

BARRY TOWN COUNCIL

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

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

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 contracts. 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