



WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL PERSONNEL COMMITTEE AGENDA

Date: Wednesday 28th October 2026

Time: 11.00 AM

Venue: 32 Waterloo Street

Members of the Personnel Committee are hereby summoned to this meeting and reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act s.17 and Equality Act 2010 s.149 when reaching a decision. Members who wish to comment on matters within their ward may attend and address the Committee.

Members: Councillors Tim Taylor (C) Mike Bell, Gill Bute, Mark Canniford (VC), Jemma Coles, Peter Crew, Ciaran Cronnelly, Owen James, Alan Peak and John Standfield

Note: Quorum of the Committee shall be 5 of its Members.

- 1. Apologies for Absence and Notification of Substitutes**
- 2. Declarations of Interest**
- 3. To approve the Minutes of the Personnel Committee Meeting held on the 8th July 2026**
(attached) (pages 1-4)
- 4. Committee Annual Work Programme 2026/27 Progression**
Following the adoption of the Committee Annual Programme the following scheduled items will be deferred to the following meeting:
 - Pension Arrangements Review – Information outstanding from Avon Pension Fund to allow report production.
 - Training, Apprenticeship / Intern Budget review will be submitted for approval next meeting (February 2027).

General Matters

- 5. HR Policy Review** (attached) Pages (5-7)

The following policies are available for the annual review and noting and can be viewed on the Council website under <https://wsm-tc.gov.uk/your-council/policies/> . None of the policies have any legislative or current amendments from that previously adopted

- Leave of Absence Policy
- Flexible working HR
- Appraisal Policy
- Capability Policy and Procedure
- Disciplinary and Grievance Policy

6. Worknest Updates & HR Support Contract – expire 31st March 2027

To receive the report of the Director of Finance and Resources – for noting (attached) (pages 8-9).

7. Pay Structures & Conditions of Service Review 2026

To receive the report of the Director of Finance and Resources – for noting (attached) (page 10).

8. Job Descriptions for approval

To receive the report from the CEO/Town Clerk – for approval

8.1 Transformation Manager / Officer (attached) (pages 11-20)

8.2 Parks & Play Area Supervisor (attached) (21-27)

Personnel Matters

To resolve under the Public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.

Red Paper items (Confidential information)

9. Annual Staffing review 2026/2027

To receive the report of the CEO/Town Clerk – for approval (attached) (pages 28-46)

*noting Appendix A to follow only.

10. Staff Wellbeing and Sickness Absence Monitoring

To receive the report of the Director of Finance & Resources (to include sickness monitoring report at the meeting for the period April 2026 - September 26 for noting).(attached) (Pages 47-56)



Sarah Pearse BA (Hons), FSLCC
Chief Executive Officer/Town Clerk
28th September 2026

Weston-super-Mare Town Council
32, Waterloo Street
Weston-super-Mare
BS23 1LW