

UNADOPTED

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

**held in The Vestry of Malvern Link URC Church, Malvern Link
Thursday 27 November 2025 at 2.00pm**

Councillors

Present

J Leibrandt (Chair)
A Cherry
C Hooper
L Lowton (substitute)
D Mead
K Newbigging

Absent

C Fletcher (apologies)
E Green (apologies)

Also in attendance

L Blake - Town Clerk
C Porter – Operations Manager

11. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Clive Fletcher and Emma Green. Cllr Green had substituted Cllr Lowton.

12. DECLARATIONS OF INTEREST

None.

13. MINUTES OF PREVIOUS MEETINGS

Wednesday 13 August 2025

It was **RESOLVED** that the minutes of the meeting held on Wednesday 13 August 2025 be approved and adopted as a correct record of the proceedings.

Wednesday 22 October 2025

Committee members discussed points from the meeting held on 22 October as follows:

Councillor Hooper stated that he had given some reasoning for the allowance of substitutes under Minute 1 of these minutes and he would like this to be included after the recommendation.

It was **AGREED** that the Chair would listen to the audio recording of the minutes to clarify this point.

Councillor Hooper also draw the committee's attention to Minute 5 which had bullet points giving feedback from meetings with staff. The following paragraphs had then been included as follows

UNADOPTED

The Town Clerk and Operations Manager suggested that if the Committee could have a more positive focus, such as looking at benchmarking, training and rewards, then this may help the staff to be less fearful of what the purpose of this committee is.

Staffing Committee members agreed with this.

Cllr Hooper referred to the last sentence, stating that he wasn't sure that this was the case and felt that it should be deleted.

After discussion, the Town Clerk confirmed that there was no vote taken on this particular point, just a general feeling of agreement.

It was **AGREED** to remove the sentence in Minute 5 stating "Staffing Committee members agreed with this"

Also on Minute 5, Councillor Hooper, after having listened to the recording of the discussion relating to Minute 5, read out a statement that he had sent by email to the Town Clerk a few hours earlier, and that he would like included in the minutes, to reflect what he had said.

"Cllr Hooper noted that at the first meeting of the Staffing Committee it was minuted that the main focus of the committee should be staff development and recognition. The Full Council had subsequently confirmed that there should be separate meetings to take place with officers and operational staff and specified the agenda, which was to discuss staff roles and their training and development needs. He therefore questioned why discussions at these meetings took place about the skills and training of councillors rather than focusing on seeking to explain the role of the committee and hear about staff roles and ideas from staff about what training they wanted. He went on to note that if staff were "fearful of their jobs and fearful of people looking at personal documents and would like to know what the staffing committee are trying to achieve", he considered that reference should have been made to the reassurances given at the committee's first meeting."

It was **AGREED** that the Chair would listen to the audio recording of the minutes to clarify this point.

An aside discussion took place on what aspects of the Staffing Committee's business should in private session and the legal justification for this. It was **AGREED** that further advice should be sought and brought back to a future meeting.

A point was raised under Minute 6 that a sentence needed to be added to say that it had been agreed that the Town Clerk and Deputy Town Clerk would report back to committee on what HR and Staff Management Training they had undertaken in the recent past and that this needed to be added.

Given there were several matters that required the chair to listen to the audio recording for clarification, it was **NOTED** that the minutes of the meeting of 22 October 2025 could not be approved in full at this meeting.

It was therefore **AGREED** to defer final approval of the minutes of the previous meeting until the next meeting.

PUBLIC PARTICIPATION

None.

UNADOPTED

14. STAFFING COMMITTEE STATEMENT

Three draft statements had been circulated prior to the meeting and after discussion, it was **AGREED** to circulate version one to all staff with the following two amendments.

The first statement that reads “We wanted to share a quick overview of who / how the Staffing Committee fits into supporting you at work” should be amended to “We wanted to share a quick overview of the Staffing Committee and how it fits into supporting you at work.”

There should also be a sentence at the end which reads “Please contact your Line Manager if you would like more detailed information on the role of the Staffing Committee”

15. REVIEW OF TRAINING AND DEVELOPMENT - STAFF

A document was circulated detailing a list of all staff training that had been undertaken in the last twelve months and any training planned for the rest of the 2025/26 financial year.

The Town Clerk and Operations Manager outlined the training programme in place and the principles behind it.

It was felt that the training budget should be increased and therefore **AGREED** that Officers would include a training of development budget of £4,000 within the 2026/27 proposed budget to be presented at the next Policy and Resources Committee.

16. REVIEW OF TRAINING AND DEVELOPMENT – STAFFING COMMITTEE

The Town Clerk had contacted Worcestershire CALC regarding staffing training for all councillors and additional training for the Staffing Committee. A response is awaited.

The Chair noted that it would be useful to have some information on what aspects of the Staffing Committee’s work should be conducted in private as a part of this training. It was further **NOTED** that the Chief Officer of CALC could be asked to provide some input into what discussions the press and public should be excluded from.

17. REVIEW OF STAFF REWARDS

A questionnaire on staff rewards had been circulated to all full time members of staff, and a summary of the responses was circulated at the meeting.

A lengthy discussion took place on possible staff rewards and their implementation.

Officers were asked to discuss the possibility of a discount being given on parking permits for Malvern Hills Trust Car Parks and it was noted that there was a meeting scheduled with the CEO for The Trust at which this could be raised.

It was **RECOMMENDED** that all staff should be given a day off for their birthday or the closest day to it should this fall on a weekend.

It was **RESOLVED** to extend the meeting by 15 minutes to finish at 4:15pm.

UNADOPTED

18. FORMAT OF STAFFING OVERVIEW REPORT

It was **AGREED** to defer this item to the next meeting.

19. DATE AND TIME OF NEXT MEETING

It was **NOTED** that the next meeting of the Staffing Committee would be held on Wednesday 21 January 2026 at 6pm

The meeting finished at 4:15pm.

.....(Chair)

DRAFT