Work collaboratively with colleagues, contractors, and volunteers to maintain high standards across all sites.
- The job description is not exhaustive and may be subject to change.
- The postholder may be reasonably required to undertake duties beyond those listed to support the Council's operational needs.

PERSON SPECIFICATION

Job Title: Public Realm Operative

Directorate & Section: Operational Services

Salary Grade: TBA

EXPERIENCE

(Of delivering outcomes, objectives, and service improvements, not just time served)

Essential:

- Demonstrated ability to perform daily operational tasks, such as cleansing, litter collection, and light maintenance of public assets, with evidence of delivering consistent high standards.
- Experience in a role requiring a visible, on-the-ground presence to uphold cleanliness, support compliance inspections, and respond to real-time issues in public spaces.
- Experience in reporting operational issues, maintenance needs, or health and safety concerns in a timely and professional manner.

Desirable:

- Experience assisting with horticultural maintenance, floral displays, or biodiversity initiatives.
- Experience working collaboratively with colleagues, volunteers, or contractors to support the upkeep of public spaces.
- Experience in providing a customer-facing service in a public environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Essential:

- Practical skills for carrying out daily maintenance, light repairs, and minor horticultural tasks.
- Strong communication skills to provide real-time feedback to supervisors, colleagues, and the public.
- Ability to work independently, taking initiative, and as part of a team.
- Working knowledge of health and safety practices and ability to comply with risk assessments.
- High standards of customer service, professionalism, and public engagement.
- Awareness of environmental considerations and ability to support sustainability initiatives within public spaces.

Desirable:

- Competence with a range of horticultural equipment, including strimmers, hedge cutters, and hand tools.

- Knowledge of basic horticultural practices, seasonal planting, or floral display maintenance.
- Understanding of community engagement practices in public realm settings.

QUALIFICATIONS / TRAINING & DEVELOPMENT

Essential:

- Must hold a current driving licence with Category C1 or equivalent, or a licence issued before 31 December 1995, to transport waste, tools, and equipment.
- Willingness to undertake formal and on-the-job training as required to maintain competency and health & safety standards.
- Commitment to wearing and using appropriate Personal Protective Equipment (PPE) relevant to the tasks undertaken.

Desirable:

- Certification for safe operation of vehicles, machinery, or horticultural equipment.
- Training in safe lifting techniques, first aid, or public-facing operational safety.

ADDITIONAL FACTORS

Essential:

- Flexibility to work weekends, bank holidays, and outside normal working hours when required.
- Ability to demonstrate a flexible and adaptable approach to work, responding to operational priorities.
- Commitment to supporting the Council's values, including public safety, environmental stewardship, and high-quality service delivery.

Desirable:

- Interest in horticulture, environmental management, or community-based public services.
- Willingness to contribute to special projects, seasonal events, or community engagement initiatives.

Author: A.Stockhall

Date: September 2025

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	Pay Award from 1st April 2025 (Appendix 2) To Approve payment of the award to the Council's employees.
	Public Realm and Operations Team for devolution proposals
	Chief Executive Officer Performance Management To appoint a panel for the Annual Appraisal of the CEO
3 December 2025	Staff Budget for 2026/27 To make recommendations in this matter
	Chief Executive Officer Performance Management To consider the recommendations from the Panel for Performance Management and Appraisal of the Council's Chief Executive Officer.
	Staff Appraisals To receive a report from the CEO on staff appraisals
	Training and development policy for staff and councillors-review
Future	Employment Policies/ Handbook Ongoing review
Dec 2026	To Review the Expenses Policy for Staff and Councillors.