

KIDDERMINSTER TOWN COUNCIL

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

Present: Councillors: Helen Dyke (Chair), Liam Carroll, George Connolly,
Fran Oborski, Steve Hollands, Doug Hine and Bernadette Connor

In Attendance:

Hugh Peacocke, Chief Executive Officer
Chris Pugh, Corporate Services Manager
Adam Stockhall, Public Realm and Operations Manager.

12. DECLARATIONS OF INTEREST

None

13. MINUTES

RESOLVED: That the minutes of the Staffing Committee meeting held on 9th June 2025 were a correct record and duly signed by the Chair.

14. Pay Award from 1st April 2025

The Committee noted that The National Joint Council for Local Government Services (NJC) had reached an agreement on rates of pay applicable from 1 April 2025 to 31 March 2026. The rise is equivalent to 3.25%; the Council allowed 3% in the budget.

RESOLVED: To Approve payment of the award to the Council's employees, with effect from 1st April 2025.

15. Public Realm and Operations Team for devolution proposals

The Committee received a report from Adam Stockhall, the council's Public Realm and Operations Manager, detailing staffing arrangements should the proposed re-organisation and devolution at District Council level progress.

The meeting complimented the achievements of the Public Realms team on the standard of maintenance and upkeep in the Council's parks.

RESOLVED:

- **To Approve** the proposed Public Realm and Operational Services Team restructure as set out in this report and appendices, should the devolution progress as set out in the report.

16. Chief Executive Officer Performance Management

The CEO told the meeting that the Council's annual appraisal process worked from the top down, with the CEO cascading objectives and priorities to the Council's management team, where appropriate. The Committee was asked to

appoint 3 Members to a panel to carry out the CEO's annual performance appraisal and report to the Staffing Committee meeting in December.

RESOLVED: To Appoint Councillors Helen Dyke (Chair), Bernadette Connor and Steve Hollands to the CEO's Appraisal Panel, to report to the Staffing Committee meeting in December.

17. Forward Work Programme

Members noted the forward Work Programme for the Committee.

18. 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.

19. HR Consultancy Arrangements

The Committee received a report from Chris Pugh, the Council's Corporate Services Manager, detailing proposals for a HR Management System for the Council.

RESOLVED: To enter into a 36-month agreement with Peninsula at £370.80/month, after terminating the current HR consultancy arrangements.

20. Civic, Community and Events Manager

The Committee received an update on the recruitment process.

RESOLVED: To authorise the CEO to appoint the successful candidate recommended by the Selection Panel, subject to satisfactory references and other employment checks, on the terms and conditions, as agreed by the Committee.

21. Other Staffing updates

A. CiLCA accreditations:

The Committee noted that 2 officers had completed the CiLCA course.

RESOLVED: To award those officers an incremental salary progression to the next point on their scale (from the date of their CiLCA accreditation.

B. Association of Accounting Technicians (AAT)

RESOLVED: To pay £902 for AAT Fees and membership for a Council employee. (To complete in 12 to 18 months. If not completed, fees will be claimed back)

C. Staff Car Parking-

RESOLVED:

1. To provide parking expenses for one officer for their Town Council employment.

2. Where employees are not entitled to parking expenses, to offer WFDC season passes, to be repaid on a monthly basis, and any outstanding amounts to be repaid, should the employee leave the Council.

(It was noted that future contracts of employment should make clear that the Council does not provide parking for employees).

D. Flu Vaccinations

The CEO recommended to the Committee that the Council covers the reasonable cost of flu vaccinations for any employee who wishes to avail of the offer. The Committee noted the high costs that would accrue in the event of sick leave and the savings that would be made if infections were avoided.

RESOLVED: that the Council covers the reasonable cost of flu vaccinations for any employee who wishes to avail of the offer.

The business of the meeting concluded at 7.45 pm.

Signed: _____ Date: _____
Chairperson.