



Kidderminster Town Council

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7th September 2026

A meeting of the **STAFFING COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** at **6:00PM** on **14th SEPTEMBER 2026** when Committee Members are summoned to attend.

Signed: Hugh Peacocke, Chief Executive Officer

Membership: Councillors: Liam Carroll, George Connolly, (Chairman), Bernadette Connor, Doug Hine, Steve Hollands, Fran Oborski (MBE) and Mary 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 8th July 2026.

4. Approval of Terms and Conditions for Operational Services Staff. (Appendix 2)

To approve the Terms and Conditions for additional operational services Staff, as agreed by Council and Services Committee, to deliver further devolution agreements.

5. Lone Working Policy (Appendix 3)

To approve a Policy for officers and volunteers with Kidderminster town Council./

6. Extreme Weather Conditions Policy (Appendix 4)

To approve a Policy for officers with Kidderminster town Council.

7. The Local Government Pension Scheme (Appendix 5)

To Consider a proposal to admit access to the LGPS for all officers of the town Council.

8. Local Government Services pay Agreement 2026-2027 (Appendix 6)

To Approve the application of the National Pay Agreement for employees of the Town Council.

9. Forward Work Programme (Appendix 7)

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

KIDDERMINSTER TOWN COUNCIL**PUBLIC Minutes of the Staffing Committee of Kidderminster Town Council
held at 6.00 pm on 8th July 2026**

Present: Councillors: George Connolly (Chair), Liam Carroll, Bernadette Connor, Doug Hine and Mary Rayner.

In Attendance:

Hugh Peacocke, Chief Executive Officer

APOLOGIES FOR ABSENCE

Councillors Fran Oborski and Steve Hollands.

1. DECLARATIONS OF INTEREST

None declared

2. MINUTES

RESOLVED: That the minutes of the Staffing Committee meeting held on 19th February 2026 were a correct record and duly signed by the Chair.

3. ELECTION OF COMMITTEE VICE-CHAIR.

Councillor Bernadette Connor was elected vice-chair of the Committee.

4. Terms of Reference.

The Committee's noted the Terms of Reference

5. Forward Work Programme

The Committee appointed Councillors George Connolly, Bernadette Connor and Doug Hine to form the CEO's Appraisal Panel, in accordance with the Terms of Reference.

6. 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.

7. STAFFING UPDATES

A) Accounts Officer: The CEO reported that the Accounts Officer had successfully completed their 3 months' probation period. The Chairman and the Committee extended their congratulations

B) Business and marketing executive, Town Hall: The CEO reported that they had successfully completed their 3 months' probation period. The Chairman and the Committee extended their congratulations

C) Staff training: The meeting considered an application to complete a Level 6 IOSH qualification. It was noted that he had recently achieved the Level 3 award and his assessor had advised that he could progress directly to Level 6.

RESOLVED that the Council approves payment of the fees of £1,500, on condition that the Officer completes the course on their own time and subject to the standard conditions of the Council's Training and Development Policy, which requires that where an 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

D) Part-time Caretaker for the Town Hall: The Committee received a report from the Town Hall Facilities Officer in this matter. They had been given a 3 months' fixed term contract for the role, which had proved very satisfactory for both parties.

RESOLVED:

- i) To award a permanent contract for the post of part-time caretaker at the Town Hall (25 hours per week), with effect from Monday 13th July 2026.
- ii) To award a one-point salary progression to his reporting officer, with effect from Monday 13th July 2026.

The Chairman and the Committee extended their thanks and congratulations to all concerned.

E) First Aid Appointments: The CEO reported that the Council's Management Team had reviewed first Aid arrangements, in line with guidance from the HSE. It was noted that the council needed to appoint some officers to take on extra duties in relation to First Aid (over and above First Aid training).

RESOLVED: To approve the First Aid Appointments and payment of an allowance of £150 per annum for carrying out the extra duties and responsibilities required.

The meeting heard that in line with the HSE guidance, annual first Aid refresher courses would be offered to all staff and volunteers and it was agreed that this should also be available to any Councillors who wished to attend.

F) Business Development Lead, Town Hall: The meeting received a report from the Town Hall Manager, that the officer concerned had satisfactorily completed their 12 months' probation period (from 11th June 2025) and proven to be a valuable addition to the Council's team. The report recommended that their salary be increased 1 incremental point on satisfactory completion of probation, as per his contract of employment. Members acknowledged the very significant contribution that had been made to the business and profile of the Town Hall since it re-opened.

RESOLVED: that from 12th June 2026 the post holder is paid overtime for work over and above their contracted hours, subject to the following conditions:

- A) The overtime is necessary for the effective business of the Town Hall,
- B) The overtime is approved by the Town Hall Manager, and
- C) The overtime shall not exceed 10 hours per week or 40 hours in any payroll month.

(4 members voted in favour; Councillor Liam Carroll abstained)

- G) Employment Dispute:** The meeting considered a report from the Corporate Services Manager. Members heard that the former employee had contacted ACAS and was seeking redress. Unless settled, the matter would go to an Employments Appeals tribunal. The CEO pointed out the time that these hearings consume staff time, as well as the financial and reputational risks involved (for these reasons, less than 5% of employment disputes reach the Tribunal).

(Councillor Rayner left the meeting at 7.35 pm)

RESOLVED: That the Council approves payment of a settlement of £3,000 in accordance with the terms and conditions set out by the council's HR advisors, Peninsula.

- H) Civic, Community and Events Manager:**

RESOLVED: That subject to approval by the CEO, they would be paid to cover extra work arising from the Town Twinning Working Group and the Celebrations to mark the 50th Anniversary of the Town Twinning with Husum.

Other updates were noted.

The official business of the meeting concluded at 7.50 pm.

Kidderminster Town Council

Report Title: Public Realm & Operational Services Team Restructure

Meeting: Staffing Committee,

Date of Meeting: 14th September 2026

Author: Adam Stockhall – Operational Services Manager

Date of report: 14 July 2026

1. Aim: To seek revised approval for the Operational Services staffing restructure, including endorsement of the Operational Services Committee resolution relating to the proposed role titles, job descriptions, person specifications, and recruitment timeline.

2. Background: At its meeting on 13 October 2025 the Staffing Committee approved the proposed Public Realm and Operational Services Team restructure as set out in the report and appendices, should the devolution progress as set out in the report.

At its meeting on 22 April 2026, Full Council approved the expansion of the Council's Operational Services staffing structure to support the growing management responsibilities associated with the Council's parks, open spaces, community facilities and operational assets.

It is important to recognise that the additional staffing capacity and the associated financial commitments, were agreed based on the parks and assets proposed for transfer at that time and **without the inclusion of Brinton Park**.

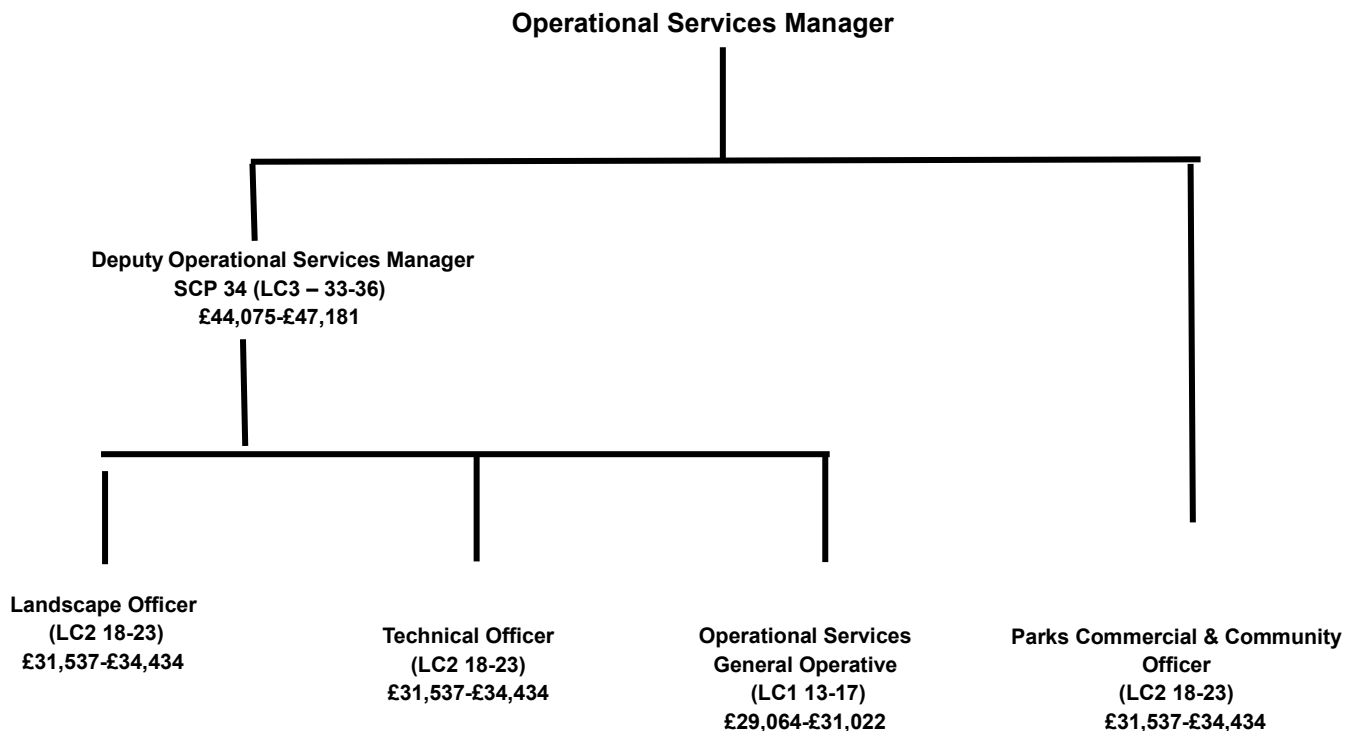
Had **Brinton Park** been included within the proposed transfer to Kidderminster Town Council in 2028, this would have represented a significant additional operational responsibility and would inevitably have required further consideration of staffing capacity and resources to support the effective, safe and sustainable long-term management of the park. Given the scale, profile and operational requirements of Brinton Park, it would not have been reasonable to assume that the staffing structure approved in April would have been sufficient to absorb those additional responsibilities without further resource.

The staffing structure approved by Full Council therefore reflects the operational requirements associated with the parks and assets that the Council had agreed to take on, rather than providing capacity for the additional responsibilities that would have arisen from the transfer of Brinton Park.

This distinction is important when considering the Council's current position, as the previously agreed staffing and associated costs should not be viewed as providing surplus capacity. The structure was developed to provide the appropriate level of resource to manage the responsibilities already committed to by the Council and to support the long-term delivery, maintenance and management of those assets.

At its meeting on 1 July 2026, the Operational Services Committee approved the proposed recruitment process, together with the associated job descriptions and person specifications, as set out in the report. The Committee also resolved to include an additional specific qualification requirement for the Parks Commercial and Community role, which has now been incorporated.

Leadership & Line Management Structure



3. Terms and Conditions

Attached for reference.

4. Review of Post Titles:

Deputy Operational Services Manager – New Salary (SCP – 33-36) £44,075-£47,181

Current title: Public Realm and Operations Officer

New title: Deputy Operational Services Manager

A revised role reflecting the increased level of responsibility associated with the day-to-day operational management and delivery of Kidderminster Town Council's public assets and services. The role will provide a key link between strategic decision-making and frontline service delivery, ensuring that the Council's priorities are translated into effective, consistent and well-managed operational outcomes.

Salary

The proposed salary has been considered against comparable **Parks, Open Spaces and Public Realm management roles within the wider local government sector.**

The revised salary provides an appropriate reflection of the increased management responsibility, operational accountability and breadth of services covered by the post.

The proposed increase represents an uplift of approximately **10.6%** and is considered proportionate to the significant expansion in responsibility attached to the role. It also provides a more appropriate salary position when benchmarked against comparable operational management roles within local government.

The revised position will therefore strengthen the Council's operational management structure, provide greater resilience and continuity of management, and ensure that there is clear accountability for the effective delivery and day-to-day management of the Council's growing portfolio of public assets and services.

The revised responsibilities will include:

- Monitoring and overseeing the delivery of operational services across the Council's parks, open spaces and wider public realm assets.
- Monitoring operational contracts, including contractor performance, service standards and compliance with contractual requirements.
- Supporting the Operational Services Manager and monitoring of relevant operational budgets, ensuring expenditure is appropriately controlled and provides value for money.
- Undertaking regular site inspections and identifying maintenance, health and safety, operational and asset management requirements.
- Providing day-to-day supervision, coordination and direction to operational staff and contractors.
- Supporting the planning, scheduling and allocation of operational resources to ensure services are delivered efficiently and effectively.
- Ensuring appropriate compliance with the Council's Health and Safety policies, procedures and risk management requirements.
- Supporting the implementation of service improvements, operational policies and agreed Council priorities.
- Acting as a key point of contact between operational staff, contractors, officers, Members and other stakeholders.

The revised role will also provide greater management resilience within the Operational Services function, taking the lead operational management role in the absence of the Operational Services Manager and will provide appropriate management cover during periods of annual leave, sickness or other absence.

- **Landscape Officer – (SCP - 17-21) £31,022 - £33,143**

The postholder will provide specialist horticultural expertise to ensure that parks, green spaces, and planted areas across the district are maintained to a high standard, contributing to attractive, well-managed, and environmentally sustainable public spaces.

The role will support the planning, development, and ongoing management of planting schemes, floral displays, and landscaped areas across parks and the wider public realm. This will include advising on appropriate plant selection, seasonal planting programmes, and sustainable horticultural practices that enhance the visual quality of parks while ensuring long-term resilience and cost effectiveness.

The Landscape Officer will work closely with the contractor's teams to help guide horticultural and park standards, monitor the condition of planted areas, and identify opportunities for improvement, restoration, or redesign where appropriate. The postholder will also provide professional advice to support the development of new landscape projects, park improvements, and regeneration initiatives.

A key element of the role will involve working collaboratively with **Friends groups**, community organisations, volunteers, and council officers to support community-led

planting initiatives and environmental improvement projects. This will include offering technical guidance, helping coordinate community planting activities, and encouraging greater community participation in the care and enhancement of local green spaces.

The role will also play an important part in promoting and championing the Council's **biodiversity aims and objectives**, supporting the delivery of initiatives that enhance habitats, increase pollinator-friendly planting, and improve ecological value across parks and open spaces. This may include advising on wildflower meadows, tree and shrub planting, habitat creation, and sustainable land management approaches that contribute to wider environmental and climate resilience goals.

In addition, the postholder will support the development of horticultural strategies and maintenance plans, contribute to monitoring the quality of grounds maintenance, and help ensure that parks continue to meet recognised quality standards. Through these responsibilities, the Grounds and Horticultural Officer will help ensure that the district's parks and green spaces remain vibrant, welcoming, and environmentally rich places for residents and visitors to enjoy.

- **Operational Services Parks Commercial & Community Officer – (SCP 17-21) £31,022 - £33,143**

The postholder will play a key role in strengthening community involvement and ensuring the successful delivery of engagement initiatives across the service. The role will provide day-to-day support to the Operational Services Manager while also supporting the effective functioning of the wider team.

The role will actively work to strengthen income opportunities for Operational Services, through various methods, ticketed events (festivals, outdoor cinemas), seasonal attractions (Christmas markets, funfairs, car boots) leasing space to operators (café operators, food trucks, Ice cream, coffees and snack concessions), sport and recreation events, 5 a side football, tennis tournaments, outdoor fitness classes, yoga, bootcamps, parking charges, sponsorship opportunities, for example sponsoring BMX track, playgrounds.

Key responsibilities will include supporting back-office functions, acting as a first point of contact for public and stakeholder enquiries, and managing incoming queries to ensure they are handled efficiently and directed to the appropriate team members. The postholder will assist the Operational Services Manager with administrative coordination, reporting, partnership liaison, and the delivery of service priorities.

The role will actively work to strengthen relationships with local communities, volunteers, and partner organisations. This will include supporting and developing **Friends groups**, encouraging wider community participation, and identifying opportunities to expand volunteer engagement.

A central aspect of the role will be helping to secure and manage **external funding**, including contributing to funding applications, supporting project monitoring requirements, and assisting with reporting to funders. The postholder will support the planning and delivery of **Heritage Lottery Fund (HLF)** projects, ensuring activities meet funding objectives, community engagement targets, and reporting obligations.

The Community, Commercial and Engagement Officer will also be responsible for coordinating and delivering community events, outreach activities, and engagement programmes that promote participation and raise awareness of services and heritage assets. This will include developing and managing communications across appropriate channels, including digital platforms, newsletters, and community networks, to ensure information is shared effectively with stakeholders and the public.

In the longer term, the role could also support the delivery of **Brinton community commitments**, ensuring that obligations linked to HLF funding are met and that the site continues to deliver meaningful community benefit. This will involve monitoring engagement outcomes, maintaining relationships with community partners, and supporting the development of sustainable community programmes linked to the Brinton site.

Through these responsibilities, the postholder will contribute to building stronger community partnerships, enhancing participation in heritage and cultural activities, and ensuring the organisation meets both its operational priorities and its external funding commitments.

Operational Services Technical Officer – (SCP 17-21) £31,022 - £33,143

The postholder will support the delivery of statutory compliance, operational safety, and risk assurance across all parks, playgrounds and open spaces. The postholder will play a key role in ensuring that facilities, assets, and activities across the service are managed in accordance with health and safety legislation, internal policies, and recognised industry standards.

Key responsibilities will include preparing, reviewing, and updating risk assessments for parks operations, activities, and facilities to ensure risks are appropriately identified, mitigated, and documented. The postholder will support the safe planning and delivery of events within parks and open spaces by reviewing event management plans, advising on safety requirements, and ensuring appropriate control measures are in place.

The Technical Officer will oversee safety compliance for play areas across Kidderminster, including coordinating routine and annual inspections, monitoring inspection reports, and ensuring that any defects or hazards are addressed in a timely manner. The role will also be responsible for coordinating repairs and maintenance to play equipment, park infrastructure, and street furniture, liaising with contractors and internal teams to ensure works are completed to the required standards.

A key element of the role will involve monitoring contractor documentation, including **Risk Assessments and Method Statements (RAMS)**, to ensure that all works carried out within parks and open spaces are undertaken safely and in line with contractual and regulatory requirements. The postholder will also maintain accurate records relating to compliance, inspections, incidents, and remedial actions, helping to provide a clear audit trail and support organisational risk management.

The role will contribute to asset management across parks and open spaces by supporting condition monitoring of facilities and infrastructure, identifying maintenance priorities, and assisting with planned maintenance programmes to ensure assets remain safe, accessible, and fit for purpose.

In the longer term, the postholder could also support the management and operational oversight of the **Brinton Park splash pad**, including assisting with compliance monitoring, maintenance coordination, seasonal preparation and shutdown, and ensuring the facility operates safely and effectively for public use.

Through these responsibilities, the Technical Officer will help ensure that parks and open spaces are safe, compliant, and well maintained, supporting both day-to-day operations and the long-term sustainability of key assets and facilities.

- **Operational Services Operative – (SCP 2-4) £24,413- £25-185**

The postholder will support the delivery of Grounds Maintenance, Horticultural works, and Public Realm Services. Horticultural responsibilities would include routine and seasonal grass cutting, verge maintenance, strimming, edging, and the cultivation and maintenance of shrubs, hedges, and planted areas. This would encompass pruning, hedge cutting, weed control, soil preparation, planting, and general landscape management to ensure that green spaces remain healthy, attractive, and well maintained throughout the year.

In addition to horticultural works, the service would support the day-to-day delivery of cleansing, maintenance, and environmental upkeep across the Town Centre, parks, and open spaces, helping to ensure that public areas remain clean, safe, and welcoming for residents and visitors. Core duties would include routine cleansing activities such as litter picking, bin emptying, and the removal of debris across parks, footpaths, and key public spaces. Staff would undertake regular patrols to identify and address cleanliness issues, ensuring that standards are maintained consistently across the service area.

The service would also incorporate Lengthsman duties, responding to minor environmental maintenance issues within the public realm. This would include clearing small obstructions, reporting or addressing minor defects, maintaining signage, and assisting with small-scale repairs to improve the appearance and safety of local environments. Responsibilities would further include supporting the monitoring and basic maintenance of Vehicle Activated Signs (VAS), undertaking checks, reporting faults, and ensuring signage remains operational and visible.

Additional duties would include maintaining public realm infrastructure such as benches, railings, planters, noticeboards, and other street and park furniture through cleaning, painting, and minor repairs. The team would also support periodic deep cleaning activities, including jet washing, removal of staining or graffiti where appropriate, and assisting with enhanced cleansing requirements during peak periods or following events.

Milestone	Target Date
Advertisement of all approved posts	October 2026
Shortlisting and interviews	November – December 2026
Appointment of successful candidates	January 2027
Commencement of all new posts	1 March 2027 Technical Officer
	1 April 2027 all other posts

This approach provides sufficient time to undertake a robust recruitment process, allows for budget planning within the 2027/28 financial year and aligns the commencement of the new staffing structure with the start of the new operational year.

5. Income Streams and Business Development

The restructure will also enable KTC to generate and diversify income, supporting long-term sustainability. Key opportunities include:

- **Asset monetisation:** Identifying revenue-generating uses of council assets
- **External funding:** Grant applications and partnership income, supported by the Community & Engagement Officer
- **Communications and promotion:** Use of newsletters, events, and social media to drive engagement and sponsorship opportunities
- **Operational efficiency:** Improved oversight, compliance, and contract management to reduce costs and unlock value

6. Interview Process

The interview process will comprise a panel consisting of **Adam Stockhall, Operational Services Manager; Rob Beeston, Operational Services Officer; Hugh Peacocke, Chief Executive Officer; and Councillor Helen Dyke, Chair of the Services Committee.**

Interviews will be held at the **Operational Unit.**

7. Summary

The proposed staffing structure will:

- Strengthen compliance and risk management capacity
- Enhance community engagement and education delivery
- Improve contract oversight and site quality
- Provide a fit-for-purpose team capable of supporting KTC's wider responsibilities

It recognises the leadership already provided by Adam Stockhall, while positioning the Council for future growth, funding opportunities, and excellence in public service delivery.

8. Recommendations:

It is RECOMMENDED that the staffing Committee RESOLVES:

- To approve and endorse the Operational Services Committee resolution at its meeting on 1 July 2026, for the approved recruitment process, together with the associated job descriptions and person specifications.
- To approve the proposed staffing structure and the redesignation of the **Operational Services Officer** role to **Deputy Operational Services Manager**, effective from **1 April 2027**, together with the associated salary increase to reflect the enhanced responsibilities of the role.
- To approve the recruitment of a **Technical Officer**, effective from **1 March 2026**, with the post to be funded from the approved **2026–27 staffing budget.**

8. Appendices

- Job Descriptions
- Person Specifications
- Term and Conditions



KIDDERMINSTER TOWN COUNCIL

CONTRACT OF EMPLOYMENT

MAIN STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

1. INTRODUCTION

1.1 This statement sets out particulars of your terms and conditions of employment with the Council, which are required to be given to you by law in accordance with the Employment Rights Act 1996. The contract should be read in conjunction with all other documents to which reference is made which together with any letter of offer of employment form your contract of employment.

1.2 This contract commenced on **XXXX**.

2. CONTINUOUS SERVICE

2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.

2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services (the 'Green Book') applies to your employment save as amended by this contract.

4. JOB TITLE

4.1 The title of the job for which you are employed is **xxxxxxxxxxxxxx**.

5. JOB DUTIES

5.1 You are expected to perform all duties which may be required of you as set out in the attached job description, **appendix A**.

5.2 The Council may from time to time wish to amend your job description due to their changing needs and your own ability.

5.3 You will be consulted on any such changes.

5.4 You may be required to undertake other duties to meet the requirements of the job.

6. DECLARATION OF OTHER EMPLOYMENT

- 6.1** It is a condition of this Contract of Employment that you inform and obtain written consent from the Council (this should not be unreasonably refused) for any additional employment you wish to undertake, in order to ensure that no tax or insurance liabilities will accrue to the Council and that the provisions of the Working Time Regulations are not compromised. The Council also reserves the right to require that any other employment that you undertake does not conflict with the role or standards required for your role.

7. PLACE OF WORK

- 7.1** Your usual place of work is Kidderminster Town Council, Unit 2, Forest Industrial Park, Crosbie Grove, Kidderminster, DY11 7FX or such other place within a 3 Miles radius which the Council may reasonably require for the proper performance and exercise of your duties.

- 7.2** As per the requirements of your role, you may be required to travel and perform duties at various locations which fall under the Services of Council.

8. SALARY

- 8.1** Your salary will be xxxxxxxx which equates to xxxxxxxx per annum, as stated in the National Agreement on Salaries and Conditions of Service 2021 of Local Council Clerks in England and Wales.

- 8.2** Any changes to your pay as a result of the National Joint Council's annual salary review, or if recommended as part of your annual appraisal, will be advised to you in writing.

- 8.3** Your salary will be paid to you by BACS under current arrangements by the 23rd of each month. Except for when this date may fall upon a weekend, whereby payment is usually made on the Friday prior (except for Christmas payments which are usually made earlier).

9. EXPENSES

- 9.1** The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business ("mileage expenses") provided that mileage expenses have been approved by your line manager and on submission of a mileage claim as per Council procedure.

- 9.2** The Council shall reimburse you for other expenses incurred in the performance of Council business ("other expenses") provided that the other expenses have been receipted and approved by your line manager.

- 9.3** You will be provided with a copy of the Council's expenses policy.

10. COUNCIL PROPERTY

- 10.1** We may provide you for your sole business use the following property and equipment (Council Property) for the purpose of carrying out your duties under this agreement:

Laptop and/or Mobile Phone

- 10.2** You will be required to sign our Computer User policy before being given access to our IT systems.
- 10.3** For the avoidance of doubt, the Council Property shall remain our property and you shall not permit use of it by any person other than yourself and our authorised representatives.
- 10.4** We shall install, service and maintain the Council Property, as necessary, at our own expense. You shall be responsible for any damage to the Council Property which goes beyond ordinary wear and tear. You are required to report to your line manager any such damage or malfunction of the Council Property as soon as you become aware of it.
- 10.5** We shall be responsible for taking out and maintaining a valid policy of insurance covering the Council Property against fire, theft, loss and damage throughout your employment.
- 10.6** You shall not do, cause or permit any act or omission which will invalidate the insurance policy covering the Council Property.
- 10.7** On termination of your employment, you agree to return all Council Property.
- 10.8** Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you.
- 10.9** Deductions will also be made from your final salary payment in relation to any other deduction agreement you have entered into during your employment with the Council.
- 11 APPRAISAL**
- 11.1** You will receive an annual appraisal and performance review by your line manager.
- 11.2** Should there be any concern about your performance, other than matters of a disciplinary nature, the Council undertakes to work with you to seek to ensure that necessary training, mentoring and support is provided to ensure that agreed standards of performance are reached in a reasonable agreed time frame via a Personal Improvement Plan (PIP).
- 11.3** Your Line Manager, as part of your annual appraisal process, may recommend that you receive an incremental pay increase, where they are satisfied that your personal development or an increased workload merits long-term reward from the Council. Any such increase will require approval by the Council's Staffing Committee.
- 12 HOURS OF WORK**
- 12.1** You are required to work 37 hours per week, any 4/5 days out of 7.
- 12.2** All employees have a statutory right to request flexible working, further information relating to making a flexible working request is contained in the Council's Employee Handbook.
- 12.3** You must agree any flexible working with management.

- 12.4** The Council retains the right to refuse any requests on reasonable objective business grounds in accordance with employment legislation current at the time.
- 12.5** You may be required to work after these hours or work additional hours as deemed necessary to meet the needs of the Council and for the proper performance of your duties.
- 13** **ADDITIONAL HOURS**
- 13.1** If you are required to work more than your normal working hours servicing the Council and its committees or external events, you may take time off in lieu at a time agreed between you and your line manager.
- 13.2** In some circumstances, your line manager may approve reimbursements for additional hours worked , which will be paid at the normal NJC rate for these hours.
- 15.** **ANNUAL LEAVE**
- 15.1** Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment.
- 15.2** Due to your Continuity of Employment in Local Government (refer to clause 2.2) you are entitled to, in addition to the normal bank and public holidays, 24 days leave in each leave year.
- 15.3** In addition to normal bank and public holidays, you will be entitled to two extra statutory days, which are normally awarded over the Christmas Holiday break.
- 15.4** The Councils holiday year runs between 1st April and 31st March.
- 15.5** If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.
- 15.6** Annual leave must be taken at times agreed with your line manager/ CEO. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the line manager. In exceptional circumstances, you may carry forward to the next leave year any annual leave entitlement not taken within the leave year as a result of exceptional circumstances, subject to any statutory restrictions under the UK and EU provisions of the Working Time Regulations.
- 15.7** The Council shall not pay you in lieu of untaken holiday except on termination of the appointment. On termination the Council shall pay you in lieu of any accrued but untaken holiday for the holiday year in which termination takes place and any untaken days permitted to be carried forward from the preceding holiday year.
- 15.8** In the event that you fall sick during the period of your annual leave you will be regarded as being on sick leave from the date of either your own or medical certificate being produced and further annual leave will be suspended from that date unless you notify us otherwise.

16. SICKNESS ABSENCE

- 16.1** If you are absent from work on account of sickness or injury, you or someone on your behalf should inform your line manager or CEO of the reason for your absence within two hours of the commencement of your expected start time or as soon as possible, but no later than the end of the working day on which the absence first occurs. Where possible, this contact should be by phone call, rather than email or text message and should advise of any urgent tasks to be carried out in your absence.
- 16.2** In respect of absence lasting up to seven calendar days, you are required to inform your line manager or CEO and self-certificate your absence.
- 16.3** In respect of absence relating to illness lasting more than seven calendar days, you must provide a Fit Note from your GP detailing the reason for the absence and thereafter provide a consecutive medical certificate to cover any subsequent period of absence.
- 16.4** You will be paid your agreed basic remuneration in line with the sickness entitlement at the time of your absence less any sickness taken in the immediate twelve-month period before your first day of absence. The Council will be responsible for reclaiming the Statutory Sick Pay element from HM Revenue & Customs. Entitlement to payment is subject to notification of absence and production of a Certificate of Fitness for Work as required above.
- 16.5** The Council operates the Statutory Sick Pay scheme and you are required to co-operate in the maintenance of necessary records. For the purposes of calculating your entitlement to Statutory Sick Pay 'qualifying days' are those days on which you are normally required to work. Payments made to you by the Council under its sick pay provisions in satisfaction of any other contractual entitlement will go towards discharging the Council's liability to make payment to you under the Statutory Sick Pay scheme.
- 16.6** The Council reserves the right to ask you at any time to submit to a medical examination, by a medical practitioner nominated by the Council, subject to the provisions of the Access to Medical Reports Act 1988 where applicable. Any costs associated with the examination will be met by the Council.
- 16.7** Whilst on absence due to sickness or incapacity you are not permitted to undertake any paid work for another employer or for any business established by you without express permission from the Council.

17. SICK PAY - SCALE OF PAYMENT

- 17.1** Subject to the above conditions of this scheme, when absent from duty owing to illness (which is deemed to include injury or other incapability or disability) you will be entitled to receive an allowance in accordance with the following scale: -
During 1st year of service - 1 month's full pay and (after completing 4 months service) 2 months half pay. During 2nd year of service - 2 months full pay and 2 months half pay.

During 3rd year of service - 4 months full pay and 4 months half pay.
During 4th & 5th year of service - 5 months full pay and 5 months half pay.
After 5 years service - 6 months full pay and 6 months half pay.
N.B. For the purposes of calculating “half” pay, the rate of pay for the agreed salary month will be used.

17.2 Further details are contained in the Employee Handbook.

17.3 Pension contributions will continue as normal while you are paid at the full rate in accordance with clause 17.1. If your pay during any period of Incapacity is reduced or you are paid SSP only, the level of contributions in respect of your membership of the pension scheme referred to in clause 20. may continue, subject to the relevant pension scheme rules in force at the time of your absence.

18. FAMILY FRIENDLY AND OTHER STATUTORY RIGHTS

18.1 The Council will allow reasonable time off and other associated rights to comply with any statutory entitlements in respect of, for example, dependent care, family emergencies, maternity leave, paternity leave, parental leave, adoption leave, carers leave, public or jury service subject where required, to the employee satisfying any service and/or notification requirements. Notification and/or applications in accordance with the statutory obligations for such leave must be made to your Line Manager.

Further details are contained in the Employee Handbook.

18.2 You should declare on appointment or subsequently if you are or intend to become a member of the Reserve Forces and we will then discuss the implications of this with you.

19. INJURY OR ASSAULT

19.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with the NJC “Green Book” of terms and conditions of service.

20. PENSIONS

20.1 The Council is a member of the Smart Pension Scheme to which you will be automatically enrolled. The percentage of your salary that is to be paid by either party will be the Government’s statutory rates as set out in pension legislation current at the time.

20.2 You may opt out of the pension scheme subject to regulated procedure.

20.3 Details of the scheme will be provided.

21. DEATH IN SERVICE

In the event of your death in service any gratuity payments will be paid to your next of kin. Any pension benefits will be paid to your nominated beneficiary, spouse or children in accordance with the provisions of the Pension Scheme.

22. PROBATIONARY PERIOD

22.1 Duration of probation

Your probationary period shall run for 3 months from your employment start date.

22.2 Performance Evaluation

Your performance will be evaluated throughout the probationary period. Feedback will be provided to facilitate improvement and development.

22.3 Attendance and conduct

All employees are expected to adhere to council policies, including attendance, conduct and performance standards. Failure to comply may impact the probation period and/ or evaluation.

22.4 Training and Development

The Council may provide training and resources to assist you in meeting performance expectations during the probationary period.

22.5 Extension of Probation

The council reserves the right to extend the probationary period for an additional 6 months, if deemed necessary for further assessment of your performance.

22.6 Determination of Probation

The Council's Staffing Committee will determine or extend your probation on consideration of a report and recommendation from your Line Manager.

23. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

23.1 Either party may terminate the contract by giving one week's notice in writing.

After completion of probationary period

23.2 You to The Council - The length of notice which you are obliged to give to the Council to terminate your employment is one month in writing.

23.3 The Council to you - The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and there after such notice entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.

23.4 Before the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. Within one week of your termination, you shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce such evidence as the Council may require.

24. GENERAL DATA PROTECTION AND CONFIDENTIALITY

24.1 You are required to maintain an appropriate standard of confidentiality and abide by the Data Protection Act 1998 and the additional 2018 GDPR regulations during the course of your employment and in any of your dealings with the Council, as outlined in the Councils Data Protection Policy.

24.2 You shall comply with the Councils Data Protection policy when handling any and all personal data in the course of your employment – including (but not limited to) personal data not already in the public arena relating to: any employee, worker, contractor, customer, client, supplier, Councillor or other agent of the Council, whether as paper records, computer files or in any other form.

24.3 You shall not (except in the proper course of your duties), either during your employment or at any time after its termination (however arising), use or disclose to any person, company or other organisation whatsoever (and shall use your best endeavours to prevent the publication or disclosure of) any Confidential Information or take away from Council premises or make Copies of any Confidential Information. This shall not apply to:

24.3.1 any use (including making Copies) or disclosure authorised by the Council or required by law;

24.3.2 any information which is already in, or comes into, the public domain other than through your unauthorised disclosure; or

24.3.3 any protected disclosure within the meaning of section 43A of the Employment Rights Act 1996.

24.4 Failure to comply with the Council's Data Protection policy or any of Councils policies may be dealt with under the Councils disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

24.5 Should you breach this clause after your employment has ended, the Council may take legal action against you.

24.6 Throughout your employment the Council will collect and process information relating to you in accordance with the Data Protection Act 1998 and the 2018 GDPR regulations, this is reflected in the privacy notice which is contained within the Councils Employee Handbook.

25. GRIEVANCE AND DISCIPLINE – DISPUTE RESOLUTION

25.1 Conciliation and Mediation

Before resorting to formal procedures from the employee or from the Council, it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

26. REDRESS OF GRIEVANCE

- 26.1** You must apply in writing to the Chairman of the Council's staffing committee, in line with the Council's Grievance Policy and Procedure, for redress of any grievance relating to your employment. The Chairman shall report your application to a Grievance Panel meeting of the Council, held in the absence of the public and the press. You will have an opportunity to set out your grievance. The grievance will then be considered, and a decision reached by the Panel.
- 26.2** Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.
- 26.3** You have the right to have a companion, which may be a work colleague or trade union representative only, present at any grievance hearing or appeal.
- 26.4** A copy of the Grievance Policy is available in the Employee Handbook.

27. DISCIPLINARY RULES

- 27.1** Before any disciplinary action is taken by the Council, a notice in writing giving details of the allegations/concerns signed by the CEO and authorised by the Staffing Committee of the Council in accordance with their delegated responsibilities, shall be given to you. You (together with a companion if you wish; either a work colleague or trade union representative) will have a full opportunity to answer the allegations/complaint at a meeting of the Council's Disciplinary Panel held in the absence of the public and the press. Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.
- 27.2** You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with and ensure others comply with these as required.

28. TRAINING AND DEVELOPMENT

- 28.1** It is essential that officers and employees of the Council maintain up to date knowledge of their function and duties.
- 28.2** The Council shall be responsible for the costs associated with any training and development that it considers necessary or beneficial to the Council and you. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.
- 28.3** Your Line Manager will provide you with an annual appraisal which will identify any training or development needs and any skills gap that you may need to address. The Council will encourage and support such training and development, by way of payment of costs and expenses, mentoring, where appropriate and in some cases study leave may be agreed.

- 29. HEALTH AND SAFETY REGULATIONS, OTHER LEGISLATION & COUNCIL POLICIES**
- 29.1** You are expected to familiarise yourself with all relevant Regulations, Legislation and Policies applying to or made by the Council and ensure that you comply with these and ensure others comply with these as required.
- 29.2** A copy of the Council's Health and Safety Policy is set out in the Employee Handbook.
- 30. EQUAL OPPORTUNITIES POLICY**
- 30.1** You must comply with the Council's Equal Opportunities Policy, which is set out in the Employee Handbook.
- 31. INDEMNITY**
- 31.1** The Council undertakes to indemnify you against any actions of commission, or omission that are authorised by the Council.
- 32. SHORT-TIME WORKING AND LAY OFFS**
- 32.1** If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time working, or alternatively, lay off. If you are placed on short time working, your pay will be reduced according to time actually worked. If you are placed on lay off, you will receive no pay other than statutory guarantee pay in accordance with statutory provisions.
- 33. CHANGES TO TERMS OF EMPLOYMENT**
- 33.1** The Council reserves the right to make reasonable changes to any of your terms and conditions of employment.
- 33.2** You will receive 4 weeks' notice in writing prior to any minor changes of detail i.e. Increases in pay.
- 33.3** You will be given no less than one month's written notice of any significant changes to the terms and conditions of your employment.
- 33.4** The issue of notice will form the beginning of a formal consultation process in line with Council procedure.
- 33.5** Unless you raise an objection to the proposed changes as part of meaningful consultation either via a consultation meeting or in writing within the specified timeframe, the proposed changes will be deemed as accepted.
- 34. GOVERNING LAW AND JURISDICTION**
- 34.1** This contract of employment is governed by the laws of England and Wales and any claim/dispute arising from its construction or enforceability will be governed by and in accordance with those laws. This extends to non-contractual disputes or claims.
- 34.2** Each party irrevocably submits that the Courts of England and Wales will have jurisdiction over any claims and attempts to resolve all controversies or claims of whatever nature arising from this contract's construction or enforceability or any breach of it.

35. COUNCIL EMPLOYEE HANDBOOK

35.1 Further information is available in the above document which identifies the expectation the Council has in relation to its employees' performance whilst they are employed.

36. ACKNOWLEDGEMENT

36.1 I acknowledge receipt of this document. I have read and understood its contents and accept that it forms part of my Contract of Employment.

.....
(Signed on behalf of the Council)

.....
(Date)

I acknowledge receipt of this statement and agree, that for the purpose of the Working Time Regulations, any applicable entitlements and provisions constitute a relevant agreement.

.....
(Employee's Signature)

.....
(Date)



Kiddermminster Town Council

Lone Working Policy

Purpose of this policy and procedure

The Council recognises that our staff work sometimes have to work alone, and where this is the case, seeks to ensure the health and safety of all lone workers.

This Policy:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Promotes reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

The scope of this policy

It applies to all staff, whether full-time, part-time or temporary workers. It does not apply to Councillors.

Policy

There are 2 guiding principles in this Policy:

1. Lone working should only be carried out in low-risk situations
2. Contact/ check-in details are arranged.

We will protect staff from the risks of lone working, as far as is reasonably practicable the Council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- An officer/worker who opens and closes a section of the Town Hall, public toilets either early in the morning or late at night.
- An officer/worker tending to green spaces and parks

Responsibilities

All staff have responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

A) Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone;
- Ensure that all lone working activities are formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

B) Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- Follow any instruction given by management of the Council.
- Raise with their line manager any concerns they have in relation to lone working.
- Must have regard to issues raised in the risk assessment and follow the measures required to reduce those risks and inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone.
- Must ensure that they are contactable and can contact others, if required.

C) Other Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details.

Risk Assessments

Except in an emergency, lone working is only permitted where the task is low risk, the location is known, suitable communication can be maintained, and the worker can leave the area safely if conditions change.

Managers must complete (or ensure the completion of) a Lone Working Risk Assessment prior to every lone working activity. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Remote locations
- Abuse by members of the public

Attached is a Generic Risk Assessment for Lone Working.

Animal attacks, ways in which lone working risks can be reduced

Every lone working environment and situation is different, and therefore it is not always possible to implement a 'one size that fits all' approach. Where there is regular or anticipated lone working, the Council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for an operational officer, lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate lead officers.

Minimum Control Measures for Lone Working

Lone working activities must be planned and undertaken in a manner that minimises risk to employees and others. The following minimum control measures shall apply to all lone working activities:

1. Only Undertake Low-Risk Work

Lone workers must only undertake activities that have been assessed as suitable for lone working and present a low level of risk. The suitability of the work must be determined by the employee's **Line Manager**, taking into account the nature of the task, location, environment, equipment being used and any foreseeable hazards.

A suitable **risk assessment** must be completed and reviewed where circumstances change. Work must not be undertaken alone where the risk assessment identifies that the activity requires more than one person or additional supervision or assistance.

2. Communication and Mobile Phone

Lone workers must have access to a **properly charged and operational mobile phone** throughout the period they are working alone. The phone must be capable of making and receiving calls in the area where the work is being undertaken.

Where practicable, the lone worker should ensure that their phone remains accessible at all times and is not left in a vehicle or other location where it cannot readily be accessed in an emergency.

3. Location and Completion Notification

Where appropriate, lone workers must notify an agreed colleague or nominated contact of their **location, the nature of the activity being undertaken and the expected duration of the work.**

This is particularly important when undertaking activities in locations where the worker may be difficult to locate, such as:

- Confined or enclosed areas;
- Isolated locations;
- Remote sections of parks or open spaces;
- Buildings or sites where other staff are not present; or
- Activities where there is an increased risk of injury or difficulty raising an alarm.

The lone worker must notify the agreed contact when the activity has been completed and they are no longer working alone. Any significant change to the planned location or duration of the work should also be communicated.

4. Emergency and Out-of-Hours Working

Where an employee is required to respond to an emergency, incident or undertake work **outside normal working hours**, additional consideration must be given to their personal safety.

Where appropriate, the employee should notify their **partner/spouse, housemate or another nominated person** that they are leaving to undertake the work, providing details of their general location and expected return time.

Where the circumstances or risk assessment indicate that notifying a personal contact is insufficient, the employee must use the Council's agreed lone-working reporting or buddy arrangements.

5. Escalation and Failure to Check In

Where a lone worker fails to make an expected completion notification or cannot be contacted within the agreed timeframe, the nominated contact must follow the Council's **Lone Working Escalation Procedure**.

The level of response should be proportionate to the circumstances, taking account of the nature of the work, the expected duration, the location and any known risks.

Employees must not feel pressured to continue working alone where they believe the circumstances have become unsafe. They should stop the activity, withdraw to a safe location where possible and contact their Line Manager or the appropriate emergency service where necessary.

6. Employee Responsibility

All employees undertaking lone working are responsible for following the controls identified in the relevant risk assessment and this policy. Employees must report any concerns, incidents, near misses or changes in circumstances that may affect the safety of lone working to their Line Manager at the earliest opportunity.

Note: All these details must be kept securely in line with data protection legislation. If you change your contact details, you must let your buddy and manager know.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or colleague to let them know (or ask someone to do so on your behalf).

Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our assessment process and see if any additional measures are needed.

Contact us

Kidderminster Town Council

Town Hall, Vicar Street, Kidderminster, Worcestershire

DY10 1DB

office@kidderminstertownCouncil.gov.uk

Office hours: Monday - Friday 9 am – 5 pm



Risk assessment of:	Lone Working
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Company/Site name:	Kidderminster Town Council	Date of assessment:	6 May 2026
Assessment conducted by:	Produced by Phillip Hinton Approved by Adam Stockhall	Next review date:	May 2027

1. This risk assessment covers lone working by contractors, authorised persons, councillors, volunteers and employees carrying out site visits, health and safety inspections, minor grounds maintenance, minor repairs and similar low-risk duties in parks, public open spaces, office/unit locations, the Town Hall and other client-managed areas.
2. It also covers situations where authorised persons or employees work alone in the office or at events, including outside normal working hours or when no other staff are present.
3. Lone working is only permitted where the task is low risk, the location is known, suitable communication can be maintained, and the worker can leave the area safely if conditions change.
4. When working alone in the office, the worker must notify their line manager, on arrival and departure, record their location in the Outlook calendar?? (Bright HR), and ensure the building, premises or park is kept secure.
5. Contractors, authorised persons and employees must not undertake higher-risk activities alone unless a task-specific risk assessment has been completed and the client has confirmed that the proposed controls are acceptable.

A clear escalation procedure **must be in place** for lone working. This must set out what action will be taken if a lone worker misses a scheduled check-in, cannot be contacted, reports an incident, feels unsafe, becomes injured or unwell, or fails to return from site as expected.



What are the hazards?	Who might be harmed and how?	Control measures in place	Additional control measures to be implemented
Lone working during visits to parks, public spaces and other sites	Contractors, authorised persons and employees may be exposed to increased risk because there is no immediate assistance available if an incident occurs.	- Lone working is limited to routine, low-risk activities such as inspections, site checks, minor grounds maintenance and minor repairs. - Lone workers are required to carry a mobile phone. - Lone workers are required to check in by call or message every couple of hours. - Lone workers are expected to stop work and leave the area if they feel unsafe or if conditions change.	Confirm that a suitable escalation procedure is in place and understood before lone working is undertaken.
Lone working in office or unit premises	Contractors, authorised persons and employees may suffer injury, illness, security issues or delayed assistance while alone in the office or unit.	- When working alone in the office, arrival and departure are notified to the Line Manager. - Location is logged in the Outlook calendar. - The building is kept locked and secure while lone working takes place. - Mobile phones are available for communication. - First aid provision is available at the unit. - The worker can leave the premises if they feel unsafe or if a security concern arises.	No further action required at this stage, provided the existing notification and security arrangements are followed.



What are the hazards?	Who might be harmed and how?	Control measures in place	Additional control measures to be implemented
Accident, injury or sudden illness while working alone	Contractors, authorised persons and employees may suffer injury or illness and be unable to obtain immediate help.	• Mobile phones are used to maintain contact. • Regular check-ins are carried out by call or message. • First aid kits are available in the vehicle, Town Hall and at the unit. • Officers have adequately trained first aiders. • Emergency contact information is available. • Next of kin information is held for reference in an emergency.	• No further action required at this stage, provided the escalation procedure is implemented and followed.
Unable to summon assistance due to poor mobile signal or communication failure off site	Contractors, authorised persons and employees may be unable to request help if injured, unwell, threatened or otherwise in difficulty.	• Lone workers use mobile phones when working away from base. • Site locations are known before attendance. • Check-ins are completed by call or message. • Lone workers are expected to stop work if communication cannot be maintained.	• Lone workers should check that their phone is charged and has adequate signal before starting work. • Where signal is poor, alternative arrangements should be agreed before work continues.



What are the hazards?	Who might be harmed and how?	Control measures in place	Additional control measures to be implemented
Missed check-ins, loss of contact or failure to return from site	Contractors, authorised persons and employees may be injured, unwell, threatened, stranded or otherwise in difficulty without the client or nominated contact becoming aware quickly enough to arrange help.	• Lone workers are required to check in by call or message every couple of hours. • Work locations are recorded in Outlook calendar where applicable. • Arrival and departure are notified when working alone in the office. • Mobile phones are used to maintain contact.	• Establish a clear escalation process for missed check-ins, loss of contact or failure to return from site.
Aggression, confrontation or antisocial behaviour from members of the public	Contractors, authorised persons and employees may be verbally abused, threatened, assaulted or intimidated while working in public spaces. Members of the public may also be affected if confrontation escalates.	• Work is generally limited to low-risk inspections, minor works and routine activities. • Lone workers can stop work and leave the area if they feel unsafe. • Mobile phones are available to request assistance. • Workers are not expected to continue work where the area cannot be kept safe. • Hi-vis/ KTC branded, or other clothing to show “at work”?	• Reinforce that lone workers must avoid confrontation and withdraw from the area if there is aggressive, threatening or antisocial behaviour.



What are the hazards?	Who might be harmed and how?	Control measures in place	Additional control measures to be implemented
Slips, trips and falls due to uneven ground, poor weather, poor lighting or site conditions	Contractors, authorised persons, employees and members of the public may suffer sprains, fractures, cuts or other injuries.	• Work areas are checked before work starts. • Workers consider ground conditions, weather and access arrangements before beginning work. • Suitable footwear and weather-appropriate clothing are used. • Work can be stopped if the area is unsafe.	• No further action required at this stage.
Hazardous waste or contaminated materials, including sharps, glass, dog waste and litter	Contractors, authorised persons and employees may suffer cuts, puncture wounds, infection or contamination. Members of the public may also be exposed if hazards are disturbed or left uncontrolled.	• Work areas are visually checked before work starts. • Minor hazards are dealt with only where it is safe and appropriate to do so. • Gloves and suitable PPE are used where required. • Hazards, defects or concerns are reported.	• Confirm that lone workers do not handle sharps, suspected hazardous waste or unknown substances unless specifically trained and equipped to do so.
Manual handling during inspections, minor works or movement of tools/materials	Contractors, authorised persons and employees may suffer strains, sprains, back injuries or crush injuries.	• Lone working is limited to minor works and low-risk activities. • Workers use suitable tools and equipment for the task. • Heavier or awkward items are not moved alone where this cannot be done safely. • Work can be stopped if the task is beyond the capability of one person.	• Significant manual handling must not be carried out alone and should be subject to separate assessment where required.



What are the hazards?	Who might be harmed and how?	Control measures in place	Additional control measures to be implemented
Vehicle use, parking, loading/unloading and access to sites	Contractors, authorised persons, employees, members of the public and other road users may be harmed by vehicle movements, obstruction, poor parking or loading/unloading activities.	• Vehicles are used to access sites and transport tools, equipment and first aid provisions. • Drivers park safely and avoid causing obstruction. • Workers consider access and egress arrangements before starting work. • First aid kits are available in the vehicle.	• Where contractors use their own vehicles, confirm they are responsible for safe parking, safe loading/unloading and maintaining clear access for pedestrians and other users.
Working in isolated or remote parts of parks and open spaces	Contractors, authorised persons and employees may be at increased risk due to delayed assistance, limited visibility, reduced public presence or difficulty giving an exact location.	• Mobile phones are used for communication. • Lone workers check in by call or message. • Work location is known and recorded where applicable. • Workers may leave the area if they feel unsafe.	• Lone workers should be able to provide clear location details, such as park name, entrance used, nearby landmark, what3words reference or other suitable location information.



What are the hazards?	Who might be harmed and how?	Control measures in place	Additional control measures to be implemented
Task escalating beyond minor works or routine inspection	Contractors, authorised persons and employees may be exposed to risks not covered by the lone working arrangements, such as higher-risk maintenance, work at height, use of higher-risk equipment or work requiring more than one person.	• Lone working is intended for low-risk, routine activities only. • Higher-risk activities are not to be carried out alone unless separately assessed and authorised. • Workers are expected to stop work if the task changes or conditions introduce additional risk.	• Contractors should provide suitable task-specific risk assessments and method statements where higher-risk work is proposed.
Lone working in office or unit premises	Contractors, authorised persons and employees may suffer injury, illness, security issues or delayed assistance while alone in the office or unit.	• When working alone in the office, arrival and departure are notified to the Line Manager. • Location is logged in the Outlook calendar. • Mobile phones are available for communication. • First aid provision is available at the unit.	• Confirm that office/unit lone workers know how to secure the premises, summon help and report any security concerns.



What are the hazards?	Who might be harmed and how?	Control measures in place	Additional control measures to be implemented
First aid and emergency arrangements	Contractors, authorised persons, employees and members of the public may be affected if suitable first aid or emergency arrangements are not available when required.	• First aid provision is tailored to operational needs. • First aid kits are available in the vehicle and at the work site • Officers have adequately trained first aiders. • Emergency contact list for blue light services is maintained. • Next of kin information is held for reference.	• First aid kits should be checked periodically to ensure contents remain suitable, complete and in date.
Failure to report incidents, near misses or concerns	Contractors, authorised persons and employees may remain exposed to repeat hazards if incidents, unsafe conditions or concerns are not reported and reviewed.	• Workers are expected to report hazards, defects, incidents and concerns. • Work can be stopped where conditions are unsafe. • Communication is maintained through phone contact and check-ins.	• Confirm reporting arrangements with contractors so that incidents, near misses, aggressive behaviour, missed check-ins and unsafe site conditions are reported to the client.

Kidderminster Town Council

Extreme Weather Policy for Staff and Business Continuity

- A) This policy is intended to promote the welfare, health and safety of the council's workforce during extreme weather conditions, while at the same time minimising disruption to services and business continuity.
- B) The Policy covers travelling to and from work, travelling during the course of work duties and conditions in the workplace.
- C) Extreme weather includes cold spells, heatwaves and adverse impacts arising from snow, ice, rain, storms or air quality.

Core Principles, Welfare and Safety

- **Duty of care:** The Council has responsibility to ensure safety and welfare of staff. This includes working conditions and getting to and from work in extreme weather conditions.
- **Communication:** Staff must contact line managers early if travel is unsafe or delayed or conditions are such that they feel their welfare or safety would be adversely impacted by commuting to work or travelling for work duties.
- **Individual assessment:** Management evaluates health and safety concerns, employee welfare, local road status, public transport failures, and individual commutes.

Flexible Working Options

- **Working from home:** Permitted for roles capable of remote tasks, subject to having necessary technology and equipment.
- **Hybrid adjustments:** Temporary swapping of designated office days for remote days.
- **Staggered hours:** Delayed start or early finish times to allow safer travel.

Reallocating Time and Leave

- **Making up time:** Agreed hours lost due to late arrival or short-term disruption are worked back flexibly within an agreed window (e.g. 60 days).
- **Alternative duties:** Temporary shift in tasks to elements executable from home or within a safe local site.
- **Leave alternatives:** Utilising Time Off in Lieu (TOIL), flexi-leave, or pre-arranged annual leave if work is impossible

Kidderminster Town Council

Report Title: The Council's Pension Scheme

- **Meeting:** Staffing Committee
- **Date of Meeting:** 14th September 2026
- **Author(s):** Hugh Peacocke, CEO and Head of Paid Staff.
- **Date of report:** 26th August 2026

1. Summary:

The Council is legally required to offer enrolment in a pension scheme to its employees and to contribute towards that scheme. Since 2021 the Council offers the terms and conditions of the Smart Pension Scheme, a private provider.

In 2020 this Council ceased to offer membership of the Local Government Pension Scheme (LGPS) to any officers who were not already members of the Scheme and resolved to join the "Smart" Pension Scheme, a private pension provider. The change was made due to the high costs to employers of the LGPS. The Council's employer contributions to LGPS are 18.6% of salary, whereas the contributions paid to Smart Pensions are only 3%, which covers the management fees of the Scheme.

The LGPS is a more expensive scheme, offering enhanced benefits, including death in service payments. A current employee who is enrolled in the Smart pension scheme has asked to be admitted to the LGPS.

The estimated cost in the next budget year of allowing membership of LGPS to all employees not already in the Scheme is £92,710, which would result in an increase in the precept of approximately 6%. (See table 5.1 attached)

2. Background:

It is evident that the Council's decision in 2020 was based on costs. The summary above clearly evidences the high costs for the Council of the LGPS.

Currently 3 officers of the Council have LGPS membership- 2 whose membership of the LGPS was transferred from Wyre Forest District Council and 1 who joined the LGPS before the Council made its decision in 2020. Therefore, those officers who are not permitted membership of the LGPS could feel disadvantaged. If this request is allowed, it is likely that all other employees of the Council who are not already in LGPS would request the same arrangements. (However, it should be pointed out that LGPS Membership was not offered to them.)

3. Current Situation:

The advice from NALC (The National Association of local Councils) is as follows:

Before Councils decide on any pension arrangements or changes to them, they should obtain professional advice from a pensions adviser who is regulated by the Financial Conduct Authority (FCA) for the provision of pension advice.

Auto-enrolment

The Pensions Act 2008 requires all local Councils to enrol qualifying staff automatically into a pension scheme.

Who qualifies for auto-enrolment?

Qualification is based on age and earnings.

Do staff contribute?

Both employers and staff pay into the pension scheme.

Enrolment time limits

The employer must generally enrol staff within six weeks from when they start work, although a three-month postponement may be possible.

Informing jobholders about auto-enrolment

Employers are required to provide information to staff about auto-enrolment. The Pensions Regulator has produced standard-form correspondence.

Do other workers have pension rights?

Employers also have obligations to:

Non-eligible jobholders — For example, workers earning above £10,000 for the 2024/25 tax year who are 16-21 or above state pension age.

Entitled workers – Workers earning £6,240 or less for the 2024/25 tax year aged between 16 and 74.

Re-enrolment

A worker who leaves the scheme is entitled to be re-enrolled every three years.

Safeguarding individuals

There are penalties for employers who encourage employees or job applicants to opt out of auto-enrolment.

The Local Government Pension Scheme

A local Council can choose whether or not to make the Local Government Pension Scheme its qualifying pension scheme.

Most Councils in the sector offer the LGPS as the pension scheme for their employees. In this area, the LGPS is delivered by the Worcestershire Pension Fund- See <https://www.worcestershirepensionfund.org.uk/>)

The LGPS provides a wide range of valuable benefits, including:

- A secure, defined benefit pension, with benefits built up each year based on pensionable pay under the Career Average Revalued Earnings (CARE) scheme.
- Contributions from the employer, adding significant value to members' pension benefits.

- Inflation protection, with pension built up in the CARE scheme revalued in line with the cost of living and pensions in payment generally increased in accordance with relevant legislation.
- Flexible retirement options, including the ability to take benefits from age 55 (rising to age 57 from 6 April 2028, subject to legislative and scheme rules).
- Valuable life assurance cover whilst actively contributing to the Scheme (Death in Service benefit equal to 3 times annual salary)
- Survivor benefits for eligible spouses, civil partners, cohabiting partners, and dependent children.
- Protection in the event of ill health, which may allow benefits to be paid before Normal Pension Age where the relevant criteria are met.
- The option to increase benefits through Additional Pension Contributions (APCs) or Additional Voluntary Contributions (AVCs).

4. Expected Outcomes: the benefits and enhancements offered by the LGPS would undoubtedly help to attract and retain staff. The Council is about to recruit 4 additional staff to the Operational Services team and this may be a factor in the process, especially where this Council might be in competition with other local authorities in the area. There is also a slight risk of losing current staff to other Councils who offer the LGPS. However, measured against this must be the cost of the scheme to the Council.

5. Options: The Council has a number of options in this matter:

- A) Maintain the status quo- leave 3 officers in the LGPS and 9 others in the Smart pension Scheme. The Smart Pension Scheme will be offered to all new employees. This risks some disquiet amongst current employees and may impact on the Council's ability to recruit the best staff. However, it is by far the most cost-effective option, while meeting the Council's obligations to offer a pension scheme to its staff.
- B) Offer membership of the LGPS to all staff- as mentioned above, the estimated cost of this is £92,710 in the next financial year. (See table 5.1 attached)
- C) Phased in membership of the LGPS: this would still be expensive, but also difficult to avoid ongoing inequalities.
- D) At present the Council makes a contribution of 3% which covers the management fees of the Smart Pension Scheme. The Council could consider raising this to a higher rate (An increase in the current employer contribution rate from 3% to 5% would cost £13,721, an increase of just under 1% on the precept next year.) (See table 5.2 attached)

6. Consultation: Employees have not been consulted on this matter as it is felt that might raise unrealistic expectations.

7. Risk Assessment: The 3 main risks arising from the status quo are as follows:

1. Recruitment: The Council might not attract the best candidates for new posts without offering the LGPS,
2. Staff retention: Staff might leave for another Council which offers the LGPS,
3. Grievance: some staff might feel aggrieved that others in the team are members of LGPS.

It should be pointed out that the Council works hard to be a “model employer” and fulfil the objectives in the Vision 2024-2029:

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

In this regard, the Council offers permanent and secure employment, competitive rates of pay, generous holiday, sick pay and flexible working arrangements, a structure which allows promotion and development opportunities, generous training payments and expenses and an Employee Assistance Programme, where required.

The Council also operates an Annual Appraisal process which recognises and rewards officer growth and development (through incremental pay increases) and exceptional performance (Merit Awards).

8. Legal – As stated above, the Council has a legal obligation to offer a pension scheme, not necessarily the LGPS.

9. Financial and Resources- the full cost of enrolling future and current employees in the LGPS for the financial year 2027-2028 is £92,710 which could equate to a 6% rise in the Council’s precept next year. The Council might also consider increasing its employer contribution to the Smart Pension Scheme, which could be achieved at a far lower cost (an increase from 3% to 5% would cost £13,721 in the next financial year)

10.Environmental/ Climate- No impact.

11.Equality & Diversity- there is a slight risk that an employee may raise a grievance as some of the Council’s officers are enrolled in the LGPS. However, this was never offered to any employee who is not now in the LGPS. The pension scheme offered by the Council meets its obligations as an employer in the sector.

12.Crime and Disorder- No relevance.

13.Action Plan: None required.

14.Follow-up: none required.

15.Conclusion and Recommendation(s)- the Committee is asked to consider future pension arrangements for all employees of the Council.

EMPLOYMENT

AN199 - Employment: Pensions and auto enrolment

Under the Pensions Act 2008, employers must arrange for each employee who meets the criteria set out in section 3 of that Act to become an active member of an automatic enrolment scheme (such as the National Employment Savings Trust (NEST) scheme), with effect from the council's automatic enrolment date.

'Auto-enrolment' is a catch-all term for the statutory pension rights that employees of any employer (public or private sector) have. Some employees, for example teachers, civil servants and most employees of principal councils, have pension rights under their contracts. However, employees of parish, town and community councils may or may not have contractual rights. Many, especially in smaller councils, do not. These will be governed by the statutory auto-enrolment provisions.

Firstly, all new employees must be informed in writing of their pension rights. This applies whether they are on permanent, temporary, seasonal or zero-hour contracts. This is especially important where the employee has the right to 'opt in' since they will probably be unaware of their pension rights.

Long-serving employees may also need to be re-informed, usually every three years. The [Pensions Regulator website](#) has template letters for all circumstances and a host of useful information.

The duties under auto-enrolment lie, as with PAYE, entirely on the employer. They depend on the annual salary and age of the employee.

There are two essential thresholds:

- The first threshold is the 'opt-in' threshold. This is an annual salary of £6,240. It applies to all employees aged between 16 and 74.

All employees eligible to opt in must be informed of their rights.

Employees who opt in must be enrolled in a qualifying pension scheme (see below), with minimum employer contributions, just as if they were auto-enrolled.

- The second threshold is the 'auto-enrolment' threshold. This is an annual salary of £10,000. It applies to employees aged between 22 and State Pension Age.

Age eligible employees who earn an annual salary of £10,000 or more must be enrolled in a 'qualifying' pension scheme.

Qualifying schemes

A qualifying scheme is one that meets minimum statutory requirements including minimum contributions by the employer and by the employee, where the scheme rules provide for this to happen.

The Local Government Pension Scheme is a qualifying scheme but is also quite expensive for both employer and employee. There is also [NEST \(a government-backed scheme\)](#) and many others. Unless the employee has contractual rights, it is entirely a matter for the employer what scheme to enrol eligible employees in. For a parish, town or community council the decision is one for the council to take, but they will want to take advice from the clerk and may want to consult employees. It should not be necessary to pay a consultant for advice.

Eligible employees can opt out of the scheme if they wish. If you are a member of the LGPS, you should complete an opt out form from the LGPS and submit it to their employer. Members of the NEST scheme should contact NEST and follow a similar procedure.

Further information about pensions and retirement can be found on the government's [Money Helper website](#)

Information on pensions and historic entitlements to retirement gratuities for local council employees is provided in the advice notes on the SLCC website.



Welcome to the LGPS



Helping you build a better tomorrow
A secure and valuable benefit
Provided by your employer

lgps

Local Government
Pension Scheme

Your tomorrow starts today

As a member of the Local Government Pension Scheme (LGPS), you have access to one of the best pension schemes out there. It's a great way to save for your future.

And the best part? Your employer pays in too. But if you opt out, you'll miss out on this extra money towards your retirement.





What do you get?

- ✓ A guaranteed pension: the LGPS is a defined benefit scheme which means that your pension is based on your pay and how long you've been a member, not investment performance.
- ✓ Protection against inflation: your pension is adjusted each year to keep up with the cost of living.
- ✓ Retirement options: take your pension anytime from 57 to 75 (or from 55 if you retire before April 2028). Take your pension before State Pension age and it will be reduced. Take it later and it will increase.
- ✓ Tax-free lump sum option: when you retire, you can choose to take part of your pension as a tax-free lump sum.

Extra protection

for you and your loved ones



- ✓ Life cover from day one: if you die while paying into the LGPS, your pension fund will pay a lump sum of three times your salary.
- ✓ Support if you're too ill to work: if you've been a member for at least two years and are too ill to continue working, you may be able to receive your pension early.
- ✓ Pensions for your family: partners and children may receive a pension after you die.

What does it cost?

Your contributions are based on your salary and range from 5.5% to 12.5% of your pay.



If your actual pensionable pay is:

You pay a contribution rate of:

Up to £18,400

5.5%

£18,401 to £29,000

5.8%

£29,001 to £47,300

6.5%

£47,301 to £59,800

6.8%

£59,801 to £84,000

8.5%

£84,001 to £119,100

9.9%

£119,101 to £140,400

10.5%

£140,401 to £210,700

11.4%

£210,701 or more

12.5%

On average... members pay around 6.5%. But thanks to tax relief, the true cost to you is even lower:



Every £100 contribution costs:

A basic rate taxpayer: **£80**

A higher rate taxpayer: **£60**

If you don't earn enough to pay tax, you don't get tax relief. HMRC will pay a top-up payment directly to you instead.



Want more flexibility?

- ✓ Boost your pension: you can pay more into your LGPS pension with Additional Pension Contributions or Additional Voluntary Contributions.
- ✓ Pay less: the 50/50 option lets you pay half your normal contributions while still getting key benefits like life cover.

Make the most of your LGPS pension

- ✓ Consider transferring previous pensions into the LGPS. You can transfer in the first year that you are an LGPS member - contact your pension fund for details
- ✓ Keep your details up to date, including who you'd like any death grant to go to.





lgps | Local Government
Pension Scheme

Giving you peace of mind for the future, today.

www.lgpsmember.org

Your contributions are flexible

You can boost your pension by paying extra contributions, with tax relief. You can also reduce your contributions by joining the 50/50 section.



Your pension. Your future.
Your tomorrow.



Your tomorrow starts today

The LGPS is a valuable part of your employment package. Make sure you take advantage of the benefits.



Protection for your family

Life cover from day one

A lump sum of 3 times your salary
if you die while paying in

Pensions for your family

Your partner and children may
receive a pension after you die



Local Government Services Pay Agreement 2026/27

	01-Apr-25		01-Apr-26		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
2	£24,413	£12.65	Deleted 01-Apr-26		
3	£24,796	£12.85	£25,614	£13.28	Below LC Scale (for staff other than clerks)
4	£25,185	£13.05	£26,016	£13.48	
5	£25,583	£13.26	£26,427	£13.70	
5	£25,583	£13.26	£26,427	£13.70	LC1 (below substantive range)
6	£25,989	£13.47	£26,847	£13.92	
7	£26,403	£13.69	£27,274	£14.14	LC1 (substantive benchmark range)
8	£26,824	£13.90	£27,709	£14.36	
9	£27,254	£14.13	£28,153	£14.59	
10	£27,694	£14.35	£28,608	£14.83	
11	£28,142	£14.59	£29,071	£15.07	
12	£28,598	£14.82	£29,542	£15.31	
13	£29,064	£15.06	£30,023	£15.56	LC1 (above substantive range)
14	£29,540	£15.31	£30,515	£15.82	
15	£30,024	£15.56	£31,015	£16.08	
16	£30,518	£15.82	£31,525	£16.34	
17	£31,022	£16.08	£32,046	£16.61	
18	£31,537	£16.35	£32,578	£16.89	LC2 (below substantive range)
19	£32,061	£16.62	£33,119	£17.17	
20	£32,597	£16.90	£33,673	£17.45	
21	£33,143	£17.18	£34,237	£17.75	
22	£33,699	£17.47	£34,811	£18.04	
23	£34,434	£17.85	£35,570	£18.44	
24	£35,412	£18.35	£36,581	£18.96	LC2 (substantive benchmark range)
25	£36,363	£18.85	£37,563	£19.47	

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	01-Apr-25		01-Apr-26		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
26	£37,280	£19.32	£38,510	£19.96	
27	£38,220	£19.81	£39,481	£20.46	
28	£39,152	£20.29	£40,444	£20.96	
29	£39,862	£20.66	£41,177	£21.34	LC2 (above substantive benchmark range)
30	£40,777	£21.14	£42,123	£21.83	
31	£41,771	£21.65	£43,149	£22.37	
32	£42,839	£22.20	£44,253	£22.94	
33	£44,075	£22.85	£45,529	£23.60	LC3 (below substantive range)
34	£45,091	£23.37	£46,579	£24.14	
35	£46,142	£23.92	£47,665	£24.71	
36	£47,181	£24.46	£48,738	£25.26	
37	£48,226	£25.00	£49,817	£25.82	LC3 (substantive benchmark range)
38	£49,282	£25.54	£50,908	£26.39	
39	£50,269	£26.06	£51,928	£26.92	
40	£51,356	£26.62	£53,051	£27.50	
41	£52,413	£27.17	£54,143	£28.06	
42	£53,460	£27.71	£55,224	£28.62	LC3 (above substantive benchmark range)
43	£54,495	£28.25	£56,293	£29.18	
44	£55,801	£28.92	£57,642	£29.88	
45	£57,139	£29.62	£59,025	£30.59	
46	£58,523	£30.33	£60,454	£31.33	LC4 (below substantive range)
47	£59,922	£31.06	£61,899	£32.08	
48	£61,198	£31.72	£63,218	£32.77	
49	£62,852	£32.58	£64,926	£33.65	
50	£64,373	£33.37	£66,497	£34.47	LC4 (substantive benchmark range)
51	£65,925	£34.17	£68,101	£35.30	
52	£68,053	£35.27	£70,299	£36.44	
53	£70,176	£36.37	£72,492	£37.57	

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	01-Apr-25		01-Apr-26		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
54	£72,307	£37.48	£74,693	£38.72	
55	£74,454	£38.59	£76,911	£39.86	LC4 (above substantive benchmark range)
56	£76,572	£39.69	£79,099	£41.00	
57	£78,718	£40.80	£81,316	£42.15	
58	£80,821	£41.89	£83,488	£43.27	
59	£82,815	£42.93	£85,548	£44.34	
60	£84,852	£43.98	£87,652	£45.43	
61	£86,939	£45.06	£89,808	£46.55	
62	£89,081	£46.17	£92,021	£47.70	

Hourly rates have been calculated using the NJC-agreed formula: annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

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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
14 September 2026	Approval of Terms and Conditions for Operational Services Staff. Lone Working Policy Extreme Weather Conditions Policy The Local Government Pension Scheme
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