

Kenilworth Town Council

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2 March 2026

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **STAFFING COMMITTEE MEETING** will be held in the Council Chamber at Jubilee House, on **MONDAY 9 MARCH 2026**, at 11.00am, when you are requested to attend.

Town Clerk

DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form circulated with the attendance register, and should be made orally immediately before the item is discussed. Particular care should be taken to ensure that any beneficial or disclosable pecuniary interest has been identified under the provisions of Section 31 of the Localism Act 2011. If the interest is not registered, formal notification of it must be made within 28 days. Members are reminded of the need to also declare predetermination of any matter.

1. ELECTION OF CHAIR
2. ELECTION OF VICE-CHAIR
3. APOLOGIES
4. DECLARATIONS OF INTEREST

Members of the Committee to declare any interest they may have in items identified for discussion at the Meeting, in accordance with the Code of Conduct.

5. MINUTES

To receive the minutes of the Staffing Committee held on 8 November 2024 (Copy attached at Enclosure 1)

6. STAFF APPRAISALS

To note the current position and agree arrangements.

7. EXCLUSION OF PRESS AND PUBLIC

To consider making the following resolution:

“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”.

8. REQUEST TO CHANGE WORKING PATTERN (Confidential)

To consider a request from a member of staff to change their working pattern.

9. CONSIDERATION OF REPORTS TO BE COMMISSIONED REGARDING JOB EVALUATIONS

To consider any requests and the timings for job evaluations.

10. PENSION PROVISION

To review the pension provision.

11. REVIEW OF WORKING ARRANGEMENTS (INCLUDING TIME OFF IN LIEU RATES), EMPLOYEE BENEFITS (INCLUDING TAKE UP OF CSR PROVISION), JOB DESCRIPTIONS AND CONTRACTS

To review the rates of hours worked beyond the standard Monday to Friday working hours, other benefits offered and make any arrangements necessary for both job descriptions and contracts to be updated.

12. REVIEW OF RECOMMENDATIONS FOR SALARY AND PENSION PROVISION FOR 2026 -2027

To note the recommendation of budget required for the Council’s salary and pension provision for the next financial year, and review the provision of other related decisions made when the budget was set.

13. STAFF TRAINING AND DEVELOPMENT 2026 -2027

To review the training requirements and arrangements for the forthcoming year.

14. NEXT MEETING

To set a date for any additional meetings required.