

**KIDDERMINSTER TOWN COUNCIL**

**PUBLIC Minutes of the Staffing Committee of Kidderminster Town Council  
held at 6.00 pm on 19<sup>th</sup> February 2026**

**Present:** Councillors: Helen Dyke (Chair), Steve Hollands, Fran Oborski and John Beckingham (substitute for Councillor Connor).

**In Attendance:**

Hugh Peacocke, Chief Executive Officer

**APOLOGIES FOR ABSENCE**

Councillors Liam Carroll, George Connolly, Bernadette Connor,

**38. DECLARATIONS OF INTEREST**

None declared

**39. MINUTES**

**RESOLVED:** That the minutes of the Staffing Committee meeting held on 15th December 2025 were a correct record and duly signed by the Chair.

**40. CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS**

The CEO advised that this was timely, arising from the staff restructure and the new appointments to the Council.

**RESOLVED:** To approve the Code of Conduct for Employees and Volunteers.

**41. FLEXIBLE WORKING POLICY**

The meeting heard that the Policy was designed to provide employees with the ability to balance work and personal commitments while maintaining productivity and contributing to the Council's success. It set out guidelines for how the Council would respond to any statutory requests for flexible working.

It was agreed that the policy be amended at paragraph 3: Remote Work by adding: *Where remote working was approved the employee should be requested to confirm that the remote location complied with the HSE requirements regarding workstations and DSE assessments etc.*

**RESOLVED:** To approve the Flexible Working Policy for the Council's employees, subject to the above amendment.

**42. TOWN HALL CARETAKER**

The CEO told the meeting that it had been agreed at the Council's budget meeting that a Town Hall Caretaker be employed, rather than renewing the facilities management SLA with the District Council. The post would Support the day-to-day operation, maintenance, safety and security of the Town Hall, ensuring that the building and its surrounds are clean, presentable, safe and appropriately set up for events meetings and civic use. The post holder would work under the direction of the Town Hall Facilities Officer and assist in maintaining the Town Hall as a well-managed public and events venue.

It was noted that the salary listed of £31,000 was pro-rata, for a 25-hour week, with flexible working and a minimum attendance of 3 days per week. Due to the level of events and other weekend activity at the Town Hall that weekend attendance might be required.

**RESOLVED:** To approve the Job Description and the terms and conditions for the post of Town Hall Caretaker (0.6 FTE) and to authorise the recruitment to this post from 1<sup>st</sup> April 2026.

**43. VOLUNTEER CO-ORDINATOR**

The meeting heard that this role had been provided for in the budget 2026-27. It was to retain and to grow the cohort of volunteers working with the Council under the NLHF funded programme, which was due to finish on 31<sup>st</sup> March 2026. Volunteers could also be involved with the Council's civic events and with the Services team.

**RESOLVED:** To approve a contract for services for a volunteer co-ordinator, with effect from 1<sup>st</sup> April 2026

**44. FORWARD WORK PROGRAMME**

Members noted the forward Work Programme for the Committee.

**45. 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.

**46. ARRANGEMENTS FOR CALL-OUT DUTY**

The CEO told the meeting that out of hours emergency cover for Town Council buildings, lands and services was carried out on a voluntary and ad hoc basis. He was concerned this arrangement was dependent on good will and staff volunteering to do it without recompense. The CEO recommended that with the growing level of activities at the Town Hall and the imminent expansion to our portfolio of parks and lands that the Council needed to have a dependable call out and out of hours emergency cover.

**RESOLVED:** To implement an emergency after hours column number with officers accountable and responsible for the call of response and compensated at the rates proposed on the CEO's report.

**47. REVIEW OF JOB DESCRIPTIONS**

The CEO told the meeting that the Staffing Committee had approved a review of job descriptions for the Town Hall manager and the Town Hall facilities officer as part of their appraisal process in December 2025. Both of the reviews also included SCP salary increases, with effect from 1<sup>st</sup> April 2026. The reviews were an acknowledgement of the increased workload and responsibilities of both officers since the Town Hall reopened.

**RESOLVED:**

- A) To approve the Town Hall Manager's Job Description, as revised and to award 2 SCP increments from 1<sup>st</sup> April 2026, and
- B) To approve the Town Hall Facilities Officer's Job Description, as revised and to award 4 SCP increments from 1st April 2026, with a further increment payable when the Town Hall caretaker successfully completes their probation period with the Council.

**48. OTHER STAFFING UPDATES**

- A) Events and promotions co-ordinator commenced with Town Hall events team on 19/1/2026
- B) Accounts Officer commencing with effect from 2 March 2026 (Part of the Corporate Services team)
- C) The part time fixed term contract for accounts officer extended to 31 May 2026, to include handover with full time. (The CEO told the meeting that the part time accounts officer may still be employed on Duty manager and Front of House roles for Town Hall events)
- D) The Committee discussed the working hours of the civic, community and Events Manager and agreed that they should remain at 30 hours per week, plus overtime, as contracted.
- E) The Committee heard other personal updates regarding staff.

The official business of the meeting concluded at 7.1 pm.