



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 12th MARCH 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

26/12/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllr J Browne

26/13/S DECLARATIONS OF INTEREST

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

26/14/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 12TH FEBRUARY 2026.

26/15/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 12TH FEBRUARY 2026.

26/16/S MEETING OPEN TO THE PUBLIC

No public present.

26/17/S STAFFING UPDATE

i. Update from the Town Clerk

The Town Clerk that advised that the recruitment program was now complete with Bennett now joining us for the role of Portway Annexe Evening caretaker.

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.

26/18/S STAFFING STRUCTURE AND STATISTICS

The Town Clerk provided an update for February 2026 and offer comparison to January 2026 statistics.

26/19/S LONE WORKING POLICY

The committee resolved to recommend to Full City Council for the adoption of the policy and thanked the officers for their continued work to ensure staffing compliance and support.

26/20/S HEALTH AND SAFETY POLICY & STATEMENT OF INTENT

The committee resolved to recommend to Full City Council for the adoption of the policy

26/21/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.

26/22/S ANY MATTERS OF URGENT REPORT
None.

26/23/S DATE OF NEXT MEETING: 6pm, Thursday 9th April 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: