



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PERSONNEL COMMITTEE TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY 25 OCTOBER 2021 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

Yours faithfully

A handwritten signature in black ink, appearing to read 'Janice Charles', written over a light blue horizontal line.

Councillor Janice Charles
Chairperson of the Personnel Committee

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. **Well-being of Future Generations (Wales) Act 2015**
(To note)

*Personnel Committee members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

In order to act in that manner, a public body must take account of the following things:

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;*
- (b) the need to take an integrated approach, by considering how—*
 - i. the body's well-being objectives may impact upon each of the well-being goals;*
 - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

4. **To approve and sign the minutes of a meeting of the Personnel Committee held on 13 September 2021** (Pages 1501 - 1505)

5. **Date of Next Meeting**

The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 15 November 2021

6. 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.

STAFFING MATTERS

- 7. Update on Proposed Variation to Cemetery Staff contracts relating to closing Cemetery gates 1 April – 30 September each year
(Pages 1506 – 1514)**

Distribution

Electronic notification of summons and front page Agenda to all Committee members. Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and at Barry Library for inspection; electronic copies to Barry & District News.

This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.

BARRY TOWN COUNCIL

DRAFT MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 13 SEPTEMBER 2021 AT 7PM

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

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Robyn Walsh – Community Engagement Officer
Rebecca Blackwell – Office Team Leader
Councillor N Hodges - Observer
Councillor S Hodges – Observer
Councillor Johnson – Observer

R304. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wright

R305. **DECLARATIONS OF INTEREST**

Declaration of Interest was received from the Deputy Chief Officer for item 12b as he is an MAR applicant.

R306. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R307. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 12 JULY 2021**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 12 July 2021 be approved and signed as a correct record.

R308. **BUDGET MONITORING REPORT TO 31 AUGUST 2021**

Members received a budget monitoring report providing the committee's expenditure in the 2021/22 financial year as at the end of August 2021.

RESOLVED: That the budget monitoring report to the end of August 2021 be received, noting the projected out-turn for the year is to be on budget.

R309. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 15 November 2021 at 7pm

R310. **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.

R311. **NJC PAY AWARD FOR 2021/22**

Members were provided with a report in relation to an update on the NJC Pay Award for 2021/22.

RESOLVED: That members receive and note the update provided in the report.

R312. **TOIL**

Members were provided with the current levels of TOIL for officers with a breakdown of accrual and TOIL taken since last reported.

RESOLVED: That the information within the report be received and noted and that the appropriate Line Managers continue to monitor the TOIL levels of the post holders including their workload and time pressures, ensuring that TOIL is taken as soon as practicable.

R313. **STAFF WELL BEING SURVEY AUGUST 2021**

Members were provided with a report outlining the results of a Staff Wellbeing Survey undertaken during August 2021.

Members raised concerns with the results from the 'My Manager' and 'Health & Wellbeing' sections suggesting that more information be requested in future surveys for clarity.

RESOLVED: That members receive and note the Staff Wellbeing Survey results for August 2021 and note that the survey will be repeated quarterly to check in with staff on their wellbeing with the addition of questions being added to the survey.

R314.

SUSTAINABLE BARRY PROJECT OFFICER

Members were provided with a report evaluating the role of the Temporary Sustainable Barry Project Officer which also made members aware that the contract was due to terminate on 30 September 2021.

Members discussed that the role should be extended for an extra 4-6 months to allow for projects to be completed and to cover temporary staff shortages.

Councillor Payne wished to commend the Sustainable Barry projects Officer for their work to date.

The Community Engagement Officer advised that a review of the job description is required to look at the scope of the post and suggested to encompass Fairtrade and Shop Local.

The discussion continued with members suggesting a 6-month extension to the temporary contract and a review of the job description.

RESOLVED: That the role of the Sustainable Barry Project Officer be extended to 31 March 2022 and that the job description be reviewed and submitted to the next Personnel Committee scheduled to be held on 15 November 2021

RECOMMENDATION: To a meeting of Full Council being held on 27 September 2021 that an additional amount of £8,000 be added to the Sustainable Barry Initiative expenditure heading from the General Reserve to fund the role of the Sustainable Barry Project Officer to be extended to 31 March 2022.

The Deputy Chief Officer left the meeting

R315.

MINOR AUTHORITY REPRESENTATIVES

Members were provided with applications for the Minor Authority Representative positions that are currently vacant.

a) Ysgol Sant Curig

Members were advised that one application had been received in relation to the vacancy at Ysgol Sant Curig

Members considered the application received and agreed that Ms Caroline Fouracre is appointed as Minor Authority Representative for the Town Council at Ysgol Sant Curig

RESOLVED: That Jeffery David Mitchell is appointed the Minor Authority Representative for Ysgol Sant Curig and that Jeffery David Mitchell be advised that they had been successful in the

appointment of the Minor Authority Representative role on behalf of Barry Town Council.

a) All Saints CIW Primary School

Members were provided with one application in relation to the vacancy at All Saints CIW Primary School

Members considered the application received and decided that Mark Sims is appointed as Minor Authority Representative for the Town Council at All Saints CIW Primary School.

RESOLVED: That Mark Sims is appointed the Minor Authority Representative for All Saints CIW Primary School and that Mark Sims be advised that they had been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.

The meeting closed at 7.25 pm

Signed

Dated

FOR INFORMATION ONLY

ACTION SHEET - PERSONNEL COMMITTEE - 13 SEPTEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R 313	That members receive and note the Staff Wellbeing Survey results for August 2021 and note that the survey will be repeated quarterly to check in with staff on their wellbeing with the addition of questions being added to the survey.	DCO	Dec-21	Ongoing every quarter
R 314 (i)	That the role of the Sustainable Barry project Officer be extended to 31 March 2022 and that the job description be reviewed and submitted to the next Personnel Committee scheduled to be held on 15 November 2021	DCO/CEO	Nov-21	In progress
R 314 (ii)	To a meeting of Full Council being held on 27 September 2021 that an additional amount of £8,000 be added to the Sustainable Barry Initiative expenditure heading from the General Reserve to fund the role of the Sustainable Barry Project Officer to be extended to 31 March 2022.	DCO	21.09.21	Complete - On FC Agenda
R 315 (a)	That Jeffery David Mitchell is appointed the Minor Authority Representative for Ysgol Sant Curig and that Jeffery David Mitchell be advised that they had been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.	OTL	14.09.21	Complete
R 315 (b)	That Mark Sims is appointed the Minor Authority Representative for All Saints CIW Primary School and that Mark Sims be advised that they had been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.	OTL	14.09.21	Complete