

# UNADOPTED

## MINUTES OF A MEETING OF THE STAFFING COMMITTEE MALVERN TOWN COUNCIL

held in the Park View Meeting Room, Community Hub, Victoria Park

Wednesday 13 August 2025 at 6.00pm

### Councillors

#### Present

J Leibrandt (Chair)  
E Green (Vice Chair)  
A Cherry  
C Hooper  
K Newbigging

#### Absent

C Fletcher (apologies)  
D Mead (apologies)

#### Also in attendance

L Blake - Town Clerk  
C Porter – Operations Manager  
Cllr Marilyn Birks, Mayor

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Clive Fletcher and David Mead.

### 2. DECLARATIONS OF INTEREST

None.

### 3. MINUTES OF PREVIOUS MEETING

#### Minute 6, 2<sup>nd</sup> para

*It was felt that copies of certain documentation would be required to carry out the work of the committee but also noted that certain information such as individual contracts should be private and confidential and should not be provided.*

Cllr Hooper asked for further clarification with regards to the above minuted note. He was aware it was discussed but not formally noted and what does 'noted' mean in this context as it is not part of the recommendations.

The Town Clerk clarified that this had been part of the discussion as the details of individual staff contracts should be on a need to know basis unless there is a legitimate reason for them being seen.

Cllr Green pointed out that the Staffing Committee Terms of Reference state the committee can see contracts as required.

Cllr Newbigging felt it wasn't entirely accurate and felt that the committee would take a general look at the contracts but that specific individual information would be redacted.

Cllr Hooper **PROPOSED** that the second part of the sentence in red, from that paragraph should be removed. This was **AGREED** by the committee.

It was further **RESOLVED** to accept the minutes from the previous meeting on 4 June 2025 with the above amendment included.

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### **PUBLIC PARTICIPATION**

None.

#### **4. LOCAL GOVERNMENT SERVICE PAY AGREEMENT 2025**

The Town Clerk updated the committee on the NJC (Green Book) Local Government Service Pay Agreement for 2025. The increase has now been agreed and issued on all rates of pay applicable from 1 April 2025.

From 1 April 2026, spinal point 2 will be deleted from the spinal point list. As an employer we have been asked to cover the salary and overtime backpay as soon as possible. The Town Clerk confirmed that these payments will be made in the August salaries.

Staffing Committee **NOTED** the service pay agreement and changes to rates of pay.

#### **5. PAY REVIEW AND BENCHMARKING**

The Town Clerk informed the committee that linked to the removal of SP2, our lowest paid employees will then be at the bottom of the spinal point list and that Council may wish to consider reviewing this. It has been over 10 years since Operations Team salaries were benchmarked, so is it time for the Town Council to look into the benchmarking for the lowest paid team members in Operations and revise accordingly.

The Town Clerk informed the committee that a Benchmarking process would involve getting salary information from similar sized Town Councils and making comparisons with similar job roles.

It was **RECOMMENDED** that benchmarking should take place on all staff roles, including the Town Clerk and Operations Manager.

The Town Clerk suggested that the Operations Team should be benchmarked first and then complete the exercise for the Admin Team in the second phase. This was **AGREED**.

The Town Clerk informed the committee that a member of the administration team had requested a pay review, and it was **NOTED** that this could be addressed within the benchmarking exercise.

#### **6. REVIEW OF JOB DESCRIPTIONS AND PLANS TO MEET WITH STAFF**

The Chair felt that this agenda item should also reflect the amended minute noted in part 3, potentially review of Job Descriptions, contracts and plans to meet with staff. It was felt more time was required to read all the documentation.

A lengthy discussion followed regarding meeting with staff, sight of staff contracts and when this should happen, what matters are included in the contract, having sight of the contracts to compare with the model contract from CALC, reasonable adjustments to contracts and special conditions within contracts.

The Town Clerk explained that Full time Town Council staff have generic contracts with the same terms and conditions, and that any specific information is contained within job descriptions and The Green Book. It therefore may not be worthwhile to see every single contract as there will be a lot of duplication.

The Chair proposed that the committee should have access to the actual contracts as a responsible employer.

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Cllr Newbigging requested an amendment to the above proposal to have access to the actual contracts after the meeting with staff members.

Committee **RECOMMENDED** that individual staff contracts should be viewed by the staffing committee members after the staff group meetings.

The Chair and Vice-chair stated that at the recent staffing committee training it had been recommended by the trainer that there be an opportunity for staff to have a confidential space to talk about their job.

Cllr Cherry felt these 1 to 1's should be optional and not compulsory. It was suggested that in order to make matters feel less pressured, the councillors can ask at the group meetings if any staff member would like to talk confidentially 1 to 1 and this could be reviewed.

It was suggested that Cllr Cherry and Cllr Mead should arrange to meet with the Operations staff in the week of 22 September and that dates for the office staff to meet with Cllrs Green and Newbigging could be in the week commencing 29 September.

Cllrs Green, Leibrandt, Newbigging and Hooper discussed broad themes and suggested types of questions to address in initial staff meetings and whilst wanting staff to feel relaxed, they also wanted these first meetings to have a bit of structure and to be consistent. Cllr Cherry didn't agree. Cllr Green said that she would send out some ideas to councillors' emails before these meetings.

Cllr Cherry confirmed that she would not be using that format and would just let staff talk to her.

It was **AGREED** that discussions should be relaxed and informal.

### 7. **REVIEW OF TRAINING AND DEVELOPMENT**

The Town Clerk felt this agenda item could possibly be delayed until after the meetings with staff.

A discussion followed regarding what happens at present regarding training and development.

It was **AGREED** to come back to this discussion at another meeting.

Cllr Hooper said that it would be useful for a report to be presented at the next meeting of the staffing committee, setting out any training that has been provided in the last year and also any current plans in hand and this was **AGREED**.

### 8. **SCHEDULING OF STAFF HOLIDAYS/LEAVE OF ABSENCE**

A discussion was led by the Chair of the committee on the smooth running of council business, how things are run at present with regards to staff holidays, leave of absence, flexibility and timing of meetings.

The discussion continued based on what is in place at present and what should change to allow more flexibility.

Cllr Green left the room during this discussion.

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The Town Clerk stated that with more committees and sub-committees now in operation there were meetings on most weeks of the year creating pressure on staff resources. In particular if a committee meeting is held on the Wednesday before Full Council then it is not always possible to get recommendations and minutes sent to the Full Council meeting which can delay decision making.

It was **RECOMMENDED** that in order to have more flexibility around holidays and ensure timely decision making that Council should review the meeting schedule to reduce the number of meetings.

The Operations Manager suggested that the meetings could be shorter and also for Councillors to come to the meetings prepared by reading the reports provided.

Cllr Green returned to the room.

**9. REVIEW OF STAFF REWARDS**

It was **AGREED** that this item should be deferred to the next meeting. Clarification was also required as to whether there is a budget linked to this rewards scheme.

**10. FORMAT OF STAFFING OVERVIEW REPORT**

This item was deferred to the next meeting.

**11. DATE AND TIME OF NEXT MEETING**

It was **AGREED** that the date of the next meeting would be Wednesday 22 October 2025 at 6pm.

The meeting finished at 8pm.

.....(Chair)