

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

- (a) the names of the members who attended the meeting, and any apologies for absence;
- (b) any declarations of interest;
- (c) any decision taken at the meeting, including the outcomes of any votes.

Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within 7 working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

DRAFT MINUTES OF AN EXTRAORDINARY PERSONNEL COMMITTEE HELD ON MONDAY 14 MARCH 2022 AT 7PM

PRESENT: Councillors Charles (Chairperson) together with Councillors Clarke, Payne, Perkes, William and Wilkinson.

ALSO PRESENT: Emily Forbes – Chief Officer
Mark Sims – Deputy Chief Officer
Rebecca Blackwell – Office Team Leader
Councillor N Hodges - Observer
Councillor S Hodges - Observer

R346. **APOLOGIES FOR ABSENCE**

None received

R347. **DECLARATIONS OF INTEREST**

None received

R348. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

RESOLVED: That the Well-being of Future Generations (Wales) Act 2015 be received and noted.

R349. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 26 JANUARY 2022**

RESOLVED: That the minutes of the meeting of the Personnel Committee held on 26 January 2022 be approved and signed as a correct record.

R350. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Personnel Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 17 May 2022.

R351. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That 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 be excluded from the remainder of the meeting.

R352. **FLEXIBLE RETIREMENT REQUEST**

Members were provided with a report advising them of a flexible retirement request from a member of the Cemetery Team.

A detailed discussion was had.

RESOLVED: That members refused the Flexible Working Request based on impact on capacity and cost to the Council noting that the member of staff will have the opportunity to consider the Collective Agreement negotiated with the Unions regarding the Summer Hours later opening.

R353. **UPDATE ON PROPOSED VARIATION TO CEMETERY STAFF CONTRACTS RELATING TO CLOSING CEMETERY GATES 1 APRIL – 30 SEPTEMBER**

The Chief Officer provided a detailed update in relation to the proposed variation to Cemetery Staff contracts relating to closing the cemetery gates during the summer months April to September.

RESOLVED:

1. that the Collective Agreement now applies to 5 staff
2. That the Chief Officer is given delegated responsibility to liaise with Unions, agree the Collective Agreement and new contract and implement the financial incentive as long as within the budget already agreed by Full Council on 7 February 2022 (£1,000 for early retirement and a maximum of £13,500 for financial incentives for the Collective Agreement).

R354. **PLANNING OFFICER UPDATE**

Members were provided with an update in relation to the retirement of the Councils Planning Officer.

RECOMMENDED: That post-election, the new administration considers a review of the Planning Function, by possibly increasing the hours and function of the post and exploring how the post relates with other Council functions.

The meeting closed at 7.30 pm

Signed

Dated