

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Staffing Committee

Commencing at 11.00 am on Monday 9 March 2026

PRESENT: Councillor M. Stevens (Chair of meeting from SC.50)

Councillors: J Kennedy, K Dickson

Town Clerk: Miss M Field

No Members of the Public or Press were present.

SC.49 ELECTION OF CHAIR

It was proposed, seconded and:

RESOLVED that Councillor M L Stevens be Chair of this Committee for the remainder of the Council year.

SC.50 ELECTION OF VICE CHAIR

It was proposed, seconded and :

RESOLVED that Councillor K S Dickson be Vice Chair for the remainder of the Council year.

SC.51 APOLOGIES

No Apologies were received.

SC.52 DECLARATIONS OF INTEREST

None.

SC.53 MINUTES

The minutes of the Staffing Committee held on 8 November 2024 were received and agreed as a true record.

SC.54 STAFF APPRAISALS

It was agreed that comments from the Committee Leads and Chairs of Working Groups will be invited, to be incorporated into the staff appraisals. Target date for the completion of appraisal interviews and reports agreed for 30 April 2026.

SC.55 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”.

INITIALS

SC.56 REQUEST TO CHANGE WORKING PATTERN (Confidential)

The Committee considered a request from a member of staff to change their working pattern from 4 to 3 days. This request was approved and will start from 1 July 2026. The Clerk will issue an amendment to contract notice, detailing the new hours and the resultant effect on pay and holiday entitlement, and the date of the change. Both parties will need to sign the notice.

SC.57 CONSIDERATION OF REPORTS TO BE COMMISSIONED REGARDING JOB EVALUATIONS

Further to the advice received in the previous job evaluations undertaken in 2023/4, it was agreed that a report will be commissioned on the Town Clerk role ready for November /December to inform the budget setting process.

SC.58 PENSION PROVISION

Pension provision was reviewed and it was noted that various employer training sessions are offered, including one on breaches. The Chair and the Clerk will aim to attend these sessions and review any material provided.

SC.59 REVIEW OF WORKING ARRANGEMENTS (INCLUDING TIME OFF IN LIEU RATES)EMPLOYEE BENEFITS (INCLUDING TAKE UP OF CSR PROVISION) JOB DESCRIPTIONS AND CONTRACTS

Extracts from the Green Book were discussed in order to clarify rates of additional hours worked by officers. It was agreed to adopt the following amendments to staff contracts:

Additional Hours

Employees who are required to work additional hours beyond their working week are entitled to receive enhancements on the following basis:

Monday to Saturday	Time and a half
Sundays and Public & Extra Statutory holidays	Double time (min 2 hours)

For part time employees, these enhancements will only become applicable once 37 hours have been worked in the week.

Night work

Employees who are required to work at night or later in the evenings are entitled to receive an enhancement of time and one third for all hours worked between 8pm and 6am

Corporate Social Responsibility

It was noted that to date one Officer had used their CSR allowance.

SC.60 REVIEW OF RECOMMENDATIONS FOR SALARY AND PENSION PROVISION FOR 2026 -2027

The budget provision for salary and pension provision for the forthcoming financial year was NOTED. Provision for “Town Support” was briefly discussed and will form part of the Strategy, with various delivery options available.

SC. 61 STAFF TRAINING AND DEVELOPMENT 2026 -2027

It was NOTED that the Deputy Clerk will undertake the CiLCA training and qualification from March 2026. The Clerk will maintain her Continuous Professional Development with SLCC and will undertake relevant training towards CPD points required for professional membership.

SC.62 NEXT MEETING

The next meeting was provisionally set for Monday 5 October 2026 at 11am.

The Meeting closed at 12.30pm.

Signed:.....

Dated:.....