



# Kettering Town Council

MINUTES OF THE STAFFING COMMITTEE OF KETTERING TOWN COUNCIL  
HELD AT 10 HEADLANDS. KETTERING AT 5PM ON 10<sup>th</sup> OCTOBER 2024

Councillors Present: Cllr Lloyd Bunday (Chair)  
Cllrs Emily Fedorowycz and Keli Watts

Officers present:- Martin Hammond, Town Clerk

No members of the public/press attended.

Item Number	Description
<b>SC24/01</b>	<b>Apologies for absence</b>  From Cllr Tubbs, for whom Cllr Fedorowycz was substituting.
<b>SC24/02</b>	<b>Declarations of interest</b>  None declared
<b>SC24/03</b>	<b>Minutes of the last meeting</b>  The minutes of the meeting on 13 <sup>th</sup> April 2023 were confirmed as a correct record and signed by the chair.
<b>SC24/04</b>	<b>Training Policy and Plan for 2024-26</b>  A report was submitted which set out a proposed training policy and plan for the Council for the next 18 months, which would embrace member training in the wake of the 2025 elections and which set out principles in relation to staff training, including the objective of always having one CiLCA qualified member of staff. A training plan for the forthcoming 18 months was considered alongside the policy. Some amendments were made to the policy in particular to recommend that member training on finance and governance and code of conduct was made compulsory for all members and planning training was compulsory for all planning committee members. It was noted that climate literacy training would incur a small fee per attendee.  <b>RESOLVED</b> that the training policy and plan be submitted to Council for approval.

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<b>SC24/05</b>	<b>Equality and Diversity Policy</b>  A draft equality and diversity policy was submitted for consideration. It was agreed to amend the policy to put more emphasis on the way in which recruitment was undertaken to ensure a more diverse range of candidates for roles in the future. A further discussion on the interaction between this policy and an anti-bullying/dignity at work policy ensued and it was agreed that the clerk would draft the appropriate policies for consideration at a later date.  <b>RESOLVED</b> that the equality and diversity policy as amended by approved for recommendation to Council and that the clerk draft a dignity at work and anti-bullying policy for consideration at a future meeting,
<b>SC24/06</b>	<b>Model Contracts of Employment</b>  The clerk presented two draft model contracts of employment, for use with permanent appointees and casual staff. These would replace the current practice of issuing an appointment letter only.  <b>RESOLVED</b> that, including two corrections, the model contracts be adopted.
<b>SC24/07</b>	<b>Terms and Conditions, Administrative Officer</b>  The clerk sought approval for a change to the hours of employment for the administrative officer, to keep up with the workload being generated and to relieve pressure on the clerk and deputy clerk by allowing more work to be undertaken by the postholder.  The additional costs for the increase in hours from 15 to 20, could be met from the current year's budget and could be built into the estimates for next year.  <b>RESOLVED</b> that a recommendation be made to Council that the hours for the administrative officer be increased to 20 from 1 <sup>st</sup> November 2024.
<b>SC24/08</b>	<b>Disciplinary and Grievance Procedures</b>  Two sets of procedures, covering disciplinary and grievance issues, were submitted for approval and it was  <b>RESOLVED</b> that both procedures be adopted.

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	Meeting closed at 5.30pm pm
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Signed.....

Date.....