



## WELLS CITY COUNCIL

### MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 7<sup>TH</sup> MAY 2026 AT 6PM IN WELLS TOWN HALL

**COMMITTEE** Cllrs: J Browne (Vice Chair), D Denis, S Powell

**MEMBERS PRESENT:**

**IN ATTENDANCE:** Officer: Claire Woodland  
0 members of the public

**26/24/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**

S Eden (Chair), D Orrett, Haylee Wilkins (Town Clerk)

**26/25/S DECLARATIONS OF INTEREST**

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

**26/26/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 12<sup>TH</sup> MARCH 2026.**

There were no actions to report.

**26/27/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 12<sup>TH</sup> MARCH 2026.**

Minutes were not available to sign and will be reported at the next meeting.

**26/28/S MEETING OPEN TO THE PUBLIC**

No public present.

**26/29/S STAFFING UPDATE**

- i. To receive an update from the Town Clerk  
There was no update provided by the Town Clerk
- ii. To receive an update from the Staff Representative  
There was no significant update from the Staff Representative as no issues reported.

**26/30/S LEGISLATIVE AMENDMENTS TO STAFF HANDBOOK**

The Town Clerk had provided a report in advance of the meeting along with a copy of the handbook with tracked changes. The changes applied were as a result of national legislation amendments from April 2026, which had been applied in line with WCC policy.

Key changes were regarding paternity legislation and dependant leave. The committee voted to recommend to Full City Council for adoption. This was unanimously carried.

**26/31/S FORWARD PLAN**

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

**26/32/S ANY MATTERS OF URGENT REPORT**

Cllr Denis advised that the statistics dashboard is very helpful. Recently it has shown the change in demographic of the staff base and some concern was raised to the loss of historical knowledge and expertise, and if training was being offered to ensure that any skill gaps were filled. The Chair requested that the Clerk provide a verbal response.



**26/33/S DATE OF NEXT MEETING: 6pm, Thursday 11<sup>th</sup> June 2026**

**Minutes signed by The Chair: .....**

**Date: .....**