

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE HELD ON MONDAY, 19 APRIL 2021 AT 7.00 PM**

PRESENT: Councillors Brooks (Chair), Drake, N Hodges, S A Hodges and Lloyd-Selby (Vice Chairperson).

ALSO PRESENT: Emily Forbes – Chief Officer
Mark Sims – Deputy Chief Officer
Rhian Burns – Administrator
Councillor Clarke - Observer
Councillor Johnson – Observer

F269. APOLOGIES FOR ABSENCE

None were received.

F270. DECLARATIONS OF INTEREST

None were received.

F271. WELLBEING OF FUTURE GENERATIONS (WALES) ACT 2015

It was noted 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:

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.

F272. TO APPROVE THE MINUTES OF THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE'S MEETING HELD ON 8 FEBRUARY 2021

RESOLVED: That the minutes of the Finance, Policy & General Purposes Committee's meeting held on 8 February 2021 be approved and signed as a correct record.

F273. TO RECEIVE AND NOTE THE MINUTES OF THE SUSTAINABLE BARRY WORKING GROUP'S MEETINGS HELD ON 23 FEBRUARY, 15 MARCH AND 12 APRIL 2021 AND TO GIVE CONSIDERATION TO ANY RECOMMENDATIONS THEREIN

RESOLVED: That the minutes of the Sustainable Barry Working Group's meetings held on 23 February, 15 March and 12 April 2021 be received and noted.

F274. TO RECEIVE AND NOTE THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 22 MARCH 2021 AND TO GIVE CONSIDERATION TO RECOMMENDATIONS THEREIN AT R276 AND R282, NOTING THAT POLICY RECOMMENDATIONS APPEAR LATER ON THIS AGENDA AT ITEM 11

RESOLVED:

1. That the minutes of the meeting of the Personnel Committee held on 22 March 2021 be received and noted.
2. That £6,000 of committed expenditure for Cemetery Training be earmarked by transferring to a Staff Training Reserve at the year end.
3. That the Staff Suggestion Scheme is replaced with a Staff Wellbeing Fund where staff can make suggestions to utilise the funding each year for promoting their mental and physical health and wellbeing in the Workplace.

F275. TO RECEIVE AND NOTE THE MINUTES OF THE INNOVATION WORKING PARTY HELD ON 25 MARCH 2021 AND TO GIVE CONSIDERATION TO RECOMMENDATIONS THEREIN

RESOLVED:

1. That the minutes of the meeting of the Innovation Working Party held on 25 March 2021 be received and noted.
2. That the Council formally adopts a hybrid workplace model (where office staff are able to choose to share working time between the office and remotely balancing the needs of the individual with the needs of the business.
3. That an appointment system for public appointments is put in place when Welsh Government allows face to face appointments to resume at the office.

F276. BUDGET MONITORING REPORT / PROVISIONAL OUT-TURN

Members received a report containing details of the Council's income and expenditure in the 2020/21 financial year as at the end of March 2021.

Councillor S Hodges requested that the budget heading named 'Core Funding to Memorial Theatre' be renamed 'Grant Agreement Funding to Memorial Theatre' for clarity.

Councillor Johnson queried how the grant funding that had not been awarded to the Memorial Hall Theatre would be presented in the accounts. The Deputy Chief Officer advised that from an accounting perspective this money would be classed as a provision and would be included as such.

RESOLVED: That the budget monitoring report for March 2021 / provisional out-turn to 31 March 2021, be received noting the projected overspend of £67,965 that will result in a net amount of £212,081 being transferred from reserves.

F277. INTERNAL AUDIT REPORT 2020/21 (SECOND INTERIM)

Members received the internal auditor's report (second interim) for 2020/21. The Deputy Chief Officer noted that the audit had been carried out on a remote basis and that the process had gone smoothly.

Members thanked the Deputy Chief Officer for his work in ensuring there were no issues to be addressed.

RESOLVED: That the Internal Auditors Report 2020/21 (Second Interim) be received and noted.

F278. GDPR UPDATE

The Deputy Chief Officer advised that there had been no issues or data breaches to report and that staff continued to be mindful of and adhere to GDPR.

RESOLVED: That the update be received and noted.

F279. TO REVIEW AND APPROVE NEW POLICY RECOMMENDATIONS FROM OTHER COMMITTEES

- i. Sickness Absence Policy Review and Redraft**
- ii. NEW Draft Bereavement Policy**
- iii. NEW Draft Covid-19 Vaccinations Policy**
- iv. NEW Draft Workplace Mental Wellbeing Strategy**

Members noted that the Covid-19 Vaccinations Policy would need to be regularly reviewed and updated as necessary as government guidance was updated. They also felt that the approach of encouraging and supporting vaccination for staff members could be expanded to also include the flu vaccine.

Members highlighted that lateral flow testing kits were now available for free from the testing centre at Colcot Sports Centre and suggested staff should be encouraged to utilise this facility. The Chief Officer advised that some staff had already accessed the test kits and that she would raise this at team meeting and ask line managers to cascade this information to their teams.

The Chief Officer advised that Mental Health First Aider training was being planned as well as an informal 'buddying system' being set up to help promote wellbeing among staff.

Members welcomed the proposals in the policy. Councillor Johnson noted that he had contacts at both MIND and Time to Change Wales who may be able to assist.

RESOLVED:

- 1. That this Council approves the following policies subject to approval being sought from the relevant Trade Unions and staff being consulted for a 2 week period where necessary:**

Reviewed and redrafted Sickness Absence Policy
Bereavement Policy
Covid-19 Vaccinations Policy
Workplace Mental Wellbeing Strategy

2. To the next meeting of the Personnel Committee Meeting (date to be agreed at the Annual Meeting on 17&18 May) that a strategy for flu vaccinations be discussed.

F280. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Finance, Policy and General Purposes Committee will be agreed at the Annual Meeting scheduled to be held on 17/18 May 2021.

F281. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: 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.

F282. TO CONSIDER RECOMMENDATIONS FROM OTHER COMMITTEES

- a) **Enhanced Services at Merthyr Dyfan Cemetery– Recommendation from Halls, Cemeteries and Community Facilities Committee - 8 March 2021**

RESOLVED: That the Facilities and Cemeteries Manager be authorised to implement the enhanced services based on the costings provided.

- b) **Fence and Gates - Recommendation from Halls, Cemeteries and Community Facilities Committee – 12 April 2021**

RESOLVED: That an additional £5,535 be spent from the Cemetery Improvement Reserve to complete the Cemetery Fencing project.

The meeting closed at 7.45pm.

Signed..... (Chairperson) Date.....