



**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 13 SEPTEMBER 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 that reads 'Emily Forbes'.

Emily Forbes  
Chief Officer

**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 12 July 2021** (Pages 1467-1471)

**FINANCIAL REPORTS**

5. **Budget Monitoring Report to 31 August 2021**  
(Pages 1472-1473)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

## **POLICY**

### **6. Date of Next Meeting**

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

### **7. 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**

- 8. NJC Pay Award for 2021/22 (Page 1474)**
- 9. To note an update on TOIL (Pages 1475-1476)**
- 10. Staff Wellbeing Survey August 2021 (Pages 1477-1479)**
- 11. Sustainable Barry Project Officer (Pages 1480-1491)**

## **MINOR AUTHORITIES REPRESENTATIVES VACANCIES**

- 12. To consider applications received for: (Pages 1492-1500)**
  - a) Ysgol Sant Curig**
  - b) All Saints CIW Primary School**

## **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**

### **MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 12 JULY 2021 AT 7PM VIRTUALLY**

**PRESENT:** Councillors Charles (Chairperson) together with Councillors Clarke, Payne (Vice Chair) Perkes, Wiliam, Wilkinson and Wright

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

R288. **APOLOGIES FOR ABSENCE**

None received

R289. **DECLARATIONS OF INTEREST**

None received

R290. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R291. **TO NOTE THE PERSONNEL COMMITTEES TERMS OF REFERENCE**

**RESOLVED:** That the terms of referenced be received and noted

R292. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE  
PERSONNEL COMMITTEE HELD ON 22 MARCH 2021**

**RESOLVED:** That the minutes of a meeting of the Personnel Committee held on 22 March 2021 be approved and signed as a correct record.

R293. **BUDGET MONITORING REPORT TO 30 JUNE 2021**

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

**RESOLVED:** That the budget monitoring report to 30 June 2021 be received, noting the projected out-turn for the year is to be on budget.

R294. **TO REVIEW A DRAFT HYBRID MEETINGS PROTOCOL**

Members were provided with a draft hybrid meetings protocol which set out the arrangements for hybrid meetings with a view to review hybrid meetings in September 2021.

**RECOMMENDED: To a meeting of Full Council being held on 19 July 2021, that the draft Hybrid Meetings Protocol be approved and adopted.**

R295 **TO RECEIVE AND REVIEW A DRAFT STAFF WELLBEING SURVEY**

Members were provided with a draft Staff Wellbeing Survey for members to review, make comment and agree prior to it being issued to staff.

The Chief Officer advised members that the purpose of the survey is to see how the staff are feeling post Covid and this will be repeated on a quarterly basis.

**RESOLVED: That the draft Staff Wellbeing Survey be agreed and issued to all staff.**

R296. **DATE OF NEXT MEETING**

**RESOLVED: The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 13 September 2021 at 7pm**

R297. **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.**

R298. **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.**

R299. **TO RECEIVE AND CONSIDER A STAFF WELLBEING SUGGESTION**

Members were provided with a suggestion provided by members of staff to provide a well-being area within the loft at Town Hall.

Members agreed with the suggestion proposing a budget of £100 for the purchase of such items to improve wellbeing in work.

**RESOLVED: That Personnel Committee members agree to a budget of £100 for the purpose of providing a well-being area for staff within the loft at Town Hall.**

R300. **TO NOTE AN UPDATE ON ADMINISTRATION TEAM RECRUITMENT**

The Chief Officer provided members with an update in relation to the recruitment of the Administrator and an update in relation to the Trainee Administrator. The new Administrator would be commencing post within the next month. The Trainee Administrator had completed her training 12 months ahead of schedule, due to being able to focus on it whilst working from home due to the Coronavirus Pandemic. This meant that within the next few months, both Administrators would be on equal grades, with the same duties and would be inducted into the generalist Administration roles together, sharing the workload of the team equally. The Chief Officer reported this was a positive move forward as the Administration team would be back to its proper capacity, with two full time generalist administration posts.

**RESOLVED: That the update on the Administration team recruitment be received and noted.**

R301. **TO CONSIDER INCREASING THE COUNCILS FINANCIAL ADMINISTRATIVE CAPACITY**

Members were provided with a report outlining the requirement for a part-time Financial Administrator on a 6-month trial basis. Members clarified the pro rata salary costs which the Chief Officer responded to. Members were happy to approve the request.

**RECOMMENDED to a meeting of Full Council on 19 July 2021:**

- 1. That members approve the request for a new Part-time Finance Administrator post, initially for a temporary period of 6 months, at a cost of £5,000 which will come from the M&S/Salaries Budget already agreed by Council**
- 2. That a further review takes place to evaluate the impact of the role and to outline any future requirements.**

R302. **TO RECEIVE CORRESPONDENCE FROM GMB UNION**

Members were provided with correspondence received from GMB Union.

**RESOLVED: That members receive and note the correspondence received from GMB Union.**

R303.

**MINOR AUTHORITY REPRESENTATIVES**

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

The Chief Officer advised members that a late application had been received in respect of High Street Primary School. Members were happy to consider the late application which had been circulated prior to the meeting.

a) Gladstone Road

Members were advised that one application had been received in relation to the vacancy at Gladstone Road School.

Members considered the application received and agreed that Ms Caroline Fouracre is appointed as Minor Authority Representative for the Town Council at Gladstone Road School

**RESOLVED: That Caroline Fouracre is appointed the Minor Authority Representative for Gladstone Road School and that Caroline Fouracre is advised that she has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.**

b) High Street Primary School

Members were provided with one application in relation to the vacancy at High Street School.

Members considered the application received and decided Claire Cook is appointed as Minor Authority Representative for the Town Council at High Street Primary School.

**RESOLVED: That Claire Cook is appointed the Minor Authority Representative for Holton Road School and that Claire Cook is advised that he has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.**

The meeting closed at 7.20 pm

Signed .....

Dated .....

**FOR INFORMATION ONLY**

**ACTION SHEET - PERSONNEL COMMITTEE - 12 JULY 2021**

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R294	To a meeting of Full Council being held on 19 July 2021, that the draft Hybrid Meetings Protocol be approved and adopted.	CO	14.07.2021	In progress
R295	That the draft Staff Wellbeing Survey be agreed and issued to all staff.	CO	Jul-21	Completed
R301 (1)	That members approve the request for a new Part-time Finance Administrator post, initially for a temporary period of 6 months, at a cost of £5,000 which will come from the M&S/Salaries Budget already agreed by Council	CO	14.07.2021	In progress
R302 (2)	That a further review takes place to evaluate the impact of the role and to outline any future requirements	CO	14.12.2021	Ongoing
R303 (1)	That Caroline Fouracre is appointed the Minor Authority Representative for Gladstone Road School and that Caroline Fouracre is advised that she has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council	OTL	14.07.2021	Complete
R303 (2)	That Claire Cook is appointed the Minor Authority Representative for Holton Road School and that Claire Cook is advised that he has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.	OTL	14.07.2021	Complete

## **BUDGET MONITORING REPORT AUGUST 2021**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Budget Monitoring Report August 2021 (1 page)

### **Purpose of Report**

To provide members with the Committee's expenditure in the 2021/22 financial year as at the end of August 2021.

### **Background Information**

On the following page is the budget monitoring report to 31 August 2021, indicating actual expenditure up to the end of month five in the 2021/22 financial year.

### **Recommendation**

Members are requested to receive the budget monitoring report for June 2021 noting the projected out-turn for the year is to be on budget.

**Budget Monitoring Report to 31st August 2021.**

Gross Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	5 Months	Expenditure		12 Months	Projections	Variance
		£	£	£	£	£	£	£
<b>Personnel Committee</b>								
M&S/Salaries	1	353,300	138,674	214,626	0	353,300	353,300	0
Planning/Salaries	1	16,860	6,168	10,692	0	16,860	16,860	0
Merthyr Dyfan Cemetery/Salaries	1	316,895	125,512	191,383	0	316,895	316,895	0
Porthkerry/Salaries	1	15,000	6,250	8,750	0	15,000	15,000	0
Pioneer Hall/Salaries	1	25,770	9,499	16,271	0	25,770	25,770	0
Community Building/Salaries	1	44,312	14,844	29,468	0	44,312	44,312	0
M&S/Equipment	16	5,000	1,547	3,453	0	5,000	5,000	0
Merthyr Dyfan Cemetery/Equipment	9	6,625	1,399	5,226	0	6,625	6,625	0
Pioneer Hall/Equipment	9	500	356	144	0	500	500	0
Community Building/Equipment	8	2,000	325	1,675	0	2,000	2,000	0
M&S/General Salaries Contingency	23	30,000	10,043	19,957	0	30,000	30,000	0
M&S/Health and Safety	24	5,000	644	4,356	0	5,000	5,000	0
Corporate/Staff Wellbeing Fund	4	500	0	500	0	500	500	0
Corporate/Councillor Training	6	2,000	0	2,000	0	2,000	2,000	0
Corporate/Staff Training	7	20,000	5,596	14,404	0	20,000	20,000	0
<b>Total Expenditure</b>		<b>843,762</b>	<b>320,857</b>	<b>522,905</b>	<b>0</b>	<b>843,762</b>	<b>843,762</b>	<b>0</b>
Our budget for the year is £843,762 with actual expenditure for the 5 months to 31 August 2021 of £320,857 with committed expenditure of £522,905 resulting in being within budget.								
Our projected out-turn for the year is to be within budget.								
<b>Staff Training Breakdown</b>								
Statutory		£ 2,624						
Occupational		£ 2,972						
Vocational		£ -						
		£ 5,596						