



WESTON-SUPER-MARE TOWN COUNCIL

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

**Date:** Wednesday 11<sup>th</sup> February 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:** Councilors 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 29<sup>th</sup> October 2025 (attached) (pages 1- 8)**

## **General Matters**

- 4. HR Policies and Procedures Review**

To receive the report from Director of Finance & Resources Safeguarding Policy and Procedures for approval and adoption of the following Policies(pages 9-13)

- A. Safeguarding Policy and Procedures(pages 14-19)
- B. Equality, Diversity and Inclusion (EDI) Policy(pages 20-27)

## **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.*

**5. Staff Training and Development Programme 2026/27**

To receive the staff training programme produced by the Director of Finance & Resources for approval (noting all provisions are within budget allocation for 2026/2027) (pages 28-30)

**6. Job Evaluation / Review update**

To receive the report of the CEO/Town Clerk / Director of Finance and Resources (31-50)

**7. Worknest staffing matters update**

To receive the report from the Director of Finance and Resources to follow (following scheduled meeting to be held Friday 06.02.26)

**8. 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  
29<sup>th</sup> January 2026

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