



Members are hereby summoned to the Staffing Committee Meeting to be held on Tuesday, 7th July 2026 at 7.00pm in the Conference Room, Elm Park Leisure Centre

2nd July 2026

Simon Davies
Town Clerk & RFO
Filton Town council
Elm Park, Filton,, BS34 7PS
01454 803918

town.clerk@filtontowncouncil.gov.uk
www.filtontowncouncil.gov.uk

AGENDA

1. EVACUATION PROCEDURES

2. APOLOGIES FOR ABSENCE

3. ELECTION OF CHAIR OF COMMITTEE

4. ELECTION OF DEPUTY CHAIR OF COMMITTEE

5. DECLARATIONS OF INTEREST

- a. To receive declarations of interest from Councillors on items on the agenda.
- b. To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c. To grant any requests for dispensation as appropriate

6. EXCLUSION OF THE PRESS AND PUBLIC - (RESOLVE)

To agree any items to be dealt with after the Press and Public has been excluded from the meeting within the requirements of the Public Bodies (Admission of Meetings Act) as amended 1960, in order that confidential items can be discussed. If a decision is made to exclude, this should be by resolution. Filton Town council Standing Orders 3 (d). – **ITEM 10, 11, 14, and 15**

7. PUBLIC QUESTION TIME

Public speaking time is restricted to 15 minutes in total (up to 5 minutes per speaker) as per Filton Town Council Standing Orders: 3(f) and 3(g). The Chair will call from those members of the public who indicate a wish to speak.

8. TO APPROVE THE MINUTES OF THE STAFFING MEETING HELD ON 5TH MAY 2026 - (RESOLVE)

9. MATTERS OF REPORT ARISING FROM THE MINUTES NOT OTHERWISE COVERED BY THE AGENDA

10. STAFF UPDATE:

- a. Corporate Services
- b. Open Spaces Team

11. TRAINING UPDATE:

- a. GDPR and Data Protection
- b. FILCA

12. ELM PARK LEISURE CENTRE SUPPORT - (NOTE)

Update on the support given to the Leisure Centre.

13. STAFF REWARD SCHEME - (RESOLVE)

To adopt a scheme to recognise staff for outstanding service, above their normal duties – (ANNEX A)

14. NOMINATIONS FOR STAFF REWARD SCHEME - (NOTE/RESOLVE)

To consider any nominations for the scheme.

15. STREET CLEANING ROLE - (RESOLVE)

To review the role of Street Cleaner with the potential of extra tasks.

16. FINANCE AND GOVERNANCE ROLE - (NOTE/RESOLVE)

To review the role of 'Finance and Governance Officer

17. WORK EXPERIENCE AND EMPLOYMENT OPPORTUNITIES UPDATE

An update on work experience offered to students – and the outreach opportunity at UWE, SGS Filton and WISE Campus' – (NOTE)

18. EMPLOYMENT POLICIES UPDATE

The Committee to receive an update on updating employment policies from South Gloucestershire Council – (NOTE)

19. DATE OF THE NEXT STAFFING MEETING: TUESDAY 1ST SEPTEMBER 2026.

Circulation List:

<i>Cllr Tom Mewies - Mayor</i>	<i>Cllr Brian Mead – Deputy Mayor</i>	<i>Cllr Andy Mills</i>
<i>Cllr Daniel Harris</i>	<i>Cllr Alex Doyle</i>	<i>Cllr Sue Milestone</i>
		<i>Town Clerk</i>
<i>Social Media/Notice boards</i>	<i>Filton Voice</i>	<i>Deputy Clerk</i>