



28th November 2025

The meeting of the **STAFFING COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE**, on **WEDNESDAY 3rd DECEMBER 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, S Hollands, D Hine.

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 October 2025.

4. Training and development policy for staff and councillors (Appendix 2)

To review the Policy and approve any required amendments

5. Annual Review of the Council's Vision 2025-2029 (Appendix 3)

To review the Vision and propose any required amendments

6. Forward Work Programme (Appendix 4)

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

7. 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.

8. Annual Appraisals 2025

To receive a report from the CEO (Head of paid staff) on the Staff appraisals 2025 and approve any recommendations arising.

9. Staffing Budget 2026-2027

To recommend a Staffing Budget for inclusion in the Council's budget for 2026-2027

10. 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 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, as per custom and practice established.

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: _____
Chairperson.

Date: _____

Kidderminster Town Council

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: 3rd December 2024

Review Date: 3rd December 2025

KIDDERMINSTER TOWN COUNCIL

Vision/ Strategy 2025-2029

Providing services to the people of Kidderminster

- 1. Help to make Kidderminster a more attractive, welcoming, safe and well cared for town**
 - 1.A Providing services/ amenities and working with other partners and stakeholders to help to deliver a well-presented and safer town centre
 - 1.B Provide outstanding parks, playgrounds and public spaces
 - 1.C Provide public toilets
 - 1.D Run vibrant markets
 - 1.E Provide allotments
 - 1.F Provide value for money services for the communities we serve, by maximising income and controlling costs.
 - 1.G Consider further devolution of services from other tiers of local government wherever we feel that this is in the best interests of the communities we serve.
 - 2. Make Kidderminster Town Hall a key community and civic asset**
 - 2.A To make the Town Hall accessible and inclusive for all our communities
 - 2.B Protecting and preserving the Town Hall, its artefacts and its heritage, on behalf of all of our communities.
 - 2.C Providing top class culture and entertainment events,
 - 2.D Supporting the community use and enjoyment of the Town Hall
 - 2.E To provide accessible, inclusive Civic Offices to deliver services for the people of Kidderminster
 - 3. Foster a real sense of community and Civic Pride**
 - 3.A. To be “The Voice of Kidderminster”, by:
 - By lobbying and working in partnership with WFDC, WCC, Kidderminster BID, and others on matters relating to Kidderminster
 - Responding to public consultations on behalf of the people of Kidderminster,
 - Fulfilling our role as a statutory consultee for planning applications within the parish area,
 - Raising concerns with the relevant local and national organisations on behalf of the people of Kidderminster
 - 3.B Upholding the Civic and Mayoral heritage of Kidderminster
 - 3.C Inspiring Civic events and Mayoral calendar
 - 3.D Enjoyable and inclusive community events
 - 3.E Celebrate and recognise individual and community achievements
 - 3.F Encourage and support contributions to our public and community life
 - 3.G Promote “Kidderminster in Bloom”
 - 4. Take actions to address the climate emergency**
 - 4.A. To Ensure the activities of the Town Council are carbon neutral by 2035.
 - 4.B Promote biodiversity across our parks and open spaces
 - 4.C Actively encourage and support actions that will make Kidderminster as a whole more environmentally sustainable.
 - 5. Provide focused support for young people, the elderly, minorities and the vulnerable**
 - 5.A. Provide funding to organisations which support these groups in Kidderminster
 - 5.B. Support and promote initiatives to make Kidderminster a more inclusive town
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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.