



WESTON-SUPER-MARE TOWN COUNCIL
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PERSONNEL COMMITTEE
AGENDA

Date: Wednesday 11th 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: 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 29th 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
29th January 2026

Weston-super-Mare Town Council
32, Waterloo Street
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