

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 20 JANUARY 2020 AT 7.00PM

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

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims – Deputy Chief Officer
Rhian Burns - Administrator

R216. **APOLOGIES FOR ABSENCE**

None were received.

R217. **DECLARATIONS OF INTEREST**

None received from councillors. The Chief Officer and Deputy Chief Officer declared that they would leave the meeting for Item 12.

R218. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 18 NOVEMBER 2019**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 18 November be approved and signed as a correct record.

R219. **NEW PENSIONS AND RETIREMENT POLICY**

The Chief Officer noted that due to the increased workload caused by the office move it had not been possible to prepare the new Pensions and Retirement Policy in time for the meeting.

RESOLVED: That this item is deferred to the next meeting of the Personnel Committee to be held on Monday 16 March 2020.

R220. **NEW MATERNITY, PATERNITY, ADOPTION AND SHARED PARENTAL LEAVE POLICY**

The Chief Officer noted that this policy had been recommended by a Working Group as it combined all the existing policies into one comprehensive policy. Given the Council's Working Forward Pledge and intentions to be a progressive and inclusive employer, the Working Group had recommended changes to leave and pay. Specifically, there had been a change made to the existing Maternity and Paternity leave arrangements and for Maternity Leave, six months would be paid at full pay and the second six months of leave would be paid at half pay, which is above the statutory minimum. She noted that the Task Group discussed and assessed this currently as a low financial risk.

RECOMMENDED: to a meeting of Finance, Policy and General Purposes Committee on 27 January 2020, that the new Maternity, Paternity, Adoption and Shared Parental Leave Policy is adopted.

R221. **NEW FLEXIBLE WORKING POLICY**

The Chief Officer advised members that it was now a statutory right for all staff members to be able to request flexible working. She noted that Barry Town Council would consider flexible working requests on an individual basis and agree them only if they met the needs of the organisation. The policy prepared had been based on an ACAS Template and allowed for the needs of staff and the needs of the business to be considered.

RECOMMENDED: to a meeting of Finance, Policy and General Purposes Committee on 27 January 2020, that the new Flexible Working Policy is adopted.

R222. **BUDGET MONITORING REPORT DECEMBER 2019**

Members were provided with the Committee's income and expenditure in the 2019/20 financial year as at the end of December 2019.

RESOLVED: That the budget monitoring report for December 2019 noting the projected out-turn for the year is to be underspent by £47,591.

R223. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Personnel Committee will be held on Monday 16 March 2020

R224. **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.

R225. **MAR VACANCIES**

a) Ysgol Gwaun Y Nant

The Chief Officer advised that there had been an application received in respect of Ysgol Gwaun Y Nant. Members considered the application and agreed to appoint the applicant.

RESOLVED: That Robert Bowen is appointed the Minor Authority Representative for Ysgol Gwaun Y Nant and that Robert Bowen is advised that he has been successful in the re-appointment of the Minor Authority Representative role on behalf of Barry Town Council.

R226.

TIME OFF IN LIEU (TOIL) UPDATE

Members were provided with information on the current situation in relation to officers' outstanding TOIL.

The Chief Officer advised Members the part time and standalone specialist nature of the Planning Officer post is proving problematic in terms of accrual of hours owed to the postholder (whether through TOIL or annual leave).

She outlined some possible solutions and asked Members to consider the best option to resolve the situation.

Members discussed the matter and agreed a number of measures to resolve the issue.

RESOLVED:

1. That the report on TOIL be received, noting 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 is practicable.
2. That the 37 hours TOIL accrued is paid to the Planning Officer.
3. That it is suggested to the Planning Officer that 4 hours a week leave is taken between 21 January 2020 and 31 March 2020 to reduce the owed balance.
4. That in the future, specialist cover be bought in for four and half weeks per year to cover the Planning Officer's statutory leave.
5. That the possibility of providing a Trainee Planning Officer position to a university student or recent graduate or apprentice be explored.
6. That the hours attached to the Planning Officer post be further explored with a view to increasing them to 13 hours per week and a report provided to a future meeting of the Personnel Committee.

The Chief Officer and Deputy Chief Officer left the meeting.

R227. **JOB EVALUATION OUTCOME CHIEF OFFICER**

The Job Evaluation commissioned externally from One Voice Wales report was considered and discussed by members.

RESOLVED: That the report be received and accepted which agrees that the Personnel Committee's realignment of the Chief Officer Salary is accurate and appropriate; the SCP scale suggested is the same as the SCP scale that the Chief Officer currently receives so no change is required.

The Chief Officer and Deputy Chief Officer returned to the room.

The meeting closed at 7.25 pm

Signed

Dated