

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON
12 NOVEMBER 2009 AT 7.00 PM**

PRESENT:- Councillors O Cash, S Egan, J Evans and S A Hodges.

ALSO PRESENT: Cliff Lewis – Deputy Executive Officer
Julie Hurd – Administration

PE160. **ELECTION OF CHAIRPERSON FOR 2009/10 MUNICIPAL YEAR**

Councillor Stuart Egan was proposed by Councillor O Cash and seconded by Councillor J Evans for this position.

RESOLVED: that Councillor Stuart Egan be elected as Chairperson of the Personnel Sub-Committee for the ensuing Municipal year 2009/10.

PE161. **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

PE162. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

PE163. **TERMS OF REFERENCE**

This item was for information only.

PE164. **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD ON 14 JULY 2008**

A member of the Personnel Sub-Committee enquired to the number of and the outcome of any of grievances and/or disciplinaries which had taken place during the date of the last Personnel Committee meeting and the current meeting.

The Deputy Executive Officer did not have the information available to answer the question posed by the Councillor and it was moved by the Chair that a report be forwarded to each member of the Committee making available the information requested.

RESOLVED:-

1. that the minutes of the Personnel Sub-Committee meeting held on 14 July 2008, be approved and signed as a correct record.
2. that the Executive Officer provide the Personnel Sub-Committee with a report relaying the number and the outcome of the grievances and disciplinary proceedings that have taken place without divulging the names of those members of staff they relate to or the nature of the circumstances surrounding them.

PE165. **SICKNESS ABSENCE**

RESOLVED: that overall sickness and absence in particular the Memorial Hall & Theatre was higher than expected and that members were particularly happy with sickness absence for the Cemetery and management support .

PE166. **ACCIDENT STATISTICS**

RESOLVED that this was a pleasing report that due to the nature of work undertaken by some members of staff there was only one very minor incident reported.

PE167 **ANNUALISED HOURS – PROPOSALS AND RESPONSES FROM JOINT CONSULTATIVE ADVISORY GROUP**

The Committee was requested to give consideration to a report outlining feedback from the Joint Consultative Advisory Group with regard the possible introduction of annualised hours for some members of staff. Following discussions it was

RECOMMENDED:-

1. That the report be noted and that the Committee be provided with future updates from the Joint Consultative Advisory Group regarding this matter;

PE168. **PERSONAL DEVELOPMENT REVIEW SYSTEM (PDRS) APPRAISALS**

RESOLVED:

1. That the Executive Officer meets with the staff annually on an informal basis;
2. That appraisals of all staff be carried out as a matter of urgency and that a report be submitted to the next meeting of the Personnel Committee providing and update on the progress of those appraisals;

PE168. **DATE OF NEXT MEETING**

RESOLVED: that the date of the next meeting would be Thursday, 18 February 2010.

The meeting ended at 7.30 pm

Signed.....

Dated.....