



WESTON-SUPER-MARE TOWN COUNCIL  
**WESTON-SUPER-MARE TOWN COUNCIL**  
**PERSONNEL COMMITTEE**  
**AGENDA**

**Date:** Monday 9<sup>th</sup> July 2025

**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 20<sup>th</sup> May 2025**  
(attached) (pages 1-8)

## **General Matters**

- 4. Terms of Reference** (attached) (pages 9-11)
  - 4.1 To receive the report of the CEO/Town Clerk. (attached) (pages 12-17)

- 5. Training and Development Update**

- 5.1 Pride Reception Visit**

- To receive the report of the Community Operations & Resources Manager (attached)  
(page 18-19)

## **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.*

**6. Job Evaluation & Pay Review 2025 – Council HR & Governance Support**

The Job Evaluation & Pay review report from Council HR & Governance Support –will be presented by Chris Rolley will take place (via Zoom).

6.1 To receive and approve the report of the CEO/Town Clerk (attached) (pages 20-26)

6.2 To receive and approve the report from Council HR & Governance Support(attached) (pages 27-28)

**7. Devolution Project Manager – Revised Job Description**

To receive the report of the CEO/Town Clerk (attached) (pages 29-31)

7.1 Revised Job Description for Devolution Project Manager(attached) (pages 32-37)

**8. Blakehay Theatre – Staffing Update**

To receive the verbal update from the Director of Finance & Resources

**9. Sickness Absence Statistics**

To receive the sickness monitoring reports (to be available at the meeting) for noting.



Sarah Pearse BA (Hons), FSLCC  
Chief Executive Officer/Town Clerk  
23<sup>rd</sup> June 2025

Weston-super-Mare Town Council  
32, Waterloo Street  
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