



WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL PERSONNEL COMMITTEE MEETING AGENDA

Date: 20th May 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, Gill Bute, Mark Canniford, Jemma Coles, Peter Crew, Ciaran Cronnelly, Owen James, Alan Peak, John Standfield and Tim Taylor

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

1. Election of Chair
2. To receive Apologies for Absence and Notification of Substitutes
3. Election of Vice Chair
4. To receive Declarations of Interest
5. To receive and approve the minutes of the previous Personnel Committee meeting held on 12th February 2025 (attached)

Policies

6. HR Policies and Procedures Review

Report from Director of Finance & Resources with regard to the following policies for review and adoption:

- Absence Review Policy – *last reviewed April 2020 as part of the Employee Handbook*
- Flexible Working Request Policy – this is a new policy
- Leave of Absence Policy - new policy
- Local Government Pension Scheme Discretionary Policy – new policy
- Recruitment and Selection Policy – new policy
- Probation Policy and Procedure– new policy
- Secondment Policy & Procedure – new policy

Personnel Matters

7. Recruitment / Job Vacancies & Training Update

Recruitment = Briefing note from CEO/Town Clerk– QTR 2 for noting

Training = Management Training update for noting

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.

8. To receive the Staffing Resources requirement report from the CEO/Town Clerk

Members are requested to consider and approve the recommendations included within the report to meet service requirements

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
17th May 2025

Weston-super-Mare Town Council
32, Waterloo Street
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