



WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL PERSONNEL COMMITTEE AGENDA

Date: Wednesday 8th July 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 note the appointment of the Chair and Vice-Chair by Full Council at its Annual Meeting held on 28th May 2026**
- 4. Confirmation of Committee Terms of Reference by Council at its Annual Meeting held on 28th May 2026**
- 5. To approve the Minutes of the Personnel Committee Meeting held on the 6th May 2026 (attached) (pages 1-6)**

General Matters

- 6. To approve the Personnel Committee Annual Work Programme 2026/27**
To receive the report of the Democratic Services Manager and CEO/Town Clerk (attached) (7-12)

7. HR Policy Review

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 from that previously adopted

- Appraisal Policy

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)

8. Proposal for an Asset Data Intern/ Officer (Devolution Programme) – Pilot/ Fixed-term role (Devolution Start & Finish Group Recommendation)

To receive the report of the CEO/ Town Clerk (attached) (pages 13-23)

9. Other Staffing updates / Changes

To receive the report from the CEO/ Town (attached) (pages 24-30)

10. Worknest Staffing Updates

To receive the report from the Director of Finance & Resources (attached) (pages 31-35)

11. Sickness Absence Statistics

To receive the sickness monitoring report at the meeting for the period April 2026 - June 26 for noting.(attached) (pages 36-38)



Sarah Pearse BA (Hons), FSLCC
Chief Executive Officer/Town Clerk
1st July 2026

Weston-super-Mare Town Council
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