

## KIDDERMINSTER TOWN COUNCIL

### **PRIVATE Minutes of the Staffing Committee of Kidderminster Town Council held at 6.00 pm on 15th December 2025**

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

**In Attendance:**

Hugh Peacocke, Chief Executive Officer, Matt Smith, Town Hall Manager and Curtis Fudge, Town Hall Business Development Lead.

**32. APOLOGIES FOR ABSENCE**

N/A

**33. DECLARATIONS OF INTEREST**

None declared

**34. MINUTES**

**RESOLVED:** That the minutes of the Staffing Committee meeting held on 3<sup>rd</sup> December 2025 were a correct record and duly signed by the Chair.

**35. Town Hall Staff Structure**

The Chair advised the meeting that she was disappointed that the Committee had to be recalled so soon after their last meeting on 3<sup>rd</sup> December. The CEO said that that officers were sorry that the Committee had to meet again so soon after the last meeting but this was dictated by the urgency of the situation around the Town Hall staffing team.

The meeting received a report from Mr. Curtis Fudge, the Business development Lead for the Town Hall, outlining the requirement for a new post of Events and promotions Co-ordinator. He told the meeting that there already 140 events booked for 2026, which could rise to 225 events per annum. The post approved last week did not provide sufficient resources to staff this level of activity and the Council faced financial and reputational risks. There was also a risk to the health and wellbeing of the current staff, dealing with this workload.

**RESOLVED:**

- A)** To approve the appointment of a full-time Events and Promotions Co-ordinator for the Town Hall, subject to the terms and conditions set out in the Job Description Form and
- B)** To authorise officers to progress the recruitment and appointment, subject to the approval of the CEO.

**36. FORWARD WORK PROGRAMME**

Members noted the forward Work Programme for the Committee.

**37. 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.

**38. OTHER STAFFING UPDATES**

- A) The CEO advised the Committee that a complaint had been made regarding the dismissal proceedings taken against a former employee. The Committee noted the recommended response from the Council's HR advisers.
- B) Employee Code of Conduct- the CEO told the meeting that he was working to ensure that officers maintained high standards and that after consulting staff he would bring a Code of Conduct for Employees to the next Committee meeting.
- C) Working from home -The CEO told the Committee that to bring clarity and guidance in this matter, that he would consult staff and bring a draft policy for their approval. The default position would be that employees worked from their Council offices but that the Council would be reasonable and flexible in relation to requests to work from home.

The official business of the meeting concluded at 7.00 pm.

Signed: \_\_\_\_\_

Chairman

Date: \_\_\_\_\_