

UNADOPTED

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

held in the Community Hub Meeting Room, Victoria Park

Wednesday 21 January 2026 at 6pm

Councillors

Present

J Leibrandt (Chair)
A Cherry
C Fletcher
C Hooper
R McLaverty-Head (substitute)
K Newbigging
W Whittaker (substitute)

Absent

E Green (apologies)
D Mead (apologies)

Also in attendance

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

20. APOLOGIES FOR ABSENCE

Apologies for absence were **NOTED** from Councillors Emma Green and David Mead. Cllr Green had substituted Cllr Whittaker and Cllr Mead had substituted Cllr McLaverty-Head

21. DECLARATIONS OF INTEREST

None.

22. MINUTES OF PREVIOUS MEETINGS

A query was raised about the minutes from the previous meeting held on 27 November 2025. The clerk confirmed that resourcing issues and pressures had meant that she had not yet been able to listen back to the entire audio recording to complete the minutes. It was noted that the appointment of an independent minute taker due to be discussed as a later agenda item, would help to solve this issue in the future.

Wednesday 22 October 2025

The Chair confirmed that following agreement at the last meeting, she had now listened back to the audio recording from the staffing committee meeting held on 22 October.

1) Under minute 5, Councillor Hooper had circulated a statement that he would like included before the paragraph with recommendation about the short statement from the staffing committee.

It was **AGREED** that the following paragraph should be included in the draft minutes

Cllr Hooper noted that the Council had confirmed that there should be separate meetings to take place with officers and operational staff and had specified the agenda which was to discuss staff roles and their training and development needs.

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He therefore stressed that it was important that there should be feedback from those meetings as to what staff considered their roles to be and what they would want to have from any training which might be provided.

2) Also under minute 5, the following paragraphs had then been included as follows

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.

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

3) Under Minute 6 it was **AGREED** that a sentence would to be added as follows

*It was **AGREED** that the Town Clerk and Operations Manager would provide a list of the HR training that they had received in their roles.*

It was **RESOLVED** that subject to the amendments agreed above, that the minutes of the meeting held on Wednesday 22 October 2025 be approved and adopted as a correct record of the proceedings.

PUBLIC PARTICIPATION

None.

23. **BENCHMARKING**

The Town Clerk confirmed that work had started to contact other Town Councils and to gather data on pay scales for Grounds Maintenance Operatives.

Malvern Town Council’s Grounds Maintenance Operatives pay scales are 2 – 4. From the work that has done to date, this appears to be a little low and the Town Clerk informed committee of the findings from other Town Councils contacted to date. It was hoped that a full report would be sent to the next meeting of this committee to formalise the recommendations.

Cllr Newbigging raised the issue of the scope of the benchmarking exercise and whether other items such as leave, rewards and training and development would be included.

It was suggested that the Town Clerk should contact NALC to get a benchmarking tool, as this would take out any subjective data and consider the range of duties and responsibilities undertaken by staff.

It was **RECOMMENDED** that the scope of the benchmarking exercise should include three factors: Salary, Terms and Conditions and Training and Development. Information on staffing structure would also be gathered to help to contextualise the data.

Regarding timescales, it was **AGREED** that the aim would be to complete the operational benchmarking using the benchmarking tool by April and then the administration staff would follow. It was **NOTED** that any pay awards would be backdated so that both operational and administrative staff would receive any increases at the same time.

Cllr Whittaker and Cllr Cherry offered their help to officers should this be required.

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24. IMPLEMENTATION OF AGREED ACTION POINTS FROM PREVIOUS MEETINGS

Council had agreed that Human Resources Training should be provided for all councillors and committee asked for an update on this. The Town Clerk explained that Worcestershire CALC had changed their training provider to Work Nest and the aim is to talk to them about providing two training dates, one daytime and one in the evening.

It was **AGREED** to defer discussion on any further action points and that a document tabulating agreed action points and progress against these should be produced by the Chair and Deputy Chair for circulation ahead of the next meeting and ideally by the end of February.

25. REVIEW OF PROGRESS AGAINST TERMS OF REFERENCE

<u>Responsibility</u>		<u>Progress</u>
2.1	To review and develop employment related policies.	Ongoing
2.2	To consider and note, as necessary, the provisions of The National Joint Council for Local Government Services which dictates the Council's pay and conditions of service.	Staffing Committee noted the NJC agreement on rates of pay for 2025/26 at its meeting on 13 August 2025.
2.3	To review and develop the annual appraisal process, the focus of which is staff development and recognition.	A new appraisal policy will need to be created. Item for brainstorming of ideas to be placed on the agenda for April 2026.
2.4	To appoint a panel of two members from the Staffing Committee and one qualified person from an outside body, as agreed by the Staffing Committee to carry out the appraisal of the Town Clerk.	See recommendation below.
2.5	To review and develop the Town Council's training and development programme, with an ongoing plan of how to meet the identified needs of staff.	Staff Training and Development was reviewed at the meeting held on 27 November and an increased amount for staff training has been included in the 2026/27 budget. There will be an ongoing review of training and development needs.
2.6	To review and develop the organisational structure and necessary staffing levels as required, for example, apprenticeships.	It is being suggested that the staffing structure is looked at as a part of the benchmarking process.
2.7	To oversee any job evaluations or benchmarking as required.	In progress.

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2.8	To review job descriptions, person specifications and contracts of employment as required.	Job descriptions have been circulated, and this is an item for a future agenda.
2.9	To form a panel to oversee the recruitment of the Town Clerk and / or RFO when required.	This is an item for a future agenda and / or when needed.
2.10	To assist the Town Clerk in the recruitment of the Deputy Town Clerk and / or Operations Manager when required.	This is an item for a future agenda and / or when needed.
2.11	The Staffing Committee shall annually by 30 November, agree a staffing budget for the forthcoming financial year which will be presented for consideration by the Policy and Resources Committee and included in the final budget presented to Full Council.	A budget recommendation was made by Staffing Committee at their meeting held on 22 October 2025.
2.12	To consider and review the policies that relate to staff and councillor conduct.	This is an item for a future agenda.
2.13	To consider and review the Town Council's grievance, disciplinary and whistleblowing policies.	This is an item for a future agenda.
2.14	In accordance with Council policies and procedures, to appoint councillors to sit on any investigating panel and / or appeals panel required to deal with disciplinary and grievance matters raised.	This is an item for a future agenda and / or when needed.
2.15	To consider matters relating to staff health and wellbeing.	Staff rewards have been reviewed and a day's leave granted on staff birthdays. Cllr Jones felt more was needed in this item and offered to look into this and report back to the Chair.
2.16	To receive a staffing overview report at each meeting.	This is being discussed at Agenda Item 8.
2.17	To set up a staff liaison group to allow communication and consultation with staff representatives.	This is an item for a future agenda.

It was **RECOMMENDED** under 2.4. that the Staff Appraisal for the Town Clerk should be carried out by the Chair and Vice-Chair of Staffing Committee, along with the Executive Officer of Worcestershire CALC (with due regard to equality considerations)

Cllr Whittaker left the meeting at 7:27pm

Cllr Newbigging left the meeting at 7:44pm

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Councillors discussed the following points as part of this agenda item

- The Terms of Reference for Staffing Committee is a spine on which to base the work of the committee, and it is not a race to achieve all of them.
- Staff are an important and valued resource, and each element of work must be given appropriate time.
- It is important for work to take place between meetings, and it was suggested that the chair and vice-chair should lead on this.

26. FUNDING AND APPOINTMENT OF AN INDEPENDENT MINUTE TAKER FOR STAFFING COMMITTEE

It was **NOTED** that whilst an AI tool could be used to help transcribe audio-recordings, it would be difficult to use such a tool to create minutes in the acceptable Council format.

It was **RECOMMENDED** that an independent minute taker should be appointed for the Staffing Committee.

27. FORMAT OF STAFFING OVERVIEW REPORT

Committee members felt that approximately five Key Performance Indicators would be the right number for a staffing overview report and that these could include annual leave and sick days.

It was **AGREED** that the Chair, Vice Chair and Town Clerk would meet to discuss this matter and to formulate some recommendations ahead of the next meeting.

28. DATE AND TIME OF NEXT MEETING

It was **NOTED** that the next meeting of the Staffing Committee would be held on Wednesday 15 April 2026 at 6pm

The meeting finished at 7:55pm.

.....(Chair)