

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD ON THURSDAY 10TH OCTOBER 2024 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: S Luck
Devolution Officer: H Wilkins
Staff Representative: A Allen

24/26/S APOLOGIES FOR ABSENCE FROM COMMITTEE

No apologies. All members present.

24/27/S DECLARATIONS OF INTEREST

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

None declared.

24/28/S MEETING OPEN TO THE PUBLIC

None present.

**24/29/S MINUTES OF THE STAFFING COMMITTEE MEETING HELD ON
11TH JULY 2024**

The minutes were proposed, seconded and signed as a true record.

24/30/S STAFFING UPDATE

- i. To receive an update from the Town Clerk

The Town Clerk confirmed two new members of Outside Spaces staff to fill vacancies. In addition, a Facilities and Project Officer has started, who was supporting the Portway Annexe and a change in staffing within the Town Hall, as a member of staff has moved to Outside Spaces to support administration functions. There are vacancies which are actively being recruited to. This includes the TIC support for Friday and Saturdays.

Recruitment to the toilet cleaner post has not been successful with no applicants and as such, a request to tender document is being issued to look at the possibility of outsourcing the function. Following interest being sought, an options appraisal will be presented to committee.

- ii. Future staff structure

The Town Clerk advised that the next meeting of Staffing Committee would see a proposed structure for the Council, for consideration. As such, thought should be given to the length of the meeting.

24/31/S STAFF REPRESENTATIVE REPORT

The representative provided confirmation of staffing growth as detailed by the Town Clerk.

Confirmation of the installation of CCTV in line with previous decisions of the committee was also provided to manage lone working risks.

The representative offered his resignation, due to now occupying a management position. The Town Clerk thanked him for his support and advised the Committee that an internal ballot would now be completed to seek a replacement.

24/32/S

PROTOCOL FOR COUNCILLORS AND STAFF

The Town Clerk referenced to committee that a motion for consideration of the above noted protocol had been made.

The Town Clerk advised that the document is a protocol and is the responsibility of the Town Clerk. Equally, the document is one which was historically provided by Mendip District Council, and provided to all Parishes and is widely adopted in its current form, however, amendments could be considered.

Committee requested that the Town Clerk review and provide committee with recommendations for consideration at the next meeting and voted unanimously to proceed on that basis.

24/33/S

ANY MATTERS OF URGENT REPORT

24/34/S

DATE OF NEXT STAFFING MEETING: 6pm Thursday 14th November 2024

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:**