

**WELLS CITY COUNCIL  
MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON  
THURSDAY 8<sup>TH</sup> MAY 2025 AT 6:00PM IN WELLS TOWN HALL**

**PRESENT:** Cllrs: L Agabani, T Robbins (Chair), H Siggs, P Welch

**IN ATTENDANCE:** Town Clerk: H Wilkins

**25/26/S APOLOGIES FOR ABSENCE FROM COMMITTEE**

S Eden, G Folkard

Caroline Hobbs – Staff Representative

**25/27/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.

None declared.

**25/28/S MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON 13<sup>TH</sup> FEBRUARY 2025**

The minutes were noted and signed by the Chair.

**25/29/S MEETING OPEN TO THE PUBLIC**

No members of the public were in attendance

**25/30/S STAFFING UPDATE**

The Town Clerk updated the meeting.

- i. Long term sickness issues for two members of staff have been resolved and they are returning to work.
- ii. A further member of staff will be out for some time due to an operation. The staff and Councillors wish her well on her recovery and backfill has been applied to manage the operation need.
- iii. Cemetery Support is required following the amendments to the Cemetery Manager's role and the retirement of the previous officer. In order to manage the resilience of the function at the same time as the cost of delivery, given the Council's current financial position, a job description has been designed to cross skill this post with the Outside Spaces Team. Internal advert has been placed. This offers a 0.5FTE saving.
- iv. TUPE consultation with IDV staff has commenced with meeting last week and further operational discussions planned ahead of transfer on 01.06.2025. Equally formal measures letters had been provided.
- v. Given previously mentioned financial constraints, the decision of Council to source an additional team of two officers within Outside Spaces has been paused to allow the TUPE staff to transfer, and then operationally determine the need for any further recruitment.
- vi. As previously discussed within this committee and at Finance and Council Matters committee, staff allocation of time has been determined and will be split across budget cost centres to ensure true costs of service are determined.
- vii. The Town Clerk raised concerns associated with the Charis Hub funding arrangements and the lack of clarity of funding past June 2025. Current Job descriptions of these officers are fixed term and end in June 2025, should funding not be secured notice should be provided at the earliest opportunity to staff affected. Equally, the Town Clerk suggested that as part of any future funding agreements for the hub, a more robust management process, reporting and funding agreement should be in place.
- viii. Statistics drafts were presented to committee with no request for further information.

- ix. LGS Pay award was discussed, with the current union proposal being 3.8%
- x. The Town clerk advised that some DBS checks have now been completed in line with the immediate operational needs of the council. These are for the Town Clerk, and the Health and Safety functions, with a likely roll out to front line functions through the course of the year.
- xi. Appraisals are planned for all staff with the Town Clerk through May and June.
- xii. Staffing meeting is now July 11<sup>th</sup>, between 9am and 1pm.

Cllr Siggs asked if TUPE staff pension liability and any possible redundancy liability was mitigated in any way.

The Town Clerk advised that measures letters determine some small impacts, and that the length of service for those employees was short therefore risks low, however indemnification from Somerset was also being discussed.

Cllr Siggs asked if the pay award was greater than the value assumed at budget setting. The Clerk advised that she would confirm to Cllr Siggs.

Cllr Robbins referenced that the cross skilling of staff was a positive step forward and asked if this would continue.

The Town Clerk advised that cross skilling was being considered as part of the wider staff review, to both manage financial impacts but also to increase the levels of resilience within the functions of the council and remove single points of failure.

#### **25/31/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.

#### **25/32/S DATE OF NEXT STAFFING MEETING: 6pm, Thursday 12<sup>th</sup> June 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:** .....