ENCLOSURE 12

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Staffing Committee

Commencing at 11.00 am on Monday 5 October 2026

PRESENT: Councillor M. Stevens (Chair of meeting from SC.64)

Councillors: J Kennedy, K Dickson

Town Clerk: Miss M Field

No Members of the Public or Press were present.

SC.63 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.64 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.65 APOLOGIES

No Apologies were received.

SC.66 DECLARATIONS OF INTEREST

None.

SC.67 MINUTES

The minutes of the Staffing Committee held on 9 March 2026 were received and agreed as a true record, having been agreed at Full Council on 16 April 2026.

SC.68 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.69 CONSIDERATION OF A REPORT COMMISSIONED REGARDING JOB EVALUATION (Confidential)

The Committee considered a report commissioned from WALC evaluating the current role of Clerk / Responsible Finance Officer.

It was proposed, seconded and

RESOLVED to accept and adopt the recommendations from the report dated 7 September 2026. With effect from 1st October 2026 the evaluated range of the post was increased to SCP42 to SCP45 and the post was increased from SCP41 to SCP42. Subject to satisfactory performance, the post holder will increase to SCP43 from 1st April 2027, with annual increments thereafter. A further review would be undertaken should the scope of the role change significantly or within the next three years.

The Committee asked that their thanks be passed to the CEO of WALC for her assistance in undertaking the review and evaluation of the post and the production of the report.

SC.70 PENSION PROVISION

Pension provision was reviewed. It was noted that various employer information /training events are available to assist a better understanding of the system. The Chair and the Clerk will aim to attend sessions and review any material provided in order to gain and give reassurance that the recent reduction in Employer contributions will not impact the defined benefits of this Council's officers.

SC.71 RECOMMENDATIONS FOR SALARY AND PENSION PROVISION FOR 2027 -2028

In line with the Council's Financial Regulations (4.2), the budget provision for salary and pension provision for the forthcoming financial year was reviewed. Current provision for a "Town Support" function was discussed and the Clerk was requested to undertake a scoping exercise of the two options available, and bring the findings back to a meeting in a month's time. This will give a more accurate indication for budgeting and provision for the following financial year.

SC. 72 STAFF TRAINING AND DEVELOPMENT 2026 -2027

It was NOTED that the Deputy Clerk has commenced the updated CiLCA training and is currently working towards attaining the qualification. The Clerk has continued training with a view to maintaining the Continuous Professional Development with SLCC, undertaking relevant training towards gaining the CPD points required for continued professional membership.

One officer is currently using their Corporate Social Responsibility allowance.

SC.73 NEXT MEETING

The next meeting was set for Thursday 5 November 2026 at 11am.

The Meeting closed at 12.00pm.

Signed:……

Dated:…….

INITIALS .....