

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 12TH JUNE 2025 AT 6PM IN WELLS TOWN HALL

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

IN ATTENDANCE: Town Clerk: H Wilkins
0 members of the public

25/01/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
None.

25/02/S DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.

25/03/S APPOINTMENT OF VICE CHAIR
Cllr T Robbins nominated Cllr J Browne for the position of Vice Chair of Staffing and Personnel.
Cllr D Orrett seconded the nomination. There were no other nominations.
Cllrs all voted in favour of the nomination.

25/04/S ACTIONS FROM THE STAFFING COMMITTEE MEETING HELD ON THURSDAY 8TH MAY 2025.
No actions other than those on the agenda.

25/05/S MEETING OPEN TO THE PUBLIC
No public present.

25/06/S REVIEW COMMITTEE TERMS OF REFERENCE
The Town Clerk reported that there were no significant changes.
The meeting voted unanimously to accept the new terms of reference.

25/07/S STAFFING UPDATE
The Town Clerk advised that there was no update from the Staff Rep and that she has advised the rep to only attend if she needs to in order to reduce the need to pay overtime, when no matters are arising.

TUPE Deployment - We have two new members of the Outside Spaces team, through TUPE transfer who joined on Monday 2nd June. Equally, 5 casual staff transfers through TUPE; on the day one member chose not to, so 4 transferred to support market set up and pack down. Resilience for this vacancy is being offered from Outside Spaces as a short term arrangement. Further consideration is needed of these arrangements to manage resilience concerns, but future discussions will be tabled accordingly. All TUPE staff have been issued with a TUPE handover pack including contracts, policies, procedures PPE in accordance with their roles.

Current Staffing Changes/Vacancies/Sickness - We formally said goodbye to the outgoing Town Clerk and wished him well for his retirement. We equally said goodbye to the apprentice, Xander, this week after the completion of her apprenticeship. A member of our Outside Spaces team, has left for personal reasons and moves on to new pastures, and we wish him the very best of luck. The Town Clerk has taken the decision not to backfill this post at the current time, instead determining impacts once TUPE staff have settled and the needs of the Outside Spaces team once cutting regimes have settled.
Since the last meeting of committee, we have advertised internally for a cross-skilled post in line with the wider objectives to look to cross-skill wherever possible. The post

holder will now be providing support to maintenance of Outside Spaces and Cemetery. This change has seen a 0.5FTE saving overall and will build additional resilience into both functions.

The Markets Officer continues to do exceptionally well, however, we originally recruited for 25 hours, in the knowledge that this may require changes in the year. It has become apparent that 30 hours is required to run the markets successfully and as such, changes in that contract are under way to support that post.

A member of the Portway Annexe team has requested to reduce their hours by 1.5 hours per week to accommodate some personal needs. This has been agreed and again will not be backfilled. The reduction sees the office function consistency ending at 5pm with caretaking commencing 30 minutes later through the week.

To build in resilience for front line services and in note of the loss of the apprentice, a member of the existing staff will take additional hours to take them from 25 to 37. This will be resourced from the vacancies noted above and provides consistency across the week and resilience within the service.

We have two members of staff currently off sick. One is expected to return in 6-8 weeks. They are recovering well after an operation and work is being covered through overtime of existing staff. We have equally taken this opportunity to cross-skill other staff with similar skill set to offer greater resilience.

For the second member of staff, a return date is currently unknown but is being managed through HR processes as required. The work of this officer is being managed by the Town Clerk directly.

Staff Newsletter - June's issue has been released. This is proving a valuable way to offer information to all staff and ensure key messages, both of WCC and wider impacts that may be of interest, are issued to all.

Information Sheets - Councillors asked for information sheets associated with who staff are and the roles they undertake. Equally, staff had suggested similar for Councillors. Documents were provided at the meeting.

Councillors commented that these documents were helpful. There was also some debate about the appropriateness of staff photos on the website, to which the Town Clerk suggested that staff photos be removed, with just the Town Clerk's remaining. This was unanimously agreed.

Appraisals & Training - All appraisals have now been completed. They will be followed with quarterly 1-2-1 meetings with line managers to continue to review objectives, and targets and offer regular discussion. The next stage of this process is to determine the council's training needs, as many staff highlighted concerns in this area, specifically about statutory training for elements such as First Aiders and Fire Marshals, especially when lone working. This will also be picked up within the staff training day on Friday 11th July, with collective training for traffic management, GDPR and manual handling already planned and train the trainer solutions being explored to manage other needs more flexibly and in a cost effective manner.

Staffing Review - All staff holiday entitlement has been reviewed and corrected. There were a number of anomalies where incorrect values were provided. Also, where staff are part time, holiday has been adjusted to hours opposed to days, to ensure fairness and equality and in line with national guidelines.

A review of the councils handbook and draft contract are underway with work nest, our HR support provider. This will be completed in about 6 weeks, following which, all staff will be provided with a correct and relevant contract and statement of particulars to ensure uniformity. Any consultation needed with individuals will be completed.

Time management processes have been deployed.

DBS checks are in place for key senior officers now, with checks being considered as part of appraisal processes and in line with the needs of the role.

25/08/S STAFF HANDBOOK

The Town Clerk advised that amendments had been made in line with the introduction of time management processes. All staff are now required to complete a log of hours worked. This ensures that overtime requests have a clear audit trail and can be properly accounted for within the payroll system. Equally, it allowed the Town Clerk to consider any amendments to service provision.

The committee unanimously endorsed the amendments.

25/9/S REDUNDANCY POLICY

The Town Clerk presented the draft policy, detailing that the document was in line with national guidelines and best practice. The Clerk was keen to advise, that the policy was one of many due to be presented over the coming months, and it wasn't being provided for consideration now because it was expecting to be utilised, it was simply an area of process that needed to be clarified.

25/10/S 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

The Town Clerk presented the forward plan and explained that there would likely be additions over the coming months in order to manage the process needs of the growing organisation.

25/11/S ANY MATTERS OF URGENT REPORT

The committee thanked the Town Clerk for her efforts since the start of her employment as Clerk.

25/12/S DATE OF NEXT MEETING: 6pm, Thursday 10th July 2025

EXCLUDE THE PRESS AND PUBLIC

Note: It is necessary for matters to be considered in confidence, it was proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended to allow a private report.

Minutes signed by The Chair:

Date: