

KIDDERMINSTER TOWN COUNCIL**PUBLIC Minutes of the Staffing Committee of Kidderminster Town Council
held at 6.00 pm on 14th September 2026**

Present: Councillors: George Connolly (Chairman), Liam Carroll, Doug Hine, Steve Hollands, Fran Oborski and Mary Rayner.

In Attendance:

Hugh Peacocke, Chief Executive Officer

Adam Stockhall, Public Realm and Operations Manager.

APOLOGIES FOR ABSENCE

Councillor Bernadette Connor.

8. DECLARATIONS OF INTEREST

None declared

9. MINUTES

RESOLVED: That the minutes of the Staffing Committee meeting held on 8th July 2026 were a correct record and duly signed by the Chair.

10. Approval of Terms and Conditions for Operational Services Staff.

The Chairman invited Adam Stockhall to present a report to members, seeking approval for the terms and conditions to be applied for new posts in Operational Services.

The Public Realm and Operations Manager told the meeting that the posts had already been approved by the Services Committee and the Finance & Overview Committee as part of the ongoing devolution programme. The additional staff would be required in order for the Town Council to manage and deliver the services required for the additional 9 parks to be transferred to the Town Council from 1st April 2027. The Staffing Committee was requested to approve the terms and conditions for the new posts.

RESOLVED:

- A) **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;
- B) **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;
- C) **To approve** the recruitment of a Landscape Officer in accordance with the recommended terms and conditions, with effect from 1st April 2027;
- D) **To approve** the recruitment of the Operational Services Parks, Commercial & Community Officer in accordance with the recommended terms and conditions, with effect from 1st April 2027;

- E) **To approve** the recruitment of the Operational Services Technical Officer in accordance with the recommended terms and conditions, with effect from 1st April 2027;
- F) **To approve** the recruitment timeline detailed in the report, and
- G) **To approve** the selection panel recommended in the report.

11. Lone Working Policy

The CEO presented a draft Policy which had been sent to staff for consultation. He told the meeting that the Council had a duty to protect staff from the risks of lone working, as far as is reasonably practicable and that there were 2 guiding principles in the Policy:

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

A member suggested that the Policy should also require staff working alone in any of the Council's buildings should ensure the premises were locked and this was agreed by the Committee.

RESOLVED: To approve the Lone Working Policy as amended above.

12. Extreme Weather Conditions Policy

The CEO told the meeting that the Policy was 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.

The Policy covers travelling to and from work, travelling during the course of work duties and conditions in the workplace.

Extreme weather includes cold spells, heatwaves and adverse impacts arising from snow, ice, rain, storms or air quality.

RESOLVED: To approve the Extreme Weather Conditions Policy.

13. The Local Government Pension Scheme

The CEO told the meeting that an officer of the Council had requested a transfer from the Smart Pension Scheme (The Scheme offered by the Council) to the Local Government Pension Scheme. He presented a report detailing the costs to the Council of allowing enrolment for all of its officers in the LGPS, which would exceed £90,000 in the next financial year.

It was discussed how the LGPS was intended to compensate to some degree for lower salaries in the sector, but that this was no longer the case, as the Council offered very competitive salaries and conditions to its employees. While the Committee acknowledged that the Smart Pension Scheme did not offer the same level of benefits as the LGPS, it was felt that the Council could not afford the additional costs at the moment, following 2 years of heavy expenditure on the Town

Hall Transformation Project and the additional expenditure which would arise from the devolution programme next year.

RESOLVED: That further consideration of this matter be deferred until after Local Government reorganisation has been settled and that the next Council should again review the question.

The Committee said that future recruitments by the Council should make it clear that the Council offered enrolment in the Smart pension Scheme.

14. Local Government Services Pay Agreement 2026-2027

The CEO told the meeting that the National Joint Industrial Council had agreed an increase of 3.3% from 1st April 2026. (The council had allowed for an increase of 3.5% in the budget.)

RESOLVED: To Approve the application of the Local Government Services pay Agreement 2026-2027 for employees of the Town Council, with effect from 1st April 2026.

15. Staff Updates

The CEO told the meeting that an officer had advised him of a gift received in relation to Council services, which he would donate to the Mayor's Charity. Members thanked the officer concerned for his honesty and generosity in this matter.

16. Forward Work Programme

Noted that the CEO's Appraisal Panel would meet on 19th October. Members requested that a Safeguarding Policy be added to the Forward Work Programme for a meeting of the Committee to be held in March/April 2027.

The meeting concluded at 6.55 pm