



WESTON-SUPER-MARE TOWN COUNCIL  
**WESTON-SUPER-MARE TOWN COUNCIL**  
**MINUTES OF THE PERSONNEL COMMITTEE**  
**HELD AT 32 WATERLOO STREET**  
**ON 20<sup>TH</sup> MAY 2025**

**Meeting Commenced:** 11:00 am

**Meeting Concluded:** 13:00 pm

**PRESENT:** Councillors, Mark Canniford, Jemma Coles, Peter Crew, Ciaran Cronnelly, Owen James, Alan Peak, John Stanfield, John Crockford-Hawley, Marcia Pepperall and Tim Taylor

**In Attendance:** Sarah Pearse -CEO/Town Clerk, Fay Powell Director of Community Services-Deputy Town Clerk, Helen Morton Director of Finance & Resources-RFO.

<b>25</b>	<p>The CEO/ Town Clerk invited nominations for the position of Chair.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly <b>SECONDED BY:</b> Councillor Alan Peak</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That Councillor Tim Taylor be elected Chair of the Personnel Committee for the year 2025/26.</p>
<b>26</b>	<p><b>To receive Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from</p> <ul style="list-style-type: none"><li>• Councillors John Standfield with no substitution,</li><li>• Mike Bell substituted by John Crockford-Hawley</li><li>• Gill Bute substituted by Marcia Pepperall.</li></ul>
<b>27</b>	<p><b>Election of Vice Chair</b></p> <p>The Chair invited nominations for the position of Vice Chair</p> <p><b>PROPOSED BY:</b> Councillor John Crockford-Hawley <b>SECONDED BY:</b> Councillor Ciaran Cronnelly</p>

	<p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That Councillor Mark Canniford be elected Vice Chair of the Personnel Committee for the year 2025/2026.</p>
28	<p><b>To receive Declarations of Interest</b></p> <p>There were no declarations of interest received.</p>
29	<p><b>To receive and approve the minutes of the previous Personnel Committee meeting held on 12<sup>th</sup> February 2025</b></p> <p>The minutes of the last meeting had been previously circulated at the meeting.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly <b>SECONDED BY:</b> Councillor Alan Peak</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the minutes be approved and signed by the Chair as a true record of the meeting.</p>
30	<p><b><u>Policies</u></b></p> <p><b>HR Policies and Procedures Review</b></p> <p>The report from Director of Finance &amp; Resources was received with regard to the following policies for review and adoption, providing a brief overview regarding policy and legislation changes for the committee.</p> <ul style="list-style-type: none"><li>• Absence Review Policy – <i>last reviewed April 2020 as part of the Employee Handbook</i></li><li>• Flexible Working Request Policy – this is a new policy</li><li>• Leave of Absence Policy – new policy</li><li>• Local Government Pension Scheme Discretionary Policy – new policy</li><li>• Recruitment and Selection Policy – new policy</li><li>• Probation Policy and Procedure – new policy</li><li>• Secondment Policy &amp; Procedure – new policy</li></ul> <p>It was agreed that each policy would be discussed and voted for individually noting any changes that needed to be made accordingly;</p> <p><b><u>Absence Review Policy</u></b></p> <p>Discussion ensued regarding the policy with main points summarised below;</p> <ul style="list-style-type: none"><li>• It was suggested that stages of the review period need to be realistic.</li><li>• Absence review periods (length of time detailed in policy).</li><li>• Timings of when and who employees report into on first day of sickness is clear and how and when thereafter.</li></ul> <p>Consensus from the committee was that there was no need to refine what was a good policy approved by our HR consultants as such it was;</p> <p><b>PROPOSED BY:</b> Councillor Mark Canniford <b>SECONDED BY:</b> Councillor Ciaran Cronnelly</p>

**RESOLVED:** That there was no need to make minor changes and that the policy be approved with immediate effect.

A vote was taken and accordingly it was **carried**.

### **Flexible Working Request Policy**

Discussion ensued regarding the policy with main points summarised below;

- It was suggested that the wording was amended to state that the decision at appeal is final.
- Acknowledgement needed to be included that any appeals would be considered via the councils appointed Grievance and Appeals committee (which sits under Personnel Committee)

**PROPOSED BY:** Councillor Jemma Coles

**SECONDED BY:** Councillor Peter Crew

**RESOLVED:** That the policy is recommended for approval subject to the following amendments being made in section (8), amended wording will be submitted to the Chair and Vice Chair of the Committee for checking having been given delegation for final approval by the committee:

1. That the decision of the appeal is final
2. That any appeals follow the process defined in section 8 will be heard via the Grievance and Appeals committee

A vote was taken and accordingly it was **carried**

### **Leave of Absence Policy**

Discussion ensued regarding the policy with main points summarised below;

- It was discussed that there needed to be clarity on what 'compassionate leave' means
- Clarity on what 'immediate family' means.
- Time Off for dependants criteria and what was included
- Should there be inclusion of Cadet forces volunteers within the Armed Forces Section of the document?

**PROPOSED BY:** Councillor Jemma Coles

**SECONDED BY:** Councillor Peter Crew

**RESOLVED:** That the policy is recommended for approval subject to the following amendments being made in section (10), amended wording will be submitted to the Chair and Vice Chair of the Committee for checking having been given delegation for final approval by the committee:

1. That the policy should include details of what Immediate Family would be: mother/ father or parent, children, spouse and siblings.

A vote was taken and accordingly it was **carried**.

### **Local Government Pension Scheme Discretionary Policy**

Discussion ensued regarding the policy with main points summarised below;

- WSMTC had obligation to update its policy following audit at Avon Pension Fund.

- Confirmation was given that all changes to legislation and the council's liability had been adhered to within the revised document which followed guidance from Avon Pension Fund.

**PROPOSED BY:** Councillor Peter Crew

**SECONDED BY:** Councillor Ciaran Cronnelly

**RESOLVED:** That the policy be approved with immediate effect.

A vote was taken and accordingly it was **carried**.

### **Recruitment and Selection Policy**

Discussion ensued regarding the policy with main points summarised below;

- Confirmation was provided with regard to the how the policy would work with the application process that had now been introduced and were being adhered to.

**PROPOSED BY:** Councillor Ciaran Cronnelly

**SECONDED BY:** Councillor Peter Crew

**RESOLVED:** That the policy be approved with immediate effect.

A vote was taken and accordingly it was **carried**.

### **Probation Policy and Procedure**

Discussion ensued regarding the policy with main points summarised below;

- Confirmation was provided that the policy is in line with the recruitment policy and explained this procedure to be one that is open, transparent and a defined procedure.

**PROPOSED BY:** Councillor Ciaran Cronnelly

**SECONDED BY:** Councillor Peter Crew

**RESOLVED:** That the policy be approved with immediate effect.

A vote was taken and accordingly it was **carried**.

### **Secondment Policy & Procedure**

Discussion ensued regarding the policy with main points summarised below;

- The period of time for secondment process and if this should be for a shorter period of time?
- Vacancies should be advertised as soon as possible and not filled with a secondment for a long period.
- Suggestion was made that an 'expression of interest' should be put in place as the mechanism for internal staff to be considered in the first instance as part of the process internally.
- It was discussed that the word 'usually' should be removed and replaced with 'we will' in regard to the section (7).

**PROPOSED BY:** Councillor Mark Canniford  
**SECONDED BY:** Councillor Ciaran Cronnelly

**RESOLVED:** That the policy is recommended for approval subject to the following amendments being made in section's (4 & 7), amended wording will be submitted to the Chair and Vice Chair of the Committee for checking having been given delegation for final approval by the committee:

1. (section 4) the period of secondment be changed to a period of 6 months
2. (section 7) removal of the word 'usually- to will be advertised & removal of the word 'should' to will be open to all employee's
3. (section 7) the inclusion of the process of submitting expression of interest for internal use (existing staff)

A vote was taken and accordingly it was **carried**.

**31** **Personnel Matters**  
**Recruitment/ Job Vacancies & Training Update**

**Recruitment**

A verbal briefing was provided by the CEO/ Town Clerk – QTR 2 for noting:

- 6 x new positions had been successfully recruited over the following areas: Waterpark (casual staff) Seasonal Grounds staff & Casual Blakehay Technician.

Discussion ensued about whether Cllrs should be part of the recruitment process, the CEO explained this does happen for Manager positions and SMT.

**Training**

Details of the Management training (i-Team) was provided by the CEO/Town Clerk.

It was explained that the Senior Management Team had recognised there was huge variation to approach, strategic thinking and interpretation of expectation in some instance from a place of historic practice or from new people in position across the current management structure. As a result, there is need for in depth training and a re-set of management practices to ensure all are working to agreed principles and practices, in an efficient and effective way.

It was felt that with the council's aspirations with Devolution of more assets from NSC in coming months and years would need a robust management team in place to be able to facilitate this. A programme of Management training has started utilising training budgets available and will cover the following areas:

- Development and Execution of Team Plans for 2025/2026 in line with Council Strategic aims
- Confirmation and acknowledgment of what each team 'purpose is, with KPI's and objectives set linked directly back to the council's adopted strategy.
- Delivery of team plans to a 'all staff' training/ meeting in June 25
- Delivery of Team plans to council via committee meetings
- Delivery of specific management training sessions
- Evaluation of progress against team plans (mid-year)

	<p>It was recognised that the process to date was proving challenging for some managers and the training had needed to go back to basics to reset expectations.</p> <p><b>RESOLVED:</b> The committee acknowledge the recruitment update and need for management training in order to improve working practice and welcomed the process being undertaken to address this within current budgets.</p>
<b>32</b>	<p><i>Minute numbers 33-34 are not available, due to the confidential nature, as indicated on the agenda:</i></p> <p><i>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.</i></p>
	<p>There being no further business the meeting concluded at 13:00pm</p> <p>Signed.....Dated..... Chair of the Personnel Committee</p>