



**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 REMOTELY ON WEDNESDAY 26 JANUARY 2022 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 'Mark Sims', is written over a horizontal line.

Mark Sims
Deputy 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 15 November 2021

(Pages 1545-1549)

FINANCIAL REPORTS

5. Budget Monitoring Report to 31 December 2021

(Pages 1550-1551)

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

6. Date of Next Meeting

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

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. **To note an update on TOIL** (Pages 1552-1553)
9. **MAR Vacancies** (Page 1554)
10. **Update on Proposed Variation to Cemetery Staff Contracts Relating to Closing Cemetery Gates 1 April – 30 September Each Year** (Pages 1555-1556)

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.

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 THE PERSONNEL COMMITTEE HELD ON MONDAY 15 NOVEMBER 2021 AT 7PM

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

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

R323. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Payne, Wilkinson and Wright.

R324. **DECLARATIONS OF INTEREST**

None received

R325. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R326. **TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON 26 OCTOBER 2021**

RESOLVED: That the minutes of an Extraordinary meeting of the Personnel Committee held on 26 October 2021 be approved and signed as a correct record.

R327. **BUDGET MONITORING REPORT TO 30 SEPTEMBER 2021**

Members were provided with the Committee's expenditure in the 2021/22 financial year as at the end of September 2021.

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

R328. **DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2022/23**

Members were provided with the draft estimates for 2022/23.

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee meeting being held on 22 November 2021 that the draft budgets for the 2022/23 financial year be approved.

R329. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 24 January 2022 at 7pm

R330. **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.

R331. **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.

R332. **REVISED STAFF STRUCTURE**

Members were provided with an updated staff structure to show the levels and scales. The Deputy Chief Officer advised that a request from the Internal Audit Report.

RESOLVED: That the revised staff structure be received and noted.

R333. **UPDATE ON PROPOSED VARIATION TO CEMETERY STAFF CONTRACTS RELATING TO CLOSING CEMETERY GATES 1 APRIL – 30 SEPTEMBER**

Members were provided with an update in relation to the proposed variation to Cemetery Staff contacts. Members requested that a meeting between the group leaders and the Unions in order to discuss the situation further.

RESOLVED: That a meeting be scheduled between the Group Leaders of Council and the Unions.

R334. **MODEL LOCAL RESOLUTION PROTOCOL**

Members were provided with an amended Model local resolution Protocol. The Deputy Chief Officer advised members of the updates made within the protocol.

RESOLVED: That members receive and note the aforementioned information and attached amended Local Resolution Protocol

RECOMMENDATION: That the amended Local Resolution Protocol to the Finance, Policy and General Purposes Committee being held on 22 November 2021 for approval.

R335. **SUSTAINABLE BARRY PROJECT OFFICER REVIEW**

Members were provided with a review of the Sustainable Barry Project Officer Role as requested at the last Personnel Committee held on 13 September 2021.

The Community Engagement Officer advised that as the Councils priorities are changing it has become more demanding and it would be beneficial to enable the Community Engagement Officer to delegate work to the Sustainable Barry Project Officer and suggested that the job description be reviewed and amended to reflect. It would also have a new job title and will become a Well-Being Project Officer.

Members were happy with the review and asked if it would need to be re-advertised as it would be a fundamental change in the role.

The Community Engagement Officer also advised that as events and engagement were increasing due to Covid restrictions being lifted gradually and Councils priorities increasing which includes a Community Plan, the capacity within the team would need to be reviewed specifically Administration Support.

The Chair agreed that there had to be more support within the Community Engagement and Events team and the review of the Sustainable Barry Projects Officer is required.

Councillor Perkes asked if Officer could look into the legalities of the change from a temporary role becoming permanent but advised that she would be happy with the change.

RESOLVED:

1. That the role of the Sustainable Barry Projects Officer is changed to become a Well-Being Projects Officer with the additional duties added as per the report and amended Job Description / Person Specification provided.
2. That the Well-Being Projects Officer role be made permanent from 1 April 2022.
3. That the Well-Being Projects Officer role is advertised both internally and externally with recruitment expected to commence on 1 April 2022.
4. That the Sustainable Barry Projects Officer temporary contract ends on 31 March 2022.
5. That a review of the Community Engagement and Events Team be undertaken and provided to a future meeting of the Personnel Committee.

RECOMMENDED:

6. To a meeting of the Finance, Policy and General Purposes Committee being held on 22 November 2021 that the M&S/Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.

The meeting closed at 7.30 pm

Signed

Dated

FOR INFORMATION ONLY

ACTION SHEET - PERSONNEL COMMITTEE -15 NOVEMBER 2021

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R328.	To a meeting of the Finance, Policy and general Purposes Committee meeting being held on 22 November 2021 as conformation of the Personnel Committee's requirements for the 2022/23 financial year subject to any additional items that may wish to include	DCO	17.11.21	Complete
R333	That a meeting be scheduled between the Group Leaders of Council and the Unions	DCO	08.12.21	Complete
R334	That the amended Local Resolution Protocol to the Finance, Policy and General Purposes Committee being held on 22 November 2021 for approval.	DCO	17.11.21	Complete
R335(1)	That the role of the Sustainable Barry Projects Officer is changed to become a Well-Being Projects Officer with the additional duties added as per the report and amended Job Description / Person Specification provided.	CEO	26.11.21	Complete
R335(2)	That the Well-Being Projects Officer role be made permanent from 1 April 2022.	CEO	26.11.21	Complete
R335(3)	That the Well-Being Projects Officer role is advertised both internally and externally with recruitment expected to commence on 1 April 2022	CEO	31.03.22	In progress
R335(4)	That the Sustainable Barry Projects Officer temporary contract ends on 31 March 2022	CEO	31.03.22	In progress
R335(5)	That a review of the Community Engagement and Events Team be undertaken and provided to a future meeting of the Personnel Committee.	CEO	Post election	In progress
R335(6)	To a meeting of the Finance, Policy and General Purposes Committee being held on 22 November 2021 that the M&S/Salaries expenditure budget for 2022/23 be increased to include the salary costs for the Part-Time Well-Being Projects Officer role (18½ hours) being made permanent from 1 April 2022.	DCO	17.11.21	Complete

BUDGET MONITORING REPORT DECEMBER 2021**Report Author**

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report December 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 December 2021.

Background Information

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

Recommendation

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

Budget Monitoring Report to 31st December 2021.

Gross Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	9 Months	Expenditure		12 Months	Projections	Variance
		£	£	£	£	£	£	£
<u>Personnel Committee</u>								
M&S/Salaries	1	353,300	246,298	107,002	0	353,300	353,300	0
Planning/Salaries	1	16,860	11,102	5,758	0	16,860	16,860	0
Merthyr Dyfan Cemetery/Salaries	1	316,895	223,109	93,786	0	316,895	316,895	0
Porthkerry/Salaries	1	15,000	11,250	3,750	0	15,000	15,000	0
Pioneer Hall/Salaries	1	25,770	17,826	7,944	0	25,770	25,770	0
Community Building/Salaries	1	44,312	28,413	15,899	0	44,312	44,312	0
M&S/Equipment	16	5,000	2,341	2,659	0	5,000	5,000	0
Merthyr Dyfan Cemetery/Equipment	9	6,625	2,224	4,401	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	20,457	9,543	0	30,000	30,000	0
M&S/Health and Safety	24	5,000	882	4,118	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	8,360	11,640	0	20,000	20,000	0
Total Expenditure		843,762	572,981	270,781	0	843,762	843,762	0
Our budget for the year is £843,762 with actual expenditure for the 9 months to 31 December 2021 of £572,981 with committed expenditure of £270,781 resulting in being within budget.								
Our projected out-turn for the year is to be within budget.								
<u>Staff Training Breakdown</u>								
Statutory		£ 3,298						
Occupational		£ 5,062						
Vocational		£ -						
		£ 8,360						