

# WESTON-SUPER-MARE TOWN COUNCIL PERSONNEL COMMITTEE MEETING AGENDA

**Date:** Wednesday 21<sup>st</sup> February 2024

**Time:** 10.00 am

**Venue:** Museum

*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.*

**Committee Members:** Councillors Tim Taylor (Chair), Gill Bute, Mark Canniford, Annabelle Chard, Jemma Coles, Catherine Gibbons, Justyna Pecak-Michalowicz, Charles Williams and Martin Williams.

**Note:** 4 members of the committee are required for a quorum.

*Prior to the commencement of the Meeting, the Chairman will invite questions and observations from any parishioners present (maximum permitted time 15 minutes).*

- 1. To receive Apologies for Absence and Notification of Substitutes**
- 2. To receive Declarations of Interest**
- 3. To receive and approve the minutes of the previous Personnel Committee meeting held on 1<sup>st</sup> November 2023 (attached)**
- 4. Appointment and introduction of the new Town Clerk**

*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.*

**5. Staffing Update**

Report of the Town Clerk on the following:

- 5.1 To receive the report of the Town Clerk with current staffing requirements (attached)
- 5.2 Proposal to undertake staffing review 2024 / 2025 (attached)
- 5.3 To receive the training requirements included within budget provisions for the year 2024/25 (attached)

**6. Sickness Absence Statistics**

To receive the sickness monitoring reports (to be available at the meeting (via MHR software)



Sarah Pearse BA (Hons), FSLCC  
Town Clerk  
14<sup>th</sup> February 2024

Weston-super-Mare Town Council  
Grove House, Grove Park  
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