



**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 Town Hall, King Square, Holton Road, Barry CF63 4RW on **Monday 20 January 2020 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 18 November 2019**

(Pages 1023-1032)

POLICIES

4. ****New** Pensions and Retirement Policy (To follow)**
5. ****New** Maternity, Paternity, Adoption, Shared Parental Leave Policy (Pages 1033-1066)**
6. ****New** Flexible Working Policy (Pages 1067-1073)**

FINANCIAL REPORTS

7. **Budget Monitoring Report December 2019 (Pages 1074-1075)**
8. **Date of Next Meeting**

The next meeting of the Personnel Committee will be held on Monday, 16 March 2020.

9. **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

10. **MAR Vacancy Gwaun Y Nant (Verbal)**

STAFFING

11. **TOIL Update (Pages 1076-1078)**
12. **Job Evaluation Outcome Chief Officer (Hard copy posted)**

Distribution

Hard copy 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 and the Glamorgan Gem

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Emily Forbes
Chief Officer

AGENDA

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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 20 January 2020**

(Pages 1079-1084)

POLICY / GOVERNANCE

4. **Discussion on the Council's Approach to Coronavirus – Advice for Employers Factsheet, template policies and contingency planning** (Pages 1085-1110)
5. **NJC Joint Trade Unions Pay Claim 2020-21 for information**
 - a) NJC Joint Trade Unions Pay Claim 2020-21
 - b) article from the Clerk magazine highlighting the impact of this on budgets and staff contracts(Pages 1111-1140)

FINANCIAL REPORTS

7. **Budget Monitoring Report** (Pages 1141-1142)

8. **Date of Next Meeting**

The next meeting of the Personnel Committee will be will be confirmed at the Annual Meeting of Council on 12 May 2020.

9. **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

11. **Costs to increase Planning Function as requested by Committee** (Page 1143)
12. **Capacity within the Engagement and Events Team** (To follow)
13. **Recruitment update** (Verbal)
14. **Staff Consultation re: change of hours due to later summer opening of Cemetery** (Pages 1144-1147)

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