



**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 15 NOVEMBER 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 (Town Clerk)

**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 an Extraordinary meeting of the Personnel Committee held on 26 October 2021**  
(Pages 1515-1517)

**FINANCIAL REPORTS**

5. **Budget Monitoring Report to 30 September 2021**  
(Pages 1518-1519)

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

6. **Draft Budget Estimates for 2022/23** (Pages 1520-1521)

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

7. **Date of Next Meeting**

The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 24 January 2022.

8. **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**

9. **To note an update on TOIL** (Pages 1522-1525)

10. **Revised Staff Structure** (Page 1526)

11. **Update on Proposed Variation to Cemetery Staff Contracts Relating to Closing Cemetery Gates 1 April – 30 September Each Year** (To follow)

12. **Model Local Resolution Protocol** (To follow)

13. **Sustainable Barry Project Officer Review** (To follow)

**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 AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 25 OCTOBER 2021 AT 7PM**

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

**ALSO PRESENT:** Mark Sims – Deputy Chief Officer  
Rebecca Blackwell – Office Team Leader  
Councillor Brooks - Observer  
Councillor A Hampton - Observer  
Councillor S Hodges – Observer  
Councillor Johnson – Observer

R316. **APOLOGIES FOR ABSENCE**

None received

R317. **DECLARATIONS OF INTEREST**

None received

R318. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R319. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 13 SEPTEMBER 2021**

**RESOLVED:** That the minutes of a meeting of the Personnel Committee held on 13 September 2021 be approved and signed as a correct record.

R320. **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

R321. **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.

R322.

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

Members were provided with an update in relation to the proposed variation to Cemetery Staff contracts relating to the closing of cemetery gates 1 April – 30 September each year.

Members had a lengthy and detailed discussion, a confidential note of the discussion is on record with the Chief Officer.

**RESOLVED: That the Deputy Chief Officers make contact with the Unions to request the information that was discussed.**

The meeting closed at 8.10 pm

Signed .....

Dated .....

DRAFT

**FOR INFORMATION ONLY**

**ACTION SHEET - PERSONNEL COMMITTEE -25 OCTOBER 2021**

| MINUTE NO. | ACTION TO BE TAKEN   | ACTION TO BE TAKEN BY | DATE ACTION TO BE CARRIED OUT | PROGRESS          |
|------------|--|-----------------------|-------------------------------|-------------------|
| R322       | That the Deputy Chief Officers make contact with the Unions to request the information that was discussed. | DCO                   | 29.10.21                      | Awaiting response |

## **BUDGET MONITORING REPORT SEPTEMBER 2021**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Budget Monitoring Report September 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 September 2021.

### **Background Information**

On the following page is the budget monitoring report to 30 September 2021, indicating actual expenditure up to the end of month six in the 2021/22 financial year.

### **Recommendation**

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

**Budget Monitoring Report to 30th September 2021.**

| Gross Expenditure  |          |                |                |                |          |                |                |           |
|--|----------|----------------|----------------|----------------|----------|----------------|----------------|-----------|
| Description  | Item No. | Budget         | Expenditure    | Committed      | Balance  | Budget         | Year End       | Projected |
|  |          | 12 Months      | 6 Months       | Expenditure    |          | 12 Months      | Projections    | Variance  |
|  |          | £              | £              | £              | £        | £              | £              | £         |
| <b>Personnel Committee</b>   |          |                |                |                |          |                |                |           |
| M&S/Salaries   | 1        | 353,300        | 160,856        | 192,444        | 0        | 353,300        | 353,300        | 0         |
| Planning/Salaries  | 1        | 16,860         | 7,401          | 9,459          | 0        | 16,860         | 16,860         | 0         |
| Merthyr Dyfan Cemetery/Salaries  | 1        | 316,895        | 150,446        | 166,449        | 0        | 316,895        | 316,895        | 0         |
| Porthkerry/Salaries  | 1        | 15,000         | 7,500          | 7,500          | 0        | 15,000         | 15,000         | 0         |
| Pioneer Hall/Salaries  | 1        | 25,770         | 11,700         | 14,070         | 0        | 25,770         | 25,770         | 0         |
| Community Building/Salaries  | 1        | 44,312         | 17,955         | 26,357         | 0        | 44,312         | 44,312         | 0         |
| M&S/Equipment  | 16       | 5,000          | 1,747          | 3,253          | 0        | 5,000          | 5,000          | 0         |
| Merthyr Dyfan Cemetery/Equipment   | 9        | 6,625          | 1,781          | 4,844          | 0        | 6,625          | 6,625          | 0         |
| Pioneer Hall/Equipment   | 9        | 500            | 356            | 144            | 0        | 500            | 500            | 0         |
| Community Building/Equipment   | 8        | 2,000          | 363            | 1,637          | 0        | 2,000          | 2,000          | 0         |
| M&S/General Salaries Contingency   | 23       | 30,000         | 12,055         | 17,945         | 0        | 30,000         | 30,000         | 0         |
| M&S/Health and Safety  | 24       | 5,000          | 831            | 4,169          | 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         | 6,177          | 13,823         | 0        | 20,000         | 20,000         | 0         |
| <b>Total Expenditure</b>   |          | <b>843,762</b> | <b>379,168</b> | <b>464,594</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 6 months to 30 September 2021 of £379,168 with committed expenditure of £464,594 resulting in being within budget. |          |                |                |                |          |                |                |           |
| Our projected out-turn for the year is to be within budget.  |          |                |                |                |          |                |                |           |
| <b>Staff Training Breakdown</b>  |          |                |                |                |          |                |                |           |
| Statutory  |          | £ 2,923        |                |                |          |                |                |           |
| Occupational   |          | £ 3,254        |                |                |          |                |                |           |
| Vocational   |          | £ -            |                |                |          |                |                |           |
|  |          | £ 6,177        |                |                |          |                |                |           |

## **DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2022/23**

### **Report Author**

Mark Sims, Deputy Chief Officer

**Attached:** A. Draft Budget 2022/23 (1 page)

### **Purpose of Report**

To provide members with the draft estimates for 2022/23.

### **Background Information**

Financial Regulations 3 – Annual Estimates (Budget), states the following:

- 3.1 Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance, Policy and General Purposes Committee not later than the end of December each year including any proposals for revising the forecast.

Adjustments have been applied to known expenditure headings e.g. salaries, otherwise the majority of the figures remain the same for 2022/23 as the original budget for 2021/22 with the following exceptions:

The costs associated to the Full Time Gardener has been removed from Community Centre Salaries and added to Merthyr Dyfan Cemetery Salaries due to the role being part of the cemetery team, under the management of the Cemetery Team Leader as the Gardener works at the Cemetery Approach Gardens and the two cemeteries when required.

Addition of a new expenditure line of Corporate/Staff Long Service Award as an employee reaches 25 years-service on 15 October 2022.

### **Recommendation**

1. Members are requested to consider the draft estimates for 2022/23.
2. Recommend the draft estimates for 2022/23 to the Finance, Policy and General Purposes Committee meeting being held on 22 November 2021 as confirmation of the Personnel Committee's requirements for the 2022/23 financial year subject to any additional items they may wish to include.

## Draft Budget 2022/23 Personnel Committee

| <b>EXPENDITURE</b>                 |                 |                |                 |                |  |
|------------------------------------|-----------------|----------------|-----------------|----------------|--|
| <u>Description</u>                 | <u>Item No.</u> | <u>2021/22</u> | <u>2021/22</u>  | <u>2022/23</u> |  |
|                                    |                 | <u>Budget</u>  | <u>Out-Turn</u> | <u>Budget</u>  |  |
| M&S/Salaries                       | 1               | 353,300        | 353,300         | 364,850        |  |
| Planning/Salaries                  | 1               | 16,860         | 16,860          | 17,350         |  |
| Merthyr Dyfan Cemetery/Salaries    | 1               | 316,895        | 316,895         | 349,562        |  |
| Porthkerry/Salaries                | 1               | 15,000         | 15,000          | 15,000         |  |
| Pioneer Hall/Salaries              | 1               | 25,770         | 25,770          | 28,350         |  |
| Community Building/Salaries        | 1               | 44,312         | 44,312          | 27,850         |  |
| M&S/Equipment                      | 18              | 5,000          | 5,000           | 5,000          |  |
| Merthyr Dyfan Cemetery/Equipment   | 9               | 6,625          | 6,625           | 6,625          |  |
| Pioneer Hall/Equipment             | 10              | 500            | 500             | 500            |  |
| Community Building/Equipment       | 10              | 2,000          | 2,000           | 2,000          |  |
| M&S/General Salaries Contingency   | 25              | 30,000         | 30,000          | 30,000         |  |
| M&S/Health and Safety              | 26              | 5,000          | 5,000           | 5,000          |  |
| Corporate/Councillors Training     | 12              | 2,000          | 2,000           | 2,000          |  |
| Corporate/Staff Training           | 13              | 20,000         | 20,000          | 20,000         |  |
| Corporate/Staff Wellbeing Fund     | 17              | 500            | 500             | 500            |  |
| Corporate/Staff Long Service Award | 20              | 0              | 0               | 500            |  |
|                                    |                 |                |                 |                |  |
|                                    |                 |                |                 |                |  |
| <b>Total Expenditure</b>           |                 | <b>843,262</b> | <b>843,262</b>  | <b>874,087</b> |  |
|                                    |                 |                |                 |                |  |