



WELLS CITY COUNCIL

**NOTICE IS HEREBY GIVEN THAT A MEETING OF THE
STAFFING & PERSONNEL COMMITTEE, WHICH MEMBERS ARE SUMMONED TO ATTEND,
WILL BE HELD AT WELLS TOWN HALL
ON THURSDAY 12TH JUNE 2025 AT 6:00PM**

Please note this meeting will be recorded for the purpose of minute-taking.

Haylee Wilkins
Town Clerk

5th June 2025

Town Hall
Market Place
Wells BA5 2RB
01749 673091
e-mail: townclerk@wells.gov.uk

Committee Members:

Cllrs: J Browne, D Denis, S Eden (Chair),
D Orrett, S Powell, T Robbins

AGENDA

Wells City Council has declared a climate emergency. Each agenda item must consider the impact on any policy and decision.

- 1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
- 3 APPOINTMENT OF VICE CHAIR**
- 4 ACTIONS FROM THE STAFFING COMMITTEE MEETING HELD ON 8TH MAY 2025**
- 5 MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 8TH MAY 2025**
To be confirmed as a true record and signed by the Chair.
- 6 MEETING OPEN TO THE PUBLIC**
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair.
- 7 REVIEW COMMITTEE TERMS OF REFERENCE**
Draft attached (see page 3).
- 8 STAFFING UPDATE**
 - i To receive an update from the Town Clerk
 - ii To receive an update from the Staff Representative
- 9 STAFF HANDBOOK UPDATE**
To follow.
- 10 REDUNDANCY POLICY**
Draft policy to follow.

11 FORWARD PLAN

Item	Proposed date for consideration
Staffing review	Monthly
Menopause Policy	August
Staff contract review	August
Staff Handbook review	August
Worknest Contract review	October

12 ANY MATTERS OF URGENT REPORT

13 DATE OF NEXT STAFFING MEETING: 6pm, Thursday 10th July 2025

EXCLUDE THE PRESS AND PUBLIC

Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential items can be discussed.

Staffing and Personnel Committee – Terms of Reference

1. Purpose

The Staffing and Personnel Committee is established to oversee the recruitment, management, development, and welfare of all staff employed by the Council.

The Committee ensures that staffing matters are handled in accordance with best practice, council policies, and relevant employment legislation, in close consultation with the Town Clerk, whom is the responsible officer for staffing and personnel.

2. Membership

The Committee shall consist of six Councillors, appointed annually at Full City Council.

The Town Clerk or nominated officer will attend as required, but they are not members of the Committee and may not be present when matters concerning their own employment are being discussed.

The Committee may, at its discretion, seek external HR advice and support, especially on complex or legal matters. The Council has a solution in place through WorkNest to support this need.

3. Quorum

A quorum for meetings shall consist of 3 Councillors being present.

4. Meetings

The Committee shall meet no less than quarterly, with additional meetings scheduled as necessary to address staffing matters that require attention.

Meetings will be conducted in accordance with the Council's Standing Orders, and the business of the Committee will be held in private when discussing personnel matters.

Minutes of the Committee's meetings will be circulated to all Councillors but may be kept confidential when dealing with sensitive matters.

5. Responsibilities

The Committee will:

Recruitment and Staffing:

1. Oversee the recruitment process for all staff, ensuring fair and transparent recruitment practices are followed in line with council policies and relevant employment law.
2. Support recruitment with attendance at recruitment panels as required by the Town Clerk.

Staff Development and Welfare:

1. Ensure that appropriate training and development opportunities are provided to staff to enable them to carry out their duties effectively and to develop professionally.
2. Ensure that staff have access to appropriate support for their welfare, including mechanisms for addressing concerns, grievances, and workloads.
3. Ensure staff are aware of and follow the Council's equal opportunities and diversity policies.

4. Ensure the Council's policies are compliant with current employment law and best practice and are regularly updated.

6. Delegated Authority

The Committee has delegated authority to approve recruitment and selection processes, staff training, and development plans within the allocated annual budget.

The Committee may approve salary scales within the budgetary constraints set by Full Council.

Any decisions relating to dismissals or disciplinary actions involving senior staff members (e.g., Town Clerk) must be referred to Full City Council in line with the Councils Standing Orders and other associated policies and procedures.

7. Reporting

The Committee will report to Full Council, making recommendations on staffing issues, including recruitment, performance, policies, and remuneration.

The Committee will provide a summary of staffing matters discussed at meetings, ensuring that sensitive or personal details remain confidential where necessary.

8. Review

These Terms of Reference will be reviewed annually and updated as necessary to reflect changes in staffing responsibilities, employment law, or council priorities.