

CEO's Notes

KIDDERMINSTER TOWN COUNCIL

Minutes of the Staffing Committee of Kidderminster Town Council held at 6.00 pm on 3rd December 2025

Present:

Councillors: Helen Dyke (Chair), Liam Carroll, George Connolly, Doug Hine,
Steve Hollands and Shazu Miah.

In Attendance:

Hugh Peacocke, Chief Executive Officer.

22. APOLOGIES FOR ABSENCE

Councillors Helen Dyke, Bernadette Connor and Fran Oborski (Councillor Miah substituted)

23. DECLARATIONS OF INTEREST

None declared.

24. MINUTES

RESOLVED: That the minutes of the Staffing Committee meeting held on 13th October 2024 were a correct record and duly signed by the Chair.

25. TRAINING AND DEVELOPMENT POLICY FOR STAFF AND COUNCILLORS

The meeting reviewed the Policy for Training and Development for Staff and Councillors. No amendments were proposed.

26. Annual Review of the Council's Vision 2025-2029

The Committee agreed to recommend the addition of the following objective:

1.H We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers

It was agreed to ask the Vision Working group to consider the Council's 10th Anniversary for the coming year.

27. FORWARD WORK PROGRAMME

Members noted the forward Work Programme for the Committee.
(The Committee asked that the Finance and Overview Committee review the Council's complaints policy/ procedure)

28. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded, due to confidential personal information being disclosed.

29. Annual Appraisals 2025

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

The meeting considered the full report and commented as follows:

- That the following objective/ priority be added to the CEO's:
To progress the Council's aims around devolution and Local Government re-organisation.
- The Committee complimented the Civic, community and Events manager for the successful delivery of the Town Hall re-opening, Remembrance Sunday and the Christmas Lights Switch On.

Resolved:

1. To approve the Chief Executive Officer's appraisal, subject to the above addition
2. To receive and approve the appraisals of the Council's management team
3. To note that the other staff members of the Council have received appraisals where required

In answer to the Committee the CEO advised that performance bonuses should be earned and were not the norm for all employees. The Committee acknowledged that 2025 had been an exceptional year for the Council.

30. Staffing Budget 2026-27

The CEO presented a report recommending an overall proposed salary budget of £622, 897 which was an increase of 19% on 2025-26, including amendments and additions outlined in the report.

The CEO brought to the attention of the Committee a proposal for a new post of Community and Engagement Officer, to cover Operational Services, but also fund raising and engagement across other services of the Council. It was noted that this post had been approved as part of the overall devolution programme and the Committee felt that the Council should await the outcome of those negotiations before committing to a full-time, permanent role. The Committee felt that this role should await the progress of devolution proposals

It was noted that the draft salaries budget included a full-time events and administration officer to replace the part-time, fixed term, marketing officer approved as part of the Town Hall re-opening package. The draft salaries budget included a full time, permanent appointment to this role (3 days for Town Hall, 1 for Operational Services and 1 for Civic, Community and Events). Given the cross-service nature of this role it would report to the corporate services Manager, who would receive an incremental progression from 1st April 2026 for this added workload.

Resolved: To recommend a Staffing Budget of £622,897 for inclusion in the Council's budget for 2026-27.

31. Other Staffing updates

A) Appointment of Corporate Services Officer

The Committee received the recommendation of the Corporate services Manager.

Resolved: That Mr. Liam Patey be appointed to the full-time, permanent post of Corporate Services Officer with effect from 8th December 2025, in accordance with the terms and conditions set out in the contract presented to the Committee.

B) Overtime and TOIL

The CEO told the meeting that staff were accumulation unmanageable amounts of TOIL and that it was becoming more difficult to get staff to work at weekend events because of this. He recommended that for weekend work staff be offered the choice of payment for overtime or TOIL. It was noted that this situation arose mostly in the months of November and December. The matter is to be considered at the next meeting of the Committee.

Resolved: That for weekend work staff be offered the choice of payment for overtime or TOIL

C) Staff Disciplinary matters.

The meeting heard that the Council had terminated the employment of an officer before their probation period had expired.

The official business of the meeting concluded at 8.10 pm.