

DBW/an

8 April 2011

To: Councillor H C Hamilton (Chairperson) plus Councillors Curtis, Davey, Egan, J Evans, K Evans, Hampton, S Hodges, Kemp, K Kuhnell (Town Mayor, ex-officio), Shaw, Stenstrom and Turner

Dear Councillor

A meeting of the **Resources Committee** will be held in the Council Chamber, 7 Gladstone Road, Barry on **Tuesday, 19 April 2011 commencing at 7.00pm** for the purpose of transacting the business specified below.

Yours faithfully

Derek Wolfe
Executive Officer

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct.** (Note: Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting).
3. **To approve and sign the minutes of the Resources Committee's meeting held on 24 January 2011 (Pages 479-482)**

PERSONNEL REPORTS

4. **Sickness Absence (Pages 483-484)**
 - a. Comparison and Analysis of Sickness Absence (1 April 2010 – 31 March 2011)
 - b. Sickness Absence Summary (1 April – 31 March 2011)
5. **Accident statistics (1 November 2010 – 31 March 2011) (Page 485)**

TRAINING REPORTS

6. **Staff & Councillor Training** (Pages 486-499)

Training & Development Courses attended or to be attended by Councillors and staff prior to 31 March 2011

7. **Budgetary Control Statements for April 2010 to February 2011**
(Pages 500-501)

8. **Verbal Presentation from Chris Graham, Hr Adviser, on weekend working in the cemetery**

9. **Date of Next Meeting** – The Committees next meeting is provisionally scheduled for Monday, 11 July 2011 at 7.00 pm

10. **Exclusion of the Press & Public**

In accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

11. **Resignation of post holder 60** (Page 502)

12. **To receive a verbal presentation and question and answer session with the Council's Human Resources Advisor Mr Chris Graham on the proposed staff review**

13. **Draft Staff Handbook, incorporating a position statement on those policies already in place** (Appendix A)

14. a. **Proposed Staff Structure** (Appendix B)

b. **To receive a verbal update from the Chairman with regard to weekend working at the Merthyr Dyfan Cemetery**

Distribution

Agenda summons and index to all non-committee members. A full copy of the agenda papers for this meeting will be available in the Council offices for inspection.

Agenda papers (with the exception of confidential items) also to: -

Barry and District News, Glamorgan Gem and Barry Library (3)