

RES/an

26 June 2015

To: Councillor Hardy (Chairperson) plus Councillors Evans, Hamilton, Powell, Pritchard (Town Mayor – Ex-officio), Wiliam, Wilkinson and Williams

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 6 July 2015 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Cliff Lewis
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. **Terms of Reference** **(Pages 460 461)**
4. **To approve and sign the minutes of the Resources Committee's meeting held on 2 March 2015** **(Pages 462 - 468)**

5. **Budget Monitoring Reports January 2015 (Pages 469 - 470)**
6. **Security Service to replace current alarm call out procedure (Page 471)**
7. **Draft proposed amended appraisal forms (Pages 472 - 490)**
8. **Sickness Absence Procedure (Pages 491 - 495)**
9. **Applications for Minor Authority Representatives for the following schools:- (Pages 496 – 515)**
 - a. Barry Island Primary
 - b. Cadoxton Primary
 - c. Colcot Primary
 - d. St Helen's Infants
 - e. St Helen's Juniors
 - f. Ysgol Gwaun Y Nant
10. **Date of Next Meeting**

To note that the next meeting of the Personnel Committee will be held on Monday, 5 October 2015 at 7 pm.
11. **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.
12. **Staff Suggestion Scheme (Pages 516 - 520)**
13. **Review of Management Structure (Page 521)**
14. **Consideration of minute no. 56(3) of a meeting of the Personnel Sub-Committee held on 7 September 2004 (Page 522)**
15. **To consider applications in respect of the Council's Technical Adviser (Pages 523 - 525)**

Distribution

Agenda summons and index to all non-committee members. A full copy of the agenda papers for this meeting will be available in the Council offices for inspection.

Agenda papers (with the exception of confidential items) also to: -

Barry and District News, Glamorgan Gem and Barry Library (3)

RES/an

10 July 2015

To: Councillor Hardy (Chairperson) plus Councillors Evans, Hamilton, Powell, Pritchard (Town Mayor – Ex-officio), Wiliam, Wilkinson and Williams

Dear Councillor

You are summoned to attend a **special** meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 20 July 2015 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Cliff Lewis
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. **To consider applications for Minor Authority Representatives for the following schools:-**
 - a. Cadoxton Primary
 - b. St Helen's Infants
 - c. St Helen's Juniors

(Pages 526 - 540)

Distribution

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PERS/an

25 September 2015

To: Councillor Hardy (Chairperson) plus Councillors Evans, Hamilton, Powell, Pritchard (Town Mayor – Ex-officio), Wiliam, Wilkinson and Williams

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 5 October 2015 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Cliff Lewis
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. **To approve and sign the minutes of the Personnel Committee's meeting held on 6 July 2015 and a special meeting held on 20 July 2015**
(Pages 541-553)

4. **Budget Monitoring Reports August 2015** (Pages 554-555)
5. **Schedule of Payments for October 2015 (Interim)** (Pages 556-558)
6. **ACAS Appraisal Training** (Page 559)
7. **Criteria and Policy for future recruitment of Minor Authority Representatives** (Pages 560-562)
8. **Safeguarding of Children and Vulnerable Adults** (Page 563)
9. **Protocol regarding minutes of confidential Personal information** (Page 564)
10. **Date of Next Meeting**

To note that the next meeting of the Personnel Committee will be held on Monday, 23 November 2015 at 7 pm for budget purposes.

11. **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.

12. **Review of Management Structure** (Page 565)

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PERS/an

19 October 2015

To: Councillor Hardy (Chairperson) plus Councillors Evans, Hamilton, Powell, Pritchard (Town Mayor – Ex-officio), Wiliam, Wilkinson and Williams

Dear Councillor

You are summoned to attend a special meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Thursday, 29 October 2015 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Angie Norman
Acting 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. **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.

4. **Review of Management Structure (Pages 566-571)**

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PERS/an

13 November 2015

To: Councillor Hardy (Chairperson) plus Councillors Evans, Hamilton, Powell, Pritchard (Town Mayor – Ex-officio), Wiliam, Wilkinson and Williams

Dear Councillor

You are summoned to attend a meeting of the **Resources Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 23 November 2015 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Angie Norman
Acting 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. **To approve and sign the minutes of the Resources Committee's meeting held on 5 October and a special meeting held on 29 October 2015**
(Pages)

4. **Draft Resources Committee Estimates for 2016/17** (Pages)
 5. **Budget Monitoring Reports October 2015** (Pages)
 6. **Schedule of Payments for November 2015 (Final)** (Pages)
 7. **Proposed Skills Matrix for use when appointing Minor Authority Governors** (Pages)
 8. **Recommendations from other Committees** (To Follow)
- Subject to the outcome of item 9 of the Halls, Cemeteries & Community Facilities agenda
9. **Council Policies**
 1. Bring Your Own Device (BYOD)
 2. Safeguarding Children, Young People & Vulnerable Adults
 10. **Date of Next Meeting – 4 January 2016**

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Agenda papers (with the exception of confidential items) also to: -

Barry and District News, Glamorgan Gem and Barry Library (3)

PERS/an

4 January 2016

To: Councillor Hardy (Chairperson) plus Councillors Evans, Hamilton, Powell, Pritchard (Town Mayor – Ex-officio), William, Wilkinson and Williams

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 11 January 2016 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Angie Norman
Acting 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. **To approve and sign the minutes of the Personnel Committee's meeting held on 23 November 2015** (Pages 613-617)

4. **Budget Monitoring Reports December 2015** (Pages 618-619)

5. **Schedule of Payments for January 2016 (Interim)** (Pages 620-623)

6. **Date of Next Meeting – 29 February 2016**

7. **Exclusion of Press and 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.

8. **Senior Staff Review** (Pages 624-625)

9. **Recommendations from other Committees** (Pages 626-627)

Halls, Cemeteries & Community Facilities – Casual Workers at Merthyr Dyfan Cemetery

Distribution

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Agenda papers (with the exception of confidential items) also to: -

Councillor S A Hodges, Barry and District News, Glamorgan Gem and Barry Library (4)

PERS/an

19 February 2016

To: Councillor Hardy (Chairperson) plus Councillors Evans, Hamilton, Powell, Pritchard (Town Mayor – Ex-officio), William, Wilkinson and Williams

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 29 February 2016 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Angie Norman
Acting 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. **To approve and sign the minutes of the Personnel Committee's meeting held on 11 January 2016** (Pages 631-636)

4. **Budget Monitoring Reports January 2016** (Pages 637-638)
5. **New Staff Policy** (Pages 639-644)
Workplace Mental and Emotional Health & Well Being Policy
6. **Review of Staff Policies** (Pages 645-714)
7. **Date of Next Meeting – 29 February 2016**
8. **Exclusion of Press and 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.
9. **To consider applications for Minor Authority Representatives for the following schools:-** (Pages 715-729)
 - Ysgol Sant Curig
 - Palmerston Primary School
10. **National Living Wage** (Pages 730-734)
11. **Letter Received from Former Town Clerk** (Pages 735-736)
12. **Staff Review** (Pages 737-738)
13. **Additional Duties Carried out by Post Holders 158 & 162** (Pages 739-740)
14. **Recruitment of Temporary Staff Member** (Pages 741-742)

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Councillor S A Hodges, Barry and District News, Glamorgan Gem and Barry Library (4)

PERS/an

4 March 2016

To: Councillor Hardy (Chairperson) plus Councillors Evans, Hamilton, Powell, Pritchard (Town Mayor – Ex-officio), Wiliam, Wilkinson and Williams

Dear Councillor

You are summoned to attend a special meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Tuesday, 15 March 2016 commencing at 6.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Angie Norman
Acting 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. **Exclusion of Press and 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.

4. **Staff Review** **(Pages 744-745)**

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Agenda papers (with the exception of confidential items) also to: -

Councillor S A Hodges, Barry and District News, Glamorgan Gem and Barry Library (4)

PERS/an

15 April 2016

To: Councillor Hardy (Chairperson) plus Councillors Evans, Hamilton, Powell, Pritchard (Town Mayor – Ex-officio), Wiliam, Wilkinson and Williams

Dear Councillor

You are summoned to attend a special meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Thursday, 21 April 2016 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Angie Norman
Acting 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. Exclusion of Press and 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.

4. To Consider the Staff Review documents provided by One Voice Wales (Pages 745-870)

5. To Consider The way forward in respect of recruitment of a New Town Clerk

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Councillor S A Hodges, Barry and District News, Glamorgan Gem and Barry Library (4)

PERS/an

27 June 2015

To: Councillor Hardy (Chairperson) plus Councillors Egan, Evans, Hamilton, Powell, Wiliam, Wilkinson and Williams (Town Mayor – Ex-officio)

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 4 July 2016 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Angie Norman
Acting 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. **Terms of Reference** **(Pages 871-872)**
4. **To approve and sign the minutes of the Personnel Committee's meeting held on 29 February 2016 and special meetings held on 15 March 2016 and 21 April 2016** **(Pages 873-892)**

5. **Schedule of Payments for July 2016 (Interim)** (Pages 893-894)
6. **Budget Monitoring Reports May 2016** (Pages 895-896)
7. **Pay Policy** (Pages 897-898)
8. **Draft Working Time Policy** (Pages 899-900)
9. **Draft Environmental Policy** (Pages 901-906)
10. **Review of Health and Safety Policies and Risk Assessments** (Pages 907-929)

11. **Date of Next Meeting**

To note that the next meeting of the Personnel Committee will be held on Monday, 26 September 2016 at 7 pm.

12. **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.

13. **Applications for Minor Authority Representatives for the following schools:-**

(Pages 930-956)

- a. All Saints Primary
- b. Jenner Park Primary
- c. Ysgol St Baruc
- d. Palmerston Primary

14. **Honorarium Payments** (Pages 957-960)

15. **National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales** (Pages 961-976)

16. **Recruitment Update** (Verbal Report)

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Barry and District News, Glamorgan Gem and Barry Library (3)

PERS/an

16 September 2016

To: Councillor Hardy (Chairperson) plus Councillors Egan, Evans, Hamilton, Powell, Wiliam, Wilkinson and Williams (Town Mayor – Ex-officio)

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 26 September 2016 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Angie Norman
Acting 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. **To approve and sign the minutes of the Personnel Committee's meeting held on 4 July 2016** (Pages 977 - 986)
4. **Schedule of Payments for September 2016 (Final)** (Pages 987 - 989)

5. **Budget Monitoring Reports August 2016 (Pages 990 - 991)**
6. **Induction Pack for New Starters (Pages 992 - 1005)**
7. **Date of Next Meeting**

To note that the next meeting of the Personnel Committee will be held on Monday, 28 November 2016 at 7.00 pm

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

9. **Applications for Minor Authority Representatives for the following schools:- (Pages 1006 - 1018)**

- a. Romilly Primary School
- b. Oakfield Primary School

10. **Recruitment of Weekend Staff Member (Page 1019)**
11. **2016 and 2017 Pay Scales & Allowances (Pages 1020 - 1029)**
12. **Issues arising from Job Descriptions of post holders 158 &162 (Pages 1030 - 1033)**
13. **Time off in Lieu (TOIL) Review (Pages 1034 - 1038)**
14. **Pioneer Hall Caretakers Hours and Review of Working Practices (Pages 1039 - 1042)**

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PERS/an

18 November 2016

To: Councillor Hardy (Chairperson) plus Councillors Egan, Evans, Hamilton, Powell, Wiliam, Wilkinson and Williams (Town Mayor – Ex-officio)

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 28 November 2016 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
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. **To approve and sign the minutes of the Personnel Committee's meeting held on 26 September 2016 (Pages 976 - 982)**

4. **Draft Personnel Committee Estimates for 2017/18**
(Pages 983 - 984)
5. **Budget Monitoring Reports October 2016** (Pages 985 - 986)
6. **Schedule of Payments for November 2016 (Final)**
(Pages 987 - 989)
7. **Date of Next Meeting**

To note that the next meeting of the Personnel Committee will be held on Monday, 9 January 2017 at 7.00 pm

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

9. **Sickness Absence Report** (Pages 990 - 997)
10. **Time Off in Lieu (TOIL) Review** (Page 998)
11. **Pioneer Hall Caretakers Hours and Review of Working Practices - Update** (Page 999)
12. **Policy Review** (Pages 1000 - 1049)
13. **Proposal to create a new post of Community Development Officer**
(Pages 1050 - 1061)
14. **Staff review follow up and implementation** (Pages 1062 - 1074)

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PERS/EF

20 January 2017

To: Councillor Hardy (Chairperson) plus Councillors Egan, Evans, Hamilton, Powell, Wiliam, Wilkinson and Williams (Town Mayor – Ex-officio)

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 30 January 2017 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
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. **To approve and sign the minutes of the Personnel Committee's meeting held on 28 November 2016 (Pages 1075-1092)**

4. **Budget Monitoring Reports December 2016 (Pages 1093-1094)**
5. **Schedule of Payments for January 2017 (Final)**
(Pages 1095-1096)
6. **Policy Review Schedule** **(Pages 1097-1101)**
7. **Agile Working Policy Costs** **(Pages 1102-1104)**
8. **Items for Information**
 - **One Voice Wales Consultancy service**
 - **One Voice Wales National Training Programme**
 - **Apprenticeships****(Pages 1105-1120)**
9. **Date of Next Meeting**

To note that the next meeting of the Personnel Committee will be held on Monday, 6 March 2017 at 7.00 pm
10. **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
11. **Job Evaluation Proposal** **(Pages 1121-1123)**

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PERS/ef

24 February 2017

To: Councillor Hardy (Chairperson) plus Councillors Egan, Evans, Hamilton, Powell, Wiliam, Wilkinson and Williams (Town Mayor – Ex-officio)

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 6 March 2017 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
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. **To approve and sign the minutes of the Personnel Committee's meeting held on 30 January 2017** (Pages 1124 – 1128b)

4. **Budget Monitoring Reports 31 January 2017** (Pages 1129 - 1130)
5. **Schedule of Payments for March 2017 (Interim)** (Pages 1131 -1132)
6. **Policy Review** (Pages 1133 - 1244)
 - a. Health & Safety
 - b. Safeguarding
 - c. Concerns & Complaints
7. **Mobile Phone Expenses & Benefits** (Pages 1245 - 1251)
8. **Health & Safety Training Update** (Verbal Report)
9. **Comparison of Sickness Absence** (Pages 1252 - 1255)
10. **Date of Next Meeting**

The next meeting of the Personnel Committee will be confirmed via the 2017/18 Schedule of Meetings at the Annual Meeting on 16 May 2017
11. **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
12. **Minor Authority Representative** (Pages 1256 - 1259)
13. **Time off in Lieu (TOIL) Review** (Page 1260)
14. **Community Development Officer** (Pages 1261 - 1269)

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Barry and District News, Glamorgan Gem and Barry Library (3)

PERS/ef

26 June 2017

To: Councillor Charles (Chairperson) plus Councillors N P Hodges (Town Mayor – Ex-officio), Hooper, Payne (Vice Chair), Perkes, Wiliam, Wilkinson and Wright

Dear Councillor

You are summoned to attend a meeting of the **Personnel Committee** in the Council Chamber, 7 Gladstone Road, Barry on **Monday, 3 July 2017 commencing at 7.00 pm** for the purpose of transacting the business specified below.

Yours faithfully

Emily Forbes
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. **Terms of Reference** **(Pages 1 - 2)**

4. **To approve and sign the minutes of the Personnel Committee's meeting held on 6 March 2017** (Pages 3 - 12)
5. **Budget Monitoring Reports 31 May 2017** (Pages 13 - 14)
6. **Schedule of Payments for July 2017 (Interim)** (Pages 15 - 17)
7. **Policy Review** (Pages 18 - 49)
 - a. Annual Leave
 - b. Domestic Abuse Workplace Policy
 - c. Shared Parental Leave
 - d. Sickness Absence
8. **Comparison of Sickness Absence** (Pages 50 - 53)
9. **One Voice Wales Training** (Pages 54 - 55)
10. **Living Wage Implementation** (Pages 56 - 72)
11. **Model Local Resolution Protocol for Community & Town Councils** (Pages 73 - 78)
12. **Health & Safety Matters** (Verbal Report)
13. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 25 September 2017
14. **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
15. **Minor Authority Representative Vacancy** (Pages 79 - 89)

St Helen's Catholic Primary School
16. **Time of in Lieu (TOIL) update** (Page 90)
17. **Review of Staff and Resources in Pioneer Hall** (Pages 91 - 93)
18. **Review of Staff and Resources in Cemeteries** (Pages 94 - 96)

19. **Outcome of Job Evaluation of Management & Support Team**
(Pages 97 - 98)

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PERS/ef

19 September 2017

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 25 September 2017 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **To approve and sign the minutes of the Personnel Committee's meeting held on 3 July 2017** (Pages 94-107)

4. **Budget Monitoring Reports 31 May 2017** (Pages 108-109)
5. **Schedule of Payments for September 2017 (Final)** (Pages 110-111)
6. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 27 November 2017
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
8. **Comparison of Sickness Absence** (Pages 112-115)
9. **Minor Authority Representative Vacancy** (Pages 116-122)
 - i. Gladstone Primary School
 - ii. Holton Road Primary School
10. **Time of in Lieu (TOIL) update** (Page 123-124)
11. **Model Local Resolution Protocol for Community & Town Councils** (Pages 125-129)
12. **Health & Safety Matters**
 - i. Completed Risk Assessments (Pages 130-226)
 - ii. Porthkerry Cemetery (Verbal)
13. **Staff Survey** (Pages 227-233)
14. **Planning Officer Recruitment** (Page 234)
15. **Memorial Inspector Role** (Pages 235-241)
16. **Review of Staff and Resources in Pioneer Hall** (Pages 242-243)

Distribution

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PERS/ef

20 November 2017

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 27 November 2017 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **To approve and sign the minutes of the Personnel Committee's meeting held on 25 September 2017** (Pages 244-253)

4. **Budget Monitoring Reports - October 2017** (Pages 254-255)
5. **Schedule of Payments for November 2017 (Final)** (Pages 256-257)
6. **Draft Personnel Committee Estimates for 2018/19** (Pages 258-260)
7. **Welsh Language Scheme Review** (Pages 261-269)
8. **Equalities Policy Review** (Pages 270-279)
9. **Training Policy Review** (Pages 280-283)
10. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 8 January 2018

11. **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

12. **Minor Authority Representative Vacancy** (Pages 284-291)
Holton Road Primary School
13. **Time of in Lieu (TOIL) update** (Page 292-293)
14. **Comparison of Sickness Absence** (Pages 294-297)
15. **Health & Safety Matters (if any)** (Verbal)
16. **Real Living Wage Increase Impacts** (Pages 298-299)
17. **Staff Survey Feedback**
(To follow subject to responses being received)
18. **Recruitment Update** (Verbal)
19. **Allowances, Expenses and Enhancements** (Page 300-302)
20. **Costs associated with Staff Training 2018/19** (Pages 303-305)

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PERS/ef

21 December 2017

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 8 January 2018 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **To approve and sign the minutes of the Personnel Committee's meeting held on 27 November 2017** (Pages 306- 317)

4. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 5 March 2018

5. **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

6. **Update on Legal advice received on National Joint Council (NJC) Terms and Conditions (To follow)**

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PERS/ef

8 February 2017

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that an EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Thursday 15 February 2018 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **To approve and sign the minutes of the Personnel Committee Meeting held on 8 January 2018** (Pages 318-321)

4. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 5 March 2018

5. **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

6. **Confidential Note from Personnel Committee 8 January 2018
(Pages 322-324)**

7. **Legal advice received on National Joint Council (NJC) Terms and
Conditions (Pages 325-329)**

Distribution

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 5 March 2018 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **To approve and sign the minutes of the Extraordinary meeting of the Personnel Committee held on 15 February 2018**
(Pages 322-323)

POLICIES

4. **Unreasonable Complainant Behaviour Example Policy** (Pages 324-330)
5. **Declaring Gifts and Hospitality Policy** (Pages 331-334)
6. **Equality & Diversity Policy** (To follow)
7. **Working Forward Pledge** (Pages 335-360)
8. **Health & Safety** (noting additional paper at item 21) (Verbal)
 - a) Update from recent Risk Engineering Seminar
 - b) Porthkerry Toilets
 - c) Employee Assistance Programme – Care First
9. **Training Update** (Verbal)

FINANCIAL REPORTS

10. **Budget Monitoring Report 1 April 2017 – 31 January 2018** (Pages 361-362)

STAFFING MATTERS

11. **Recruitment Update** (Verbal)

12. **Date of Next Meeting**

The next meeting of the Personnel Committee is to be agreed at the Annual Meeting of Council scheduled for 15 May 2018.

13. **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

14. **TOIL Update** (Pages 363-364)

15. **Minor Authority Representative Vacancies** (Pages 365-383)

- a. Colcot Primary
- b. Holton Road Primary
- c. Jenner Park Primary
- d. Ysgol Sant Curig

16. **Standby rates, allowances and subsistence** (Pages 384-392)
17. **Staff increment relating to qualifications** (Page 393)
18. **Staff Survey Results** (To follow)
19. **Job Evaluation outcomes** (Pages 394-395)
20. **Applications for Mace Bearer** (Pages 396-402)
21. **Provision of Personnel / Health & Safety Services Quotation**
(Pages 403-415)
22. **Continuation of Confidential Minutes from an Extraordinary meeting of Personnel Committee held on 15 February 2018**
(Pages 416-418)
23. **Chief Officer report – action from Item 22** (To Follow)

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 2 July 2018 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **Terms of Reference** (Pages 419 - 420)
4. **To approve and sign the minutes of a meeting of the Personnel Committee held on 5 March 2018** (Pages 421 - 435)

5. **To note the minutes of a meeting of the Welsh Language Working Group held on 27 February 2018** (Pages 436 - 446)

POLICIES

6. **Draft Unreasonable Complainant Behaviour Policy** (Pages 447 - 452)
7. **Draft Equality & Diversity Policy** (Pages 453 - 459)
8. **Working Forward Pledge progress and next steps** (Verbal)
9. **Draft Welsh Language Scheme** (Pages 460 - 467)
10. **Draft CCTV Policy** (Pages 468 - 473)

FINANCIAL REPORTS

11. **Budget Monitoring Report 1 April 2018 – 31 May 2018** (Pages 474 - 475)

HEALTH & SAFETY

12. **Lone Working Risk Assessment and adjustments required** (Pages 476 - 481)

TRAINING & DEVELOPMENT

13. **Staff & Councillor Training** (Pages 482 - 489)
- a. **Annual Report and Training Matrix**
 - b. **Request for funding for Trainee Cemetery Operative College fees**

14. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 10 September 2018.

15. **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

16. **TOIL Update** (Pages 490 - 491)
17. **Community Development Officer Post** (Pages 492 - 495)

18. **Staff Health Screening follow up** (Verbal)
19. **2018/19 Payscales** (Pages 496 - 500)

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 10 September 2018 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **To approve and sign the minutes of a meeting of the Personnel Committee held on 2 July 2018** (Pages 501-509)

POLICIES

4. **Draft Media Policy** (Pages 510-541)
5. **Working Forward Pledge Action Plan** (Pages 542-543)
6. **Draft Welsh Language Scheme - staff representations**
(Page 544)

FINANCIAL REPORTS

7. **Budget Monitoring Report 1 April 2018 – 31 July 2018**
(Pages 545-546)

HEALTH & SAFETY

8. **Comparison of Sickness Absence – July 2017 – June 2018**
(Pages 547-550)

TRAINING & DEVELOPMENT

9. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 10 September 2018.

10. **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

FINANCIAL REPORTS

11. **2018/19 Pay-Scales** (Pages 551-554)

HEALTH & SAFETY

12. **Provision of PPE for cemetery staff** (Pages 555-557)
13. **Staff Health Screening follow up** (Pages 558-559)

TRAINING & DEVELOPMENT

14. **Trainee Cemetery Maintenance Operative/Gravedigger Update**
(Page 560)
15. **Post Holder 48 – Qualification of CiLCA** (Verbal)

TENDERS & QUOTES

16. **Technical Services Adviser** (Pages 561-579)

STAFFING

17. **TOIL Update** (Pages 580-581)
18. **Community Development Officer Post** (Pages 582-623)

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 19 NOVEMBER 2018 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **To approve and sign the minutes of a meeting of the Personnel Committee held on 10 September 2018** (Pages 624-631)

POLICIES

4. **Draft Needle-stick/Sharps Policy** (Pages 632-637)
5. **Draft Hand, Arm Vibration (HAV's) Policy** (Pages 638-647)
6. **White Ribbon Pledge** (Pages 648-673)

FINANCIAL REPORTS

7. **Budget Monitoring Report 1 April 2018 – 31 October 2018**
(Pages 674-675)
8. **Draft Budget 2019/20** (Pages 676-677)

GOVERNANCE

9. **Minor Authority Representative Vacancy** (Page 678)

Federated Ysgol Gyfun Bro Morgannwg & Ysgol Nant Talwg

10. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 21 January 2019

11. **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

12. **TOIL Update** (Pages 679-680)
13. **Human Resources Update** (To Follow)

Distribution

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

16 January 2019

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, NOTICE IS HEREBY GIVEN that a meeting of Personnel Committee will be held on Monday, 21 January 2019 commencing at 7.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. To approve and sign the minutes of a meeting of the Personnel Committee held on 19 November 2018 (Pages 681 - 687)**

POLICIES

4. **White Ribbon Pledge – Presentation from Councillor Nugent-Finn
(Verbal)**

FINANCIAL REPORTS

5. **Budget Monitoring Report 1 April 2018 – 31 December 2018
(Pages 688 - 689)**
6. **Training Budget Estimates for 2019/20 (Pages 690 - 691)**
7. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 18 March 2019

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

9. **Minor Authority Representative- Federated Ysgol Gyfun Bro
Morgannwg & Ysgol Nant Talwg (Pages 692 - 693)**
10. **TOIL Update (Pages 694 - 695)**

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, **NOTICE IS HEREBY GIVEN** that an Extraordinary meeting of the Personnel Committee on Monday, 18 February 2019 commencing at 7.00 pm in the Council Chamber, 7 Gladstone Road, Barry. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **To approve and sign the minutes of a meeting of the Personnel Committee held on 21 January 2019** (Pages 696-699)

4. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled for 18 March 2019

5. **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

6. **Workforce Planning** **(To follow)**

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, **NOTICE IS HEREBY GIVEN** that a **MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL** will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 18 March 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **To approve and sign the minutes of an Extraordinary meeting of the Personnel Committee held on 18 February 2019**
(Pages 715-716)

POLICIES

4. **Welsh Language Scheme and Commissioner Comments**
(Pages 717-732)

FINANCIAL REPORTS

5. **Budget Monitoring Report 1 April 2018 – 28 February 2019**
(Pages 733-734)
6. **New staff structure** (Page 735)
7. **Date of Next Meeting**

The next meeting of the Personnel Committee will be confirmed at the Annual Meeting of Council on 14 May 2019.

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

9. **Cemetery Trainee training request** (Pages 736-737)
10. **TOIL Update** (Pages 738-739)
11. **Recruitment Update** (Verbal)
12. **Job Evaluation Outcome** (Pages 740-742)
13. **Staff Survey Results** (To follow)

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, **NOTICE IS HEREBY GIVEN** that a **MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL** will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 8 July 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script 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. **Terms of Reference** **(Pages 743-744)**
4. **To approve and sign the minutes of a meeting of the Personnel Committee held on 18 March 2019** **(Pages 745-749)**

POLICIES

5. **Working Forward Pledge and Policy Review** (Pages 750-751)

FINANCIAL REPORTS

6. **Budget Monitoring Report June 2019** (Pages 752-753)

7. **Date of Next Meeting**

The next meeting of the Personnel Committee will be held on Monday, 16 September 2019.

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

9. **Barry Youth Council Proposal** (Pages 754-755)
10. **TOIL Update** (Pages 756-757)
11. **Recruitment Update** (Verbal)
12. **Staff Training Update** (Page 757)
13. **Disciplinary Policy Implementation** (Verbal)
14. **Staff Wellbeing policies** (To Follow)

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**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, **NOTICE IS HEREBY GIVEN** that a **MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL** will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 16 September 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

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. **To approve and sign the minutes of a meeting of the Personnel Committee held on 8 July 2019**

(Pages 891-897)

POLICIES

4. a) **Update from Task and Finish Group on Working Forward Policies** (Verbal)
- b) **NEW Protocol for the Death of the Sovereign, Royal Family Member or National Figure** (Pages 898-923)
- c) **Draft NEW Member–Officer Protocol** (Pages 924-926)
- d) **Redrafted NEW Disciplinary Policy** (Pages 927-933)
- e) **Draft NEW Line Manager’s Protocol** (Pages 934-954)

FINANCIAL REPORTS

5. **Budget Monitoring Report to 31 August 2019** (Pages 955-956)

STAFFING

6. **Staff Training Matrix** (Page 957)
7. **Date of Next Meeting**

The next meeting of the Personnel Committee will be held on Monday, 18 November 2019.

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.

MINOR AUTHORITY REPRESENTATIVES

9. **MAR Vacancies** (Verbal)

STAFFING

10. **To note finalised and agreed Job Description for Civic Engagement and Events Administrator** (Pages 958-963)
11. **To agree amended Job Description for the Deputy Chief Officer / RFO** (To follow)

12. **To review the Job Title of the Community Development Officer
(To follow)**
13. **To agree Job Descriptions for new posts to be advertised including:**
 - Caretaker / Maintenance Operative (P/T)
 - Grounds Caretaker / Gardener (F/T)

(Pages 964-975)
14. **TOIL Update** **(Pages 976-977)**
15. **Appointment of Appeals Panel from within Personnel Committee membership**
(N.B.: once appointed these members will be asked to leave the Committee for the next item) **(Verbal)**
16. **Confidential Investigation Report** **(To Follow)**
(N.B.: this paper will be distributed at the meeting following agenda item 13)

Distribution

Agenda summons and index to all non-committee members. A full copy of the agenda papers for this meeting will be available in the Council offices for inspection

Agenda papers (with the exception of confidential items) also to: -
Barry and District News, Glamorgan Gem and Barry Library (3)



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, SECTION 1(4) AND
LOCAL GOVERNMENT ACT 1972, SCHEDULE 12, PARAGRAPH 26(2)(a)**

Pursuant to the requirements of the above statutory provisions, **NOTICE IS HEREBY GIVEN** that a **MEETING OF THE PERSONNEL COMMITTEE OF BARRY TOWN COUNCIL** will be held at the Council Offices, 7 Gladstone Road, Barry on Monday 18 November 2019 at 7.00 pm. The agenda for the meeting is set out below. Members of the public are entitled to attend that meeting unless properly excluded there from by resolution.

Yours faithfully

A handwritten signature in cursive script, reading "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. **To approve and sign the minutes of a meeting of the Personnel Committee held on 16 September 2019**

(Pages 993-999)

POLICIES

4. **Local Government Pension Scheme Review of Discretionary Powers under LGPS Regulations** (Pages 1000-1004)

FINANCIAL REPORTS

5. **Budget Monitoring Report to 31 October 2019** (Pages 1005-1006)
6. **Draft Budget Estimates for 2020/2021** (Pages 1007-1008)

7. **Date of Next Meeting**

The next meeting of the Personnel Committee will be held on Monday, 20 January 2019.

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.

MINOR AUTHORITY REPRESENTATIVES

9. **MAR Vacancies**
 - a) **Cadoxton Primary School** (Pages 1009-1011)
 - b) **Barry Island Primary School** (Verbal reappoint)
 - c) **Gwaun Y Nant Primary School** (Verbal)

STAFFING

10. **Sickness absence monitoring** (Pages 1012-1015)
11. **TOIL Update** (Pages 1016-1017)
12. **Review of capacity in two Council roles** (Pages 1018-1019)
13. **Chief Officer Salary Scales – NALC National Agreement** (Pages 1020-1022)

****NB: AT THIS POINT, THE APPOINTED APPEALS COMMITTEE of Cllrs Clarke, Perkes and Wiliam WILL BE ASKED TO LEAVE THE MEETING****

14. **Outcome of Disciplinary Hearing** (Verbal)

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