

BARRY TOWN COUNCIL

**MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 13
SEPTEMBER 2021 AT 7PM**

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

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

R304. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wright

R305. **DECLARATIONS OF INTEREST**

Declaration of Interest was received from the Deputy Chief Officer for item 12b as he is an MAR applicant.

R306. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R307. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE
PERSONNEL COMMITTEE HELD ON 12 JULY 2021**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 12 July 2021 be approved and signed as a correct record.

R308. **BUDGET MONITORING REPORT TO 31 AUGUST 2021**

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

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

R309. **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

R310. **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.

R311. **NJC PAY AWARD FOR 2021/22**

Members were provided with a report in relation to an update on the NJC Pay Award for 2021/22.

RESOLVED: That members receive and note the update provided in the report.

R312. **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.

R313. **STAFF WELL BEING SURVEY AUGUST 2021**

Members were provided with a report outlining the results of a Staff Wellbeing Survey undertaken during August 2021.

Members raised concerns with the results from the 'My Manager' and 'Health & Wellbeing' sections suggesting that more information be requested in future surveys for clarity.

RESOLVED: That members receive and note the Staff Wellbeing Survey results for August 2021 and note that the survey will be repeated quarterly to check in with staff on their wellbeing with the addition of questions being added to the survey.

R314.

SUSTAINABLE BARRY PROJECT OFFICER

Members were provided with a report evaluating the role of the Temporary Sustainable Barry Project Officer which also made members aware that the contract was due to terminate on 30 September 2021.

Members discussed that the role should be extended for an extra 4-6 months to allow for projects to be completed and to cover temporary staff shortages.

Councillor Payne wished to commend the Sustainable Barry projects Officer for their work to date.

The Community Engagement Officer advised that a review of the job description is required to look at the scope of the post and suggested to encompass Fairtrade and Shop Local.

The discussion continued with members suggesting a 6-month extension to the temporary contract and a review of the job description.

RESOLVED: That the role of the Sustainable Barry Project Officer be extended to 31 March 2022 and that the job description be reviewed and submitted to the next Personnel Committee scheduled to be held on 15 November 2021

RECOMMENDATION: To a meeting of Full Council being held on 27 September 2021 that an additional amount of £8,000 be added to the Sustainable Barry Initiative expenditure heading from the General Reserve to fund the role of the Sustainable Barry Project Officer to be extended to 31 March 2022.

The Deputy Chief Officer left the meeting

R315.

MINOR AUTHORITY REPRESENTATIVES

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

a) Ysgol Sant Curig

Members were advised that one application had been received in relation to the vacancy at Ysgol Sant Curig

Members considered the application received and agreed that Ms Caroline Fouracre is appointed as Minor Authority Representative for the Town Council at Ysgol Sant Curig

RESOLVED: That Jeffery David Mitchell is appointed the Minor Authority Representative for Ysgol Sant Curig and that Jeffery David Mitchell be advised that they had been successful in the

appointment of the Minor Authority Representative role on behalf of Barry Town Council.

a) All Saints CIW Primary School

Members were provided with one application in relation to the vacancy at All Saints CIW Primary School

Members considered the application received and decided that Mark Sims is appointed as Minor Authority Representative for the Town Council at All Saints CIW Primary School.

RESOLVED: That Mark Sims is appointed the Minor Authority Representative for All Saints CIW Primary School and that Mark Sims be advised that they had been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.

The meeting closed at 7.25 pm

Signed

Dated