

**WESTON-SUPER-MARE TOWN COUNCIL
PERSONNEL COMMITTEE
HELD AT THE MUSEUM
ON 1st NOVEMBER 2023**

Meeting Commenced: 10.00 am

Meeting Concluded: 12.11 pm

PRESENT: Councillors Roger Bailey (S), Annabelle Chard, Jemma Coles, Tim Taylor, Martin Williams and Alan Peak (S).

IN ATTENDANCE: Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk), Fay Powell (Assistant Town Clerk) and Alison Ashford (Secretary to the Town Clerk).

187	To receive Apologies for Absence and Notification of Substitutes Apologies were received from Councillors Catherine Gibbons, Councillor Mark Canniford, Councillor Gillian Bute who had been substituted by Councillor Roger Bailey and Councillor Charles Williams who had been substituted by Councillor Alan Peak.
188	To receive declarations of Interest No Declarations of Interest were received.
189	Minutes of the committee meeting held 12th July 2023 Councillor Chard could not download the minutes to her computer and a paper copy was passed to her. It was noted that there was a typo on page 3. Matters arising – the Town Clerk would re-circulate the staff structure to members. PROPOSED BY: Councillor Martin Williams SECONDED BY: Councillor Annabelle Chard RESOLVED: That subject to the above, the minutes be accepted as a correct record.
	The recent announcement by the Town Clerk of his retirement at the end of January 2024 was acknowledged by the Chair. Malcolm was thanked for his 42 years of service within local government – this item will be discussed in full at agenda item 9.
190	Budget Considerations Members confirmed that there were no other budget considerations to raise that were not already covered on the agenda.
191	New Payroll/HR System Members received a demonstration by the Deputy Town Clerk of the HR elements of the new Payroll/HR system. The Deputy Town Clerk advised that the reporting elements of the

	<p>system would save a lot of officer time, the clocking in/out system would negate having to complete and process timesheets each month and the yearly costs (excluding the initial set up costs this year) would be cheaper than our current provider (North Somerset Council) and would be covered in subsequent years by the saving of the Assistant Town Clerk (HR/Admin) role. Testing of the payroll system will be carried out in November, with aspirations of going live in December (subject to final checks). Staff will be introduced to the system at an all staff meeting on 20th November and training provided to key staff members to cascade down through teams.</p> <p>Councillors agreed that they would like to be included on the Town Council organisational chart, that it would answer their queries regarding roles and responsibilities and help putting names to faces.</p>
	<p><i>Minute numbers 192 – 195 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 Chair closed the meeting at 12.11pm</p> <p>Signed..... Dated.....</p> <p>Chair of Personnel Committee</p>