KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Staffing Committee

Commencing at 4.00 pm on Thursday 22 February 2024

PRESENT: Councillor M L Stevens (Chair).

Councillors: K S Dickson, A Insley

Town Clerk: Miss M Field

No Members of the Public or Press were present.

SC.12 APOLOGIES

Apologies were received from Councillor J Kennedy. It was NOTED that Councillor A Insley was present as a substitute for Councillor Kennedy.

SC.13 DECLARATIONS OF INTEREST

Councillor Insley made a declaration of interest in relation to the Local Government Pension Scheme (having a deferred pension with LGPS).

SC.14 MINUTES

The minutes of the Staffing Committee held on 30 January 2024 were received and agreed.

SC.15 EXCLUSION OF PRESS AND PUBLIC

It was proposed, seconded and

> RESOLVED "That in view of the confidential nature of the business about to be considered (confidential staffing matters), the press and public are excluded from the Meeting, pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960".

SC.16 PENSION PROVISION

Members NOTED that there will be an item on the next Town Council Agenda seeking approval for the Town Council to apply to join the Local Government Pension Scheme as an Employer. Further enquiries will be made regarding identifying a pension adviser to give advice to the council on any options available.

Members proposed, seconded and unanimously

> RECOMMENDED that Kenilworth Town Council resolve to give approval to join the Local Government Pension Scheme at the earliest available meeting of Town Council.

SC.17 REVIEW OF OTHER EMPLOYEE BENEFITS, JOB DESCRIPTIONS AND CONTRACTS

The Clerk explained that she had sourced a model contract recommended by NALC and SLCC and would produce contracts for the three members of staff in this format. Members reviewed the various provisions within the model contract in order that these would correctly apply to KTC staff. The contracts will be updated to include the agreed provisions and clauses and will be issued to the three staff members with the accompanying job description and a covering letter.

Various employee benefits and schemes were discussed and will be incorporated into the relevant policy, or will be researched and drafted, and these will be reviewed by the Standing Order / Policy Working Group.

SC.18 NEXT MEETING

The next meeting was set for 4pm on Tuesday 12 March 2024.

The Meeting closed at 6:10pm.

Signed:……

Dated:…….

INITIALS ……..……

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Staffing Committee

Commencing at 4.00 pm on Tuesday 12 March 2024

PRESENT: Councillor M L Stevens (Chair).

Councillors: K S Dickson, J Kennedy , A Insley (Observer)

Town Clerk: Miss M Field

No Members of the Public or Press were present.

SC.19 APOLOGIES

None. It was NOTED that Councillor A Insley was present as an observer.

SC.20 DECLARATIONS OF INTEREST

Councillor Insley made a declaration of interest in relation to the Local Government Pension Scheme (having a deferred pension with LGPS).

SC.21 MINUTES

The minutes of the Staffing Committee held on 22 February 2024 were received and agreed, subject to Councillor Insley being noted as a substitute.

Cllr Dickson commented that in relation to the discussion that took place at the previous meeting regarding Contracts, that sick pay and notice period terms for any new staff employed by the Council in the future should be reviewed.

This observation was NOTED.

SC.22 EXCLUSION OF PRESS AND PUBLIC

It was proposed, seconded and

> RESOLVED "That in view of the confidential nature of the business about to be considered (confidential staffing matters), the press and public are excluded from the Meeting, pursuant to section 1 of the Public Bodies (Admissions to Meetings) Act 1960".

SC.23 PENSION PROVISION

Members NOTED that it would be useful to seek some advice from a local independent financial service to better understand the current scheme and options to migrate to the new LGPS scheme. The Clerk will arrange for a briefing meeting as soon as possible from a local advisor, for the three Staffing Committee members.

SC.24 UPDATES ON JOB DESCRIPTIONS AND CONTRACTS

Members NOTED that the three staff had all signed their new contracts having agreed the new contracts and job descriptions.

SC.25 NEXT MEETING

No date was set for the next meeting, this will be arranged when further information regarding pensions has been received.

The Meeting closed at 4:45pm.

Signed:……

Dated:…….

INITIALS ……..……