



WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL PERSONNEL COMMITTEE MEETING AGENDA

Date: Wednesday 12th February 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 any decision. Members who wish to comment on matters within their ward may attend and address the Committee.

Committee Members: Councillors Mike Bell, Mark Canniford, Jemma Coles, Ciaran Cronnelly, Owen James, Alan Peak, Marcia Pepperall, John Standfield and Charles Williams

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

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 30th October 2024** (attached)

To resolve under the public bodies (admissions of meeting) act 1960 to exclude the public and press for the following items by reasons of the confidential nature of business.

Personnel Matters

4. **Job Evaluation – To receive quotations for services and approve appointment.**
Report from the CEO/ Town Clerk (**pages 1-11**)
5. **Approval of overtime and holiday pay for the year 2024/2025**
Report from the CEO / Town Clerk (Pages 12 – 15)
6. **Annual Staff Review**
Report of the Chief Executive/Town Clerk (attached) (Pages 16 – 34)
7. **Sickness Absence Statistics**
To receive the sickness monitoring reports (to be available at the meeting)

8. Recruitment / Job Vacancies & Training Update

Recruitment = Briefing note from CEO/Town Clerk– QTR 1 update 25/26 (Pages 35 – 36)

Training = Verbal Update

Policies

9. HR Policies and Procedures Review

Report from Director of Finance & Resources (pages 37 – 40)

with regard to the following policies for review:

- a. Disciplinary and Grievance Policy – *last reviewed April 2020 as part of the Employee Handbook (pages 41 – 48)*
- b. Capability Policy and Procedure – this is a new policy (Pages 49 – 60)
- c. Employee Training and Development Policy - new policy (Pages 61 – 70)
- d. Menopause Policy – new policy (pages 71 – 83)
- e. Appraisal Policy – new policy (Pages 84 – 96)



Sarah Pearse BA (Hons), FSLCC
Chief Executive Officer/Town Clerk
5th February 2025

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