

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE RESOURCES COMMITTEE HELD ON MONDAY, 16 FEBRUARY 2009

PRESENT: Councillor H C Hamilton (Chairperson) together with Councillors G D Davey, S C Egan (Town Mayor), J Evans, S A Hodges, K Kuhnell, T C Stenstrom and Barry Shaw

IN ATTENDANCE: Cliff Lewis – Deputy Executive Officer
Mark Sims – Responsible Finance Officer
Angie Norman – Administration

R40. **APOLOGIES**

Apologies for absence were received from Councillors Drake, Kemp and Turner.

R41. **DECLARATIONS OF INTEREST**

Councillor K Kuhnell declared a personal interest in agenda items 6 and 11 by virtue of being a Trustee serving on the Memorial Hall & Theatre Trust.

R42. **MINUTES OF THE RESOURCES COMMITTEE'S MEETING HELD ON 1 DECEMBER 2009**

Minute no. R32 – Motion Submitted by Councillor Stenstrom

Councillors were advised that further clarification of this item was given at a meeting of the Council held on 19 January 2009.

RESOLVED that the minutes of the Resources Committee's meeting held on 1 December 2008 be approved and signed as a correct record.

R43. **MINUTES OF THE TRAINING & DEVELOPMENT ADVISORY GROUP HELD ON 26 JANUARY 2009**

A point of clarification was raised with regards the terms of reference for the Training & Development Advisory Group. Following the change in status to an Advisory Group the Group no longer have decision making powers and therefore were the minutes showed "RESOLVED" points it should read "RECOMMENDED".

RESOLVED that the minutes of the Training & Development Advisory Group be referred back to the next meeting of the Training & Development Advisory Group.

R44. **RESOURCES COMMITTEE TERMS OF REFERENCE**

Members of the Committee were requested to give consideration to the amended terms of reference for the Resources Committee following the withdrawal of delegated powers from three of its four subordinate groups.

RESOLVED that the report be received and noted.

R45. **TERMS OF REFERENCE OF RESOURCES COMMITTEE SUB-GROUPS**

Members of the Committee were requested to give consideration to the amended terms of reference for the Joint Consultative Advisory Group, the Memorial Hall & Theatre Joint Advisory Group and the Training & Development Advisory Group.

RESOLVED that the report be received and noted.

R46. **CLARIFICATION AND OPERATION OF THE BARRY TOWN CONTINGENCY**

Councillor Stenstrom advised that he was concerned regarding the contingency fund for staff overtime for all sections of the Council. He suggested that the contingency fund for overtime should be placed under the control of the Responsible Finance Officer and that a report outlining the proposals should be submitted to the Council for consideration.

Councillors were reluctant to make a decision on the basis of the information provided verbally at the meeting and it was suggested that a written report should be submitted to a future meeting of Council for consideration and following further discussion it was **RECOMMENDED** that the contingency be considered for inclusion in the budget for the financial year 2009/10 in the sum of £10,000 and **RESOLVED** that a report be submitted to a future meeting of Finance, Policy & General Purposes.

R47. **HEALTH & SAFETY/PERSONNEL PROVISION – SERVICE**

Councillors were provided with an update on the service level agreement with the Vale of Glamorgan. They were advised that the Deputy Executive Officer was awaiting two health and safety quotes, but that he was experiencing difficulty in obtaining quotes with regard HR services.

RESOLVED

1. That £6,000 be placed in the budgets for the 2009/10 financial year.
2. That the Deputy Executive Officer contact Cardiff County Council to request a quote for a similar service to that provided by the Vale of Glamorgan Council.

R48. **DRAFT TRAINING AND DEVELOPMENT POLICY**

Members were requested to give consideration to a draft Training & Development Policy and it was **RESOLVED**

- 1 that the Draft Training & Development Policy be approved subject to the following amendments:-

Process of Requesting Training (4th paragraph)

That the paragraph be amended as follows:-

“Requests for vocational training will be submitted as above but considered by the Training and Development Advisory Group for a recommendation to the Resources Committee”.

Appeal Process

That this be amended as follows:-

“If the request is unsuccessful an appeal may be made to the Executive Officer in the first instance and if not successful at this stage an appeal may be lodged with the Training and Development Advisory Group with a recommendation to the Resources Committee and thereafter the normal appeal procedure applies”.

2. That the Draft Training & Development Policy be submitted to the Finance, Policy & General Purposes Committee for approval.

R49. **DRAFT DRUGS & ALCOHOL POLICY**

Members were requested to give consideration to a Draft Drug and Alcohol Policy and it was **RECOMMENDED** that the draft Drug Alcohol Policy be submitted to the Finance, Policy & General Purposes Committee for approval subject to the following amendments:-

Point 5

You do not take alcohol, drugs or substances while on Barry Town Council premises or business, with the exception of prescribed drugs.

2. That the Draft Training & Development Policy be submitted to the Finance, Policy & General Purposes Committee for approval.

R50. **DISCIPLINARY POLICY & PROCEDURE**

The Committee was requested to give consideration to the contents of a second draft revised Disciplinary Policy & Procedure. Concerns were raised regarding the content of the policy and following discussions it was **RESOLVED** that the report be referred back to officers for amendments and resubmission at the next meeting of the Resources Committee.

R51. **ESSENTIAL USERS ALLOWANCE**

The Committee was requested to give consideration to information provided concerning payments of essential user car allowances at the request of the Chairperson.

The Responsible Finance Officer was thanked for the report, however members felt that more information was required prior to any decision being made on how to proceed with regards either essential user allowance or the purchase of a multi-purpose vehicle for use by all Council staff.

RESOLVED

1. That the report be received and noted.
2. That a further report be submitted to a future meeting of the Resources Committee and that environmental issues be taken into consideration within the report.

R52. **MEMORIAL HALL & THEATRE JOINT ADVISORY GROUP**

The Committee was requested to give consideration to a report from the Executive Officer with regard a request made to the Trust to meet with representatives of the Barry Town Council. They were advised that a letter had been sent but not reply had been received.

RESOLVED that a final letter be sent to the Memorial Hall & Theatre Trust inviting them to meet with representatives of Barry Town Council, stating that the Council are hopeful that meaningful dialogue can take place.

R53. **URGENT ACTION TAKEN IN ACCORDANCE WITH STANDING ORDER 112**

RESOLVED that the report be received and noted.

R54. **DATE OF NEXT MEETING**

RESOLVED that the next meeting of the Resource Committee be held on Monday, 6 April 2009.

R55. **EXCLUSION OF PRESS OF 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.

R56. **BARRY TOWN COUNCIL STAFFING STRUCTURE – RESTRUCTURING PROPOSALS**

Members were requested to give consideration to a possible restructure of the Town Council's staffing structure and make recommendations to the Town Council at its next ordinary meeting on 16 March 2009.

It was pointed out that an error had been made on page 126, M&S cleaners should read cleaner and caretaker/maintenance operatives. One Councillor requested clarification of the new structure with regard to the planning function. Members were informed that it was the intention to engage a planning adviser on a consultancy basis with an annual budget of £9,000 with £500 being placed in the 2009/10 budget for recruitment and a contingency fund.

Following further discussions it was **RECOMMENDED**

1. That the Mayor's Secretary and the Administrative Assistant be employed on a full time permanent basis with effect from 1 April 2009 subject to completion of three month probationary period.
2. That the proposed staffing structure be approved.
3. That a total of £10,000 be placed in the 2009/10 estimates for the planning function.

The meeting ended at 8.55pm.

Signed
(Chairperson)

Dated