WELLS CITY COUNCIL

NOTICE IS HEREBY GIVEN THAT A MEETING OF THE STAFFING AND PERSONNEL COMMITTEE, WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN WELLS TOWN HALL ON THURSDAY 26TH NOVEMBER 2026, 6PM

Haylee Wilkins
Town Clerk

19th November 2026

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

Committee Members
Cllrs: T Butt Philip, S Cursley, S Eden (Chair), J Edmonds, D Orrett, S Powell

AGENDA

The Council has declared a Climate Emergency. All reports should include climate implications alongside financial, legal, and community impacts to support informed decision-making and minimise adverse effects.

Members are asked to consider whether recommendations align with the Council's corporate priorities, climate emergency declaration, resource constraints, and financial implications.

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

1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
To receive any apologies for absence.

2 DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct as adopted 12th May 2022.

3 MINUTES FROM THE STAFFING AND PERSONNEL MEETING HELD ON 10TH SEPTEMBER 2026
To be confirmed as a true record and signed by the Chair.

4 ACTIONS FROM THE STAFFING AND PERSONNEL MEETING HELD ON 10TH SEPTEMBER 2026

Open actions not on the agenda are listed below:

Date Raised	Description of Action
None	None

5 MEETING OPEN TO THE PUBLIC

Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair.

If you wish to speak at the meeting, you are encouraged to contact reception@wells.gov.uk to advise in advance, to aid the management of time.

6 STAFF REPRESENTATIVE UPDATE

To receive verbal update from the Staff Representative.

7 STAFFING UPDATE

To receive verbal update from the Town Clerk.

8 PAYROLL SIGN OFF PROCESS

To receive verbal update on the proposed payroll sign off process for transparency and audit requirements

9 FORWARD PLAN

Topic	Month
Staffing Update	Each Meeting
Staff Representative Update	Each Meeting
Payroll Sign off process – Confidential (Chair to sign at end of meeting)	Each Meeting
Staff Training Requests	January 2027

10 ANY MATTERS OF URGENT REPORT

11 DATE OF NEXT MEETING: Thursday 14th January 2027 at 6pm, Wells Town Hall

EXCLUDE THE PRESS AND PUBLIC STATEMENT

Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chair 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. In that instance the following statement is relevant:

Exclusion of Press and Public

The committee are required to consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and pursuant to Section 100A (4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information. (Note the agenda item number and name). Where possible, reference the specific paragraph from Schedule 12A:

Personal information - This report contains information relating to an individual and is therefore exempt by virtue

of Paragraph 1 of Schedule 12A of the Local Government Act 1972.
Financial/business affairs (individuals) - This report contains information relating to the financial or business affairs of an individual and is therefore exempt by virtue of Paragraph 2 of Schedule 12A of the Local Government Act 1972.
Commercially sensitive information - This report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) and is therefore exempt by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 10th SEPTEMBER 2026 AT 6PM IN WELLS TOWN HALL

COMMITTEE MEMBERS PRESENT: Cllrs: T Butt Philip, S Cursley, J Edmonds, D Orrett, S Powell

IN ATTENDANCE: Officer: Town Clerk, Haylee Wilkins

26/46/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
S Eden (Chair)

26/47/S DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
There were no declarations

26/48/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 11TH JUNE 2026.
There were no actions to report.

26/49/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 11TH JUNE 2026.
The minutes were signed as a true and accurate record of the meeting.

26/50/S MEETING OPEN TO THE PUBLIC
No public present.

26/51/S STAFF REPRESENTATIVE UPDATE
No issues noted by representative to report.

26/52/S STAFFING UPDATE
The Town Clerk advised of staffing implications associated with sickness, Maternity and the impact and benefits of cross skilling in advance to manage this impacts.

The Town Clerk updated on staffing matters associated with disciplinary and probation.

It was advised that the pay award for 2025-26 had been agreed at 3.3% and would be retrospectively applied to 1st April 2026 and notification has been provided to all staff accordingly.

26/53/S EMPLOYMENT ACT 2025 UPDATE
The Town Clerk provided a synopsis of changes from April 2025 and the current level of compliance for WCC. It was noted that the Council was fully compliant and that further changes were being applied for the next phase, applicable from 1st October and in readiness for changes in January 2027.

Cllr Butt Philip asked if there was any increase in risk associated with the changes.

The Town Clerk advised, that by amending policy positions now, there was no increased risk of challenge or non-compliance.

26/54/S ADVERSE WEATHER POLICY

The Town Clerk advised that the policy looked to implement best practice and was in support of the existing Staff Handbook.

The Policy was unanimously agreed with recommendation and endorsement to Full City Council for adoption.

26/55/S HEALTH AND SAFETY HANDBOOK

The Town Clerk advised, that this document looked to support and ensure compliance, as well as being in support of other Council documents such as the aforementioned policy and Staff Handbook.

The Policy was unanimously agreed with recommendation and endorsement to Full City Council for adoption.

26/56/S PENSIONS REVIEW

The Town Clerk advised that the LGPS scheme provider had requested a formal resolution of acceptance be provided. The following motion was read out.

Eligibility of the Local Government Pension Scheme

As a member of the LGPS, administered by Peninsula pensions, Wells City Parish Council confirms that all permanent and casual posts within the Council are eligible to join the scheme. That eligibility backdated to commencement of peninsula pensions for Somerset in 2013

The resolution was unanimously agreed with recommendation and endorsement to Finance Committee.

26/57/S FORWARD PLAN

There were no items expressed by Councillors to add to the forward plan.

26/58/S ANY MATTERS OF URGENT REPORT

26/59/S DATE OF NEXT MEETING: 6pm, Thursday 12th November 2026

Minutes signed by The Chair: ……..…… Date: ……..……