

## **BARRY TOWN COUNCIL**

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

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

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

R288. **APOLOGIES FOR ABSENCE**

None received

R289. **DECLARATIONS OF INTEREST**

None received

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

R296. **DATE OF NEXT MEETING**

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

R297. **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED: That in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the remainder of the meeting.**

R298. **TOIL**

Members were provided with the current levels of TOIL for officers with a breakdown of accrual and TOIL taken since last reported.

**RESOLVED: That the information within the report be received and noted and that the appropriate Line Managers continue to monitor the TOIL levels of the post holders including their workload and time pressures, ensuring that TOIL is taken as soon as practicable.**

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

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

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

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

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

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

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

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

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

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

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

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

Members were provided with correspondence received from GMB Union.

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

R303.

**MINOR AUTHORITY REPRESENTATIVES**

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

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

a) Gladstone Road

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

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

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

b) High Street Primary School

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

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

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

The meeting closed at 7.20 pm

Signed .....

Dated .....