

**WELLS CITY COUNCIL
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON
THURSDAY 10TH APRIL 2025 AT 6:00PM IN WELLS TOWN HALL**

PRESENT: Cllrs: L Agabani, S Eden, G Folkard, T Robbins (Chair), H Siggs, P Welch

IN ATTENDANCE: Town Clerk: H Wilkins
WCC Staff Representative: C Hobbs

25/19/S APOLOGIES FOR ABSENCE FROM COMMITTEE

None received

25/20/S DECLARATIONS OF INTEREST

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

None declared.

25/21/S MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 13TH FEBRUARY 2025

The minutes were noted and signed by the Chair.

25/22/S MEETING OPEN TO THE PUBLIC

No members of the public were in attendance

25/23/S STAFFING UPDATE

The Town Clerk updated the meeting.

- i. Staffing situation with regard to new starters, staff sickness and the estimated dates for returning to work.
 - ii. A current apprenticeship ends in June 2025 and will not be replaced.
 - iii. The Market Supervisor, commences her role on 16th April 2025 with supporting training programme in place.
 - iv. The Staff review is ongoing with much work still to do, including a review of resilience.
 - v. Annual leave entitlement review and reconciliation is completed.
 - vi. A monthly staff newsletter has been introduced which has been well received.
 - vii. Annual appraisals will commence in May. They will be done by the Town Clerk in the first instance alongside management training for in year follow ups.
- Cllr G Folkard asked if the appraisal process will be an opportunity to provide staff supervisions. The Town Clerk confirmed that supervisions would take place.
- viii. Staff meeting planned for June 2025 (date to be confirmed). All staff will attend as the Town Hall and Portway Annexe will close to facilitate this. This ensures all statutory training is completed, which is difficult to facilitate across disparate teams.
 - ix. Discussions are taking place regarding TUPE transfers from Idverde. TUPE is a legal requirement. Formal Measures will be shared in the coming weeks.
 - x. A review of Policy and procedures is underway with the first tranche of documents expected at the next meeting.

Cllr L Agabani asked if Wells City Council had budgeted for the provision of TUPE'd staff. The Town Clerk reported that the Market provision was budgeted for and that any additional functions for open spaces were accounted for within the figures associated with Devolution.

Cllr H Siggs asked for information regarding the Apprenticeship scheme. The Town Clerk informed the meeting that the current apprenticeship had been arranged through Strode college and replacement would not be sought at this time, however could be considered in the future.

Cllr G Folkard asked for information on staff to be more available and that a full picture gallery of all staff be available.
Town Clerk committed to ensuring the website was up to date with visual representation to support Councillors.

Cllr G Folkard asked for clarification of the TUPE transfer process. The Town Clerk advised that TUPE was a legal duty and as such, following initial consultation, further information will be available after 28th April 2025.

The Town Clerk reported that an announcement would be made when the Market Supervisor commences employment, via social media.

Cllr H Siggs asked for clarification of the type of contracts held by Idverde Staff and how those will fit in with the needs of Wells City Council. The Town Clerk responded that there is a consultation process underway to understand any differences and align or determine ways forward.

Cllr H Siggs requested information regarding the pension liabilities of Wells City Council. The Town Clerk reported that she will have more information after 28th April 2025

Cllr H Siggs asked if there working hours of staff working on the Markets had been logged.

The Town Clerk reported that markets information, including the hours logged by staff was being kept to ensure that accurate recharging and income/expenditure costs could be reported.

The Staff Representative reported that staff had been no issues raised and there was general approval from staff members of improved communication with the introduction of the new Staff Newsletter.

25/24/S ANY MATTERS OF URGENT REPORT

Cllr L Agabani asked for an update on the Market set up regarding staffing.

The Town Clerk reported that the first two weeks had gone smoothly. Stallholders seemed reassured by the continuity. Idverde had been supportive throughout and offered resilience to the market for the first two weeks.

25/25/S DATE OF NEXT STAFFING MEETING: 6pm, Thursday 8th May 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:**