

# MALVERN TOWN COUNCIL

Town Clerk  
Community Hub  
Victoria Park Road  
Malvern Link  
WR14 2JY

8 August 2025

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01684 566667



## MEETING OPEN TO MEMBERS OF THE PUBLIC

### To Members of the Staffing Committee (Quorum 4):

Cllrs Josie Leibrandt (Chair), Anne Cherry, Clive Fletcher, Emma Green (Vice-Chair), Clive Hooper, David Mead and Karen Newbigging

### All other Members of the Town Council for information only

You are hereby invited to attend a meeting of the Staffing Committee to be held in the Park View Community Room, Victoria Park Road, Malvern Link, WR14 2JY on Wednesday 13 August 2025, commencing at 6.00pm for the transaction of the business shown on the Agenda below.

A handwritten signature in black ink, appearing to read 'L. Blake'.

**Linda Blake**  
Town Clerk

No.	Agenda Item
1.	<b>Apologies for Absence</b> To receive and note apologies for absence
2.	<b>Declarations of Interest</b> To receive declarations of disclosable pecuniary interests and other disclosable interests
3.	<b>Minutes of Previous Meeting</b> To receive and confirm as a correct record the minutes of the previous Staffing Committee meeting and the minutes to be signed by the Chairman ➤ Wednesday 4 June 2025 (previously circulated)
<b>Public Participation</b> <i>The Meeting will be adjourned for public participation when the Chairman will invite members of the public to present their questions, statements or petitions submitted under the Council's Public Participation Procedure.</i>	
4.	<b>Local Government Services Pay Agreement 2025</b> ➤ Verbal Update from the Town Clerk
5.	<b>Pay Review and Benchmarking</b> ➤ Committee discussion

<b>6.</b>	<b>Review of Job Descriptions and Plans to meet with Staff</b> ➤ Committee discussion
<b>7.</b>	<b>Review of Training and Development</b> ➤ Committee discussion
<b>8.</b>	<b>Scheduling of Staff Holidays/leave of absence</b> ➤ Committee discussion
<b>9.</b>	<b>Review of Staff Rewards</b> ➤ Committee discussion
<b>10.</b>	<b>Format of Staffing Overview Report</b> ➤ Committee discussion
<b>11.</b>	<b>Date and Time of Next Meeting</b> ➤ Wednesday 22 October 2025 at 6pm