

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON TUESDAY, 19 APRIL 2011 AT 7.00PM

PRESENT: Councillor H C Hamilton (Chairperson) together with Councillors C Curtis, G D Davey, J Evans, K Evans, A D Hampton, K Kuhnell (Town Mayor, ex-officio) and Councillor Stenstrom

ALSO PRESENT: Cliff Lewis – Deputy Executive Officer
Chris Graham – HR Adviser
Angie Norman – Administration

R158. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors S C Egan, K A Kemp and B I Shaw.

R159. **DECLARATIONS OF INTEREST**

None were received.

R160. **MINUTES OF THE RESOURCES COMMITTEE'S MEETING HELD ON TUESDAY, 24 JANUARY 2011 AT 7.00PM**

Minute No. R155 – Recommendations to Finance, Policy & General Purposes Committee – Point 2

Councillor Stenstrom advised the Committee that he did not agree with point 2 and proposed that it be rescinded from the minutes:-

“that the report and email provided to Councillors at the meeting be appended to the minutes of the meeting once completed.”

He considered that it was inappropriate for this email to be appended to the minutes, in the public domain of the agenda, and stated the Leader of Council, Councillor Egan, had given an appropriate response to the email on the evening of 24 January 2011 in point 3:-

“that it be noted that no staff member’s capability or ability had been called into question in the meeting of 13 January 2011.”

RESOLVED:

1. That point 2 of the recommendations to Finance, Policy & General Purposes Committee be rescinded from the minutes;
2. that the minutes of the Resources Committee meeting held on 24 January 2011 be approved and signed as a correct record, subject to the above amendment.

R161. **SICKNESS ABSENCE**

Councillor Stenstrom requested the right to comment on the sickness at a later point in the meeting.

a. **Comparison and Analysis of Sickness Absence (1 April 2010–31 March 2011)**

RESOLVED: that the comparison and analysis of sickness absence for 1 April 2010-31 March 2011 be received and noted.

b. **Sickness Absence Summary (1 April 2010– 31 March 2011)**

RESOLVED: that the sickness absence summary for 1 April 2010-31 March 2011 be received and noted.

R162. **ACCIDENT STATISTICS (1 NOVEMBER 2010-31 MARCH 2011)**

RESOLVED: that the accident statistics for 1 November 2010-31 March 2011 be received and noted.

R163. **STAFF & COUNCILLOR TRAINING**

RESOLVED: that the staff & Councillor training schedule be received and noted.

R164. **BUDGETARY MONITORING STATEMENTS FOR APRIL 2010 TO FEBRUARY 2011**

The Chair of Finance, Policy & General Purposes provided members with an update on the Council's finances for the 2010/11 financial year. He advised that there had been an underspend of £64,570 and that some of those funds were due to be reallocated to the Resources domain due to changes in staffing that would be discussed in a later agenda item.

RESOLVED: that the report be received and noted.

R165. **VERBAL PRESENTATION FROM CHRIS GRAHAM. HR ADVISER, ON WEEKEND WORKING IN THE CEMETERY**

RESOLVED: that this item be deferred for discussion under agenda item 14(b).

R166. **DATE OF NEXT MEETING**

RESOLVED: that the next meeting of the Resources Committee was scheduled for 11 July 2011 at 7.00pm.

R167. **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.

R168. **RESIGNATION OF POST HOLDER 60**

Members were advised that Post Holder 60 had tendered their resignation with effect from Friday, 15 April. However, they were advised that the member of staff in question had left earlier than the date originally given for personal reasons. They were advised that staff in that department had made arrangements to cover the workload and the Chair of the Committee asked that the staff be thanked.

RESOLVED:

1. that the report be received and noted;
2. that the staff covering the workload and hours whilst the recruitment process takes place be thanked.

It was agreed to bring agenda item 13 forward to allow the two staff members to remain in the meeting to take minutes on this item, prior to them leaving the meeting to allow the Committee to discuss items 12, 14(a) and 14(b).

R169. **DRAFT STAFF HANDBOOK**

Chris Graham, the Council's HR Adviser, advised the Committee that he had met with 3 members of the working party as agreed at the Resources meeting on 24 January 2011 (minute no. R155(4) refers). He stated that at that meeting he had shown those Councillors present his proposals for the formation of the Council's policies and procedures and that he had been asked to continue with their formulation following that meeting.

The Committee then discussed the Staff Handbook further and recommended that it be referred to next meeting of the F & GP Committee.

After the above mentioned discussion several councillors' raised concerns about the accessibility of the final agreed Staff Handbook.

The Chair commented, that the Council will ensure that every member of staff will have access to a copy of the agreed Staff Handbook, in a format that meets their particular needs.

RECOMMENDED:

That the Staff Handbook be referred to the next meeting of the Finance, Policy & General Purposes Committee.

R170. **VERBAL PRESENTATION AND QUESTION AND ANSWER SESSION WITH THE COUNCIL'S HUMAN RESOURCES ADVISOR MR CHRIS GRAHAM ON THE PROPOSED STAFF REVIEW**

A verbal presentation was given by Mr Chris Graham on the present staff structure within Barry Town Council to the Committee. He explained in detail his reasoning behind the five proposed staff structures that he had prepared for discussion.

Councillors present studied the five proposed structures and accordingly asked questions in relation to the proposed structures.

R171. a. **PROPOSED STAFF STRUCTURE**

It was agreed that two of the proposed structures, namely options 3 and 4, be referred to the Special Council meeting due to be held on the 23 May 2011.

RECOMMENDED:

That options 3 and 4 of the proposed staff structures be referred to the Special Council meeting due to be held on the 23rd. May 2011.

b. **VERBAL PRESENTATION FROM CHRIS GRAHAM, HR ADVISER, ON WEEKEND WORKING IN THE CEMETERY**

The Chair and Chris Graham gave a verbal report on the discussions that had taken place with regard weekend working, which was duly noted.

RESOLVED: that Chris Graham, HR Adviser, be thanked for the work he had undertaken on this matter.

The meeting closed at 8.45pm.

Signed:
(Chairperson)

Date: