

# NON-CONFIDENTIAL



**Borough of Tamworth**

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## **APPOINTMENTS AND STAFFING COMMITTEE**

4 June 2024

Dear Councillor

A meeting of the Appointments and Staffing Committee will be held in **Town Hall, Market Street, Tamworth on Wednesday, 12th June, 2024 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S. C. V.'.

**Chief Executive**

### **A G E N D A**

#### **NON CONFIDENTIAL**

- 1 Apologies for Absence**
- 2 Appointment of the Vice-Chair**
- 3 Minutes of the Previous Meeting (Pages 5 - 8)**
- 4 Declarations of Interest**

*To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.*

*When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.*

## **5 Exclusion of the Press and Public**

To consider excluding the Press and Public from the meeting by passing the following resolution:-

*“That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1,2 and 3 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public”*

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

## **6 Customer Services Business Case (Pages 9 - 20)**

*(Report of the Head of Customer Experience)*

## **7 Additional Temporary Resources for Corporate Planning (Pages 21 - 30)**

*(Report of the Executive Director, Finance)*

## **8 Summary of HR Changes to 31 March 2024 (Pages 31 - 46)**

*(Report of the Head of HR and Organisational Development)*

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### **Access arrangements**

*If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail [democratic-services@tamworth.gov.uk](mailto:democratic-services@tamworth.gov.uk). We can then endeavour to ensure that any particular requirements you may have are catered for.*

### **Filming of Meetings**

*The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.*

*If a member of the public is particularly concerned about being filmed, please contact a member of Democratic Services before selecting a seat.*

**FAQs**

*For further information about the Council's Committee arrangements please see the FAQ page [here](#)*

To Councillors: C Dean, N Arkney, B Clarke, T Jay and J Oates.

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## **MINUTES OF A MEETING OF THE APPOINTMENTS AND STAFFING COMMITTEE HELD ON 24th JANUARY 2024**

Present: Councillor P Turner (Chair), Councillors S Daniels, C Dean and T Jay

The Following Officers were present: Anica Goodwin (Executive Director Organisation), Jackie Noble (Head of HR and OD) and Karen Moss (Head of Active Wellbeing)

### **14 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D Cook

### **15 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 29<sup>th</sup> March 2023 and the 14<sup>th</sup> of November 2023 were approved and signed as a correct record.

*(Moved by Councillor T Jay and seconded by Councillor C Dean)*

### **16 DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

### **17 HR POLICIES**

Report of the Head of HR and OD, updated members regarding the updating of three HR policies namely: Recruitment and Selection, Reservist and Secondment.

**Resolved that committee**

1. Formally approved policies for immediate implementation.

*(Moved by Councillor C Dean seconded by Councillor T Jay)*

### **18 PAY POLICY 2023**

Report of the Head of HR and OD details Tamworth Borough Council's Pay Policy Statement (including the Council's pay scale) so that statutory guidance as set out in Section 38 of the Localism Act is adhered to. In addition, the Gender Pay Gap report is also included for consideration and approval.

**Resolved that Committee:**

1. Approved the Policy Statement 2023 including the Gender Pay Gap report to be presented to Full Council for adoption and publication in line with the Localism Act 2011.

*(Moved by Councillor T Jay and seconded by C Dean)*

**19 APPOINTMENT OF A TEMPORARY ACTIVE WELLBEING PROJECT OFFICER POST & ACTIVE WELLBEING ENGAGEMENT OFFICER**

Report of the Assistant Director Environment, Culture and Wellbeing. Requested permission from the Committee to create two temporary posts. The first post being a fixed term one-year temporary Active Wellbeing Project Officer and the second, a fixed term two-year temporary Active Wellbeing Engagement Officer post. The Project Officer post is funded via the UK Shared Prosperity Fund to increase levels of participation in sports and recreational activities and to improve the perception and number of users of facilities in the borough. The Engagement Officer post is funded via the Contain Outbreak Management Fund to improve and provide additional physically activity & wellbeing provision for the residents of Tamworth. Both posts will be instrumental in helping to address health inequity in the borough.

**Resolved that Committee:**

1. Agree to appoint a one-year fixed term Active Wellbeing Project Officer
2. Agree to appoint a two-year fixed term Active Wellbeing Engagement Officer

*(Moved by Councillor T Jay seconded by Councillor C Dean)*

**20 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraphs 1 and/or 2 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

*(Moved by Councillor T Jay and seconded by Councillor S Dean)*

**21 STAFFING REPORT FOR ADDITIONAL DISABLED ADAPTATIONS TEAM STAFF**

Report of the Head of Assets. To set out additions to the permanent staffing structure required for the effective and efficient delivery of disabled adaptations in Tamworth.

**Resolved that committee**

1. Approved the creation of the post

*(Moved by Councillor S Daniels seconded by Councillor P Turner)*

**22 EQUAL PAY AUDIT**

Report of the Head of HR and OD. To update members on the recent Equal Pay Audit's findings and proposed action plan.

**Resolved that Committee**

1. Endorsed the content of the report
2. Approved the proposed actions.

*(Moved by Councillor P Turner and seconded by Councillor S Daniels)*

**Chair** \_\_\_\_\_

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# Agenda Item 6

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