



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 12TH FEBRUARY 2026 AT 6PM IN WELLS TOWN HALL

COMMITTEE Cllrs: D Denis, S Eden (Chair), D Orrett, S Powell
MEMBERS PRESENT:

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

26/01/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
Cllr J Browne

26/02/S DECLARATIONS OF INTEREST

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

26/03/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 13TH NOVEMBER 2025.

26/04/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 13TH NOVEMBER 2025.

26/05/S MEETING OPEN TO THE PUBLIC
No public present.

26/06/S Cllr S Eden as Chair wished to extend sympathies of the committee to Cllr T Robbins family following his sad passing.
Cllr Eden spoke to reference the commitment of Cllr Robbins to both the committee and staff of the City Council and his invaluable contributions to the committee.

26/07/S STAFFING UPDATE

i. Update from the Town Clerk

The Town Clerk that advised that following a recruitment program, appointments have been made to three vacancies.
Helen will join the council as a Customer Services Casual officer, within the TIC.
Jamie and Emily join the Customer Services function as part time advisors, but as part of their training will also be cross skilled to Portway Annexe and TIC.
Coral Downing who is currently working within the council as a markets operative, will take additional hours to fill the part time vacancy within Outside Spaces. And Molly will be joining as a casual markets operative.

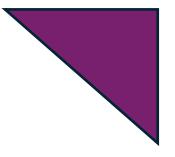
The remaining vacancy for Portway Annexe evening caretaker is currently advertised with a closing date of next week.

All outstanding balances of leave or historical carry overs, all concluded within this business year.

Monthly team meetings in place for the three new directorates, Customer Services & Governance, Outside Spaces and Estates. These are working well and improving communications and engagement.

ii. Update from the Staff Representative

No report provided as no concerns raised.



26/08/S STAFFING STRUCTURE AND STATISTICS

The Town Clerk provided an update which is expected to be provided as a standing item on future agendas.

The breakdown evidences the starters and leavers. Overall headcount and absence values.

The Town Clerk asked committee if there was any further data that they would like to see within the report, before it was finalised and added to future agendas.

Committee confirmed the value of the information and that having this circulated with the agenda would be preferred to allow for any time for questions in advance.

26/09/S FORWARD PLAN

There are no items requested to be added to the forward plan at this time.

Committee resolved to amend the frequency of meetings to bi-monthly from May 2026 onwards.

26/10/S ANY MATTERS OF URGENT REPORT

None.

26/11/S DATE OF NEXT MEETING: 6pm, Thursday 12th March 2026

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: