



Kidderminster Town Council

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1st July 2026

A meeting of the **STAFFING COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** at **6:00PM** on **8th JULY 2026** when Committee Members are summoned to attend.

Signed: Hugh Peacocke, Chief Executive Officer

Membership: Councillors: L. Carroll, G. Connolly, (Chairperson), B. Connor, S Hollands, D Hine, F. Oborski (MBE) and M. Rayner.

AGENDA

1. Apologies for absence

2. Declarations of interest

To receive declarations for items under consideration on this agenda in accordance with the Localism Act 2011 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 2nd February 2026.

4. Election of Committee Vice-Chair.

5. Terms of Reference. (Appendix 2)

To Note the Committee's Terms of Reference

6. Forward Work Programme (Appendix 3)

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. Other Staffing updates

KIDDERMINSTER TOWN COUNCIL

**PUBLIC Minutes of the Staffing Committee of Kidderminster Town Council
held at 6.00 pm on 19th 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 1st 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 31st 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 1st 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 1st 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 1st 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.

KIDDERMINSTER TOWN COUNCIL

4. STAFFING COMMITTEE

Terms Of Reference

1. Scope

Kidderminster Town Council has delegated the functions listed below to the Staffing Committee. The Committee will provide an opportunity where Officers and Members can bring together their knowledge, skills, and experience in pursuit of Services excellence. The Committee will ensure the Council is adequately staffed and appropriate training and support is available for all Councillors and staff. The Committee will approve staffing levels, performance management and staff terms and conditions.

2. Objective

The main objective of the Committee is to determine the best staffing arrangements for the effective delivery of the Town Council's services.

The Committee will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers (Paragraph 1.H of the Council's Vision/ Strategy 2025-2029

3. Terms of Reference

1. The Staffing Committee has authority to approve appointment, recruitment and terms and conditions for all employees for the Council, excluding the Council's CEO.
2. The Staffing Committee reviews all employment policies for Council Staff and makes appropriate recommendations to the Finance & Overview Committee.
3. In respect of the Chief Executive Officer, to appoint a panel of 3 members of the Committee, including the Chairperson, to carry out the CEO's annual appraisal and report back to the Committee with any relevant recommendations.
4. In respect of the Chief Executive Officer & Responsible Finance Officer, to:
 - i. recommend to the Full Council appropriate staffing arrangements for the posts and relevant salary scales and conditions;
 - ii. provide the Town Council with recommended Job Description and Person Specification; and
 - iii. propose to the Town Council such recruitment and selection processes as are required for appointment to the post
5. In respect of all other staff, to:
 - i. determine terms and conditions for posts established by the Town Council;
 - ii. agree and implement appropriate recruitment and selections processes for each post; and
 - iii. formally confirm appointments
6. The Chief Executive Officer may consult with the Committee in connection with any staffing related matter.

7. To oversee the Council's appraisal process and to approve any recommendations arising from the annual appraisals, including training and development needs, salary progressions and merit awards.
8. To approve salary scales, terms and conditions and to make any relevant recommendations to the Finance and Overview Committee on salary scale reviews.
9. To review and address staff training and development needs
10. Termination of employment of staff and in the case of the Chief Executive Officer to make recommendations to the Full Council
11. To review and make recommendations to the Finance and Overview Committee with regard to the appointed Personnel consultancy services
12. To review the Council's staffing budget each year, prior to the annual budget-setting process
13. To approve applications for external funding for any projects which are not already in the Council's budget and monitor their delivery, where successful.
14. To establish Sub-Committees and working groups, and to appoint advisers as and when necessary to assist in its work.

Grievance and Disciplinary matters

15. To act as the Council's Grievance and Disciplinary Panel with the necessary delegated decision-making powers in relation to grievance and disciplinary issues for members of the Council's Management Team.

Meetings of the Panel will be called on an ad hoc basis as required, called by the Chief Executive Officer and with notice given to the relevant employee. A minute taker will be present throughout the proceedings.

When carrying out this role the Committee will follow the procedure set out in the Town Council's Grievance and Disciplinary Procedures.

16. To act as the Appeals Panel in relation to any appeal against the decision of the Disciplinary Panel or the outcome of a Grievance.
17. Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel. Additional Members may be appointed to the Appeals Panel by the Sub-Committee, in the event of a conflict of interests.
18. The Appeals Panel will consider any appeals against dismissal, grading, disciplinary proceedings and grievances by employees of the Council.
19. The Chief Executive Officer will call the meeting and notice will be given to the employee.
20. A minute taker will be present throughout the proceedings.
21. The Panel will follow the procedure set out in the Town Council's Disciplinary Procedure.

4. Membership

- The Committee will comprise of 7 Members of the Town Council. It will be supported by the Chief Executive Officer.
- The quorum for a meeting is 4 members.
- All meetings will be open to the public and Guests may be invited to attend the Committee meetings for a specific agenda item or meeting.

5. Review of Terms of Reference

The Town Council will formally review the Terms of Reference annually.

6. Amendments to Terms of Reference

Amendments to the Terms of Reference may only be made by the Town Council.

7. Terms of Reference (meetings)

- The Committee shall meet as often as necessary to carry out its duties, as set out in these terms of reference.
- The CEO, or the Committee Chairman may call a meeting at any time, subject to proper notice procedures, etc.
- Minutes will be kept, and a copy supplied to each member of the group as soon as reasonably practicable.
- Every effort will be made to re-arrange cancelled meetings as soon as is reasonably practicable.

8. Meetings

- All representatives should actively participate in the meetings and be committed to following through actions allocated to them.
- Agenda and notice of the time and place of the meeting to be published and circulated to members at least 3 clear days prior to meetings.
- Please arrive in readiness for the meeting to start promptly at the allocated time.

Kidderminster Town Council

Work Programme for Staffing Committee Meetings for the Municipal Year 2026/27.

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
8 July 2026	Committee Terms of Reference To note
	To elect a vice-chair
	Chief Executive Officer Performance Management To appoint a panel for the Annual Appraisal of the CEO
10 December 2026	Staff Budget for 2027/28 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- Annual review
	To Review the Expenses Policy for Staff and Councillors.
	Approval of Pay Award (if agreed at National Level)
Future	Employment Policies/ Handbook
	Ongoing review