

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON MONDAY, 11 OCTOBER 2010 AT 7.00PM**

**PRESENT:** Councillor H C Hamilton (Chairperson) together with Councillors O Cash, G D Davey, S C Egan, J Evans, S A Hodges and T C Stenstrom

**IN ATTENDANCE:** Cliff Lewis – Deputy Executive Officer  
Chris Graham – HR/Personnel Advisor  
Amy Bardsley – Administration

Councillors were introduced to Mr Chris Graham, the Council's HR/Personnel Advisor. The Chair thanked Chris for attending the Committee and asked Councillors if they had any questions to put to Chris, no questions were asked.

**R127. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors K Evans, B Shaw and C Turner.

**R128. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**R129. MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 14 JUNE 2010**

**RESOLVED** that the minutes of the Resources Committee meeting held on 14 June 2010 be approved and signed as a correct record.

**R130. MINUTES OF THE JCAG'S MEETINGS HELD ON 30 JUNE & 16 SEPTEMBER 2010**

**RESOLVED:** that the minutes of the JCAG's meetings held on 30 June & 16 September 2010 be approved and signed as correct records.

**R131. SICKNESS ABSENCE**

Items 5(a) and (b) were taken together as one item. The Deputy Executive Officer informed the Committee that the sickness absence for September 2010 was 8 which brings the total to 88 for April - September 2010. Councillors questioned the comparison of sickness absence expressing the need to only have comparison for current staff. Councillor Hodges stated that it would make more sense for the statistics to show 12 months based on a rolling year worth of figures and not 16 as in the report. Councillor Hamilton informed the Committee that a comparison of sickness absence will be sent to individual members within four weeks which includes only current staff along with a graph showing the increase/decrease of sickness absence over the past rolling 12 months.

**RESOLVED:** that the Chairperson will provide members with a graph showing the increase/decrease of sickness absence over the past rolling 12 months for current staff only.

R132. **ACCIDENT STATISTICS 1 JUNE – 31 AUGUST 2010**

Councillors were provided with a report detailing the number of accidents that occurred during the period 1 June – 31 August 2010. Councillor Stenstrom questioned the accident that had taken place at the Cemetery asking why the accident was reported to RIDDOR if the “minor accident” did not result in time being off work. Councillor Hamilton asked the Deputy Executive Officer to check this at the close of the meeting and the result of this be written in the minutes.

After the close of the meeting the Deputy Executive Officer had found out that the incident had caused the member of staff to have 2 days off as a result of an insect sting. Therefore it had not been necessary to report this incident under the rules of RIDDOR and the agenda item showed that it had in error.

**RESOLVED** that the report be received and noted, noting that the incident had caused the member of staff to have 2 days off as a result of an insect sting.

R133. **GREEN DRAGON INITIATIVE/PROJECT**

The Committee received a report providing an outline of the Green Dragon Project. Councillor Egan informed the Committee that level 1 of the Green Dragon Project would be straight forward for the Town Council as the Deputy Executive Officer had already started to look into ways in which the Council could be more “environmentally friendly”. He also stressed the fact that Solar Panels would not be efficient to the Town Council as the Council are only tenants of the building.

Councillors asked for a more detailed report indicating specific actions required by the Town Council, financial implications and identifying a timescale for preparing a plan with a view to improving the Council’s environmental management.

**RESOLVED:** that in principle the Committee accept the report on the Green Dragon Project, however a more precise report be submitted to the Full Council meeting held on 21 February 2011 including the following:-

1. specific actions required by the Town Council in order to achieve level 1 of the Green Dragon Project;
2. a timescale be concluded for the preparation of a plan with a view to improving the Council’s environmental management;
3. a more detailed assessment of the staffing and financial implications of participating in the project, so that any tangible

resource implications identified can be quantified and included within the Town Council's draft estimates of expenditure for 2011/12, as part of the budget formulation process.

**R134. DRAFT MANUAL HANDLING POLICY**

Members received a report prepared by the Executive Officer enabling the Committee to give consideration to a draft Manual Handling Policy. Members were unsure on why Manual Handling would become a Policy when it is required by law under the Health & Safety at Work Act 1974. Councillors felt that the report submitted was far too long and unnecessary and felt that the draft policy was more a procedure than a policy.

**RESOLVED** that the report submitted by the Executive Officer be rejected on the grounds that Manual Handling would be included in the Training & Development Policy as it is a requirement under legislation.

**R135. DRAFT SPECIAL LEAVE CHILDCARE AND CARERS POLICY**

The Committee received a report enabling members to give consideration to the contents of the Special Leave, Childcare and Carer's Policy. Councillor Stenstrom felt annoyed that this policy had been placed on the agenda as himself and Councillor Hodges had reduced the possible reasons for Special Leave from 32 to 15 last time it was placed on an agenda. Councillor Hamilton informed the Committee that this report would be referred back to the officer explaining that the policy attached to the report was not the right one and that the correct document be submitted to the next meeting.

**RESOLVED:** that the Special Leave, Childcare and Carers Policy be referred back to the Executive Officer due to the policy being the wrong one previously agreed by a Committee and that the latest one be submitted to the next meeting of the Resources Committee.

**R136. DRAFT STAFF HANDBOOK, INCORPORATING A POSITION STATEMENT ON THOSE POLICIES ALREADY IN PLACE**

Councillors received a report prepared by the Executive Officer in relation to all known staffing policies in order to examine draft proposals for a Town Council Staff Handbook. Councillors asked for clarification on why reports are being submitted by the Executive Officer when they should be prepared by the officer clerking at that meeting. Councillor Hamilton asked the Leader to address this issue with both the Executive Officer and Deputy Executive Officer.

Councillors raised concerns on the appendix attached to the report, stating that more information would be needed, for example review dates.

The Leader of the Town Council informed members that he did not feel confident that the right policies are where they should be and asked if the policy folder be presented at the next meeting.

The Leader suggested that a meeting be arranged with himself, the Chairperson, the Deputy Executive Officer and Chris Graham, the Council's HR/Personnel Advisor to review the current situation of the Policies. He also suggested that policies be reviewed every 2 years unless a change in the law is put in place, then this be done automatically.

**RESOLVED** that:

1. the Executive Officers report be rejected;
2. the Policy folder be available to view at the Committee's next meeting;
3. the Leader address the Executive Officer and Deputy Executive Officer with regards to who submits reports at what meetings;
4. policies be reviewed every 2 years by the Council subject to change in the law which will automatically update the Council's Policies.

**R137. REVISED DRAFT ICT POLICY**

Members received a report in order for them to give consideration to the contents of the draft ICT Policy. Councillor Stenstrom informed the Committee that the ICT Policy circulated to members was not the right one. Furthermore he added that the Committee had previously agreed the ICT Policy and the one circulated had been rewritten.

**RESOLVED:** that the report submitted by the Executive Officer be rejected as the policy attached to the report was not the policy agreed by the Committee.

**R138. STAFF AND COUNCILLOR TRAINING**

a. Training & Development Courses

It was pointed out that there were some discrepancies in the renewal dates on some of the training that had taken place and the Deputy Executive Officer was asked to check with the relevant officer on these and assured members that the dates would be corrected on the report submitted to the Committee's next meeting.

**RESOLVED:** that the Deputy Executive Officer check the schedule with the appropriate officer and report back to the next meeting of the Resources Committee only including current staff.

b. Training identified as a result of appraisals

Members received a brief report advising them of training identified as high priority for all members of staff as a result of appraisals.

**RESOLVED:** that the Committee receive the report submitted requesting a further more detailed report for all training not just "high

priority” for current staff including what training has been requested and if any how much it would cost.

R139. **BUDGETARY CONTROL STATEMENTS FOR APRIL TO AUGUST 2010**

Members were provided with a report informing them about the Council’s expenditure in the 2010/11 financial year as at the end of August 2010. Members requested that only items for resources be listed on the Budget Monitoring Report in future.

**RESOLVED:** that the budget monitoring report for August 2010 be received subject to only resources items being listed in future and a detailed report be submitted to the Committee showing the breakdown of the expenditure for statutory, occupational and vocational.

R140. **DATE OF NEXT MEETING**

**RESOLVED** that it be noted that the next meeting of the Resources Committee will be held on Monday, 6 December 2010 at 7.00 pm.

The meeting ended at 8.26pm

Signed..... Dated.....  
(Chairperson)