



WESTON-SUPER-MARE TOWN COUNCIL
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PERSONNEL COMMITTEE
AGENDA

Date: Wednesday 6th May 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 11th February 2026 (attached) (pages 1-6)**

General Matters

4. HR Policies and Procedures Review

To receive the report from Director of Finance & Resources

4.1

- a) Preventing Harassment in the Work Place – *New Policy* Following changes to Employment Law (attached) (pages 7-14)
- b) Leave of Absence Policy – *Updated* following changes to Employment Act (attached) (pages 15-36)
- c) Lone Working Policy - *Updated* following changes to Employment Act (attached) (pages 37-44)
- d) Whistle blowing Policy - *Updated* following changes to Employment Act (attached) (pages 45-50)

4.2 The following policies are available for the annual review and noting and can be viewed on the Council website under <https://wsm-tc.gov.uk/your-council/policies/>. None of the policies have any legislative or current amendments form that previously adopted:

Absence Review and Procedure Policy
Appraisal Policy
Capability Policy and Procedure
Disciplinary and Grievance Policy
Probation Policy and Procedure
Flexible Working Request Policy

5. Job Descriptions for Approval following Evaluation

- e) To receive the report of the Director of Finance and Resources (attached) (pages 51-63)

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.

Red Paper items (Confidential information)

6. 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)(attached) (pages 64-66)

7. Other Staffing updates

To receive the report from the CEO/ Town (attached) (pages 67-70)

8. Sickness Absence Statistics

To receive the sickness monitoring report for the period December 2025 - April 26 for noting. (attached) (pages 71-73)



Sarah Pearse BA (Hons), FSLCC
Chief Executive Officer/Town Clerk
21st April 2026

Weston-super-Mare Town Council
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