



WESTON-SUPER-MARE TOWN COUNCIL
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MINUTES OF THE PERSONNEL COMMITTEE
HELD AT 32 WATERLOO STREET
ON 9TH JULY 2025

Meeting Commenced: 11.02 am
Meeting Concluded: 12.44 pm

PRESENT: Councillors, Mike Bell, Mark Canniford, Jemma Coles, Peter Crew, Ciaran Cronnelly, Owen James, Alan Peak, John Stanfield, John Crockford-Hawley, 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.

79	To receive Apologies for Absence and Notification of Substitutes Apologies for absence were received from <ul style="list-style-type: none">• Cllr Bute
80	To receive Declarations of Interest <ul style="list-style-type: none">• Cllr Coles declared an interest with regard to the Blakehay Theatre as she is employed by Hub Weston CIC who have recently been appointed as the new Management an Operator.
81	To receive and approve the minutes of the previous Personnel Committee meeting held on 20th May 2025 The minutes of the last meeting had been previously circulated at the meeting. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Jemma Coles A vote was taken and accordingly it was carried . RESOLVED: That the minutes be approved and signed by the Chair as a true record of the meeting.

General Matters

4.1 Terms of Reference

The report of the CEO/Town Clerk had been previously circulated.

PROPOSED BY: Councillor Owen James

SECONDED BY: Councillor Peter Crew

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

RESOLVED: That the Current Terms of Reference be updated as follows and that prior to approval and submission to F & GP they are circulated to the Chair & Vice Chair for final checking.

Role of the committee: The overall purpose of this committee is to effectively and efficiently discharge the Council's duties as an Employer.

1. To deal with disciplinary and capability matters to a final conclusion, in accordance with the Council's Disciplinary Procedures, **only** reporting to Council when the time for any appeal has passed.
2. To be responsible for appraisal of the Town Clerk.
3. To determine the council's policy on deployment on welfare, superannuation, remuneration, recruitment, training, qualifications, Health & Safety aspects and other conditions of service.
 - 3.1. To oversee the recruitment of principal officers of the Council as follows:
 - CEO/Town Clerk – Personnel committee to appoint an 'appointments committee' from members of the Personnel Committee (Max 3 Councillors to be on formal interview panel, to identify stakeholders (discretionary) and recruitment process to be followed).
 - Senior Management Team (excluding CEO/Town Clerk) – 3 Councillors and CEO/Town Clerk.
 - Tier 1 Managers – Minimum 1 Councillor and 2 x members of SMT
 - Tier 2 Supervisors – Minimum 1 x member of SMT
 - All Other Staff – 3 x Panel members (agreed with HR / SMT)
 - 3.2. To develop the Council's approach to apprenticeships, job creation and training programmes.
 - 3.3. To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities for administrative and professional, technical and clerical staff and the South West Regional Employers for manual staff.
 - 3.4. To oversee the Council's Pension Fund arrangements including agreeing any policy documents & criteria.
 - 3.5. To review Terms & Conditions of service and salaries of staff
 - 3.6. To oversee and approve any job evaluation process.
 - 3.7. To review the organisational structure and necessary staffing levels.

	<p>3.8. To consider staffing reviews.</p> <p>3.9. To prepare and maintain employment policies and procedures and the Staff Handbook.</p> <p>3.10. To review and approve new Job Descriptions and Person Specifications.</p> <p>3.11. To review and approve any changes to Contracts of Employment</p>
<p>83</p>	<p>Training and Development Update</p> <p>Pride Reception Visit</p> <p>The report of the Community Operations & Resources Manager had previously been circulated</p> <p>RESOLVED: That the training report provided was received and noted.</p> <p>A vote was taken and accordingly it was carried.</p>
	<p><i>Minute numbers 84-88 are not available, due to the confidential nature, as indicated on the agenda: 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 12.45 pm</p> <p>Signed.....Dated.....</p> <p>Chair of the Personnel Committee</p>