

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 6 JULY 2015 AT 7.00 PM**

**PRESENT:** Councillor Hardy (Chairperson) together with Councillors Evans, Hamilton, Powell, Wiliam, Wilkinson and Williams

**ALSO PRESENT:** Councillor N Hodges  
Councillor S Hodges  
Councillor Johnson  
Councillor Kuhnell  
Angie Norman (Deputy Town Clerk)  
Robyn Walsh (Minute Taker)

R156. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Pritchard.

R157. **DECLARATIONS OF INTEREST**

The following declarations of interest were received from Councillors N Hodges and Wiliam;

Councillor N Hodges – Agenda Item 9 (f) – Ysgol Gwaun Y Nant  
Councillor Wiliam – Agenda Item 9 (a) – Barry Island Primary School

R158. **TERMS OF REFERENCE**

**RESOLVED** that the Terms of Reference be received and noted.

R159. **MINUTES OF THE RESOURCES COMMITTEE'S (NOW KNOWN AS PERSONNEL) MEETING HELD ON 2 MARCH 2015**

**RESOLVED** that the minutes of the Resources Committee's (now known as Personnel) meeting held on 2 March 2015 be approved and signed as a correct record.

R160. **BUDGET MONITORING REPORTS MAY 2015**

Members were asked to consider the Council's expenditure in the 2015/16 financial year as at the end of May 2015.

**RESOLVED** that the contents of the budget monitoring report for May 2015 be received and noted.

R161. **SECURITY SERVICE TO REPLACE CURRENT ALARM CALL OUT PROCEDURE**

Members were updated on the current situation in respect of the Service Level Agreement between Barry Town Council and the Vale of Glamorgan Council Security Section.

Councillor S Hodges queried how often would the Service Level Agreement be reviewed?

The Deputy Town Clerk responded that it would be reviewed annually, to ensure any concerns could be detected early, with the Personnel Committee being notified if there were any.

Councillor Kuhnell suggested that members may wish to consider clarifying with the Vale of Glamorgan Council what, if any, impact funding cuts may have on the Security Service Level Agreement between Barry Town Council and the Vale of Glamorgan Council.

Members considered this and agreed that clarification should be sought from the Vale of Glamorgan Council on the matter.

**RESOLVED;**

1. That the Deputy Town Clerk writes to the Vale of Glamorgan Council to clarify what, if any, impact funding cuts may have on the Security Service Level Agreement between Barry Town Council and the Vale of Glamorgan Council.
2. That the report be received and noted.

R162.

**DRAFT PROPOSED AMENDED APPRAISAL FORMS**

Members were provided with copies of the revised Appraisal Forms for use by Officers when undertaking the annual performance review.

The Deputy Town Clerk made members aware that an ACAS training course (regarding Appraisals) was available and enquiries had been made with other local Town Councils, with Llantwit, Cowbridge and Penarth Town Council all showing an interest in attending, thus reducing costs to the Council.

The Deputy Town Clerk responded to queries regarding which members of staff would attend the training, suggesting that four members of staff and the Leader attend.

Concerns were raised regarding who would appraise the Town Clerk should the Leader not be available to do so. It was agreed that anybody who is giving an appraisal should receive the necessary training.

A discussion took place and it was agreed that it should also be recommended to Finance, Policy and General Purposes that as well as four members of staff and the Leader undertaking the ACAS Training, that the Chair and Vice-Chair of the Personnel Committee are also given the opportunity.

Concerns were raised regarding the following statement under "**Performance Appraisal Implementation**";

*“They will be arranged by the appraisee’s line manager. Line managers are encouraged to provide the opportunity for an additional 6 month verbal appraisal review, mid-year and other informal reviews as necessary throughout the year.”*

Councillor Hardy noted that she felt the word “verbal” should be removed, thus ensuring a formal appraisal took place with written documentation supporting it.

Members agreed that the wording; *“Line Managers are encouraged to provide the opportunity..”* gave both Line Managers and Staff the opportunity to not accept/provide a further appraisal review, and suggested this should be changed to more affirmative wording.

A lengthy discussion took place whereby the following was agreed;

*“They will be arranged by the appraisee’s line manager, **who will also hold** ~~Line managers are encouraged to provide the opportunity for an additional 6 month verbal appraisal review, mid-year and other informal reviews as necessary throughout the year.~~”*

Councillor Hardy asked if staff members job descriptions were competency based and queried how the competency based questions would be met if this were not the case.

The Deputy Town Clerk responded that staff Job Descriptions were task based, rather than competency based.

Members agreed that rather than referring to objectives as competencies, they should be changed to “Tasks”.

#### **RESOLVED:**

1. That the following amendment be made to the Performance Appraisal Implementation; *“They will be arranged by the appraisee’s line manager, **who will also hold** ~~Line managers are encouraged to provide the opportunity for an additional 6 month verbal appraisal review, mid-year and other informal reviews as necessary throughout the year,~~”* under “Performance Appraisal Implementation.”
2. That four members of staff and the Leader undertake the ACAS Training, and that the Chair of the Personnel Committee is also given the opportunity.
3. That where an objective is referred to as a competency, this be amended to task.

R163.

### **SICKNESS ABSENCE PROCEDURE**

Members were asked to give further consideration to the amended Sickness Absence Procedure.

Councillor Hardy requested that where reference is made to the Council's Medical Advisor, the name of the Company the Council uses is referred to.

The Deputy Town Clerk responded that she would ensure the policy is amended to reflect the Council's current Medical Advisor which is Caer Health Care and occasionally the Vale of Glamorgan Council.

Councillor Powell queried when the last review of the Occupational Health Services took place and asked that when the next review takes place companies within Barry are contacted to provide a quote.

The Deputy Town Clerk responded that she was not sure when the last review took place, but would confirm this for Committee.

#### **RESOLVED:**

1. That where reference is made to the Council's Medical Advisor, the name of the Company the Council uses is referred to.
2. That the date of the last review of the Council's Occupational Health Services is reported back to Committee.
3. That the Sickness Absence Procedure including the amendments in red be recommended to the Finance, Policy & General Purposes Committee for approval.

R164.

### **APPLICATIONS FOR MINOR AUTHORITY REPRESENTATIVES**

Members were requested to give consideration to applications received in respect of vacancies on a number of school governing bodies.

Councillor Hardy suggested that before members discussed the individual applications that consideration be given to a process/criteria by which the applications will be judged against.

It was noted that the criteria used by applicants was derived from the Minor Authority Representative requirements received from the Vale of Glamorgan Council and so it would be unfair to change the criteria after the application process had already taken place.

Councillors N Hodges and Wiliam left the meeting.

Where there were two or more applicants for a school, a discussion took place as to how members would come to a decision, and it was agreed that the following questions (derived from the set criteria) should be asked of the schools where applicants are already serving

as Minor Authority Representatives, prior to any formal appointment being made.

- Is the applicant committed to regular attendance at meetings?
- Is the applicant committed to attending governor training courses provided by the Local Authority to update their skills and knowledge to enhance their ability and effectiveness as a governor?

Members accepted that this decision would incur a Special Meeting of the Personnel Committee where further consideration of the applications could take place.

Members also agreed that where there was only one applicant for the post of MAR for any given school, that applicant would be appointed.

**RESOLVED:**

1. That The Deputy Town Clerk contact Cadoxton Primary School, St Helen's Infant and Junior School and ask the following questions regarding their current Minor Authority Representative;
  - Is the applicant committed to regular attendance at meetings?
  - Is the applicant committed to attending governor training courses provided by the Local Authority to update their skills and knowledge to enhance their ability and effectiveness as a governor?
2. That the following be appointed as Minor Authority Representatives to represent Barry Town Council on the following School Governing Bodies;
  - Councillor Wiliam – Barry Island Primary School
  - Councillor C Curtis – Colcot Primary School
  - Councillor N Hodges – Ysgol Gwaun y Nant

R165.

**DATE OF NEXT MEETING**

**RESOLVED** that the next ordinary meeting of the Personnel Committee will be held on Monday, 5 October 2015, with Councillors also bearing in mind a Special Meeting of the Personnel Committee will be arranged prior to this date to discuss the applications for Minor Authority Representatives for Cadoxton Primary School and St Helen's Infant and Junior School.

R166. **EXCLUSION OF THE 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 are excluded from the remainder of the meeting.

R167. **STAFF SUGGESTION SCHEME**

Members were asked to consider and approve the draft staff suggestion scheme.

**RESOLVED** that the staff suggestion scheme criteria/entry rules be approved and communicated to all employees.

R168. **REVIEW OF MANAGEMENT STRUCTURE**

Members were reminded of a decision that they made at the last meeting of the Committee held on 2 March 2015 in respect of a review of the current management structure within the Town Council.

Members agreed that there was a recurrent issue with some members of staff incurring an excessive amount of TOIL.

Members requested that Officers source quotes from external companies capable of carrying out a review of the current management structure and refer them back to Committee, prior to any recommendation being made to Finance, Policy and General Purposes. It was also queried if the HR Service Level Agreement between Barry Town Council and the Vale of Glamorgan Council could be utilised.

A suggestion was made that the Staff Structure could also be reviewed at the same time, bearing in mind the development of the Land at Cemetery Approach and the current Cemetery staffing levels.

Councillor Powell noted that now may not be the right time to carry out a full staffing structure review, and members may wish to consider the changes that may occur once Council are aware of which services they may acquire through the reshaping of services.

**RESOLVED** that Officers source quotes from external companies suitably qualified to carry a review of the current management structure and refer them back to Committee, prior to any recommendation being made to Finance, Policy and General Purposes Committee and that clarification is sought regarding the HR Service Level Agreement between Barry Town Council and the Vale of Glamorgan Council to confirm if this could be utilised.

R169. **CONSIDERATION OF MINUTE NO. 56(3) OF A MEETING OF THE PERSONNEL SUB-COMMITTEE HELD ON 7 SEPTEMBER 2004**

Members were asked to give consideration to minute no. 56 (3) of the Personnel Sub-Committee held on 7 September 2004;

“That any position assessed to be on a lower spinal point will continue to receive the current salary/remuneration. However, future annual pay awards will be reduced by 50% until such time that the salary/remuneration payable matches the spinal point assessed.”

Councillor S Hodges made members aware that this was incorporated into Council’s policy in 2004 from professional advice received during the full staff review at the time, and members may wish to consider this minute if and when they decide to carry out another staff review.

**RESOLVED** that further consideration be given to minute no. 56(3) of a meeting of the Personnel Sub-committee held on 7 September 2004 at a time when the next full staff review takes place.

R170. **TO CONSIDER APPLICATIONS IN RESPECT OF THE COUNCIL’S TECHNICAL ADVISER**

Members were provided with detailed proposals for the continued provision of architectural and other services to the Town Council.

Councillor Wiliam queried which “point scoring” system was utilised, to which the Deputy Town Clerk responded that the recommendation is always based on best value.

The Deputy Town Clerk advised that the recommendation of Option 1 was based on best value with their fee proposal being clear and straight forward. She also noted that the Council are currently working with this company on a considerable project which is likely to exceed the start date of 1 October 2015 due to retention timescales and that they have proved themselves to be a professional outfit throughout the period we have been working with them on the current project.

**RESOLVED** that a recommendation be made to the Finance, Policy and General Purposes Committee that Option 1 be chosen as the Council’s Technical Adviser for a three year period with effect from 1 October 2015.

The meeting ended at 8.55 pm.

Signed ..... (Chairperson) Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A SPECIAL MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 20 JULY 2015 AT 7.00 PM**

**PRESENT:** Councillor Hardy (Chairperson) together with Councillors Evans, Hamilton, Powell, Wilkinson and Williams

**ALSO PRESENT:** Councillor S Hodges  
Councillor Johnson  
Councillor Kuhnell  
Councillor Sword  
Angie Norman (Deputy Town Clerk)  
Robyn Walsh (Minute Taker)

R171. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Pritchard and Wiliam.

R172. **DECLARATIONS OF INTEREST**

None were received.

Councillor S Hodges questioned if the remainder of the meeting should be held in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted.

A discussion took place and members agreed to proceed by moving part 2 (exclusion of the press and public) and requested that the Deputy Town Clerk clarify how they should proceed in future when discussing applications such as Minor Authority Governors.

**RESOLVED**

1. 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 are excluded from the remainder of the meeting.
2. That the Deputy Town Clerk clarify how Committee should proceed in future when discussing applications such as Minor Authority Governors.

R173. **EXCLUSION OF THE 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 are excluded from the remainder of the meeting.



R174.

**TO CONSIDER APPLICATIONS FOR MINOR AUTHORITY REPRESENTATIVES**

Members of the Personnel Committee were provided with further information, as requested at its meeting held on 6 July 2015, in respect of applications for the position of Minor Authority Representative.

Members were informed that the Deputy Town Clerk had contacted Governor Services at the Vale of Glamorgan Council and requested information in respect of attendance for the past twelve months and training taken by those representatives which was supplied to members.

Councillor Kuhnell stated that the applications were in respect of Minor Authority Governors and as Town Councils are Minor Authorities, members should consider that Councillors should be given precedence over members of the public.

Councillor Wilkinson accepted Councillor Kuhnell's comments but did not agree with them in light of the additional information that had been supplied regarding some of the current representatives, especially regarding attendance.

Councillor Hardy summarised that attendance was a main concern of members and suggested for continuity purposes throughout the selection process that any attendance under 50% be deemed as unacceptable.

a. **Cadoxton Primary School**

Members reviewed two applications for the position of MAR at Cadoxton Primary School.

A vote was taken between the two applicants, the vote of which was unanimous in favour of Father Andrews to be elected as Minor Authority Representative to serve on Cadoxton Primary School for the next four years.

**RESOLVED** that Father Andrews be elected as Minor Authority Representative to serve on Cadoxton Primary School for the next four years.

b. **St. Helen's Infant School**

Members reviewed two applications for the position of MAR at St. Helen's Infant School.

A vote was taken between the two applicants, the vote of which was unanimous in favour of Mr G Niblett to be elected as Minor Authority Representative to serve on St. Helen's Infant School for the next four years.

**RESOLVED** that Mr G Niblett be elected as Minor Authority Representative to serve on St. Helen's Infant School for the next four years.

c. **St. Helen's Junior School**

Members reviewed two applications for the position of MAR at St. Helen's Junior School.

A vote was taken between the two applicants, the vote of which was unanimous in favour of Councillor Egan to be elected as Minor Authority Representative to serve on St. Helen's Junior School for the next four years.

**RESOLVED** that Councillor Egan be elected as Minor Authority Representative to serve on St. Helen's Junior School for the next four years.

The Deputy Town Clerk informed members she would use the outcome of the meeting to devise a set of standard criteria to be used for future appointment of Minor Authority Representatives.

Councillor S Hodges thanked the Committee and commented that it had not been an easy task.

The meeting ended at 7.20 pm.

Signed ..... (Chairperson) Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 5 OCTOBER 2015 AT 7.00 PM**

**PRESENT:** Councillor Hardy (Chairperson) together with Councillors Evans, Wilkinson and Williams

**ALSO PRESENT:** Councillor N Hodges  
Angie Norman (Acting Town Clerk)  
Robyn Walsh (Minute Taker)

R175. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Hamilton, Powell, Pritchard and Wiliam.

R176. **DECLARATIONS OF INTEREST**

None were received.

R177. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 6 JULY 2015 AND A SPECIAL MEETING HELD ON 20 JULY 2015**

The Acting Town Clerk reminded members that at a meeting of Full Council held on Monday, 14 September 2015 concerns were raised by Councillor S Hodges in respect of the confidentiality of the minutes in relation to the Special Meeting of Personnel held on 20 July 2015.

The Acting Town Clerk assured members it was an oversight and the minutes had been amended accordingly to only show those names of the successful candidates.

**RESOLVED** that the minutes of the Personnel Committee's meeting held on 6 July 2015 and a Special Meeting held on 20 July 2015 be approved and signed as a correct record.

R178. **BUDGET MONITORING REPORTS AUGUST 2015**

Members were informed of the Council's expenditure in the 2015/16 financial year as at the end of August 2015.

The Acting Town Clerk advised members that there were three members of staff on long term sick which could have an impact in respect of salaries. She assured members this would be monitored and sickness is taken into account when setting the budget each year, however, due to the number of staff absent there may be an increase which members should be made aware of.

**RESOLVED** that the contents of the budget monitoring report for August 2015 are received and noted.

R179. **SCHEDULE OF PAYMENTS FOR OCTOBER 2015 (INTERIM)**

Members were provided with the schedule of payments for October 2015 (interim) consisting of direct debits and cheque numbers 1409 to 1430 inclusive, in the amount of £13,903.73.

**RESOLVED** that the schedule of payments for October 2015 (interim) comprising various direct debits and cheques numbered 1409 to 1430 inclusive in the total sum of £13,903.73 be approved, subject to the relevant papers being in order.

R180. **ACAS APPRAISAL TRAINING**

Members were reminded that at a previous meeting it was agreed that four members of staff, the Leader of Council and the Chair of Personnel Committee be given the opportunity to attend training with ACAS in respect of appraising staff.

A date had been arranged for this training of Wednesday, 4 November 2015, however, both Leader and the Chair of Personnel are unavailable.

As other Town & Community Councils had been contacted and confirmed their availability, it was decided to still host the training and arrange an alternative date suitable for both the Leader and Chair of Personnel to attend.

**RESOLVED** that members note the above information and that the Chair of Personnel and Leader of Council be advised of future dates for the Appraisal Training.

R181. **CRITERIA AND POLICY FOR FUTURE RECRUITMENT OF MINOR AUTHORITY REPRESENTATIVES**

Members were provided with a framework to follow when appointing future minor Authority Representatives to represent Barry Town Council on the numerous primary schools within Barry and asked to make any recommendations for any amendments accordingly.

Members discussed the following statement within the procedure;

*“Where there are two or more applicants, and there are Councillor applicants, Councillors should be given priority, subject to their attendance at meetings and training meeting the criteria as laid out in this procedure.”*

Councillor N Hodges advised that the Vale of Glamorgan Council no longer take this stance when selecting Governors since adopting the use of a Skills Matrix.

Councillor Wilkinson advised that it was imperative to communicate effectively with the schools and Council should ensure the best candidate should be selected regardless if they are a Councillor or not.

Councillor Hardy questioned if the current process was adequate for selecting the right person.

The Acting Town Clerk suggested to members that she could contact the Vale of Glamorgan Council and request a copy of the Skills Matrix they utilise when appointing Governors.

**RESOLVED** that the Acting Town Clerk contact the Vale of Glamorgan Council and request a copy of the Skills Matrix they utilise when appointing Governors to be placed on the next agenda of the Personnel Committee to be held on Monday, 23 November 2015.

R182.

### **SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS**

Members were given the opportunity to discuss questions raised by Councillor Wiliam at a meeting of Full Council held on Monday, 14 September 2015;

1. Like most Councils we have contact with various groups of people including children and vulnerable adults. Does this Council have any policies on safeguarding?
2. Will the Chair of the Personnel Committee raise this topic at her Committee and refer any recommendations appropriately?

Councillor Hardy informed members that she had met with the Acting Town Clerk and discussed the above and both were in agreement that the Council should have a formal position in respect of safeguarding matters.

Reference was made to the document distributed at the beginning of the meeting; *“Safeguarding children, young people and vulnerable adults – Cornwall Council.”* The Acting Town Clerk advised members that Officers were in the process of sourcing a Welsh policy regarding the same and had also joined the SLCC Welsh Forum and would utilise this to network with other Welsh Town & Community Councils.

Councillor Hardy advised that the document produced by Cornwall Council would be a good starting point as it provides a framework to begin with.

**RESOLVED** that the Acting Town Clerk produce a Draft Safeguarding of Children and Vulnerable Adults Policy utilising information sourced from Cornwall Council and One Voice Wales and the item be placed on the next normal agenda of the Personnel Committee to be held on Monday, 4 January 2016.

R183. **PROTOCOL REGARDING MINUTES OF CONFIDENTIAL PERSONAL INFORMATION**

Members were asked to give consideration to a protocol in respect of how confidential personal information items are dealt within minutes of Council meetings.

**RESOLVED** that when writing up future confidential agendas and minutes Officers should be mindful that those agendas and minutes should not contain details that could identify individuals or companies or that could be deemed prejudicial. Once a resolution has been reached then minimal information about the successful candidate may be entered in the minutes on the proviso that this is not prejudicial to the individual or company or any other applicants.

R184. **EXCLUSION OF THE 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 are excluded from the remainder of the meeting.

R185. **REVIEW OF MANAGEMENT STRUCTURE**

Members were updated on the current position in respect of the proposed review of the management structure.

The Acting Town Clerk informed members that the companies that had been approached to provide a quote had stated that they would need a remit to follow to enable them to carry out the review and that they would need this prior to providing a costing.

Therefore, Committee were requested to give consideration to which format they would wish the review to take to enable Officers to provide the potential companies with this information to allow them to provide a related cost.

Councillor Hardy informed members that it was her understanding that the review had been suggested due to an imbalance of workloads at senior management level which had begun with an issue regarding TOIL.

Councillor Williams noted that she was unsure of staff job roles within the office and suggested that clarity could be provided in the format of job profiles.

Members discussed if the review should include support staff as well as management.

The Acting Town Clerk reminded members that at a previous meeting of Personnel, members had resolved to only review the management structure in the first instance, with a view to reviewing the structure as a whole at a later date in line with the potential reshaping of services.

Members decided that they would like to view the current job profiles to gauge which roles are responsible for what within the Office.

Members agreed that to move forward the Acting Town Clerk and Chair of Personnel should meet to discuss a suitable brief to provide the potential companies, once drafted, the brief should be sent to all members with a Special Meeting of Personnel being arranged with Councillor Hamilton as Chair in Councillor Hardy's absence.

**RESOLVED:**

1. That the Personnel Committee are provided with copies of the office staff's job profiles.
2. That the Acting Town Clerk and Chair of Personnel should meet to discuss a suitable brief to provide the potential companies, once drafted, the brief should be sent to all members with a Special Meeting of Personnel being arranged with Councillor Hamilton as Chair in Councillor Hardy's absence.

The meeting ended at 7.55 pm.

Signed ..... (Chairperson) Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A SPECIAL MEETING OF THE PERSONNEL COMMITTEE HELD ON THURSDAY, 29 OCTOBER 2015 AT 7.00 PM**

**PRESENT:** Councillor Wilkinson (Nominated Chairperson) together with Councillors Evans, Wiliam and Williams

**ALSO PRESENT:** Councillor N Hodges  
Councillor S Hodges  
Angie Norman (Acting Town Clerk)  
Robyn Walsh (Minute Taker)

In the absence of both the Chair and Vice-Chair, Councillor Wilkinson was nominated by Councillor Williams and seconded by Councillor Wiliam to act as Chair for the remainder of the Meeting.

R186. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Powell.

R187. **DECLARATIONS OF INTEREST**

None were received.

R188. **EXCLUSION OF THE PRESS & 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 are excluded from the remainder of the meeting.

R189. **REVIEW OF THE MANAGEMENT STRUCTURE**

Members were provided with a brief for submission to companies wishing to quote/tender for the task of undertaking a review of the senior management structure within Barry Town Council.

Councillor S Hodges commented that the task needed to be completed in order to move forward, but noted that the proposal seemed to focus on rearranging the resources the Council already has and suggested that members may wish to consider making a point within the brief that Council would like advice regarding the current number of employees and if the current number was sufficient.

Councillor Evans agreed with Councillor S Hodges' comments and noted that it was important to clarify if the current resources are suitable to cover all aspects of the job roles, and this was particularly key when considering the potential Reshaping of Services.

Councillor N Hodges noted that the current job profiles were poor and would need to be reviewed. He also suggested that members may find



it useful to include a request that the consultant looks at the future need of the Council and provides an outlook.

Councillor S Hodges also commented that members may wish to include a request for guidance should Council need to take on certain projects that require specialist advice from an individual on a temporary basis, Council may need advice in respect of pay scales and job descriptions.

The Acting Town Clerk stated that she would include this briefly, but would go into more detail with the individual companies when she meets with them.

Councillor N Hodges noted that it was also important to consider current skills and whether it could be an option to promote from within.

**RESOLVED:**

1. That the following comments are taken into consideration and incorporated into the brief;

*“a point within the brief that Council would like advice regarding the current number of employees and if the current number is sufficient.”*

*“a request that the consultant also looks at the future need of the Council and provides an outlook.”*

*“a request for guidance should Council need to take on certain projects that require specialist advice from an individual on a temporary basis, Council may need advice in respect of pay scales and job descriptions.”*

2. That once the above amendments have been made the brief be sent to the Vale of Glamorgan Council, One Voice Wales and other companies that can be identified as being interested in providing a quote/tender for the management review with a closing date to be decided.
3. That once the quotes/tenders have been received arrangements are made for the Chair and Vice Chair to inspect them and agree which one should be accepted and recommended to a meeting of the Finance, Policy & General Purposes Committee.

The meeting ended at 7.15 pm.

Signed ..... (Chairperson) Date .....

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 23 NOVEMBER 2015 AT 7.00 PM**

**PRESENT:** Councillor Hamilton (Vice-Chairperson) together with Councillors Evans, Powell, Wiliam (arrived at 7.30 pm), Wilkinson and Williams (arrived at 7.10 pm)

**ALSO PRESENT:** Councillor N Hodges  
Councillor S Hodges  
Angie Norman (Acting Town Clerk)  
Robyn Walsh (Minute Taker)

R190. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Hardy and Pritchard.

R191. **DECLARATIONS OF INTEREST**

None were received.

R192. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 5 OCTOBER AND A SPECIAL MEETING HELD ON 29 OCTOBER 2015**

**RESOLVED** that the minutes of the Personnel Committee's meeting held on 5 October and a Special Meeting held on 29 October 2015 be approved and signed as a correct record.

R193. **DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2016/17**

Members were asked to recommend the draft estimates for 2016/17 to the Finance, Policy & General Purposes Committee meeting being held on 18 January 2016 as confirmation of the Personnel Committee's requirements for the 2016/17 financial year subject to any additional items they may wish to include.

Members agreed to discuss agenda item 8 (recommendation received from Halls, Cemeteries & Community Facilities) as it may affect the proposed budget.

Members were requested by the Halls, Cemeteries & Community Facilities Committee to consider a recommendation that the staffing needs for Cemetery Approach be considered with a recommendation to the Finance, Policy and General Purposes Committee in respect of any increase to the salaries budget for 2016/17.

Members were made aware that members of the Halls, Cemeteries & Community Facilities Committee had discussed and agreed that there

should be an additional member of staff to maintain Cemetery Approach once completed. The report had suggested a part-time member of staff but members of the Halls, Cemeteries & Community Facilities Committee proposed to recommend a full time position so as to provide assistance at the Cemetery when needed.

Councillor Powell queried whether the current staff at the Cemetery were struggling and felt in the current financial climate where savings are being made wherever possible it would be prudent to consider a part-time post in the first instance with a review to consider making the post full time.

Councillor N Hodges commented that Cemetery Approach was a £500,000 project which needs to be well maintained and looked after.

Councillor Wilkinson noted that she felt the position needed to be full time as Cemetery Approach is an important asset. The full time post could also cover cemetery sickness and aid with the grass growing season at the Cemetery.

Councillor Powell added that he would prefer decisions to be made based on fact. He commented that the position would primarily be to maintain Cemetery Approach and without sickness figures etc. it would be impossible to base a decision on anything more. He queried if a job description including salary and hours had been produced.

The Acting Town Clerk responded that in the first instance members were being ask to include the potential post within the 2016/17 budget, not to make any decisions in respect of the hours, salary or job description. She would be unable to provide these details until Cemetery Approach was complete, but could advise that the job description and grade would be similar to that of the Cemetery weekend staff.

## **RESOLVED**

1. That the draft estimates for 2016/17 are recommended to a meeting of the Finance, Policy & General Purposes Committee being held on 18 January 2016 as confirmation of the Personnel Committee's requirements for 2016/17 financial year including a further recommendation that the necessary exercise is carried out to include at least one full time member of staff to maintain Cemetery Approach, and that a suitable sum be included in the cemetery salaries for 2016/17 budget.
2. That the Acting Town Clerk emails all members with information in relation to the salary of a Grade 3 position.

R194. **BUDGET MONITORING REPORT FOR OCTOBER 2015**

Members were informed about the Council's expenditure in the 2015/16 financial year as at the end of October 2015.

**RESOLVED** that the contents of the budget monitoring report for October 2015 be received and noted.

R195. **SCHEDULE OF PAYMENTS FOR NOVEMBER 2015 (FINAL)**

Members were provided with a schedule of payments for November 2015 (Final) consisting of direct debits and cheque numbers 1498 to 1514 inclusive, in the amount of £34,402.82.

**RESOLVED** that the schedule of payments for November 2015 (Final) consisting of various direct debits and cheques numbered 1498 to 1514 inclusive in the total sum of £34,402.82 be approved, subject to the relevant papers being in order.

R196. **PROPOSED SKILLS MATRIX FOR USE WHEN APPOINTING MINOR AUTHORITY GOVERNORS**

Members were provided with an adapted copy of the Vale of Glamorgan Council's Skills Matrix for use when appointing Minor Authority Governors.

**RESOLVED** that the application form and skills matrix provided by the Vale of Glamorgan Council (adapted by Barry Town Council), be utilised by Barry Town Council in the future, when considering applications for Minor Authority Representatives.

R197. **COUNCIL POLICIES**

1. **Bring Your Own Device (BYOD)**

Members were informed that the policy was to provide extra security for staff, external visitors and Councillors.

2. **Safeguarding Children, Young People & Vulnerable Adults**

Queries were raised in respect of who the Council's Safeguarding Officer is, with the Acting Town Clerk responding that members may wish to consider utilising the Vale of Glamorgan Council's Safeguarding Officer in line with the Council's current Service Level Agreement or a member of staff within the Council may be trained.

Councillor S Hodges queried if there would be compulsory training for members. The Acting Town Clerk responded that training would only be necessary if there was a certain level of

contact between the person in question and children, young people and vulnerable adults.

**RESOLVED** that the “Bring Your Own Device” & “Safeguarding Children, Young People & Vulnerable Adults” policies be agreed and implemented, subject to approval of the Finance, Policy & General Purposes Committee and the relevant unions.

R198. **DATE OF NEXT MEETING**

It was noted that the next scheduled meeting of the Personnel Committee was due to be held on 4 January 2016, however a number of members advised that they would not be available for this meeting and it was agreed to hold the meeting on 11 January 2016 to ensure that Quorum.

**RESOLVED:-** that the next meeting of the Personnel Committee be scheduled to be held on 11 January 2016 at 7.00 pm.

The meeting ended at 7.40 pm.

Signed ..... (Chairperson) Date .....

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 11 JANUARY 2016 AT 7.00 PM**

**PRESENT:** Councillor Hardy (Chairperson) together with Councillors Evans, Hamilton, Powell (arrived at 7.15 pm), Pritchard, Wiliam, Wilkinson and Williams (arrived at 7.15 pm)

**ALSO PRESENT:** Angie Norman (Acting Town Clerk)  
Mark Sims (Responsible Finance Officer – arrived to act as Officer in respect of agenda item 10)  
Robyn Walsh (Minute Taker)  
Councillor S Hodges  
Councillor Johnson  
Councillor Kuhnell

R199. **APOLOGIES FOR ABSENCE**

None were received.

R200. **DECLARATIONS OF INTEREST**

None were received.

R201. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 23 NOVEMBER 2015**

**RESOLVED** that the minutes of the Personnel Committee's meeting held on 23 November 2015 be approved and signed as a correct record.

R202. **BUDGET MONITORING REPORTS DECEMBER 2015**

Members were informed about the Council's expenditure in the 2015/16 financial year as at the end of December 2015 and were notified that a Budget Meeting would be held on Thursday, 14 January 2016 at 10 am and all were welcome to attend.

**RESOLVED** that the contents of the budget monitoring report for December 2015 be received and noted.

R203. **SCHEDULE OF PAYMENTS FOR JANUARY 2016 (INTERIM)**

Members were provided with the schedule of payments for January 2016 (interim) consisting of direct debits and cheque numbers 1551 to 1573 inclusive, in the amount of £13,173.80.

Councillor S Hodges queried if cheque no. 1557 in the amount of £4,152.00 to be made payable to Forres Tree Services in respect of the tree works at the Cemetery was the final total?

The Acting Town Clerk responded that it was the final total of the first phase with phase 2 yet to begin. She also advised members that for every tree that was removed from the cemetery, 2 will be planted in its place.

**RESOLVED** that the schedule of payments for January 2016 (interim) comprising various direct debits and cheques numbered 1551 to 1573 inclusive in the total sum of £13,173.80, be approved, subject to the relevant papers being in order.

R204. **DATE OF NEXT MEETING**

**RESOLVED** that the next meeting of the Personnel Committee be scheduled to be held on 29 February 2016 at 7.00 pm.

R205. **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that 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.

R206. **SENIOR STAFF REVIEW**

Members were provided with an update on the review of the senior staff review following the receipt of quotes from three companies. Members were advised that the Chair and Vice Chair had selected One Voice Wales to undertake the review subject to confirmation on the cost to include the remaining office staff to ensure consistency during future appraisals. One Voice Wales had advised that the cost of the additional work would be £562.50, thus making a total sum of £3,187.50 for the review of senior managers and the alignment of office staff job descriptions to a competency based appraisal system.

Councillor Wilkinson requested clarification in respect of which part of the staff structure was to be reviewed as it was her understanding that it had been resolved that the staff structure as a whole would be reviewed.

Councillor Hardy advised that committee had previously resolved to review the senior management team in the first instance and the remaining staff would be included when competency based appraisals are discussed.

Councillor S Hodges noted that the appraisal protocol of the Town Clerk should be reviewed and that she felt it was not appropriate that it is the sole responsibility of the Leader to appraise the Town Clerk. She recommended that the Chair of Personnel should also be involved in the appraisal process of this position, and this may be something the Personnel Committee may wish to discuss at a later date.

Members queried the consultancy time and were advised that it had been envisaged that it would be 7 days. Councillor Hardy recommended that the review should be complete prior to the end of the financial year.

**RESOLVED:**

1. That members of the Personnel Committee agree with the suggestion from the Chair and Vice Chair of the Committee that the three remaining office staff job descriptions be considered at the same time as senior managers to ensure consistency during future appraisal processes.
2. That a recommendation be made to the Finance, Policy & General Purposes Committee that to avoid delay, funds be found within the Council's reserves for the undertaking of the senior officer review and that of the office staff job descriptions in the 2015/16 financial year.
3. That One Voice Wales be advised once the Finance, Policy & General Purposes Committee have considered the recommendation in 2 above, that the timescale for the review is that it is to be completed prior to the end of the financial year (1 April 2016)

R207.

**RECOMMENDATIONS FROM OTHER COMMITTEES**

**Halls, Cemeteries & Community Facilities – Casual Workers at Merthyr Dyfan Cemetery**

Members were provided with details of a report that was considered at a meeting of the Halls, Cemeteries and Community Facilities Committee held on 30 November 2015.

Members were asked to give consideration to the recruitment of a further casual worker to provide cover for weekend staff as and when required at Merthyr Dyfan Cemetery and the Pioneer Hall.

Councillor S Hodges raised concerns in respect of the post potentially being a zero hour contract which she would not be happy to support as a Council. However, the sentence; "with the position being reviewed within three months of appointment," alleviated these concerns as members would be in a position to gauge the working hours



undertaken and discuss a way forward if the level of work was not as anticipated.

**RESOLVED** that an offer of casual work be made to the young man who recently worked in the cemetery on the “Job Fit” Programme to provide cover for the Pioneer Hall and Cemetery as and when required, with the position being reviewed within three months of appointment.

R208.

**NOTIFICATION OF ILL HEALTH RETIREMENT – POST HOLDER NO. 2**

Members were advised of the outcome of an occupational health visit undertaken by post holder 2.

Members were advised that following on from this visit a report had been received detailing the Doctor’s findings and stating that “in their opinion the return to work of Post Holder 2 to their substantive post is unlikely and as a result the post holder should be considered for ill health retirement”.

Officers had received advice from the HR department of the Vale of Glamorgan Council, who advised that the process now is for the Council to initiate termination of employment, providing a 12 week notice period. Upon speaking with Cardiff Pensions it was established that once the Medical Certificate for Members Leaving through Ill Health had been signed by the Doctor the date of signing of the form can be taken as the official notification of the start of the 12 week notice period. The form was signed on 23 December 2015 and thus the 12 week notice period would be effective from that date with the post holders last day of employment with the Council being 16 March 2016.

All the necessary arrangements to pay any outstanding annual leave and TOIL will be made by the Council’s Responsible Financial Officer and the Post Holder will be notified of the notice period and any other necessary information accordingly.

As members would be aware the position held by Post Holder 2 is a senior post within the Council and members were now required to give consideration on how to proceed to recruit a replacement for the position.

Councillor Hardy stated that it would be logical to defer any further discussions in respect of advertising the post until the Senior Staff Review had taken place.

A general discussion in respect of the interview process for the post took place.

Councillor Hardy advised that in the interim the current staffing arrangements should continue and that once One Voice Wales are able to provide definitive timescales in respect of the completion of the Staffing Review a timescale could then be introduced for the recruitment process of the post.

Councillor S Hodges stated that Council were unable to progress discussions further until all the legal and financial implications/advice had been sought and that following from the Staff Review it may become apparent that a further post is required.

Councillor Johnson suggested that prior to the next meeting of Personnel to be held on Monday, 29 February 2016 various quotations could be sought for the advertisement of the post so members are able to make an informed decision in respect of where the post should be advertised.

The Responsible Financial Officer advised that until the senior staff review had taken place providing a job description and job profile for the vacant position that would determine the content and size of the advertisement we would be unable to approach prospective professional magazines / local newspapers for quotations.

**RESOLVED:**

1. That Council note that 23 December 2015 will be the official notification of the 12 week notice period for termination of the employment of Post Holder 2, thus terminating their employment on 16 March 2016.
2. That quotations in respect of the advertisement of the position be sought after the senior staff review had taken place at which time a job description and job profile for the position would be available to determine the content and size of the advertisement required in order to provide Council with accurate quotations.
3. That further discussions in respect of a way forward for the appointment of the post be deferred until the completion of the Staff Review.
4. That the current staffing arrangements continue in the interim.

The meeting ended at 7.55 pm.

Signed ..... (Chairperson) Date .....

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 29 FEBRUARY 2016 AT 7.00 PM**

**PRESENT:** Councillor Hardy (Chairperson) together with Councillors Evans, Powell, Wilkinson and Williams (arrived at 7.05 pm)

**ALSO PRESENT:** Angie Norman (Acting Town Clerk)  
Robyn Walsh (Minute Taker)  
Councillor N Hodges  
Councillor S Hodges

R209. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wiliam.

R210. **DECLARATIONS OF INTEREST**

None were received.

R211. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 11 JANUARY 2016**

**RESOLVED** that the minutes of the Personnel Committee's meeting held on 11 January 2016 be approved and signed as a correct record.

R212. **BUDGET MONITORING REPORTS JANUARY 2016**

Members were informed about the Council's expenditure in the 2015/16 financial year as at the end of January 2016.

**RESOLVED** that the contents of the budget monitoring report for January 2016 be received and noted.

R213. **NEW STAFF POLICY**

**Workplace Mental and Emotional Health & Well Being Policy**

Members were provided with a potential new staff policy in respect of Workplace Mental and Emotional Health & Well-being.

Councillor S Hodges suggested the Acting Town Clerk may wish to contact the Welsh Assembly Government to enquire if literature is available in respect of this to distribute amongst staff.

## **RESOLVED:**

1. That the Acting Town Clerk contact the NHS to enquire whether literature is available in respect of Workplace Health & Wellbeing which can then be distributed to Council staff.
2. That the introduction of a Workplace Mental and Emotional Health & Well-being Policy be approved, taking into account the Five Ways of Wellbeing, subject to approval by the Finance, Policy & General Purposes Committee and the relevant Unions.

R214.

## **REVIEW OF STAFF POLICIES**

Members were advised of a number of staff policies that are due for review during 2016.

Councillor S Hodges queried which policies (if any) refer to members, rather than staff.

Councillor Powell stated that the Local Government Act and the Code of Conduct provided Councillors with guidance.

The Acting Town Clerk responded that the policies generally relate to staff, with some exceptions. However, she suggested that as a way forward she would liaise with the trainer when she next attends her CILCA training to gauge what Councillor Policies are available to the Council.

Members queried the frequency of risk assessments. The Acting Town Clerk advised that they are completed on a yearly basis by the Acting Town Clerk and Responsible Finance Officer, with new equipment being risk assessed on an as and when basis.

## **RECOMMENDATION:**

1. That once a response has been received from the Vale of Glamorgan Council in respect of a future Service Level Agreement for the provision of security services of the Council Buildings, it be submitted to the Finance, Policy & General Purposes Committee for consideration.
2. That the Finance, Policy & General Purposes Committee be requested to approve the attached policies and any amendments therein, subject to approval of the relevant unions.
3. That the Finance, Policy & General Purposes Committee resolve that One Voice Wales undertake a "Health Check" on the Council's Health & Safety Policy & Procedures to ensure they are fit for purpose, subject to costings.

**RESOLVED:**

1. That the Alarm Call-Out Policy be removed from the Council's list of policies.
2. That the sentence highlighted in red in the Alcohol & Substance Misuse Policy be removed.
3. That reference is made to the Equal Opportunities Act 2010 in the Equal Opportunities Policy.
4. That reference is made to the Health & Safety at Work Act 1974 in the Health & Safety Policy.

R215. **DATE OF NEXT MEETING**

**RESOLVED** that the next meeting of the Personnel Committee be scheduled to be held on 15 March 2016 at 6 pm, which will be a Special Meeting.

R216. **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that 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.

R217. **APPLICATIONS FOR MINOR AUTHORITY REPRESENTATIVES**

Members were requested to give consideration to applications received in respect of Minor Authority Governor Vacancies on Ysgol Sant Curig and Palmerston Primary.

Members were advised of information received from Governor Services at the Vale of Glamorgan Council in respect of one candidate and following considerable amount of discussion it was agreed that further information should be sought in respect of two of the candidates.

**RESOLVED:-**

1. That Councillor Claire Curtis be elected to continue to represent Barry Town Council as a Minor Authority Representative on the Governing Body of Ysgol St Curig.
2. That further information be obtained in respect of the two applicants in respect of Palmerston Primary School and that a further report be submitted to a special meeting of the Personnel Committee on 15 March 2016.

R218.

### **NATIONAL LIVING WAGE**

Members were provided with information on staff currently being paid below the proposed National Living Wage of £7.20 per hour and requested to give consideration to the information provided.

They were informed that with effect from 1 April 2016, the point at which the £7.20 national living wage will come into being, one member of Council staff will be earning less than this. Therefore, in the absence of an agreement on a proposed pay award for local government employees, officers requested that the Personnel Committee make a recommendation to a special meeting of Full Council scheduled for 22 March 2016 that officers make arrangements to ensure that the one member of staff currently being paid less than the proposed National Living Wage of £7.20 be paid this with effect from 1 April 2016 to ensure that the Council is compliant with legislation.

It was felt that consideration should be given to the Personnel Committee having delegated powers to agree payments such as that above to avoid delays whereby it is currently a requirement that Personnel consider and recommend to a further committee that these payments be made, when it is a matter of legislation that they should be paid.

Members also discussed the Real Living Wage of £8.25 per hour and were advised that there are currently three members of staff in the Council's employ earning less than this.

Members agreed that further consideration should be given to this following the current staff review but that in the meantime if there were any enhancements that could be made to the roles of these three employees the Acting Town Clerk should discuss these options with the staff members and obtain information on how the possible increase in their duties would affect their grade, in an attempt to bring their hourly rate of pay closer to, or above, the Real Living Wage.

### **RECOMMENDATION:-**

1. That in the absence of an agreement in respect of a pay award for local government employees, Council authorise officers to make arrangements to ensure that the one member of staff currently being paid less than the proposed National Living Wage of £7.20 be paid this with effect from 1 April 2016, to ensure that Barry Town Council is compliant with legislation.
2. That consideration be given, at the Annual Meeting, to a change in the delegated powers given to the Personnel Committee within their Terms of Reference, to include a further power along the lines of the following:-

“To authorise officers to pay any member of staff in receipt of less than a proposed amendment to the National Living Wage accordingly to ensure the Council is compliant with legislation”

**RESOLVED:-**

1. That further consideration should be given to the Real Living Wage following the current staff review.
2. The Acting Town Clerk investigate possible enhancements to the role of three employees with a view to increasing their grade, in an attempt to bring their rate of hourly pay closer to or above the Real Living Wage.

R219. **LETTER RECEIVED FROM A FORMER EMPLOYEE**

Members were requested to give consideration to a letter received from a former employee of the Council.

Members were advised by the Acting Town Clerk that she had contacted the Vale of Glamorgan Council for information and also researched a number of avenues in respect of the letter. However, she advised she had been unable to find any evidence to support the request.

Members considered that without evidence to support the request being made they were unable to consider the matter any further and that a letter should be sent to the former employee advising them of this. The letter should also state that should the employee be able to provide the relevant information then the committee would be prepared to revisit the request accordingly.

**RESOLVED:-**

That the Acting Town Clerk write to the former employee stating that without the relevant evidence to support the request the Committee were unable to consider the matter further. However, should the employee be in a position to provide the relevant information then the committee would be prepared to revisit the request accordingly.

R220. **STAFF REVIEW**

Members were provided with an update on the progress of the staff review being carried out by One Voice Wales on behalf of the Council.

The Chair of the Committee, Councillor Hardy, advised that she had met with Paul Egan on 18 February 2016 and as a result had been provided with a set of questions for consideration by the committee prior to their distribution to staff. Members had no amendments to

raise in respect of the questions and it was agreed that these should be distributed to staff the next day in readiness for their meeting with Paul Egan on 2 March 2016.

It was felt that it would be useful if members of the Committee could meet on an informal basis to discuss the questions for the Personnel Committee, so that they could have responses prepared for discussion with Paul Egan at the Special Meeting of Personnel scheduled for 15 March 2016.

**RESOLVED :-**

1. That the questions for staff be circulated to all relevant staff on 1 March 2016.
2. That a special meeting of Personnel Committee be scheduled for 15 March 2016 for the purpose of Paul Egan presenting his findings to the committee.
3. That an informal meeting of the members of the Personnel Committee be arranged as soon as possible to enable members to formulate their responses to the questions raised by Paul Egan in readiness for the meeting on 15 March 2016.
4. That the outcome of the review be further presented at a special meeting of council on 22 March 2016.

R221.

**ADDITIONAL DUTIES CARRIED OUT BY POST HOLDERS 158 & 162**

Members gave consideration to a request for an additional payment to two members of staff in recognition of work they had or were going to undertake outside of their normal job role, which had come about due to the loss of a senior member of staff due to sickness and retirement.

Considerable discussion ensued which raised a number of questions that they needed clarification on before any decision could be made on how to proceed with this. They felt that there were a number of options available to them in respect of the payment and they needed further information on these options. It was agreed that recognition of the work being undertaken should be made but that it should be done in the fairest way and that it should be commensurate with the additional work carried out.

**RESOLVED:-**

1. That the payment of an Honorarium be agreed in principal.



2. That the Acting Town Clerk seek advice from One Voice Wales, SLCC and the Vale of Glamorgan Council on the payment of Honorariums.
3. The possibility of an increase in future grades to take into consideration that the post holders may undertake more work of a similar nature in future be investigated.
4. That further information be submitted to a future meeting of the Personnel Committee.

R222.

**RECRUITMENT OF TEMPORARY STAFF MEMBER**

Members were requested to give consideration to the recruitment of a temporary member of staff for the interim period until a new Clerk is appointed.

The Acting Town Clerk provided members with a suggestion to consider which they discussed at some length along with other options that were open to them.

**RESOLVED:-**

1. That post holder 8 be offered the opportunity to take up some of the duties that would have been undertaken by the Deputy Town Clerk, now the Acting Town Clerk, to alleviate the pressure being placed on them whilst trying to carry out two roles.
2. That an accounts clerk be recruited to take over some of post holder 8's role to allow them to take up the duties of the Deputy Town Clerks role. In order to fill the role as soon as possible it was agreed that an agency worker should be recruited initially, but that the post be advertised in the local press with a view to a temporary post for approximately 6 months being made available.
3. That once officers have calculated an hourly rate commensurate with the role, an urgent action be prepared asking the Chair of Personnel, Finance and the Leader of Plaid to agree to the funding for the recruitment of an accounts clerk as indicated above.

The meeting ended at 9.00 pm.

Signed ..... (Chairperson) Date .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON TUESDAY, 15 MARCH 2016 AT 6.00 PM**

**PRESENT:** Councillors Hamilton (arrived at 6.35pm) Powell, Wilkinson and Williams

Councillor Hardy arrived at 6.50pm

**ALSO PRESENT:** Angie Norman (Acting Town Clerk)  
Paul Egan (One Voice Wales)

#### R223. **ELECTION OF CHAIRPERSON**

In the absence of the Chair and Vice-Chair, Councillor Hardy, Councillor Williams was elected to serve as Chairperson for the purpose of this meeting.

#### R224. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wiliam.

#### R225. **DECLARATIONS OF INTEREST**

None were received.

#### R226. **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that 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.

#### R227. **STAFF REVIEW**

Members had been asked to attend the special meeting of the Personnel Committee in order to meet with Paul Egan of One Voice Wales, to provide responses to questions he had asked in respect of the staff review he is currently undertaking on behalf of Barry Town Council.

Members of the committee had met informally on Friday, 11 March to discuss the questions and this provided a good starting point for discussions.

Paul advised Members of a number of Councils that he had been working with recently and advised that he had also looked at these models to see how they could be incorporated at Barry Town Council.

He advised that it was his intention to provide a staff structure for how the Council is working now but that he would also provide a “shadow” structure which would show proposals for the future of the Council, taking into account the potential future changes.

Following the discussions Paul advised that he would take the responses away and combine them with those received from staff in order to produce a proposal on the way forward in respect of staffing in the Council offices.

**RESOLVED:-**

That Paul Egan prepare a proposal on the way forward in respect of staffing in the Council Offices and once this is completed he will liaise with the Acting Town Clerk to arrange a date to meet with Members of the Personnel Committee for them to consider his proposals.

The meeting ended at 7.50 pm.

Signed ..... (Chairperson)

Date .....

**CONFIDENTIAL**

**MINUTES OF A SPECIAL MEETING OF THE PERSONNEL COMMITTEE  
HELD ON THURSDAY, 21 APRIL 2016 AT 7.00 PM**

**PRESENT:** Councillors Evans, Hardy (Chairperson), Powell, Wilkinson and Williams

**ALSO PRESENT:** Angie Norman – Acting Town Clerk  
Councillor S A Hodges  
Councillor Johnson

**R228. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hamilton and William.

**R229. DECLARATIONS OF INTEREST**

None were received.

**R230. EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED** that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that 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.

**R231. TO CONSIDER THE STAFF REVIEW DOCUMENTS PROVIDED BY ONE VOICE WALES**

Paul Egan of One Voice Wales was asked to provide an overview on his report.

Paul started by stating that there had been an element of the unknown for the future in his approach to the report and that he had based the report on the input received from both the Personnel Committee and meetings with staff members. The report provided details for the current staff structure and a potential future staff structure, subject to the Reshaping of Services Programme.

He advised that he had found the dialogue with Councillors very helpful and as a result of this it had helped him in the preparation of a new job description for the role of the new clerk, in so far that it should be a more strategic role rather than a governance role. He had been made aware of the Council's concern over TOIL of some officers and he hoped that he had addressed this within his report to enable Councillors to move forward with this in the future.

He provided a summary of the work he had undertaken culminating in the following conclusions:-

- 12.1 The Personnel Committee is requested to consider my proposals for dealing with the current and future possible position of the Town Council in relation to staffing structure and job roles.
- 12.2 The Committee is requested to consider the content of the job descriptions of current roles and those additional roles that may become options for consideration depending on the outcome of the Re-shaping of Services agenda.
- 12.3 The Committee is requested to consider the suggested TOIL policy and delegated decision matrix appended to this report.
- 12.4 The Committee is also requested to consider the following matters that were identified during my discussions with the Committee and with staff:-
  - a) A review of the management of the appraisal scheme to increase the number of Councillors undertaking the appraisal of the Town Clerk.
  - b) The inclusion of review periods within the annual appraisal cycle.
  - c) Possible arrangements for member/officer engagement events following the appointment of the Town Clerk.
  - d) The possibility of making a one-off ex-gratia payment to the Deputy Town Clerk to reduce her level of built up TOIL ensuring that any undesirable precedent is not introduced for any future situations.
  - e) The RFO being tasked with preparing a report for the appropriate Committee in relation to the IT improvements suggested for the memorial headstone inspection system and the introduction of an improved document retrieval system.
  - f) To consider whether there should be arrangements in place to recognise achievements of staff and what this might entail.
  - g) The RFO be requested to provide a report for the appropriate committee on the practice and implications of changing the basis of determining pay levels based on the national scales agreed by the NALC and SLCC (LC1 to LC4).
  - h) To consider endorsing the change of the job designation of Administrative Assistant to Administrator.
  - i) To consider the tentative request from the Mayor's Secretary to increase her hours and add administrative capacity to the office.

Councillors advised that they considered the work that Paul had carried out and the conclusions he had drawn made sense and gave the Committee

plenty of information to digest and consider. They felt reassured that the Council staffing structure within the office and the workings of the staff were in a good position, but that the information provided would help them move forward in the future, particularly in relation to the recruitment of a new Town Clerk and with the reshaping of services agenda.

Councillor Hardy asked whether it would be possible to filter the detail of the Job Descriptions for the purpose of recruitment and whether it would be possible to provide examples of competency based Job Descriptions. Paul advised that it would be hard to find this type of job description and that what he had provided was probably the best available. He clarified that when recruiting they do not necessarily need the Job Description to create an application form, it's about extracting the right information for the purpose of finding the right candidate.

Members asked Paul if he would mind leaving the room whilst they discuss the conclusions, but asked whether he would consider returning to the meeting to assist them with the next agenda item, as the Acting Town Clerk would be leaving the meeting to allow members due to a potential conflict of interest. Paul agreed to this request.

Members discussed the conclusions in some depth (when discussions were held in respect of item 12.4(d) the Acting Town Clerk left the room), following which the committee **RESOLVED:**

1. The acting Town Clerk carry out an analysis of the work being carried out by the temporary accounts clerk to establish whether this should be a full time or part time role in the future, with a view to recruiting this as a permanent role.
2. The priority of the Council is to recruit a new Town Clerk and then the Council can look to review the recruitment to other roles within the Council as per the suggestions made by Paul.
3. That in respect of the conclusions provided by Paul the following **RECOMMENDATIONS** be submitted to the annual meeting of Council scheduled for 10 May 2016:-
  - 12.1 That the proposals for dealing with the current and future position of the Town Council in relation to staffing structure and job roles be accepted.
  - 12.2 That the content of the job descriptions of current roles and those additional roles that may become options for consideration depending on the outcome of the reshaping of services agenda be accepted.
  - 12.3 That the TOIL policy and delegated decision matrix appended to the report be accepted.

Once the TOIL policy has been approved by the appropriate committee it be approved, subject to agreement of the relevant unions.

That the future monitoring of how complaints are dealt with by staff should be dealt with by Full Council.

- 12.4
- a. That future appraisals of the Town Clerk be undertaken by the Leader of Council, Leader of the Opposition and the Chair of the Personnel Committee.
  - b. That review periods within the annual appraisal cycle be implemented.
  - c. Following the recruitment of a Town Clerk member/officer engagement events be introduced.
  - d. A one-off ex-gratia payment be made to the Deputy Town Clerk to reduce her level of built up TOIL, to bring it within the recognised acceptable amount, but that it be made clear that from here on in TOIL should be used as soon as possible after being accrued to avoid such a build-up of TOIL in future.
  - e. That the RFO be requested to prepare a report for consideration at the appropriate committee in relation to IT improvements suggested in respect of a memorial headstone inspection system and the introduction of an improved document retrieval system.
  - f. That the staff suggestion scheme be reviewed with a report being put to the next meeting of the Personnel Committee and staff be asked for their thoughts on the workings of the scheme for inclusion in the report.
  - g. The RFO be requested to provide a report for the appropriate committee on the practice and implications of changing the basis of determining pay levels based on the national scales agreed by the NALC and SLCC (LC1 to LC4).
  - h. That Council be requested to endorse the change to the job designation of “Administrative Assistant” to “Administrator”.
  - i. That the request from the Mayor’s Secretary for an increase in her hours be refused.

R232.

**RECRUITMENT PROCESS IN RESPECT OF A NEW TOWN CLERK**

The Acting Town Clerk left the room due to a potential conflict of interest.

Paul Egan was asked to assist Members during their discussions on this matter following which it was **RECOMMENDED**:-

1. The interview panel for recruitment of the new Town Clerk would consist of five members to be made up of:-

The Leader of Council, the Leader of the opposition, the Chair of the Personnel Committee and two other members of the Personnel Committee yet to be confirmed.

2. The Acting Town Clerk is to identify suitable interview training to be provided to the members of the panel.
3. The Chair of the panel will have a casting vote should there be a split decision.
4. Shortlisted applicants will be required to attend an assessment centre to enable their competency for the role to be assessed and those who meet this requirement will then be invited for interview.
5. The Chair of the Committee will contact Paul Egan for a quote in respect of him co-ordinating the recruitment programme for the position of Town Clerk for the Council and to discuss a timescale for the process.

The meeting ended at 9.05 pm.

Signed ..... Dated .....  
(Chair of the Committee)



## BARRY TOWN COUNCIL

### MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON TUESDAY, 4 JULY 2016 AT 7.00 PM

**PRESENT:** Councillors Hardy (Chairperson), Evans, Powell, Wiliam and Wilkinson

**ALSO PRESENT:** Mark Sims – Responsible Finance Officer  
Robyn Walsh - Administrator  
Councillor S A Hodges (Observer)

R233. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Egan, Hamilton and Williams.

R234. **DECLARATIONS OF INTEREST**

Declarations of interest were received as follows;

Councillor	Agenda Item	Reason	Comments
Councillor Evans	Agenda Item 13 (b) – Applications for MAR – Jenner Park Primary School	Current Minor Authority Representative (MAR)	Advised that he would leave the room whilst the item was being discussed
Councillor Hardy	Agenda Item 13 (a) – Applications for MAR All Saints Primary School	Current MAR	Advised that she would leave the room whilst the item was being discussed
Councillor S Hodges	Agenda Item 13 (c) – Applications for MAR – Ysgol Sant Baruc	Current LEA	Advised that she would leave the room whilst the item was being discussed

R235. **TERMS OF REFERENCE**

Members were asked to consider and approve the Committee's Terms of Reference.

**RESOLVED** that the Personnel Committee's Terms of Reference be approved.

R236. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 29 FEBRUARY 2016 AND SPECIAL MEETINGS HELD ON 15 MARCH 2016 AND 21 APRIL 2016**

**RESOLVED** that the minutes of the Personnel Committee's Meeting held on 29 February 2016 and Special Meetings held on 15 March 2016 and 21 April 2016 be approved and signed as a correct record.

R237. **SCHEDULE OF PAYMENTS FOR JULY 2016 (INTERIM)**

Members were provided with the schedule of payments for July 2016 (Interim) consisting of direct debits and cheque numbers 1857 to 1866 inclusive, in the amount of £3,544.77.

The Responsible Finance Officer made members aware that cheque number 1864 in the amount of £19.94 was to be removed from the schedule due to a change in the direct debit payments in respect of the Council broadband services, and in doing so the new total amount would be £3,524.83.

**RESOLVED** that the schedule of payments for July 2016 (interim) comprising various direct debits and cheques numbered 1857 to 1866 (taking into consideration the removal of cheque number 1864) inclusive in the total sum of £3,524.83 be approved, subject to the relevant papers being in order.

R238. **BUDGET MONITORING REPORT FOR MAY 2016**

Members were provided with information in respect of the Council's expenditure in the 2016/17 financial year as at the end of May 2016.

The Responsible Finance Officer informed members that the budget for the Merthyr Dyfan Cemetery/Equipment was slightly over as the sweeper attachment had to be purchased from the 2016/17 budget rather than the 2015/16 budget as previously agreed. He explained a virement for this would be agreed at the end of the financial year.

**RESOLVED** that the contents of the budget monitoring report for May 2016 be received and noted.

R239. **PAY POLICY STATEMENT**

Members were asked to give consideration to the introduction of a pay policy.

Members were informed that at a One Voice Wales Larger Councils meeting held on 13 April 2016 consideration was given to a policy statement recently released by the Welsh Government which suggested that the publication of an annual pay policy might be relevant to the larger councils in Wales.

Members discussed at great length the relevance of point 5 within the statement and after much consideration determined that the point be removed entirely.

**RESOLVED:**

That the Pay Policy Statement be amended to remove point 5.

**RECOMMENDED:**

That subject to the above amendment the Pay Policy Statement is referred to a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 25 July 2016 for approval to be adopted by this Council in order to promote equality and transparency within the Council and furthermore once adopted it be published on the Council's website.

R240.

**DRAFT WORKING TIME POLICY**

Members were asked to consider a draft Working Time Policy.

Councillor S Hodges took the opportunity to note that members may wish to consider in the future any policies that may be affected from the countries departure of the European Union as a result of Brexit.

Councillor Hardy responded that she was also mindful of this and noted that the Council's review period for each policy should take these changes into consideration as and when necessary.

Councillor Powell commented that policies should be careful to not conflict with each other and noted that point 4 of the policy was already covered in the Health & Safety at Work Act, of which he is extremely familiar with.

Councillor Powell also asked for clarification in respect of the Council's current procedure when agreeing policies. He explained that best practice would be that Officers firstly engage with the Unions to agree draft policy/amendments and once agreed between the Unions, the policy is then referred to a meeting of the Personnel for approval.

The Responsible Finance Officer explained that Council procedure is that Officers firstly provide Committee any draft policies/amendments for their consideration and once approved the policy is then forwarded to the Unions for their approval/comments. He explained that should the Unions return the policy with any concerns/suggested amendments; the policy would then be returned to Committee for further consideration.

Members considered the Responsible Finance Officers response and agreed that providing the policy is returned to a meeting of the Personnel Committee should the Unions provide any

amendments/comments then they were content to agree with the recommendation provided by Officers.

**RECOMMENDED** to a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 25 July 2016 that the Draft Working Time Policy is approved, subject to agreement of the relevant Unions.

R241.

**DRAFT ENVIRONMENTAL POLICY**

Members were provided with a draft Environmental Policy for consideration.

Concerns were raised in respect of how the following point could be interpreted;

*“Where appropriate, act as a voice for the local environmental concerns to those agencies given the statutory powers to tackle problems”*

Members considered that this could be interpreted to imply this Council would take legal action for example on a group’s behalf. After much consideration, members agreed that the use of the wording “where appropriate,” would give Council the option to use discretion and the point was clear in that it referred to the Council “acting as a voice.”

Councillor S Hodges also raised concerns that the policy, in particular the point in discussion, would affect the remit of the Planning Committee and suggested that prior to the policy being referred to the Finance, Policy & General Purposes Committee for approval that the policy is placed on an agenda for discussion at a meeting of the Planning Committee.

Councillor Powell responded that the Planning Committee are also governed by Planning Legislation and that he felt it would not be necessary for the Planning Committee to review it prior to the Finance, Policy & General Purposes Committee. However, as a way forward he suggested that the policy is referred to a meeting of Finance with an amendment to the recommendation that Finance, Policy & General Purposes should determine if they feel it necessary to be reviewed by the Planning Committee also.

**RECOMMENDED** to a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 25 July 2016:-

1. That the draft Environmental Policy is approved, subject to agreement from the relevant Unions.
2. That consideration is given at this meeting to determine if the Finance, Policy & General Purposes Committee feel it necessary for the draft policy to be reviewed by the Planning Committee also, prior to its approval.

R242.

**REVIEW OF HEALTH AND SAFETY POLICIES AND RISK ASSESSMENTS**

Members were provided with a draft Health & Safety Policy and Draft Fire Safety Policy which had been provided by One Voice Wales consultant Chris Johns, following on from a recent request made by Council for a Health Check on all its Health & Safety Policies & Procedures.

A discussion took place surrounding the Council's current procedures, risk assessments and Service Level Agreement with the Vale of Glamorgan Council. It was agreed that the Health & Safety Policies/ Risk Assessments needed to be detailed and of a high quality.

Members were also concerned that adequate fire alarm testing was not in place and the relevant training should be provided to those who had shown an interest in becoming Fire Wardens.

Members agreed that the matter should be dealt with as a matter of urgency.

**RECOMMENDED** to a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 25 July 2016 that this Council:-

1. Appoints the services of a Health & Safety Advisor/Manager/Consultant subject to costings as a matter of urgency.
2. Approves the Health & Safety & Fire Safety Policies, subject to a decision being made on a way forward in respect of Health & Safety Advisor/Manager/Consultant.

R243.

**DATE OF NEXT MEETING**

**RESOLVED** that the next meeting of the Personnel Committee is scheduled to be held on Monday, 26 September 2016 at 7.00 pm.

R244.

**EXCLUSION OF THE PRESS & PUBLIC**

**RESOLVED** that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that 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.

R245.

**APPLICATIONS FOR MINOR AUTHORITY REPRESENTATIVES FOR THE FOLLOWING SCHOOLS:-**

8.02 pm – Councillor Hardy left the room.

a. All Saints Primary

Members received one application for the position of MAR at All Saints Primary School.

**RESOLVED:**

1. That Councillor Hardy be elected as Minor Authority Representative to serve on All Saints Primary School for the next four years and she be notified accordingly.

8.05 pm – Councillor Hardy returned to the room.

8.05 pm – Councillor Evans left the room.

b. Jenner Park Primary School

Members received one application for the position of MAR at Jenner Park Primary School.

**RESOLVED:**

2. That Councillor Evans be elected as Minor Authority Representative to serve on Jenner Park Primary School for the next four years and he be notified accordingly.

8.07 pm – Councillor Evans returned to the room.

8.07 pm – Councillor S Hodges left the room.

c. Ysgol Sant Baruc

Members received one application for the position of MAR at Ysgol Sant Baruc.

**RESOLVED:**

3. That William Hennessy be elected as Minor Authority Representative to serve on Ysgol Sant Baruc for the next four years and he be notified accordingly.

8.10 pm – Councillor S Hodges returned to the room.

d. Palmerston Primary

Members received two applications for the position of MAR at Palmerston Primary.

Members discussed the skill set of both candidates and agreed that one candidate could offer a new set of skills that may prove valuable to the school.

However, the committee asked it be noted that the unsuccessful candidate was of a high quality and requested that Palmerston Primary School is contacted and it be suggested to them that this candidate could be co-opted by them.

**RESOLVED:**

4. That Paul Fisher be elected as Minor Authority Representative to serve on Palmerston Primary School for the next four years and both candidates be notified accordingly of the Committee's decision.
5. That Palmerston Primary School is contacted and it be suggested to them that the unsuccessful candidate could be co-opted by them.

Councillor Wiliam pointed out that within the MAR application form the question relating to whether or not a candidate would be interested in welsh medium schools was misleading and should be reviewed. Members agreed with Councillor Wiliam's thoughts and it was agreed that the form should be reviewed.

**RESOLVED:**

6. That the MAR application form be reviewed.

R246.

**HONORARIUM PAYMENTS**

Members were provided with a Draft Honorarium Payments Policy provided by One Voice Wales, following from a discussion that took place at a meeting of the Personnel Committee on 29 February 2016.

**RECOMMENDED** to a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 25 July 2016:-

1. That the draft Honorarium Payments Policy is approved, subject to agreement from the relevant Unions.

**RESOLVED**

2. That post holder 162 having completed work undertaken which is outside of their normal job role be awarded an honorarium of £500
3. That post holder 158 on completion of work being undertaken which is outside their normal job role be awarded an honorarium of £500

R247.

**NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) AND SOCIETY OF LOCAL COUNCIL CLERKS (SLCC) NATIONAL AGREEMENT ON SALARIES AND CONDITIONS OF SERVICE OF LOCAL COUNCIL CLERKS IN ENGLAND AND WALES**

Members were made aware of the recommendations put forward jointly by the NALC and the SLCC in relation to revised scales for Local Council Clerks, which are different from the existing salary ranges agreed as part of the Staff Review in 2004, Grades LC6 and LC7 being in line with Local Council Clerk grading adopted by NALC and the SLCC at the time. However, the NALC and SLCC have since agreed a new National Agreement on Salaries and Conditions of Service for Local Council Clerks in England and Wales, and the report sought to provide guidance on the new agreement for members to consider.

Members considered the report and determined that at present they would not like to implement the NALC/SLCC National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004, but agreed that at such a time that should the level of responsibility/services provided by Council increase, this matter should be revisited.

**RESOLVED:**

1. That Council reject the implementation of the NALC/SLCC National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004.
2. That should the level of responsibility/services provided by Council increase, this matter should be revisited.

R248.

**RECRUITMENT UPDATE**

Councillor Hardy provided members with a verbal update in respect of the recruitment of the position of Town Clerk.

She advised members that they had received 75 expressions of interest for the position, 17 applications and 10 had been shortlisted to attend the psychometric testing and interview stages.

It was noted that interviews would take place on both Wednesday, 20 July and Thursday, 21 July 2016 and that the panel had all received the necessary training to conduct the interviews effectively.

**RESOLVED** that the verbal recruitment update be received and noted.

The meeting ended at 8.50 pm.

Signed ..... Dated .....  
(Chair of the Committee)



## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 26 SEPTEMBER 2016 AT 7.00 PM**

**PRESENT:** Councillors Hardy (Chairperson), Egan, Evans, Hamilton and Wiliam (arrived at 7.17 pm)

**ALSO PRESENT:** Angie Norman – Acting Town Clerk  
Robyn Walsh – Administrator  
Councillor N Hodges (Observer)  
Councillor S A Hodges (Observer)

#### R249. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Wilkinson and Williams.

Apologies were received from Councillor Wiliam who would be late arriving.

#### R250. **DECLARATIONS OF INTEREST**

None were received.

#### R251. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 4 JULY 2016**

**RESOLVED** that the minutes of the Personnel Committee's Meeting held on 4 July 2016 be approved and signed as a correct record.

#### R252. **SCHEDULE OF PAYMENTS FOR SEPTEMBER 2016 (FINAL)**

Members were provided with the schedule of payments for September 2016 (Final) consisting of direct debits and cheque numbers 1956 to 1968 inclusive, in the amount of £5,661.07.

**RESOLVED** that the schedule of payments for September 2016 (final) comprising various direct debits and cheques numbered 1956 to 1968 inclusive in the total sum of £5,661.07 be approved, subject to the relevant papers being in order.

#### R253. **BUDGET MONITORING REPORT FOR AUGUST 2016**

Members were provided with information in respect of the Council's expenditure in the 2016/17 financial year as at the end of August 2016.

**RESOLVED** that the contents of the budget monitoring report for August 2016 be received and noted.

R254.

**INDUCTION PACK FOR NEW STARTERS**

Members were provided with a draft induction pack for newly recruited staff with a view to it being implemented for use when the newly appointed Town Clerk takes up the post in October.

Councillor S Hodges queried if the pack included details in respect of who the new Town Clerk would report to and what reporting mechanisms were in place.

The Acting Town Clerk referred to page 998 which provided details of the probationary period, she also referred to the staff structure which was included in the pack and a section of the induction checklist which prompted the person providing the induction to give this information at that time.

Councillor Egan also noted that who the employee would report to would also be included in their job description.

Councillor S Hodges also queried who would be responsible for reviewing the induction?

Councillor Hardy responded that there are 3 designated people responsible for the review of the Town Clerk and it would be the responsibility of the Leader of Council to hold the file in a secure place.

The Acting Town Clerk informed members that in future all new recruits would be provided with the same induction adapted to their individual role. She also noted that ACAS provided further information regarding career breaks, long term sick etc. and that these could be incorporated in the policy in the future.

**RESOLVED** that the Draft Induction Process and Checklist be implemented and used to facilitate the induction of the newly appointed Town Clerk.

R255.

**DATE OF NEXT MEETING**

**RESOLVED** that the next meeting of the Personnel Committee is scheduled to be held on Monday, 28 November 2016 at 7.00 pm.

R256.

**EXCLUSION OF THE PRESS & PUBLIC**

**RESOLVED** that in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, that 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.

R257.

**APPLICATIONS FOR MINOR AUTHORITY REPRESENTATIVES FOR THE FOLLOWING SCHOOLS:-**

Councillor Hardy requested that in future the supporting letter to the application form includes a sentence that reminds the applicant to provide supporting information of their skills/knowledge.

a. Romilly Primary School

Members received one application for the position of MAR at Romilly Primary School.

**RESOLVED:**

1. That Councillor Pritchard be elected as Minor Authority Representative to serve on Romilly Primary School for the next four years and that she be notified accordingly.

b. Oakfield Primary School

Members received one application for the position of MAR at Oakfield Primary School.

**RESOLVED:**

1. That Julie Aviet Frassinelli be elected as Minor Authority Representative to serve on Oakfield Primary School for the next four years and that she be notified accordingly.
2. That in future the supporting letter to the application form includes a sentence that reminds the applicant to provide supporting information of their skills/knowledge.

R258.

**RECRUITMENT OF WEEKEND STAFF MEMBER**

Members were informed of the need to cease the employment of a member of staff with Barry Town Council on ill health grounds and the need to fill the vacant position.

The Acting Town Clerk informed members that 13 applications for the post had been received which had been shortlisted to 4 candidates who would be interviewed on Thursday, 29 September 2016 by herself and the Cemetery Foreman, both of which had received the relevant training.

Councillor Egan requested that the Acting Town Clerk ensure through the interview process that the candidates can demonstrate excellent customer service skills.

The Acting Town Clerk responded that one of the questions agreed would require the candidates to demonstrate their customer service skills.

7.17 pm – Councillor Wiliam arrived.

**RESOLVED** that the information be received and noted.

R259.

**2016 AND 2017 PAY SCALES & ALLOWANCES**

Members were advised about the rates of pay applicable from 1 April 2016 and 1 April 2017.

The Acting Town Clerk made members aware that following on from information received from the Council Auditors that in future the National Joint Council for local Government Services (NJC) Pay Scales once agreed would need to be approved at a meeting of Council and the Auditors would be checking to ensure this had been done.

Councillor Egan queried whether the recommendation should be to note rather than approve and requested that the Acting Town Clerk conduct the relevant investigations to confirm this with the information being brought before a meeting of Full Council to be agreed.

Councillor N Hodges queried if the new pay scales met either the minimum or living wage and if not what actions are being taken to bring employees to these standards.

The Acting Town Clerk responded that the Pay Scales ensure all staff are paid the minimum wage, but not the living wage and she is currently investigating whether posts not in receipt of the living wage can be enhanced to bring them in line with the living wage.

**RESOLVED** that the Acting Town Clerk confirm if the recommendation is for noting or approving at the next meeting of Personnel to be held on Monday, 28 November 2016 for approval.

R260.

**ISSUES ARISING FROM JOB DESCRIPTIONS OF POST HOLDERS 158 & 162**

Members of the Personnel Committee were requested to authorise the Deputy Town Clerk to amend the job descriptions for post holders 158 & 162 following comments received during discussions with the relevant post holders as detailed in the aforementioned information.

It was members belief that the two job descriptions should be amended as outlined in the report but they were mindful that the newly appointed Town Clerk may have a different view on this once she takes up her role within the Council.

**RESOLVED** that the amendments to the job descriptions of post holders 158 & 162 be approved, noting that the newly appointed Town Clerk may wish to amend them further once she takes up her role with the Council.

R261. **TIME OFF IN LIEU (TOIL) REVIEW**

Members of the Personnel Committee were requested to receive and note the information received in respect of TOIL for post holders 8 and 48.

**RESOLVED** that the information provided in respect of TOIL in relation to post holders 8 and 48 be received and noted.

R262. **PIONEER HALL CARETAKERS HOURS AND REVIEW OF WORKING PRACTICES**

Members were requested to give consideration to a request received from the Pioneer Hall Caretakers and a request from the Leader of Council for the Deputy Town Clerk to carry out a review on the hours of work and working practices of staff working in the Pioneer Hall.

During the discussion it was agreed that a review should be carried out and when being done a number of points should be taken into consideration in respect of staff, use of hall, financial viability and many others.

**RESOLVED:-**

1. That the Deputy Town Clerk carry out a comprehensive study on the hours of work and working practices of the Pioneer Hall staff.
2. That this item be placed on the next agenda of the Personnel Committee in order to provide an update on the progress.

The meeting ended at 8.10 pm.

Signed ..... Dated .....  
(Chair of the Committee)

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 28 NOVEMBER 2016 AT 7.00 PM**

**PRESENT:** Councillors Hardy (Chairperson), Egan, Hamilton, Powell and Williams

**ALSO PRESENT:** Emily Forbes – Town Clerk  
Angie Norman – Deputy Town Clerk  
Robyn Walsh – Administrator  
Councillor N Hodges (Observer)  
Councillor S A Hodges (Observer)

R263. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Wilkinson and William.

Apologies were received from Councillor Williams who would be late arriving.

R264. **DECLARATIONS OF INTEREST**

None were received.

R265. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 26 SEPTEMBER 2016**

**RESOLVED** that the minutes of the Personnel Committee's Meeting held on 26 September 2016 be approved and signed as a correct record.

R266. **DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2017/18**

Members were provided with the draft estimates for 2017/18.

Councillor S Hodges queried if the draft estimates included the possible vacancy discussed later in the agenda.

The Town Clerk responded that the figures were subject to change, dependent upon the outcome of agenda items 12, 13 and 14 as they have potential financial implications.

Councillor S Hodges queried which Committee recommendations derived from the meeting would be agreed at.

The Town Clerk responded that recommendations relating to later papers would be discussed and resolved at a meeting of Full Council to be held on Monday, 19 December 2016.

## **RECOMMENDED:**

That the draft estimates for 2017/18 are recommended to a meeting of the Finance, Policy and General Purposes Committee to be held on Monday, 16 January as confirmation of the Personnel Committee's requirements for the 2017/18 financial year, subject to the outcome of discussions from agenda items 12, 13 and 14 as they have potential financial implications.

7.05 pm – Councillor Powell arrived.

### R267. **BUDGET MONITORING REPORT FOR OCTOBER 2016**

Members were informed of the Council's expenditure in the 2016/17 financial year as at the end of October 2016.

**RESOLVED** that the contents of the budget monitoring report for October 2016 be received and noted.

### R268. **SCHEDULE OF PAYMENTS FOR NOVEMBER 2016 (FINAL)**

Members were provided with the schedule of payments for November 2016 (Final) consisting of direct debits and cheque numbers 2017 to 2048 inclusive, in the amount of £39,228.97.

Councillor S Hodges queried cheque number 2032 payable to the Glamorgan Gem in the amount of £530.40 for a public notice in the Gem (20.10.2016) regarding the Code of Conduct.

The Town Clerk made members aware that as the Code of Conduct has been amended and adopted the Council had a legal obligation to make the public aware of this. She advised that the Deputy Town Clerk had been in contact with other local Town & Community Councils and an agreement was made whereby the cost of the advert would be shared amongst them and so the cost would 10% to the Council of the original figure with the Council invoicing the remainder Town & Community Councils.

**RESOLVED** that the schedule of payments for November 2016 (Final) comprising various direct debits and cheques numbered 2017 to 2048 inclusive, in the amount of £39,228.97 be approved, subject to the relevant papers being in order.

### R269. **DATE OF NEXT MEETING**

The Chair asked members to consider amending the date of the next meeting of the Personnel Committee from Monday, 9 January 2017 to Monday, 30 January 2017 to allow Officers time to follow up actions derived from tonight's meeting.

**RESOLVED** that the next meeting of the Personnel Committee is scheduled to be held on Monday, 30 January 2017 at 7 pm.

R270. **EXCLUSION OF THE PRESS & 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 are excluded from the remainder of the meeting.

R271. **SICKNESS ABSENCE REPORT**

Members were provided with an update on sickness absence.

The Town Clerk advised members that over the last year, Barry Town Council had lost a total of 427 working days to sickness absence out of a possible 4091 days which produced a higher than average sickness absence rate of 10.4% of working time. Members were advised that the UK's largest annual survey of sickness absence rates and costs show that sickness absence was an average of 2.8% of working time per annum, noting that the public sector has, traditionally, suffered from higher rates of sickness absence, compared with the private sector (3.5% of working time lost due to sickness absence).

It was noted that the reasons for long term sickness were that of a serious nature and short term sickness amounted to 1.4% which was within the acceptable levels of average sickness.

The Town Clerk advised that moving forward members may wish to consider that staff are offered more training opportunities to improve their wellbeing, through training for example and options for staff counselling were also being explored linked to the Council's Service Level Agreement with the Vale of Glamorgan Council which, it is hoped, will reduce absence and lead to better stress management within the organisation.

The Town Clerk also noted that although the long term sickness figures were higher than the average, short term sickness was considerably lower and was also less than in the previous year (2014/15).

Councillor Hamilton noted the report and thanked the Town Clerk for a clear and concise report.

Councillor S Hodges queried if the sickness absence figures included staff that had left the Council employment.

The Town Clerk responded that they did and the next report should reflect this positively.



Councillor Powell queried if any more staff were currently on long term sick?

The Town Clerk responded that all staff had now returned to work.

Councillor Powell asked what the time limits were regarding when short term sick becomes long term sick.

The Town Clerk responded that long term sick is classed as anything over 7 days due to staff being able to self-certify for the first 5 working days. She advised that this was a policy stance rather than a legal stance and Committee could review this.

Councillor Powell queried that considering the figures contained within the report, would members wish to consider reviewing the way the sickness policy is implemented and compare the Council's Policy with others.

The Town Clerk responded that if Committee wish to review the Sickness Policy, currently the Council have adopted a Fit for Work Assessment within the policy which is applied after 4 weeks of sickness absence. The Town Clerk suggested it might be logical to base the Council's method of recording sickness absence on this figure, rather than the 7 day figure. However, this would alter the short and long term figures (with short term sickness increasing).

Councillor Powell queried if there had been any work related injuries contributing to sickness absence?

The Town Clerk responded that there had not.

Councillor Powell queried if the necessary risk assessments were in place?

The Town Clerk responded that new risk assessment forms have been introduced and there as a need to strengthen training in this area which was a subject to be discussed later on in the meeting.

**RESOLVED:**

1. That the information contained within the Sickness Absence Report be received and noted.
2. That the Sickness Absence recording method be reviewed to count long term sick from 4 weeks (rather than 7 days) in line with the current policy which allows for a Fit for Work Assessment after a 4 week period.
3. That other Town & Community Councils are contacted to query which timeframes they use for instigating long term sick.

R272. **TIME OFF IN LIEU (TOIL) REVIEW**

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

Councillor Hardy noted that it was reassuring to see an equal share of TOIL rather than one member of staff accruing the majority.

**RESOLVED**

1. That the Time Off in Lieu (TOIL) Review be received and noted.
2. That the appropriate Line Managers be instructed to monitor the TOIL levels of the three senior post holders.

R273. **PIONEER HALL CARETAKERS HOURS AND REVIEW OF WORKING PRACTICES – UPDATE**

Members were provided with an update on the progress in respect of a review of the working hours and practices in Pioneer Hall.

**RESOLVED** that the study into the working hours and practices of the Pioneer Hall staff be deferred pending the outcome of the Town Clerk's report and recommendations being considered later in this agenda.

7.30 pm – Councillor Williams arrived.

R274. **POLICY REVIEW**

Members were provided with the outcome of an initial desktop review of policies contained within the Town Council's Policy Framework and advised that this piece of work had highlighted a number of policies that require further work in terms of content and implementation. It also highlighted a number of gaps which require further progress and are set out in the report.

**ADDITIONAL POLICIES REQUIRED**

Members were advised that the desktop analysis had identified a number of policies that are currently absent from the Council's Policy Framework including:-

- Recruitment and Selection
- Redundancy
- Lone Working
- Agile Working
- Records Management and Archiving
- Bullying and Harassment
- Emergency Planning
- General Reserves

Members were made aware that to date, some model policies had been sought through One Voice Wales that are CIPD suggested best practices and the Town Clerk had commenced this piece of work by drafting the following policies:-

- Recruitment and Selection Policy
- Redundancy Policy
- Lone Working Policy
- Agile Working Policy
- Anti-harassment and Bullying Policy

The Town Clerk also requested that members consider the various recommendations contained within the report.

Councillor S Hodges requested clarity as to which committee the recommendations would be forwarded to.

The Town Clerk responded that the recommendations to adopt these new policies would be placed before a meeting of Full Council to be held on Monday, 19 December 2016 and she would ensure the minutes reflect that accordingly.

The Town Clerk advised that she would talk through each draft policy, allowing for discussion and questions:-

### **Recruitment and Selection Policy**

The Town Clerk advised that this was drafted from a best practice CIPD policy from One Voice Wales. A suggestion within the policy would require an amendment to Standing Orders (Standing Order 36) as currently all posts employed at Grade 6 or above are recruited by Councillors. This level of recruitment is felt to be unnecessary and recruitment below Grade 10 should be dealt with by either (or a collaboration of) the Town Clerk, Deputy Town Clerk and other Senior Officers. The positions of Town Clerk, Deputy Town Clerk and Responsible Finance Officer (all Grade 10 and above) would still be required to be recruited/interviewed by Councillors.

Councillors agreed with this approach and that amended Standing Orders should be recommended to Full Council.

Councillor Powell advised that he was not familiar with the current staff structure and queried if a copy could be forwarded to all Councillors for their information.

The Town Clerk advised that she would ensure this was completed, but also noted that a copy of the staff structure was available later in the agenda.

Members queried the ordering of the text in Section 26 under Standing Orders with regard to internal and external advertisements and directed the Standing Order to be amended to:-

*“Except where the Council otherwise determines, all vacancies in the Town Council’s establishment which the Council intends to fill shall be publicly advertised in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for that post, in accordance with the Council’s Equal Opportunities Policy.”*

This would then better align with the proposed draft Recruitment Policy.

### **Redundancy Policy**

Councillor S Hodges queried if the make-up of the Redundancy Panel should be incorporated into the Policy to avoid any future confusion should the need for redundancy arise.

The Town Clerk advised that the draft policy incorporates the need for a redundancy panel on an as and when basis and does not detail the specifics of the panel. However, this could be incorporated should members decide.

Councillor Powell suggested that the Redundancy Panel should be made of members of the Personnel Committee, except for those who sit on the Appeals Committee to ensure fairness and transparency throughout the whole process.

The Town Clerk advised she would ensure members comments were incorporated into the draft policy for Full Council.

### **Agile Working Policy**

Members discussed this policy at length. Questions were raised regarding DSE assessments and were satisfied that a self-assessment carried out at home by the member of staff would be sufficient. However, concerns were raised regarding the security of Council business and access to documents, specifically data protection and security breaches.

The Town Clerk advised that there are sections relating to this in the policy. Currently staff do have access to a Council owned laptop which can be signed out to staff members and that currently staff do not have access to the server remotely, but rather an online portal ‘OneDrive’ where documents that need to be worked on from home can be stored and picked up safely by the end user remotely.

The Town Clerk advised members that should it be a requirement that all agile workers are required to conduct Council work on Council owned property, this would incur financial implications.

Members agreed that due to data protection and security breaches, agile working should be undertaken only when using Council owned property and a financial assessment should be carried out.

Councillor Williams noted that agile working also presents further pressure for those who continue to work in the office that may have to take calls for those who are agile working. She advised this could be alleviated by the purchase of Council mobile phones that could be diverted to the agile worker.

The Town Clerk advised that a discussion surrounding mobile phones is addressed later on in the report.

### **Anti-harassment and Bullying Policy**

No comments.

### **Lone Working Policy**

No comments

### **Domestic Abuse Workplace Policy**

The Town Clerk advised that to date, the Deputy Town Clerk has accessed Domestic Abuse Awareness Training, but no specific co-ordinator had been designated and her recommendation related to this.

### **Workplace Mental and Emotional Health and Wellbeing Policy**

The Town Clerk advised in the current policy, the Council acknowledges 'that workplace stress is a health and safety issue' and sets out to undertake various steps as per the policy. She advised that the policy intentions support mental health and wellbeing. However, there is a lack of integration between this, ambition to look at 5 Ways to Wellbeing and links to the Health and Safety Policy.

The Chair requested that women experiencing menopause be incorporated into this policy.

The Town Clerk noted this and also advised that managers are booked to attend Vale of Glamorgan Council hosted training regarding stress in the workplace.

Recommendations to incorporate this policy into the Health and Safety policy were agreed as a positive way forward.

## **Bring Your Own Device to Work Policy**

The Town Clerk advised that the Council does not currently provide Council owned and issued mobile phones for staff, with the Bring Your Own Device to Work Policy being developed regarding the use of personal mobile phones for work purposes.

Currently, the Town Clerk and Deputy Town Clerk use their personal mobile regularly for work purposes and personal mobile phone usage is increasing. However, it is difficult to itemise exactly how many minutes, texts or data has been used for work purposes due to the way contracts are set up.

A discussion took place regarding the various ways in which Council could overcome this issue, the main points of which were:-

- Concerns regarding staff abusing system
- Corporate package with a mobile phone provider?
- Purchasing a work issued second phone for staff affected?
- Requirement for Good Practice Guidelines
- Clear mechanisms to check phone usage.

Members agreed that moving forward they would like to review the various options available to them and a report identifying the staff that would require this.

### **RECOMMENDATIONS:-**

To a meeting of Full Council to be held on Monday, 19 December 2016:

1. That Council reviews and adopts the following new drafted policies; Recruitment and Selection, Redundancy, Agile Working (as it stands with attention being drawn to further assessments regarding financial implications are being conducted), Anti-harassment and Bullying and Lone Working, subject to the following amendments:-

#### **Recruitment and Selection Policy**

Standing Orders (Section 26) be amended (and reflected in the Terms of Reference for the Personnel Committee) to include levels of Grade interviewed by Councillors and text inserted as follows to replace sections a - e:-

*“a) Except where the Council otherwise determines, all vacancies in the Town Council’s establishment which the Council intends to fill shall be publicly advertised in one or more newspapers or journals circulating primarily among persons who may be expected to possess the necessary qualifications for*

*that post, in accordance with the Council's Equal Opportunities Policy. The decision whether to advertise a post internally only, or internally and externally can be determined by the Council and will depend on a number of factors at the time which include:*

- commitment to staff development*
- available pool of applicants*
- applicable redundancy situation*

*b) Internal vacancies will be emailed to all staff and highlighted at Team meetings.*

*c) For external positions a variety of advertising mediums will be used and advertisements may be placed on websites, newspapers or other platforms depending on relevance and budget allocation.*

*d) Job advertisements will be based on the job and person specifications.*

*e) Positions may be simultaneously advertised internally and externally.*

*f) The interview panel should consist of two or three interviewers, including the recruiting manager and ideally the Town Clerk or delegated member of the Senior Management Team.*

*g) If the Town Clerk position is being interviewed for, then the Leader of the Council, the Chair of the Personnel Committee and the Leader of the Opposition shall make up the interview panel*

*h) All posts at Grade 10 and above will be interviewed by Councillors which includes the Town Clerk, Deputy Town Clerk and Responsible Finance Officer. The Town Clerk has delegated responsibility to interview for posts below this Grade.*

#### Redundancy Policy

That the make-up of the Redundancy Panel be included within the policy, which will include members of the Personnel Committee, except for those who sit on the Appeals Committee to ensure fairness and transparency throughout the whole process.

2. That training costs of up to £2,500 are agreed so Council is able to fulfil its Health and Safety obligations and an increase to the Training Budget is approved.

3. That the Town Clerk updates the Health and Safety Policy, including headings set out within the report and that the Town Clerk seeks assurance through the Health and Safety Consultant utilised previously at a cost of £187.50 (fees are £375 per day and suggested half a day's activity).

**RESOLVED:**

1. That the Town Clerk creates a schedule for drafting additional policies and presents this to the next meeting of the Personnel Committee to be held on Monday, 30 January 2017.
2. That members note the new timesheet and adopt the explanatory note agreeing that it can be appendicised to the Working Time Policy.
3. That further enquiries are made by the Deputy Town Clerk to implement the Domestic Abuse Policy commitment.
4. That the Town Clerk oversees the review of the Safeguarding Policy and presents back to a future Committee.
5. That the Workplace Mental Health and Wellbeing Policy is integrated into a new Health and Safety Policy and linked to the Staff Training Programme.
6. That the New Return to Work form be received and noted.
7. That the new supervision form be received and noted.
8. That it be noted that the Payment Card Policy already agreed will be inserted into the Policy Handbook.
9. That the Cash Handling Procedure already agreed be received and noted.
10. That a copy of the current staff structure be circulated to all Councillors for their information.
11. That the financial implications are explored and reported to a future meeting of the Personnel Committee with regard to Agile Working, in particular the provision of Council owned laptops to be supplied to staff when carrying out Council business.
12. That women experiencing menopause are incorporated into the Workplace Mental and Emotional Health and Wellbeing Policy.
13. That the various options available to Council are explored regarding the Bring Your Own Device to Work Policy and a



report identifying the staff that would require this is compiled to be discussed at a future meeting of the Personnel Committee.

8.15 pm – The administrator left the meeting.

R275. **PROPOSAL TO CREATE A NEW POST OF COMMUNITY DEVELOPMENT OFFICER**

Members were requested to give consideration to a report provided by the Town Clerk in respect of the creation of a new post within the Council of a “Community Development Officer”.

Considerable discussion ensued around this proposal which resulted in the following:

**RECOMMENDATION:**

1. That Full Council be requested to agree to the creation of a new full time, permanent post of Community Development Officer at Grade 7.
2. That Full Council be requested to agree to the post of the Community Development Officer be advertised both internally and externally and that it be advertised on the Recruit 3 website at a cost of approximately £500 and also in the local job centre and via websites and other Town and Community Council networks.
3. That Full Council agree to the Town Clerk being given delegated powers for the responsibility of advertising the post and the interview process as per new Recruitment and Selection Policy.
4. That Full Council agree the proposed Job Description and Person Specification provided by the Town Clerk in respect of this role.

8.55 pm – The Deputy Town Clerk left the meeting.

At 9 pm Cllr Hardy moved that Standing order 3(y) was suspended to enable the meeting to continue half an hour beyond time in order to complete its business which was approved by all in attendance.

R276. **STAFF REVIEW FOLLOW UP AND IMPLEMENTATION**

This report summarised the Town Clerk’s first impressions of the current staffing needs of the Town Council, taking into account existing workload, existing staff structures, future ambitions and proposed new staff structures following the One Voice Wales Consultancy Report. The report offered options to the Council for discussion, to ensure a fit for purpose workforce to deliver the Council’s strategic aims.

In order to consider solutions to the issues in resources and capacity highlighted above, a phased approach to implementing this review was suggested by the Town Clerk as follows:

**Phase 1:** Appointment of Community Development Officer (new role) (Jan 2017)

**Phase 2:** Management and Support Team Structure and Staff Consultation (by March 2017)

**Phase 3:** External Services (Cemetery and Pioneer Hall) study and review and with Staff Consultation (by May 2017)

A discussion took place regarding the Council's most recent appointment to the Town Clerk position. This role has been more strategically positioned with an emphasis on corporate planning, strategic and business planning, external relationships and partnerships, service development and business growth. The Job Title of the Town Clerk was discussed and suggestions made in order to reflect an effectively rebranded role of Chief Officer of the Council.

Discussions followed regarding a number of roles and issues raised throughout the report and the following was resolved:

**RESOLVED:**

1. That the roles of employee no's 158 and 162 are Job evaluated as part of Phase 2 (following the completion of the Community Development Officer Recruitment process).
2. That Employee no. 48 role is Job Evaluated
3. That the Town Clerk consults with the RFO on duties relating to risk management and links to Health and Safety and amends the job description as required.
4. That the Town Clerk investigates how other councils respond to planning applications in line with the Planning Act 2015 and seeks examples of other delegation schedules for a future committee meeting
5. That the current deficit in Corporate Events management, Communication and Marketing is noted. That a future discussion takes place regarding the current hours attached to the Mayor's Secretary Role and associated events management discussions.

**RECOMMENDATION TO FULL COUNCIL:**

1. That the Council consider and agree to the phased approach set out above in order to fully implement the outcomes of the review, with the Town Clerk leading on Phase 1 and 2.
2. That the Council agree to Phase 3 of this review being undertaken by the Deputy Town Clerk who will provide a detailed report including options to a future Personnel Committee meeting
3. That the Council rebrand the Town Clerk's role as Chief Officer (Town Clerk) and the Deputy Town Clerk as Deputy Chief Officer
4. That subject to checking the requirements of CILCA Qualification within the Job Description of post holder 48, on the completion of CILCA, two incremental salary points be added in line with NALC / SLCC recommendations.

The meeting concluded at 9:30pm.

Signed ..... Dated .....  
(Chair of the Committee)

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 30 JANUARY 2017 AT 7.00 PM**

**PRESENT:** Councillors Hardy (Chairperson), Egan, Hamilton, Powell (arrived at 7.05 pm) and Wilkinson (arrived at 7.10 pm)

**ALSO PRESENT:** Emily Forbes – Town Clerk  
Angie Norman – Deputy Town Clerk  
Robyn Walsh – Administrator  
Councillor N Hodges (Observer)  
Councillor S A Hodges (Observer)

#### **R277. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Wiliam and Williams.

Apologies were received from Councillor Wilkinson who would be late arriving.

#### **R278. DECLARATIONS OF INTEREST**

A declaration of interest was received from Councillor Egan in respect of agenda items 8 and 11 (Items for Information and Job Evaluation Proposal) due to his brother being an employee of One Voice Wales, he advised he would leave the meeting whilst these items were being discussed.

#### **R279. TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 28 NOVEMBER 2016**

##### Update from Action Sheet

R271(3) – The Town Clerk advised that she had contacted other Town and Community Councils to enquire what their timeframes were with regard to recording long and short term sick. She reported that some did not specify between long and short term sickness, others recorded long term sick as any period of absence exceeding 4 weeks. She recommended that in line with government guidelines and advice from other Council's that the timeframe of 4 weeks to record long term sick was suitable as per the Council's sickness policy.

R276(4) – The Town Clerk advised that she had spoken with the Planning Officer at the Vale of Glamorgan Council who advised that she would forward their own Schedule of Delegation for Council's information.

**RESOLVED** that the minutes of the Personnel Committee's Meeting held on 28 November 2016 be approved and signed as a correct record.

7.05 pm – Councillor Powell arrived.

R280. **BUDGET MONITORING REPORTS DECEMBER 2016**

Members were informed of the Council's expenditure in the 2016/17 financial year as at the end of December 2016.

Councillor Egan noted an error contained within the report as follows:-

*“Our projected out-turn for the year produced an ~~overspend~~ underspend of £16,388.”*

**RESOLVED** that the budget monitoring report for December 2016 be received and noted, subject to the amendment above.

R281. **SCHEDULE OF PAYMENTS FOR JANUARY 2017 (FINAL)**

Members were provided with the schedule of payments for January 2017 (Final) consisting of direct debits and cheque numbers 2126 to 2131 inclusive, in the amount of £47,509.91.

**RESOLVED** that the schedule of payments for January 2017 (Final) comprising various direct debits and cheques number's 2126 to 2131 inclusive, in the amount of £47,509.91, be approved subject to the relevant papers being in order.

R282. **POLICY REVIEW SCHEDULE**

The Town Clerk provided members with a Policy Review Schedule and Policy Development Timetable for 2017 for their information.

The Town Clerk advised that a CCTV Policy would also need to be included within the Action Plan for Policy Development Schedule.

The Chair noted that the Domestic Abuse Workplace Policy would need to incorporate the new guidance.

7.10 pm – Councillor Wilkinson arrived.

Queries were raised regarding the Anti-fraud, Bribery and Corruption and Data Protection Policies and whether they had already been reviewed.

The Deputy Town Clerk advised that she would look into this and advise the Town Clerk so that the schedule can be updated accordingly.

## **RESOLVED:**

1. That the Deputy Town Clerk confirm whether the Anti-fraud, Bribery and Corruption and Data Protection Policies had been reviewed and advise the Town Clerk so the schedule can be updated accordingly.
2. That the Policy Review Schedule and Policy Development timetable for 2017 be received and noted.

R283.

### **AGILE WORKING POLICY COSTS**

Members were advised that at a meeting of the Personnel Committee held on Monday, 28 November 2016 it was resolved that the financial implications are explored and reported to a future meeting of the Personnel Committee with regard to Agile Working, in particular the provision of Council owned laptops to be supplied to staff when carrying out Council business and that the various options available to Council are researched regarding Bring Your Own Device to Work Policy and a report identifying the staff that would require this to be discussed at a future meeting of the Personnel Committee.

Members were provided with an update on costings for laptops and mobile phones as requested.

Councillor Egan suggested that to purchase five business mobile phones could result in staff reporting poor signal. He noted that should the Council resolve to contribute financially towards staff members current phone bills, Council could be assured that staff members are with a provider with good service. He advised that should they move forward with this recommendation then a contract between staff and Council would need to be agreed.

Councillor Wilkinson queried if the suggested £10 contribution towards staff's phone bill would be taxable?

The Town Clerk advised that she was not sure and would look into this.

Councillor S Hodges queried out of the five identified staff members that use their personal mobile phones regularly how often are they using them?

The Town Clerk advised that staff members utilise their mobile phones for different reasons with the Town Clerk and Deputy Town Clerk both using their mobile phones more for email purposes, whilst the Cemetery Foreman uses his largely for phone calls to the Office and Funeral Directors, Pioneer Hall staff share the responsibility to call hirers and the Planning Officer mainly uses his landline rather than his personal mobile.

The Chair confirmed that Committee would like more information regarding the taxable element of contributing financially to a staff member's phone bill prior to a formal decision being made.

**RESOLVED:**

1. That the Town Clerk investigates whether Council contributing financially to a staff members phone bill would be taxable and report her findings to a future meeting of the Personnel Committee to be held on Monday, 6 March 2017.

**RECOMMENDATION:**

2. To a meeting of Full Council to be held on Monday, 20 February 2017 that this Council purchases two laptops and MS Office software at a cost of £1,220 to enable the implementation of the Agile Working Policy.

7.25 pm – Councillor Egan left the meeting.

R284. **ITEMS FOR INFORMATION**

Members were provided with the following items of information:-

- One Voice Wales Consultancy services
- Training Opportunities from One Voice Wales
- CAD Centre Apprenticeship offer for future consideration

Members were advised that the information received from One Voice Wales in respect of training opportunities would be circulated to all Councillors.

**RESOLVED:-**

1. That the information provided be received and noted.
2. That the information received from One Voice Wales be circulated to all Councillors.

R285. **DATE OF NEXT MEETING**

**RESOLVED** that the next meeting of the Personnel Committee is scheduled to be held on Monday, 6 March 2017 at 7 pm.

R286. **EXCLUSION OF THE PRESS & 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 are excluded from the remainder of the meeting.

7.25 pm – The Deputy Town Clerk and Administrator left the meeting.

R287. **JOB EVALUATION PROPOSAL**

At a meeting of the Personnel Committee held on 30 November it had been resolved to undertake a Job Evaluation of three roles. The Town Clerk provided a paper setting out options for Job Evaluation.

A discussion took place as to the differences between Job Evaluation Schemes – notably, the Greater London Provincial Council (GLPC) Scheme used by the Vale of Glamorgan Council and the Local Government NJC Scheme used by the Town Council.

Following discussion it was agreed that five roles should definitely be included in this process for consistency. The merits of including an additional role were discussed and agreed on, subject to the Town Clerk checking the contract and previous agreement linked to post holder 161.

The Town Clerk advised that the Town Council is signed up to the Local Government NJC (Green Book) and therefore its staff would need to be evaluated using this Scheme.

**RESOLVED:**

1. That the Town Clerk obtain information on the differences between the GLPC Scheme and the Local Government NJC Scheme as background information in preparation for the meeting of Full Council on Monday, 20 February 2017.
2. That the Town Clerk check with the contract provisions of post holder 161 and if appropriate, also include post holder 161 within this Job Evaluation process.

**RECOMMENDATION:**

1. To a meeting of Full Council to be held on Monday, 20 February 2017 that this Council undertakes a Job Evaluation of five posts and that this evaluation be undertaken by One Voice Wales Consultancy at a cost of £669.92, noting that should post 161 be included in the review that the cost would increase to approximately £750.

The meeting ended at 7:45 pm.

Signed ..... Dated .....  
(Chair of the Committee)



## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 6 MARCH 2017 AT 7.00 PM**

**PRESENT:** Councillors Hardy (Chairperson), Egan, Powell (arrived at 7.05 pm), Wiliam and Wilkinson

**ALSO PRESENT:** Emily Forbes – Town Clerk  
Angie Norman – Deputy Town Clerk  
Robyn Walsh – Administrator  
Councillor S A Hodges (Observer)  
Councillor Johnson (Observer)

R288. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Hamilton and Williams.

R289. **DECLARATIONS OF INTEREST**

None were received.

R290. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 30 JANUARY 2017**

Update from Action Sheet

R287(1) – The Town Clerk advised that upon further investigation the GLPC Scheme is better for bigger organisations as it provides more flexibility than the Local Government NJC scheme.

**RESOLVED** that the minutes of the Personnel Committee's Meeting held on 30 January 2017 be approved and signed as a correct record.

R291. **BUDGET MONITORING REPORTS JANUARY 2017**

Members were informed of the Council's expenditure in the 2016/17 financial year as at the end of January 2017.

**RESOLVED** that the budget monitoring report for January 2017 be received and noted.

R292. **SCHEDULE OF PAYMENTS FOR JANUARY 2017 (FINAL)**

Members were provided with the schedule of payments for March 2017 (Interim) consisting of direct debits and cheque numbers 2170 to 2175 inclusive, in the amount of £4,627.13.

**RESOLVED** that the schedule of payments for March 2017 (Interim) comprising various direct debits and cheque number's 2170 to 2175

inclusive, in the amount of £4,627.13, be approved subject to the relevant papers being in order.

7.05 pm - Councillor Powell arrived.

R293. **POLICY REVIEW**

Members were asked to give consideration to a number of policies which had been reviewed and updated where necessary.

a. **Health & Safety**

The Town Clerk advised that she had consolidated four policies into one Health & Safety Policy and that it had previously been agreed at a meeting of Full Council that the Health & Safety Consultant will review the policy.

Councillor S Hodges queried why some parts of the document were highlighted in yellow.

The Town Clerk responded that this was to make members aware that it was an action to be completed.

Councillor Powell queried the timeframes with regard to the implementation of RIDDOR.

The Deputy Town Clerk advised that this was now 7 days (3 days previously).

Councillor S Hodges queried if Council were liable to reporting their food hygiene rating?

The Town Clerk responded that as Council do not sell food, there would not be a requirement for this. She advised that Council's responsibility is the movement, un-packaging and in some cases serving of the food, whilst the producer of the food would be responsible for any issues surrounding the production of the food and any contamination due to this.

Councillor S Hodges also noted that the word "business" was used and requested this be amended to "organisation," to which the Town Clerk agreed.

b. **Safeguarding**

The Town Clerk advised that previously this policy had been in draft format and that she had collated the policy, tool kit and guidance note into one complete document.

Councillor Wiliam questioned if the policy was too in depth for Council's current operations.

The Town Clerk advised that Council has a legislative responsibility to ensure the correct procedures are in place to safeguard children and vulnerable adults and that she had looked into the opportunity for all staff to receive safeguarding training at the Vale of Glamorgan Council.

The Chair advised that the policy states that the individual should report any concerns to their Line Manager who will support them in the process.

Councillor Powell queried if staff were expected to follow the guidelines as contained with page 1204 of the report and if they did not, would they be subject to being disciplined for not handling the situation accordingly?

The Town Clerk responded that the guidelines as contained within page 1204 were suggestions as to how an individual may want to handle a situation.

Councillor Powell stated that staff must be trained accordingly and it must be recorded appropriately that staff have read, understood and received appropriate training.

The Town Clerk advised that the Staff Handbook is currently being reviewed and once this exercise is complete it will be circulated amongst staff who will need to sign to say they have received, read and understood the handbook.

Councillor Wilkinson queried when the safeguarding training is anticipated to take place.

The Town Clerk responded that the schedule of training from the Vale of Glamorgan Council should be available from April and that she hoped to have the Staff Handbook complete by the Annual Meeting.

Councillor Wilkinson noted that it may be useful if training in this area is also sourced for Councillors due to their role within the community.

The Town Clerk responded that she would investigate a Councillor Training programme also.

**c. Concerns & Complaints**

The Town Clerk advised that this policy had not been changed. She advised that it follows the model guidance and she would

recommend that Councillors acknowledge that a review had taken place, but no updates were found to be necessary.

**RECOMMENDED:**

To a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 27 March 2017:-

1. That the word "business" be amended to "organisation" under the section "Food Safety" of the Health & Safety Policy.
2. That the Health & Safety, Safeguarding and Concerns & Complaints Policies be approved, subject to the above amendment and that once approved they are sent to the relevant Trade Unions for consultation and once agreed included in the Staff Handbook.

**RESOLVED:**

That subject to the Health & Safety, Safeguarding and Concerns & Complaints Policies being approved at a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 27 March 2017, the following actions are completed:-

3. That Health and Safety be a standing item at every Personnel Meeting to be discussed.
4. That the Town Clerk prepares and oversees a Health & Safety action plan.
5. That the Town Clerk produce a fit for purpose and up to date Barry Town Council Health & Safety Manual which will be met in the form of Appendices to the policy.
6. That the Town Clerk investigates staff and Councillor Safeguarding Training.

R294.

**MOBILE PHONE EXPENSES & BENEFITS**

Members were provided with an update on mobile phone expenses and benefits as requested.

Members were reminded that at a previous Personnel meeting the Town Clerk had been requested to investigate whether Council contributing financially to a staff member's phone bill would be taxable. She advised that in order to achieve a net contribution of £10 per month towards the mobile phone bill, PAYE Tax and Class 1 NI, Pension etc. would need to be deducted via payroll and therefore, the amounts the Council would need to pay in gross terms would be more:-

Post holder 1	£10 net received = £28.04 gross to be paid
Post holder 48	£10 net received = £22.68 gross to be paid
Post holder 12	£10 net received = £22.57 gross to be paid

The Town Clerk advised that from her investigations she would propose that members consider two business mobile phones contracts are purchased directly by the Council for senior staff at a cost of circa £44 per month (£22 per contract) and that three pay as you go mobiles are purchased at a cost of £17.99 each, and these are topped up as necessary by the Council on a monthly basis.

**RECOMMENDATION:**

To a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 27 March 2017:-

1. That based on HMRC guidance on mobile phone expenses and benefits that two business mobile phone contracts are purchased directly by the Council for senior staff at a cost of £44 per month (£22 per contract) based on research undertaken.
2. That three pay as you go mobiles are purchased at a cost of £17.99 each and these are topped up as necessary by the Council on a monthly basis.

R295. **HEALTH & SAFETY TRAINING UPDATE**

The Town Clerk advised members that two days Health & Safety training had been booked for all staff to attend (staff to be split over the two days) and a day's training for Risk Assessment had been scheduled for all office staff, two Cemetery staff members and the Pioneer Hall caretaking staff. She advised that all training within this area would be complete by the end of March.

**RESOLVED** that the Health & Safety training update be received and noted.

R296. **COMPARISON OF SICKNESS ABSENCE**

The Town Clerk directed members to the tabled Sickness charts which showed sickness levels within the new timeframes of long term sickness being recorded from 4 weeks onwards.

She advised that as anticipated with the change in the way in which long term sickness is recorded there was now a larger amount of long term sickness absence being shown.

Councillor Powell expressed concern over the amount of sickness absence in August, a total of 64 days absences.

The Town Clerk advised that broken down, 41 days of the 64 over all absences were due to long term sick and that from September 2016 onwards it was encouraging to see that sickness absence overall was less than in the previous year.

Councillor Johnson noted that the rise in long term sickness could be due to one or two specific individuals and for Council to have a more comprehensive view of staff sickness, the figures would need to be based over a longer period of time.

The Town Clerk also advised members that the revised "Return to Work" forms were proving to be highly effective as they were more detailed and instigated a more detailed conversation surrounding the staff member's sickness absence which could result in Occupational Health or GP referrals. She advised that the Sickness Policy was due for review and one of the things she would be focusing on is the clarity surrounding contacting staff members from a well-being perspective who are absent from work due to sickness.

**RESOLVED** that the Comparison of Sickness report be received and noted.

R297. **DATE OF NEXT MEETING**

**RESOLVED** that the next meeting of the Personnel Committee will be confirmed via the 2017/18 Schedule of Meetings at the Annual Meeting to be held on Tuesday, 16 May 2017.

R298. **EXCLUSION OF THE PRESS & 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 are excluded from the remainder of the meeting.

R299. **MINOR AUTHORITY REPRESENTATIVE**

Members were provided with an application received in respect of the vacancy for a Minor Authority Representative at High Street Primary School along with additional information to support their application.

Members were advised that the Deputy Town Clerk had contacted both Governor Services and High Street Primary to enquire whether the applicant had attended training and what their attendance at meetings had been over the past four years and that she had been advised that their mandatory training was all up to date. However, she had been unable to receive a response from the school in respect of attendance.

Councillor Powell noted that as far as Committee were concerned all necessary steps had been taken to source this information prior to making a decision.

Councillor Egan stated that as Governor at the school in question he could verify that the applicant had a good attendance record.

Councillor Johnson expressed that his only concern was the number of typing and grammatical errors contained within the application.

Councillor S Hodges stated that she had no issue with the appointment. However, she expressed her disappointment that recent legislation severed Council's relationship with Primary Schools. She stated that this Council had set a gold standard and Council should be commended for the efforts it had made.

**RESOLVED:**

1. That Councillor Kuhnell be reappointed as minor authority governor for High Street Primary School.
2. That a letter be sent to Councillor Kuhnell advising him of the Committee's decision, detailing what Barry Town Council expects from him as their representative in respect of feedback from committees and possible future communications with the governing body in respect of projects that Barry Town Council may be involved in.

R300.

**TIME OFF IN LIEU (TOIL) REVIEW**

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

Members noted that it was still concerning that one member of staff was significantly above the acceptable levels of TOIL.

The Chair advised that she felt reassured that there are now opportunities to take TOIL and mechanisms in place to monitor its accrual.

Councillor Powell stressed that the level of TOIL did not amount to the number of hours per month worked, but was rather an accrual over an amount of time. He noted that he felt comfortable that the Town Clerk is monitoring the situation. However, if staff are unable to take TOIL on a regular basis, members must query if the office is understaffed.

The Town Clerk responded that there are staffing level issues and TOIL is still being accrued at a high level. However, TOIL is now more evenly distributed and members must also take into consideration that

March is a busy month due to the end of the yearly cycle of committee meetings.

Councillor S Hodges added that rather than a staffing issue, the amount of TOIL being accrued could also be explained due to there being too many meetings and how long they are. She suggested that the accrual of TOIL and the reasons for it are monitored further.

The Town Clerk advised that the reasons for TOIL are kept and Committee could be provided with this.

Councillor Egan noted that further investigations are needed and Committee must be satisfied that all Officers are able to take TOIL in the 28 weeks that all three Officers are in work.

**RESOLVED:**

1. That in future the Deputy Town Clerk include the reasons for TOIL accrual in her report.
2. That the Time off in Lieu report is noted and that the appropriate Line Managers are instructed to continue to monitor the TOIL levels of the three senior post holders ensuring that any excess time is taken as soon as is practicable.

7.55 pm – Administrator left the meeting.

R301.

**COMMUNITY DEVELOPMENT OFFICER**

Members were provided with the opportunity to discuss the introduction of a new post within the Town Council of a Community Development Officer further.

**RESOLVED** that the Town Clerk reconsider and reframe the job description and a further report be resubmitted to a meeting of Full Council to be held on Wednesday, 31 May 2017 with a proposal that it be a fixed term appointment for a period of 12 months with a review to making it a permanent post.

The meeting ended at 8:10 pm.

Signed ..... Dated .....  
(Chair of the Committee)



## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 3 JULY 2017 AT 7.00 PM**

**PRESENT:** Councillors Payne (Vice Chair), N Hodges (Town Mayor – Ex-officio), Hooper, Perkes, Wilkinson and Wright.

**ALSO PRESENT:** Emily Forbes – Town Clerk  
Angie Norman – Deputy Town Clerk  
Robyn Walsh – Administrator  
Councillor Hawkins (Observer)  
Councillor S A Hodges (Observer)

R1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Charles and William.

R2. **DECLARATIONS OF INTEREST**

None were received.

R3. **TERMS OF REFERENCE**

Members were provided with the amended Terms of Reference for the Personnel Committee which had been aligned to the Standing Orders agreed at the Annual Meeting.

**RESOLVED** that the Terms of Reference for the Personnel Committee are approved.

R4. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 6 MARCH 2017**

The Chief Officer provided members with the following update relating to the action sheet:-

Minute No. R293 (6) – Staff and Councillor Safeguarding Training was still in progress with various providers being explored such as ACT and the Vale of Glamorgan Council.

**RESOLVED** that the minutes of the Personnel Committee's meeting held on 6 March 2017, be approved and signed as a correct record.

R5. **BUDGET MONITORING REPORTS 31 MAY 2017**

Members were informed about the Council's expenditure in the 2017/18 financial year as at the end of May 2017.

The Chief Officer advised that the report would be updated when it is submitted to the next meeting of the Finance, Policy & General Purposes Committee being held on Monday, 24 July 2017 to include the up to date projected deficit and any additional budget headings.

Councillor Perkes queried specific expenditure regarding the training budget.

The Chief Officer advised that a number of statutory training courses had been provided to staff and SLCC training books purchased to create a Staff Training Library.

Councillor Hooper requested confirmation that the year-end projections did not include Council's resolution to become a Real Living Wage employer.

The Chief Officer confirmed it did not and reiterated that an updated budget monitoring report would be submitted to the next meeting of the Finance, Policy & general Purposes Committee.

**RESOLVED** that the contents of the budget monitoring report for May 2017 be received and noted.

R6. **SCHEDULE OF PAYMENTS FOR JANUARY 2017 (FINAL)**

Members were provided with the schedule of payments for July 2017 (Interim) consisting of direct debits and cheque numbers 2402 to 2419 inclusive, in the amount of £10,641.82.

**RESOLVED** that the schedule of payments for July 2017 (Interim) consisting of direct debits and cheque numbers 2402 to 2419 inclusive, in the amount of £10,641.82, be approved subject to the relevant papers being in order.

R7. **POLICY REVIEW**

The Deputy Chief Officer advised members of the following policies which had been reviewed and updated where necessary:-

- a. **Annual Leave**
- b. **Domestic Abuse Workplace Policy**

Councillor Perkes queried if the panel referred to in the policy of 5 members between the age of 16 and 22 would be nationally selected?

The Deputy Chief Officer responded that it would be.

**c. Shared Parental Leave**

Councillor S Hodges queried if the policies would be reviewed by the Unions.

The Deputy Chief Officer advised that they would be and that she was hopeful that should the Personnel Committee recommend to the meeting of the Finance, Policy & General Purposes Committee that Council approve the policies she would have a response from the Unions prior to this meeting.

The Chief Officer advised members of the following policy which had been reviewed and updated where necessary:-

**d. Sickness Absence**

The Chief Officer began by explaining that historically the Personnel Committee had monitored sickness absence and had made effective monitoring a priority.

She advised that an ambitious aim had been proposed that Barry Town Council aims to significantly reduce its level of absence from 8% (2017) to 3% per area over a two year period and that she was hopeful in meeting this aim through proper use of the proposed procedure.

The Chief Officer advised members that the process in which sickness absence is managed is the most significant change within the procedure and that it proposed a three-stage approach. She advised that the policy is primarily to support staff whilst being a mechanism to deter staff from abusing the policy.

Councillor Hooper queried how the Barry Town Council's sickness absence figures compared with other Town Councils and if the absence rates were concentrated around particular members of staff.

The Chief Officer advised that generally the Public Sector Overview Rate was higher than the UK average of 2.8 %, also noting that long term sickness had altered the figures and that recent changes of the way in which long term sickness is recorded would also have an impact upon the figures for Barry Town Council.

Councillor Perkes queried if serious long term illness would be dealt with differently?

The Chief Officer responded the policy has a dedicated section regarding long term sickness, with the Deputy Chief Officer advising that serious illnesses are also covered by law.

Councillor S Hodges noted that long term illness can be better planned for whilst short term illness can be more disruptive to the organisation. She queried how achievable the Chief Officer's goal of reducing the Council's level of absence from 8% (2017) to 3% per area over a two year period.

The Chief Officer responded that the current culture within the organisation is already shifting with staff being more involved in policy setting. She commented that she would rather set an ambitious target as it send a message to staff that Council are serious about implementing this change.

Councillor S Hodges requested confirmation that the policy would be reviewed by the Unions.

The Chief Officer confirmed that it would and as it directly effects staff there would also be a 2 week consultation period with staff.

#### **RECOMMENDED:**

To a meeting of the Finance, Policy & General Purposes Committee to be held on Monday, 24 July 2017 that this Council approves the following policies subject to approval being sought from the relevant Trade Unions and staff being consulted for a 2 week period where necessary:-

Annual Leave (Trade Union)  
Domestic Abuse Workplace Policy (Trade Union)  
Shared Parental Leave (Trade Union)  
Sickness Absence (Trade Union and 2 week staff consultation)

R8.

#### **COMPARISON OF SICKNESS ABSENCE**

Members were provided with the Comparison of Sickness Absence tables.

The Chief Officer noted that the total sick days was less in 2016/17 than 2015/16 and that there had been no long term sick from January to April in 2016/17, noting the change in reporting time frames with regard to long term sickness which was accountable for the rise in short term sickness reported for 2016/17.

Councillor Hooper queried if Council had considered staff satisfaction surveys?

The Chief Officer responded that at present the Council do not. However, as part of her ILM course she had asked staff anonymously to complete a short questionnaire to gauge staffs feelings and attitudes towards change within the organisation. She noted that a Staff

Satisfaction survey (should the Council wish to explore this) would be a good idea and that she would draft a questionnaire for consideration at the next Personnel Meeting.

Councillor Perkes queried if staff had access to extra support or counselling should they require it?

The Deputy Chief Officer advised that the Council had previously utilised the Counselling Services of the Vale of Glamorgan Council, but these had since ceased. However, discussions were underway regarding possibly re-instating the service.

The Chief Officer advised members that the Vale of Glamorgan Council “buy into” the services of a private company; Care First and that Council would consider accessing this service through the Vale Council once the Service Level Agreement was due to be renewed next year.

Councillor Payne also noted that supervision/appraisals will link into the monitoring of staff sickness.

Councillor Perkes queried if staff had to complete a “Return to Work Interview” after any period of sickness?

The Chief Officer responded that the “Return to Work” form had recently been updated to include more details and to form the basis of a more meaningful conversation than previously and that these were being completed.

**RESOLVED:**

1. That the Chief Officer draft a Staff Satisfaction Questionnaire for consideration at the next meeting of the Personnel Committee to be held on 25 September 2017.
2. That the Comparison of Sickness Absence be received and noted.

R9.

**ONE VOICE WALES TRAINING**

Members were provided with information in respect of One Voice Wales training and asked if they would like the Chief Officer to make arrangements for them to attend the OVW Health & Safety Training on Wednesday, 15 November 2017 at the Civic Offices.

**RESOLVED:**

1. That members note the One Voice Wales Training schedule.

2. That the Chief Officer make arrangements to ensure members of the Personnel Committee are booked to attend the Health & Safety Training provided by One Voice Wales at the Vale of Glamorgan Council, Civic Offices, Holton Road, Barry on Wednesday, 15 November 2017.

R10. **LIVING WAGE IMPLEMENTATION**

Members were advised that since the meeting of Full Council where it was resolved that this Council would become a Real Living Wage employer it had transpired that in order for Council to gain accreditation that expenditure of £120 per year must also be agreed.

**RECOMMENDED:**

To a meeting of Full Council to be held on Tuesday, 25 July 2017 that this Council approves expenditure of £120 per year payable to the Living Wage Foundation in order for Officers to be able to action minute no. 56 of the Council meeting held on 31 May 2017 “that Barry Town Council becomes an accredited Living Wage employer,” noting that this payment will enable Barry Town Council to become an accredited Real Living Wage employer.

R11. **MODEL LOCAL RESOLUTION PROTOCOL FOR COMMUNITY & TOWN COUNCILS**

Members were provided the Model Local Resolution Protocol for Community & Town Councils as produced by One Voice Wales.

The Chief Officer noted that if members recommended its adoption then Council would also need to consider training.

Councillor Hooper asked the Chief Officer what her feelings were towards the protocol due to the onus being placed on her through some of the protocol.

The Chief Officer responded that at a local level minor complaints could be dealt with by the Chief Officer. She advised that if Council were to adopt it there would need to be a clear framework from which she could refer to.

Councillor Hooper noted that the Chief Officer would need to act as a facilitator which could put her in a difficult position. However, he was supportive of the protocol and felt it was a good idea.

Councillor S Hodges added that the danger of the protocol was that it could encourage petty complaints and that the Ombudsman had recently released guidance advising Councillors that they needed to “develop thicker skin” and accept that some things they may wish to complain about are part of the role of being a Councillor. She

questioned what a “minor complaint” would be and that she did not want to promote a blame culture.

The Deputy Chief Officer advised that she agreed with the Chief Officer’s suggestion of compiling a list from which she could refer to.

The Chief Officer noted that any list produced could not be exhaustive and it would ultimately be down to the Chief Officer’s judgement. The protocol also gives a route for further action should the Chief Officer feel the complaint is out of her/his realm.

Councillor Payne noted that the legal framework was in place to follow and it would be a matter of interpretation for the Chief Officer.

The Chief Officer also noted that it is sometimes easier for an Officer to take a non-judgemental role in complaints due to them being non-partisan and that it can sometimes help to have an Officer’s perspective.

Councillor S Hodges suggested moving forward that members may wish to agree that the Chief Officer look at ways in which to implement the protocol in conjunction with Ombudsman Guidance.

Councillor Wilkinson also noted that if a framework of the types of complaints the Chief Officer can deal with is formulated that Councillors should not be privy to this information.

The Deputy Chief Officer added that the framework would be more guidance for Officers, with the Chief Officer noting that the framework would include reference points regarding the type of complaints to be dealt with.

Councillor Payne concluded that members would like further investigation to take place with regard to ways in which to implement the protocol in conjunction with Ombudsman Guidance, determine complaint headings and provide clarification in terms of the resolution process.

The Chief Officer also added that the protocol would work in tandem with the Council’s Concerns & Complaints policy.

**RESOLVED** that the Chief Officer undertakes further investigations with regard to ways in which to implement the protocol in conjunction with Ombudsman Guidance, determine complaint headings and provide clarification in terms of the resolution process.

R12. **HEALTH & SAFETY MATTERS**

The Chief Officer advised members that a new Health & Safety Policy had been introduced as well as an improved risk assessment process and that completed Risk Assessments would be available from 31 July 2017.

The Chief Officer also advised members that 2 members of staff had yet to pass their Health & Safety qualification and this may need to be addressed at a later date.

The Chief Officer made members aware that a report would follow regarding the Lone Working Policy to include any potential costs surrounding it.

**RESOLVED** that the verbal health & safety report be received and noted.

R13. **DATE OF NEXT MEETING**

Councillor Wilkinson made members aware that she may be late arriving to the next scheduled meeting.

**RESOLVED** that the date of the next meeting of the Personnel Committee is scheduled to be held on Monday, 25 September 2017.

R14. **EXCLUSION OF THE PRESS & 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 are excluded from the remainder of the meeting.

R15. **MINOR AUTHORITY REPRESENTATIVE**

Members were provided with two applications received in respect of vacancies for Minor Authority Representatives (MAR) at St Helens Catholic Primary School along with additional information to support their application.

Members were advised that as the current MAR for St. Helens Catholic Primary School that Mr Graham Niblett had attended all the relevant training and had been a regular attendee at the meetings.

Members discussed the two applications and felt that due to Mr Niblett currently serving at the school and to allow for continuity that he would be best suited to the role. However, they noted that the second application was also of an extremely high standard and requested that the Deputy Chief Officer when writing to the applicant to deliver the



Council's decision enquire if they would be willing to represent the Council on a different school when a MAR position becomes available.

**RESOLVED:**

1. That Mr Graham Niblett be appointed as minor authority governor for St Helens Catholic Primary School.
2. That a letter be sent to Mr Graham Niblett advising him of the Committee's decision, detailing what Barry Town Council expects from him as their representative in respect of feedback from committees and possible future communications with the governing body in respect of projects that Barry Town Council may be involved in.
3. That a letter be sent to the second candidate explaining that on this occasion they had been unsuccessful. However, advising the applicant that their application was of an extremely high standard and enquiring if they would be willing to represent the Council on a different school when a MAR position becomes available.

7.50 pm – Councillor Wright left the meeting.

R16.

**TIME OFF IN LIEU (TOIL) UPDATE**

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

The Deputy Chief Officer noted that the primary reason for TOIL accrual was attendance at evening meetings and events and that it is hoped that the increase in staff will aid in bringing TOIL down to an acceptable level.

The Chief Officer added that TOIL is more evenly distributed now than it had been in the past.

Councillor Payne noted that it was effective to continually monitor TOIL.

Councillor Perkes queried if the Working Time Directive had been taken into consideration?

The Chief Officer responded that due to the nature of the Senior Officer's role they were exempt from it.

**RESOLVED** that the Time off in Lieu report is noted and that the appropriate Line Managers are instructed to continue to monitor the TOIL levels of the three senior post holders ensuring that any excess time is taken as soon as is practicable.

R17. **REVIEW OF STAFF AND RESOURCES IN PIONEER HALL**

Members were advised of the need to carry out further detailed work in reviewing staff and resources for the Pioneer Hall, Beryl Road, Barry.

Councillor S Hodges asked Committee to consider putting a timeframe in place from which the Officer could work towards.

Members discussed and noted that as well as the report regarding the Pioneer Hall staff, a report was also required regarding the Cemetery staff and so suggested in agreeance with the Deputy Chief Officer the following deadlines:-

Pioneer Hall Staff Report – Monday, 25 September 2017  
Cemetery Staff Report – Monday, 27 November 2017

**RESOLVED** that the progress achieved in undertaking this review with a view to receiving a further update at the next meeting of the Personnel Committee, scheduled for 25 September 2017 be noted.

**RECOMMENDED:**

To a meeting of Full Council that once the review has been completed by Officers and a substantial Job Description agreed, a job evaluation of the two caretaker roles be commissioned and in order to achieve consistency with the Management & Support Team Job Evaluation that was recently completed that One Voice Wales be commissioned to undertake this piece of work.

R18. **REVIEW OF STAFF AND RESOURCES IN CEMETERIES**

Members were provided with an update with regard to the review of staffing and resources which are underway, in relation to the Cemetery Department and were advised that further detailed work is required.

The Chief Officer advised members of the current situation in terms of staffing at the Cemetery and advised that consideration would need to be given to the possible recruitment of trainees to be employed in the cemeteries department, to ensure that they are trained sufficiently to enable Council to continue to maintain the current standards within the cemeteries when current staff retire.

A considerable discussion took place surrounding this and it was agreed that a recommendation should be submitted to the next meeting of the Finance, Policy & General Purposes Committee that Council recognises that there is a need to ensure that current cemetery standards are maintained through the recruitment of two trainee cemetery operatives and that these positions are recruited on a staggered basis to be September 2017 and September 2018.

**RESOLVED** that members note the progress achieved in undertaking this review with a view to receiving a further update at a meeting of the Personnel Committee to be held on Monday, 27 November 2017.

**RECOMMENDATION:**

To a meeting of Full Council:

1. That Council recognises that there is a need to ensure that current cemetery standards are maintained through the recruitment of two trainee cemetery operatives and that these positions are recruited on a staggered basis to be September 2017 and September 2018.
2. That once the review has been completed by Officers and a substantial job description agreed, a job evaluation of all cemetery staff roles be commissioned and in order to achieve consistency with the Management & Support Team Job Evaluation that was recently completed, that One Voice Wales be commissioned to undertake this piece of work.

R19.

**OUTCOME OF JOB EVALUATION OF MANAGEMENT & SUPPORT TEAM**

Members were provided with the outcome of the job evaluation completed by One Voice Wales of the Management & Support Team and discussed the outcomes.

**RECOMMENDED:**

That a recommendation be submitted to an Extraordinary Meeting of Council to be held on 25 July 2017 that the Job Evaluation results are implemented from 1<sup>st</sup> July 2017 at a cost of £13,703 in year one, (noting that this amount includes back pay for 2 members of staff who requested the Job Evaluation on 26 October 2016), also noting that a virement is to be sought in the third quarter of the 2017/18 financial year.

The meeting ended at 8.20 pm.

Signed ..... Dated .....

(Chair of the Committee)

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 25 SEPTEMBER 2017 AT 7.00 PM**

**PRESENT:** Councillors N P Hodges (Town Mayor – ex officio), Hooper, Payne (Vice Chair) Perkes and Wiliam.

**ALSO PRESENT:** Emily Forbes – Chief Officer (Town Clerk)  
Angie Norman – Deputy Chief Officer  
Rebecca Blackwell – Administrator  
Councillor S A Hodges (Observer)

R20. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Wilkinson.

R21. **DECLARATIONS OF INTEREST**

Councillors Payne and Perkes declared an interest in item 9 (ii) as they are both school governors for Holton Road School.

R22. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 3 JULY 2017**

Update from Action Sheet

R9 (2) – The Deputy Chief Officer reminded members of the Health and Safety training booked for 15 November 2017 to be held at the Civic Offices. The Deputy Chief Officer advised that Councillors Payne and Williams' attendance had been noted. Councillors Hooper, Perkes and Hawkins advised that they will also be in attendance.

R18 - The Chief Officer advised that this will be reported at the next Personnel Committee on 27 November 2017.

**RESOLVED** that the minutes of the Personnel Committee's Meeting held on 3 July 2017 be approved and signed as a correct record.

R23. **BUDGET MONITORING REPORTS AUGUST 2017**

Members were informed of the Council's expenditure in the 2017/18 financial year as at the end of August 2017.

The Chief Officer advised that there is £355 remaining in the Councillor training budget with training yet to be booked which will take it over budget and therefore proposed that the training budget be increased.

Members agreed that the training is needed and asked if there were any priorities.

The Chief Officer advised that it is essential that both staff and councillors receive Domestic Abuse Awareness and Safeguarding training to comply with the policies of the Council. Also plans for Appraisal training, Facilitation and Mediation, Health and Safety training were being made which would require an increase in the budget.

Councillor Hooper suggested that it would be better to have all the essential training completed within the first year of the term so that it will reduce in years to come and also suggested that staff and councillors are split equally into groups to get to know each other.

The Deputy Chief Officer suggested that during an election year the budget should be increased to cover any training needed for new and existing Councillors and more training has been required this year.

Members suggested that a virement of £3,000 be requested from Finance, Policy and General Purposes Committee to come from reserves to increase the Councillor Training Budget.

**RESOLVED:** that the budget monitoring report for August 2017 be received, noting the projected out-turn for the year is to be on budget.

**RECOMMENDATION:** that a request is made to Finance, Policy and General Purposes Committee for a virement of £3,000 to be allocated from reserves to the Councillor Training budget.

R24. **SCHEDULE OF PAYMENTS FOR SEPTEMBER 2017**

Members were provided with the schedule of payments for September 2017 (Final) consisting of direct debits and cheque numbers 2525 to 2533 inclusive, in the amount of £96,240.23.

**RESOLVED:** that the schedule of payments for September 2017 (Final) comprising various direct debits and cheque number's 2525 to 2533 inclusive, in the amount of £96,240.23, be approved subject to the relevant papers being in order.

R25. **DATE OF NEXT MEETING**

**RESOLVED:** that the date of the next meeting of the personnel Committee is scheduled for 27 November 2017.

R26. **EXCLUSION OF THE PRESS & 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 are excluded from the remainder of the meeting.

R27. **COMPARISON OF SICKNESS**

Members were provided with the comparison of sickness charts. The Chief Officer advised that the charts had been updated to reflect the new way to record long term sickness and advised that this year's figures had improved on last years.

Members welcomed the new data recording.

**RESOLVED:** that members received the comparison of sickness charts.

R28. **MINOR AUTHORITY REPRESENTATIVE VACANCY**

Members were provided with applications received in respect of the vacancies for a Minor Authority Representative at Gladstone Primary School and Holton Road Primary School. As two members had declared an interest, they would leave the room making the meeting inquorate; the application for Holton Road Primary School be deferred until the next meeting of the Personnel Committee.

Councillor Hawkins left the meeting.

Councillor Wiliam advised that the protocol that is normally followed to elect members to be a Minor Authority Representative would be that it is given to the ward member, if they had applied. In this case both applications are not tied to the ward in which the school is situated. Councillor Wiliam also advised that he would be happy to elect Councillor Hawkins as he had been democratically elected to serve on this Council. Councillor Perkes seconded.

**RESOLVED:** that Councillor Hawkins be elected to serve as a Minor Authority Representative for Gladstone Primary School.

**RESOLVED:**

1. That Councillor Hawkins be appointed as Minor Authority Governor for Gladstone Primary School.
2. That a letter be sent to Councillor Hawkins advising him of the Committee's decision, detailing what Barry Town Council expects from him as their representative in respect of feedback from meetings and possible future communications with the governing body in respect of projects that Barry Town Council may be involved in.
3. That the nomination of a MAR for Holton Road Primary School be deferred due to not enough members being present to consider the application due to two members present having declared an interest.

R29. **TIME OFF IN LIEU (TOIL) REVIEW**

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

The Chief Officer advised members that TOIL has been booked to reduce levels and that TOIL levels are improving. Councillor N Hodges said that he could understand the amount of TOIL being accrued is due to a lot of events that are being held by the Town Council which Council is requesting of officers. Councillor Payne advised that working patterns are looked at to manage TOIL better. Councillor N Hodges advised that he has faith in officers to manage their TOIL.

**RESOLVED:** that members note the information provided within the report and that the appropriate Line Managers be instructed to continue to monitor the TOIL levels of the three senior post holders ensuring that any excess time is taken as soon as is practicable.

R30. **MODEL LOCAL RESOLUTION PROTOCOL FOR COMMUNITY & TOWN COUNCILS**

Members were provided with a model Local Resolution Protocol for Community & Town Councils based on the One Voice Wales Model issued May 2017.

The Chief Officer advised that she had updated parts highlighted in grey.

Councillor N Hodges that care needed to be taken when selecting the panel and substitutes would be needed.

Members agreed that either substitutes or independent panel members would be needed for cases where there are inter-councillor conflicts. The Chief Officer advised that these could be elected on an as and when basis and this could be reflected in the terms of reference.

Councillor Wiliam advised that he welcomed the protocol and agreed to the idea of having independent panel members for serious altercations.

Councillor Payne advised that other Councils have a peer level review and this Council should consider this.

Members discussed the amendments to be made to the protocol which were:-

- To have a panel made up of members of the Personnel Committee, selected as and when required, with independent members being selected externally when required.
- Using the internal grievance process and not complaints policy as this is external facing.

- Investigate Peer Level Review with other Town and Community Councils.

**RECOMMENDED:**

1. That the Model Local Resolution Protocol for Community and Town Councils be noted subject to the amendments made to the protocol and those listed above.
2. That following the amendments being made, it is referred to the next meeting of the Finance, Policy and General Purposes Committee for approval.

R31.

**HEALTH AND SAFETY MATTERS**

i. Completed Risk Assessments

Members were provided with completed risk assessments from all elements of the Council. The Chief Officer advised members that she had introduced new departmental Risk Assessments which had previously never been undertaken. A peer assessment review had been undertaken in which members of staff were able to provide additional information and ideas to the completed risk assessments as a team. She also advised that the Responsible Finance Officer had been tasked to go through all the completed risk assessments and to chase up any items that need to be actioned and sign off when completed.

**RESOLVED:** that members noted progress made and received the Risk Assessments.

ii. Porthkerry Cemetery

Members were made aware that there are currently no toilet facilities at Porthkerry Cemetery. The Chief Officer advised that she had checked the HSE guidelines and the Council have to provide services, even at remote services.

The Deputy Chief Officer advised that a secure way of installation would need to be investigated and suggested that the tip be tidied and the facilities be installed in there as this area is locked.

Councillor Perkes asked if costs can be investigated.

**RESOLVED:** that officers investigate options of toilet facilities for Porthkerry Cemetery and costs and report back to the next Personnel Committee.



R32.

### **STAFF SURVEY**

Members were provided with an Employee Attitude Survey as suggested at the last meeting.

Councillor Hooper advised that he was happy with the survey and that it should be adopted quickly. He asked if the Unions had been advised of the survey as the Council has a small amount of staff members, they could be easily identified.

Councillor Wiliam suggested that an external company could receive the completed surveys so that employees cannot be identified. Councillor Hooper suggested a company called 'Doo Poll' which creates polls for people to complete electronically and it is also mobile friendly. Councillor Perkes also suggested 'Survey Monkey' and questioned if all staff are computer literate. The Deputy Chief Officer advised that there could be some issues but if there was a mobile friendly survey to complete this may be more accessible for all staff. She also suggested that the hard copy is piloted with a view to moving to an electronic survey system. Councillor N Hodges asked if with was compulsory for staff to complete the surveys. The Chief Officer said that it would not be compulsory for staff to complete them but hoped that many would.

#### **RESOLVED:**

1. That the Employee Attitude Survey 2017 be sent to the Unions with a deadline response of 14 days.
2. That following the deadline the Employee Attitude Survey be distributed to all staff, subject to amendments from the unions.
3. That all responses are reported back to the Personnel Committee.
4. That Doo Poll and Survey Monkey be explored for future Employee Attitude Surveys.

R33.

### **PLANNING OFFICER RECRUITMENT**

Members were provided an update on the recruitment to the Planning Officer Role and made recommendations to fill the vacancy.

Councillor S Hodges asked if the Town Council could employ a Planning Officer could there be a possibility to sell hours to the Town Council stated within the report. The Chief Officer advised that the Town Council would employ the Planning Officer and invoice the Council named within the report with that Town Council line managing for the hours contracted within the report. The Chief Officer also

advised that the finer details would have to be explored such as National Insurance contributions.

Members agreed with the proposed recommendation to fill the vacancy.

**RESOLVED:** That members give authority to the Chief Officer (Town Clerk) to progress discussions with the Town Council stated within the report and to recruit to the post in line with Barry Town Council's recruitment policy using the previously advertised job description.

R34.

#### **MEMORIAL INSPECTOR ROLE**

The Chief Officer advised that recent information had come to light in which memorial inspections should be carried out at Porthkerry Cemetery and that this had not been carried out to date. The Chief Officer advised that a solution was to create a dedicated role to solely carry out Memorial Inspections along with a new contract and job description.

Councillor S Hodges asked if we were to lose Porthkerry Cemetery how would the contract stand? The Deputy Chief Officer advised that the Porthkerry Agreement is a 5 year lease and renewed on the fifth year, therefore there would be a considerable amount of time for notice or changes.

**RECOMMENDATION:** That a recommendation be made to a meeting of Finance, Policy and General Purposes Committee due to be held on 16 October 2017, that the Memorial Inspector role becomes a stand-alone three day a week role commencing from 18 September 2017 and the budget for 2018/19 onwards reflect this additional £3,030.

R35.

#### **REVIEW OF STAFF AND RESOURCES IN PIONEER HALL**

The Deputy Chief Officer advised that she and the Chief Officer had been working on a rota pattern which will fairly share the hours between the two caretakers as historically the role was a job share with the hours being set subject to a review which never took place. The Deputy Chief Officer also advised that job descriptions and contracts have been amended with the new rotas given to the caretakers for their opinions it has already been resolved to undertake Job Evaluations of these roles through One Voice Wales which will now be progressed.

#### **RESOLVED:**

1. That members of the Personnel Committee receive and note the information provided within the report.
2. That a final report be submitted for the next Personnel Committee, subject to receiving Job Evaluation outcomes from One Voice Wales.

The meeting ended at 8:10 pm.

Signed ..... Dated .....  
(Chair of the Committee)

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 27 NOVEMBER 2017 AT 7.00 PM**

**PRESENT:** Councillors Charles (Chairperson) plus Councillors N P Hodges (Town Mayor – Ex Officio), Payne (Vice Chair), Perkes, Wiliam, Wilkinson and Wright.

**ALSO PRESENT:** Emily Forbes – Chief Officer (Town Clerk)  
Angie Norman – Deputy Chief Officer  
Rebecca Blackwell – Administrator  
Councillor S Hodges - Observer  
Councillor Johnson – Observer

R36. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hooper.

R37. **DECLARATIONS OF INTEREST**

Councillors Payne and Perkes declared an interest in item 12 (ii) as they are both school governors for Holton Road School.

R38. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 25 SEPTEMBER 2017**

The Chief Officer provide members with an update to the action sheet.

**RESOLVED** that the minutes of the Personnel Committee's Meeting held on 25 September 2017 be approved and signed as a correct record.

R39. **BUDGET MONITORING REPORTS OCTOBER 2017**

Members were provided with the Committee's income and expenditure for the 2017/18 financial year as at the end of October 2017.

**RESOLVED:** that the budget monitoring report for October 2017 be received, noting the projected out-turn for the year is to be underspent by £14,041.

R40. **SCHEDULE OF PAYMENTS FOR NOVEMBER 2017 (FINAL)**

Members were provided with the schedule of payments for November 2017 (Final) consisting of direct debits and cheque numbers 2601 to 2610 inclusive, in the amount of £7,064.77.

**RESOLVED:** that the schedule of payments for November 2017 (Final) comprising various direct debits and cheque number's 2601 to 2610

inclusive, in the amount of £7,064.77, be approved subject to the relevant papers being in order.

R41. **DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2018/19**

Members were provided with the draft estimates for 2018/19.

The Chief Officer advised that there had been a £4,000 increase proposed to the training budget for Councillors due to it being an election year and therefore there had been an increase in the training requirements for Councillors. The Chief Officer also advised that currently the Management & Support salaries do not sit with this committee. However, she felt that it should as this committee discusses matters relating to members of staff and therefore a recommendation should be made to Finance, Policy & General Purposes Committee that in future the budgets for the salaries for Management and Support are to be placed within this committee's budget.

**RECOMMENDATION:**

1. That the draft estimates for 2018/19 be recommended to the Finance, Policy and General Purposes Committee meeting being held on 15 January 2018 as confirmation of the Personnel Committee's requirements for the 2018/19 financial year.
2. That a recommendation is made to the Finance, Policy and general Purposes Committee to place the budget for Management and Support Salaries under the budget heading for the Personnel Committee budgets in future.

R42. **WELSH LANGUAGE SCHEME REVIEW**

Members were provided with the Councils current Welsh Language Scheme with comments from the Chief Officer advising that there are areas which could be strengthened.

The Chair asked how many staff members are able to speak Welsh, the Chief Officer advised that there is only one member of staff.

The Chief Officer drew members' attention to 5.3 of the Welsh Language Scheme and advised that item 5.3.1 is not achievable.

The Chief Officer advised that currently there are not enough resources to fulfil aspirations of the Scheme. She advised that she was awaiting a response from the Welsh Language Commissioner's office in terms of statutory duties and requirements. Councillor Wiliam suggested that the Working Party Group should be set up to discuss a way forward for the Welsh Language Scheme.

Discussions continued and it was decided that a small Working Group be set up with the following members being on that Working Group:-

Councillor Payne  
Councillor Perkes  
Councillor Wiliam  
Councillor Wilkinson (reserve)

**RESOLVED:** that a Working Group be set up to review and discuss a way forward for the Welsh Language Scheme consisting of the following committee members:- Councillor Payne, Councillor Perkes, Councillor Wiliam and Councillor Wilkinson as reserve.

R43. **EQUALITIES POLICY REVIEW**

Members were provided with a report to advise that the Town Councils Equal Opportunities Policy requires a review in July 2018.

**RESOLVED:**

1. That a more detailed review of the Equal Opportunities Policy is undertaken and brought back to a future meeting of Personnel Committee.
2. That advice is sought from One Voice Wales to support this review.
3. That links to the Equalities Act 2010, Codes of Practice and other appropriate legislation are included in the policy with a view to including detail of how this should be applied in practice.

R44. **TRAINING POLICY REVIEW**

Members were provided with the Town Councils Training and Development Policy with tracked changes. The Chief Officer talked members through the tracked changes.

Further additions agreed were that councillors could request training as well as staff and that when making bookings and arrangements, advance notice is given to councillors and confirmation of booking details are provided prior to the training event.

**RESOLVED:**

1. That with the suggestions above included, the Training Policy review amendments be accepted.

**RECOMMENDATION:**

2. That once the amendments have been made the Training Policy will go to a future meeting of the Finance, Policy and General Purposes Committee for adopting.

R45. **DATE OF NEXT MEETING**

**RESOLVED:** that the date of the next meeting of the personnel Committee is scheduled for 8 January 2018.

R46. **EXCLUSION OF THE PRESS & 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 are excluded from the remainder of the meeting.

R47. **MINOR AUTHORITY REPRESENTATIVE VACANCY**

Members were provided with two applications received in respect of the vacancies for Minor Authority Representatives along with additional information to support their application.

**RESOLVED:**

1. That KK be appointed as a Minor Authority Governor for Holton Road School.
2. That KK be informed in writing of the decision of the Personnel Committee in respect of the appointment of a minor authority governor for Holton Road Primary School.

R48. **TIME OFF IN LIEU (TOIL) REVIEW**

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

The Chief Officer advised that there had been an improvement to TOIL but with up-coming events and meetings the TOIL will therefore increase.

**RESOLVED:** that members note the information provided within the report and that the appropriate Line Managers be instructed to continue to monitor the TOIL levels of the three senior post holders ensuring that any excess time is taken as soon as is practicable.

R49. **COMPARISON OF SICKNESS ABSENCE**

Members were provided with the Comparison of Sickness charts. The Chief Officer advised members that the long term sickness has been reduced for the period for 2016/17. Councillor Charles asked that if those who have been on long term sick have been helped. The Chief Officer advised that they had been given support and the Council's policies have been followed.

**RESOLVED:** That the Comparison of Sickness Absence be received and noted.

R50. **HEALTH AND SAFETY MATTERS**

The Chief Officer advised that there are no Health and Safety matters to report to the committee but advised members that the toilet provision for Porthkerry Cemetery had been discussed at Halls Committee.

**RESOLVED:** That the Chief Officer's verbal update is noted

R51. **REAL LIVING WAGE INCREASE IMPACTS**

Members were provided with information of the impact of the new Real Living Wage rates announced on 6 November 2017 and wider potential impacts in terms of grading across the organisation.

The Chief Officer advised members that currently members of staff are on a grade structure and implementing the new Real Living Wage could tip members over onto a new grade.

Members discussed the report and wished to have the new Real Living Wage start as soon as possible, even though the requirement was to implement within six months. Members understood that due to the current Job Evaluation Process it may be wise to await the outcomes; however following the Job Evaluations members should receive a back payment from 6 November 2017.

**RECOMMENDED** to a meeting of Full Council on 11 December 2017:

1. That the new Living Wage rate of £8.75 per hour is applied from 6 November 2017;
2. That the Chief Officer will ascertain if the implementation of this new rate can be enacted immediately or if job evaluation outcomes are required first. If the latter, then back pay of the new rate will be still be applied from 6 November 2017, even if not practically enacted until 1 April 2018.
3. That the budget for salaries is increased to reflect the new rate;



4. That members note the potential wider impacts on salary grades set out in the report;
5. That a further paper is brought to Personnel Committee or Full Council when Local Government pay awards are known for 2018/19 and Job Evaluation results have been reviewed with a view to assessing the actual impact on grading across the organisation.

The Administrator left the meeting.

R52. **STAFF SURVEY FEEDBACK**

The Chief Officer noted that the new staff survey had been circulated but insufficient responses had been received to date in order to report to Personnel Committee. Currently about a third had been returned, but it was agreed that three quarters would make the results more valid. The Chief Officer will extend the deadline until the end of January and report back to Personnel in March 2018.

**RESOLVED:** That the Chief Officer's verbal update is noted and a future report is submitted to the Personnel Committee once responses are received.

R53. **RECRUITMENT UPDATE**

The Chief Officer updated members on recent recruitment:

- The Administrator post had been filled by AJ
- The new trainee Cemetery Operative post had been filled by SC
- To note that the second trainee post will be recruited to in the summer for a 1 September 2018 start date
- Recruitment for the permanent Planning Officer was on hold awaiting a response from Penarth Town Council on collaboration. If no response is received by 1 December, the post will be advertised as a BTC 10 hour position from mid-December to mid-January.
- Porthkerry Cemetery seasonal vacant post will be advertised internally in the New Year (2 days 1 March – 31 October)
- The Cemetery Supervisor is due to retire in May 2018; this post will be advertised internally and externally

**RESOLVED:** That the Chief Officer's verbal update is noted

R54. **ALLOWANCES, EXPENSES AND ENHANCEMENTS**

Members discussed a number of items within this paper.

A new Lone Working policy had been introduced at the beginning of the year in order to safeguard staff who may occasionally work alone.

A reporting mechanism is included in this policy whereby an employee working alone would telephone their line manager to 'check in' and 'check out' to confirm their safety and wellbeing. For the cemetery, this means that the line manager would effectively be on standby to receive calls during the days when only one member of staff is working at the weekend and therefore officers require authorisation for a 'standby rate of pay'. In addition, there is a standby implication at the Pioneer Hall when the Council hires out the Hall for children's parties on the weekends. The hall is hired out for four hours e.g. 1pm – 5pm with the caretaker working from 12.00 mid-day to 1pm setting up the hall and providing the hirer access. The caretaker then returns four hours later 5pm – 6pm to clear the hall, set up for following days' hire and then locks and alarms the hall. On a number of occasions the caretakers have been contacted by the hirer during the hire hours that may result in the need to return to the hall, and therefore is still on 'stand-by' for these hours.

Members recognised that recompense should be made for a member of staff being on standby and discussed options of a flat rate allowance (as per the current £35 call out fee) or a reduced hourly rate.

Members felt that they needed some more examples of how other organisations dealt with standby rates before they could make a decision and asked officers to explore this issue further.

Members were presented with the current meal allowances and subsistence rates for staff. A discussion followed regarding a need to introduce London weighting (for a training course for example), and also to check the rates to check they have kept up with price increases / inflation since these were checked in October 2013.

Members discussed a recommendation to clarify declaration of gifts and hospitality by staff and councillors. A discussion was held on the £50 level and whether this should be maintained or whether a common sense approach should be taken. The Chief Officer noted that individual perception of the worth of a gift may vary, so it would be helpful to set a specific level.

The Chief Officer brought an item to members' attention following the review that has been undertaken regarding contracts and the NJC National Agreement on Pay and Conditions of Service (Green Book) and a detailed discussion took place.

#### **RESOLVED:**

1. That officers explore how other authorities/councils/community centres deal with standby rates of pay and report back to a future meeting of the Personnel Committee
2. That the current allowances and subsistence rates for staff are noted and that other authorities/organisations are contacted to

see if these are comparable and a report brought back to a future meeting of the Personnel Committee.

3. That officers prepare a short policy for Declaring Gifts and Hospitality, based on best practice that will be submitted to a future meeting of the Committee for approval.

**RECOMMENDED:**

To a meeting of Full Council on 11 December 2017

4. That the Chief Officer's recommendation is implemented immediately;
5. That professional advice is sought and that if an increase in budget is required for that professional advice that Council gives delegated powers to the Chief Officer to action.

The Chief Officer and Deputy Chief Officer left the room

Cllr Payne took the minutes for the last item.

R55.

**COST ASSOCIATED WITH STAFF TRAINING 2018/19**

Members discussed the paper prepared by the Chief Officer. The Chief Officer was called back into the meeting to answer some factual questions regarding CiLCA training and Human Resources Management responsibilities. The Chief Officer then left the room again whilst members deliberated and made their decisions:

**RESOLVED:**

1. That the Chief Officer's request to undertake a Human Resource Management qualification in 2018/19 is agreed and added that the Deputy Chief Officer is also asked to complete this qualification on a staggered basis and at a different time to the Chief Officer.

**RECOMMENDED:**

To a meeting of Full Council on 11 December 2017:

2. That one salary increment is applied on successful completion of CiLCA to staff who are required to complete this qualification as part of their job description and that this is reflected in budget preparation for salaries for 2018/19;
3. That this principle should be extended to other qualifications which are mandatory requirements of job roles at QCF Level 3 or above (currently, this would include ACCA for the RFO role)

but that further detail is provided by the Chief Officer before implementation;

4. That the staff training budget is increased by £2,000 in 2018/19 budget for the Chief Officer to undertake an HR Qualification and that an additional amount is included in the following year's budget for the Deputy Chief Officer to complete an HR Qualification.

The meeting ended at 8:58 pm.

Signed ..... Dated .....  
(Chair of the Committee)

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON THURSDAY, 15 FEBRUARY 2018**

**PRESENT:** Councillors N P Hodges (Town Mayor, ex-officio), Hooper, Payne, Perkes, Wiliam and Wright

**ALSO PRESENT:** Emily Forbes – Chief Officer (Town Clerk)  
Angie Price – Deputy Chief Officer  
Councillor S A Hodges  
Councillor Johnson

R60. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Charles. (Councillor Payne, as the Vice-chair of the Committee at as Chair in the absence of Councillor Charles)

R61. **DECLARATIONS OF INTEREST**

None were received.

R62. **TO APPROVE THE AND SIGN THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE'S MEETING HELD ON 8 JANUARY 2018**

**RESOLVED** that the minutes of the meeting of the Personnel Committee's meeting held on 8 January 2018 be approved and signed subject to the following amendment:-

Minute R60 – that the following resolution be added:-

“That the Chief Officer be instructed to provide a calculation of the figures in relation to this matter to inform the budget setting process in readiness for the next meeting of Finance, Policy and General Purposes Committee.”

R63 **DATE OF NEXT MEETING**

**RESOLVED** to note that the next meeting of the Personnel Committee is scheduled for 5 March 2018 at 7.00 pm in the Council Chamber.

R64. **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.

A discussion was held detailing legal advice received on National Joint Council (NJC) terms and conditions. A number of recommendations were made to Full Council to be discussed on 26 February 2018, which due to the sensitive nature of this Personnel item remain confidential.

The meeting closed at 7.43 pm

Signed .....

Dated .....

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 5 MARCH 2018**

**PRESENT:** Councillors Charles (Chair) together with Councillor N P Hodges (Town Mayor, ex-officio), Hooper, Payne, Perkes, William, Wilkinson and Wright

**ALSO PRESENT:** Emily Forbes – Chief Officer (Town Clerk)  
Angie Price – Deputy Chief Officer  
Councillor Hawkins  
Councillor S A Hodges  
Councillor Johnson  
Councillor Rowlands

R68. **APOLOGIES FOR ABSENCE**

None received

R69. **DECLARATIONS OF INTEREST**

Declarations were received as follows:-

Name	Agenda Item	Interest
Councillor Payne	15(b)	Governor at Holton Road Primary School
Councillor Perkes	15(b)	Governor at Holton Road Primary School
Councillor Perkes	15(c)	Had applied for position as Governor at Jenner Park Primary School
Councillor Wilkinson	15(a)	Governor at Colcot Primary School

R70. **TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON 15 FEBRUARY 2018**

Councillor Wilkinson advised that she was present at the last meeting, but that it had not been recorded.

**RESOLVED:**

**That the minutes of the Extraordinary meeting of the Personnel Committee held on 15 February 2018 be approved and signed subject to Councillor Wilkinson being added to Councillors Present.**

The Chair advised that the order to the agenda would change, items 18 will follow item 21 and item 19 will move to the end of the agenda.

R71.

### **UNREASONABLE COMPLAINANT BEHAVIOUR EXAMPLE POLICY**

Members were provided with an example policy from the Vale of Glamorgan. The Chief Officer advised that this follows a recent complaint received in which the methods of resolution were exhausted but that the complainant was particularly aggressive and difficult and the Chief Officer was herself accused of harrassment by responding. She explained that the member of the public was rude to all members of staff involved and was not content when given the complaints procedure, a full response and the contact details for the Public Services Ombudsman for Wales.

Councillor Wiliam suggested that the policy should incorporate the way that vexatious complaints are dealt with.

Councillor S Hodges asked what would happen if the main point of contact became overwhelmed; would written communication be used as an option? The Chief Officer felt this was a good idea. Members discussed that if all methods had been exhausted then the complaint should be refered to the Personnel Committee for resolution.

Councillor Payne suggeted that if the complaints procedure had been exhausted then the anti-harrassment policy should be referred to and a legal solution should be sourced.

Councillor Hooper suggested that members of staff should be protected and suggested that elected members should support more in dealing with difficult complainants. The Chair responded and suggested that the complaint could be escalated to the Chair of Personnel or possibly the Mayor. Councillor N Hodges agreed but asked that flexibilty should be used with the addition of the Leader of Council and that this should be written into the policy.

Councillor Payne suggested that cross-party support for resolutions can be used as previously suggested. The Chief Officer clarified that councillors were suggesting that the Complaints Panel process set out in the Local Resolution Protocol for councillors could be incorporated into this policy which was agreed.

### **RESOLVED:**

**That the policy is adapted for use by the Town Council and that the Chief Officer prepares a draft policy to present to a future meeting of the Personnel Committee, incorporating vexatious complaints, links to the anti-harrassment policy, escalation to members where relevant and incorporation of a Complaints panel process if a resolution cannot be agreed.**



R72. **DECLARING GIFTS AND HOSPITALITY POLICY**

Members were provided with a draft Gifts and Hospitality Policy. The Chair advised that there was a long debate regarding inclusions to this policy perviously and was happy to move the draft policy.

**RESOLVED:**

**That the draft Gifts and Hospitality Policy is RECOMMENDED to a meeting of the Finance, Policy and General Purposes Committee for adoption.**

R73. **EQUALITY AND DIVERSITY POLICY**

The Chief Officer advised members that she had been exploring a number of other example policies in order to make improvements and necessary legislative updates. ACAS had a very straightforward policy which was helpful and she had come across a British Library Policy which was very interesting and detailed a number of areas which the Town Council's current policy needed to incorporate. The Chief Officer had also been asked to look into sub-contracting and whether we can ask organsiations we purchase services from or grant recipients to abide by our new policy; there is some further investigation required regarding this aspect. The Chief Officer advised that she hopes to bring a new draft to the next meeting of the Personnel Committee for discussion.

**RESOLVED:**

**That a new draft Equality and Diversity Policy is placed on the agenda of the next meeting of the Personnel Committee for discussion.**

R74. **WORKING FORWARD PLEDGE**

Members were provided with information on the Working Forward Pledge developed by the Equality and Human Rights Commission (EHRC). The Chief Officer had come across this piece of work at a recent ACAS conference and advised members that she felt that as a Council moving forward, with a new Equalities policy and the commiment to the Accredited Real Living Wage this would be a great pledge to adopt to fulfill Council's ambitions. The pledge deals with making wokrplaces the best they can be for pregnant women and mothers and looks at four key areas of:

- Leadership
- Ensuring Confident Employees
- Training and Supporting Line Managers
- Flexible Working Practices

The Chair felt that this was excellent idea for Council to commit to. Councillor Hooper asked what the pledge meant in terms of Council involvement. The Chief Officer advised that the Council would have to commit to work towards two of the four commitments made within the pledge. Councillor Hooper asked if there was a cost involved to which the Chief Officer advised that she was not aware of any cost to the Council. Councillor Perkes said that she would like the Council to commit to all four of the commitments and not just the two required. Councillor Payne requested that if this pledge is adopted that if someone was on maternity leave, they would be notified of any promotions or vacancies if they arose.

**RECOMMENDED to a meeting of Finance, Policy and General Purposes Committee:**

**That the Working Forward Pledge is adopted by Barry Town Council and that the Chief Officer reports back to the Personnel Committee on the detail of its implementation.**

R75.

**HEALTH AND SAFETY**

**a) Update from recent Risk Engineering Seminar**

The Chief Officer gave an update with regard to her recent attendance at a Risk Engineering Seminar run by Zurich, the Council's insurers. There were some helpful discussions on risk assessments and lone working. The Chief Officer advised that the Council does have a newly adopted Lone Working Policy but more work needs to be done to incorporate training with regard to dealing with violence. The Chief Officer also advised that some helpful tips were picked up regarding improving inspections and accident reporting. A suggestion of a Winter Maintenance Policy was made and that this would need preparing for next Winter.

**RESOLVED that the update be noted.**

**b) Porthkerry Toilets**

The Chief Officer advised that contact had been made with the Vale of Glamorgan Council to ask for commitment with regard to the provision of a portable toilet at Porthkerry Cemetery but no response had been received. The Deputy Chief Officer advised that the post is currently being advertised and once that post is filled a toilet facility will need to be provided. Members were happy that the full cost of the toilet had already been agreed in the 2018/19 Budget but would welcome the Vale of Glamorgan Council to help share the cost.

**RESOLVED:**

**That the update be noted and the Deputy Chief Officer continue to seek contact with VOGC to share costs, noting that should this not be possible, the full budget for the toilet has already been agreed.**

**c) Employee Assistance Programme – Care First**

The Chief Officer updated members with regard to the Care First Programme advising that members of staff now have access to free counselling services. Councillors enquired whether they could access the service and the Chief Officer agreed this would be explored.

**RESOLVED:**

**That the update be noted and that the Chief Officer enquire as to whether Councillors can also access this counselling.**

R76.

**TRAINING UPDATE**

The Chief Officer provided an update to members with regard to training. The update included a list of training booked for Councillors and advised that the staff training budget will be overspent slightly due to an increased number of staff and training requirements identified.

**RESOLVED that the update be received and noted.**

R78.

**BUDGET MONITORING REPORT – 1 APRIL 2017 – 31 JANUARY 2018**

Members were provided with the Committee's income and expenditure in the 2017/18 financial year as at the end of January 2018.

**RESOLVED:**

**That members receive the budget monitoring report and note the current projected out-turn for this year will be underspent by £3,126.**

R79.

**RECRUITMENT UPDATE**

The Chief Officer advised that the Council are currently recruiting a seasonal Cemetery Operative for Porthkerry Cemetery; the current Cemetery Supervisor will retire in May this year and that position will have to be recruited to. The new Planning Officer is now in post and completing induction to the organisation and is settling in well.

**RESOLVED that the update be received noted.**

R80. **DATE OF NEXT MEETING**

**RESOLVED:**

**That the date of the next meeting of the Personnel Committee will be agreed at the Annual Meeting of Council scheduled for 15 May 2018.**

R81. **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.**

R82. **TOIL UPDATE**

Members were provided with a report detailing the current situation in relation to senior officers' outstanding TOIL.

**RESOLVED:**

**That members of the Personnel Committee note the information within the report and that the appropriate Line Managers continue to monitor TOIL levels of the three senior post holders including their workload and time pressures, ensuring that TOIL is taken as soon as practicable.**

R83. **APPLICATIONS FOR MINOR AUTHORITY REPRESENTATIVES**

Councillor Wilkinson left the room.

Members were provided with the applications received in respect of the vacancies for Minor Authority Representative along with additional information to support their application.

a) Colcot Primary

Members elected Councillor Aviet for the position of Minor Authority Representative for Colcot Primary School.

**RESOLVED:**

- 1. That Councillor Aviet is appointed the Minor Authority Representative for Colcot Primary School**
- 2. That Councillor Aviet is advised by letter informing that she had been successful in securing a position as a minor authority representative on behalf of Barry Town Council.**

- 3. That unsuccessful applicants are advised that they have not been successful in securing a place as a minor authority representative for Colcot Primary School.**

Councillor Wilkinson returned to the room and Councillors Payne and Perkes left the room.

b) Holton Road Primary

Members were advised that two applications had been received for Holton Road Primary school and that the applicant Ms Anderson had expressed interest to represent Colcot Primary, Holton Road Primary and Jenner Park Primary Schools.

Members discussed that applications and agreed to appoint Mr Brian Davies as the Minor Authority Representative for Holton Road Primary School.

**RESOLVED:**

- 1. That Mr Davies is appointed the Minor Authority Representative for Holton Road School.**
- 2. That Mr Davies is advised by letter informing that he had been successful in securing a position as a minor authority representative on behalf of Barry Town Council.**
- 3. That unsuccessful applicants are advised that they have not been successful in securing a place as a minor authority representative for Holton Road Primary School.**

Councillor Payne returned to the room.

c) Jenner Park Primary

Members moved that Councillor Perkes will be appointed as a Minor Authority Representative for Jenner Park Primary School.

**RESOLVED:**

- 1. That Councillor Perkes is appointed the Minor Authority Representative for Jenner Park Primary School.**
- 2. That Councillor Perkes is advised by letter informing that she had been successful in securing a position as a minor authority representative on behalf of Barry Town Council.**

3. **That unsuccessful applicants are advised that they have not been successful in securing a place as a minor authority representative for Jenner Park Primary School.**

Councillor Perkes returned to the room.

d) Ysgol Saint Curig

Members were advised that no applications had been received in respect of the vacancy of Ysgol Saint Curig. Councillor S Hodges suggested that the Council offer Ms Anderson the opportunity to be a Minor Authority Representative for Ysgol Sant Curig.

**RESOLVED: That Ms Anderson is contacted and offered the position of Minor Authority Representative for Ysgol Sant Curig.**

R84.

**STANDBY RATES, ALLOWANCES AND SUBSISTENCE**

Members were provided with further information relating to standby rates, allowances and subsistence rates for employees as requested at the Committee's previous meeting held on 27 November 2017.

**RECOMMENDED to a meeting of Full Council that:**

1. **Members approve the introduction of a Formal Standby rate to include:**
  - a) **Formal Standby rate for 12 hours session (pro-rata for sessions less than 12 hours) of £15 per session on Saturday and £20 per session on Sunday.**
  - b) **Payment for Time Worked responding to call out at Time and half on Saturday and Double Time on Sunday (as per NJC Conditions of Service Green Book).**
  - c) **If employee receives multiple calls to work in same period they will not receive payment higher than if they had worked continually.**
  - d) **Maximum of 17 weeks/192 days on standby in any rolling year**
2. **Barry Town Council subsistence allowances payable for employees remain unchanged at current rates.**

R85. **STAFF INCREMENT RELATING TO QUALIFICATION ACHIEVED**

Members were provided with an update on a staff increment payable due to completion of a qualification.

**RESOLVED:**

**That the one increment salary point (backdated to 15 January 2018) is awarded to the member of staff who has achieved a recent qualification.**

R86. **APPLICATION OF MACE BEARER**

Members were provided with two applications received in respect of the current vacancy for Mace Bearer.

**RESOLVED:**

**That the recruitment of the candidates by interview, is delegated to the Chief Officer, Deputy Chief Officer and Chair of Personnel Committee and that the Chief Officer liaise with the Chair of the Personnel Committee to identify a suitable date for interviews to be held.**

R87. **PROVISION OF PERSONNEL/HEALTH & SAFETY SERVICES QUOTATION**

Members were provided with a proposal received with regard to the provision of Employment Law and Health & Safety Services.

The Chief Officer advised members that currently services are provided by the Vale of Glamorgan Council through an SLA, which she would not necessarily be looking to change. This provision would offer an additional health screening services which would be used for the Cemetery/outdoor staff. The screening would be on an annual basis and include lung function, hearing, skin test and HAVS record (Hand Arm Vibration). The Chief Officer felt it would be in the interest of Staff Wellbeing to utilise this screening service but would not be recommending some of the other options in the paper which would be more suited to a larger organisation. The Chief Officer advised that she had raised the possibility at a recent team meeting at the Cemetery to which all staff gave a positive reaction. The service would provide a mobile facility to assess the different health areas and provide a report on an annual basis.

Councillor Wilkinson asked if outdoor staff have the option to have the flu vaccination. The Deputy Chief Officer advised that this service is currently offered through the Vale of Glamorgan Council but take up is low.

Councillor Hooper asked if the service would be a contract and if so what the length of that contract is. The Chief Officer advised that she was unaware if it was annual or rolling contract but believed it to be a pay as you go service but will ensure the information is clarified.

The Chief Officer also clarified that there is already a budget agreed for Health and Safety which this could be taken from.

**RECOMMENDED to a meeting of Finance, Policy and General Purposes Committee:**

**That Hearing, Lung, HAVS and Skin Tests are offered to outdoor employees annually at a cost of £49.50 per employee to be taken from the Health and Safety budget and that the Chief Officer clarifies the duration of contract.**

R88. **JOB EVALUATION OUTCOMES**

Members were presented with the outcomes of the concluded external Job Evaluation outcomes. Councillor Hooper queried some of the financial information and how it related to salaries budgets and asked the Chief Officer to take the meeting through line by line.

**RECOMMENDED:**

**To a meeting of Full Council that all the Job Evaluation outcomes be approved and implemented and if any additional payments are due, that these are backdated to 7 March 2018; also to note that the grading is accepted for post holder 62 but recognising that the Council's commitment to pay the Accredited Real Living Wage is slightly higher.**

**RESOLVED:**

**That the outcome for post holder 12 is implemented via an Urgent Action due to the time sensitive nature of the decision for this particular post holder.**

R89. **CONTINUATION OF CONFIDENTIAL MINUTES FROM AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON 15 FEBRUARY 2018**

**RESOLVED that the confidential minutes be approved.**

R90. **CHIEF OFFICER REPORT RE: R89 CONFIDENTIAL ITEM**

An in depth discussion took place.

**RESOLVED**



**That a number of issues be raised by the Chief Officer through the staff supervision process and that the report be received and noted; also that staff are thanked for the work that they are currently undertaking which is valued and that members' appreciation is passed on to staff.**

R91.

**STAFF SURVEY RESULTS**

The Chief Officer was congratulated on the response rate of 47% and the positive responses. Cllr Hooper felt this was a really good piece of work which should be repeated next year using the same questions as a baseline.

**RESOLVED:**

- **that members receive and note the feedback from Barry Town Council's Employee Attitude Survey;**
- **that in the future, an electronic method for collecting and analysing data is sought as previously agreed;**
- **that in the future, the Chair of Personnel is involved in assessing the survey feedback to increase capacity;**
- **that a Team building session/event is arranged for staff and councillors in addition to the Staff Team Building Day.**

The meeting closed at 8:45pm

Signed .....

Dated .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 2 JULY 2018**

**PRESENT:** Councillors Charles (Chair/Town Mayor) together with S A Hodges, Payne, Perkes, Wiliam, Wilkinson and Wright

**ALSO PRESENT:** Emily Forbes – Chief Officer (Town Clerk)  
Angie Price – Deputy Chief Officer  
Rebecca Blackwell – Administrator  
Councillor N Hodges  
Councillor Hawkins  
Councillor Richardson – Arrived at 7.30pm

It was noted that whilst Councillor N Hodges had been included in the list of those summoned to the meeting he was not a member of the committee, it was noted that this had been an error and that it should be noted that he was in attendance under the heading of “Also Present”.

R91. **APOLOGIES FOR ABSENCE**

Councillor S Hodges gave apologies for Councillor Wiliam, as he would late arriving to the meeting.

R92. **DECLARATIONS OF INTEREST**

None received

R93. **TERMS OF REFERENCE**

Councillor S Hodges asked the Chief Officer if she considered the Terms of Reference reflected the remit of the Committee correctly. The Chief Officer advised that the Terms of Reference had been amended and agreed at the Annual Meeting held on 15 May 2018 and that she was satisfied they reflected the remit of the committee.

R94. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 5 MARCH 2018**

The Chief Officer advised that the Administrator had been missed off the also present list.

**RESOLVED:**

**That the minutes of the Personnel Committee held on 5 March 2018 be approved and signed subject to the Administrator being added to also present.**

R95.

**TO NOTE THE MINUTES OF A MEETING OF THE WELSH LANGUAGE WORKING GROUP HELD ON 27 FEBRUARY 2018**

Councillor S Hodges advised that Councillor Wiliam asked for clarification on minute no WL 5 where street signs are said to be produced in welsh and signage bilingually and that this did not make sense. Councillor Payne advised that there were two instances: one was street signs and the other information signs.

**RESOLVED:**

**That the minutes of the meeting of the Welsh Language Working Group held on 27 February 2018 be received and noted.**

R96.

**DRAFT UNREASONABLE COMPLAINT BEHAVIOUR POLICY**

Members were provided with a draft Unreasonable Complaint Behaviour Policy which had been amended to take account of points raised at the last meeting.

**RESOLVED:**

**That members approve the Draft Unreasonable Complaint Behaviour Policy**

**RECOMMENDATION:**

**That the draft Unreasonable Complaint Behaviour Policy be placed on the next agenda of Finance, Policy and General Purposes Committee for adopting.**

R97.

**DRAFT EQUALITY AND DIVERSITY POLICY**

Members were provided with the draft Equality and Diversity Policy. Councillor S Hodges asked if the responses are covered by the General Data Protection Regulations. The Chief Officer advised that within the GDPR there are monitoring arrangements and that the GDPR will be considered with regard to responses and this can be referenced into the policy.

**RESOLVED:**

**That members approve the Draft Equality and Diversity Policy subject to reference to GDPR compliance.**

**RECOMMENDATION:**

**That the draft Equality and Diversity Policy be placed on the next agenda of the Finance, Policy and General Purposes Committee for adopting.**

R98.

**WORKING FORWARD PLEDGE PROGRESS AND NEXT STEPS**

Members were provided with a verbal update from the Chief Officer with regard to the Working Forward Pledge. The Chief Officer advised that she has signed up to the pledge online and has a meeting scheduled to discuss further. The Chief Officer also advised members that the maternity policy and the flexible working policy would need updating with more training being provided to line managers with regard to discrimination towards pregnant women.

Councillor S Hodges asked what the timescales for this work would be. The Chief Officer responded that there are no timescales as such but once this meeting has taken place she will be in a better position to know what pledges to work towards and an action plan for delivery.

**RESOLVED:**

**That the Working Forward Pledge update is noted.**

R99.

**DRAFT WELSH LANGUAGE SCHEME**

Members were provided with the draft Welsh language Scheme. The Chief Officer talked members through the changes that had been made, in particular to the translation of agendas and minutes for the public domain. The Chief Officer advised that there would be a cost implication with regard to translating the agendas and minutes and it would be beneficial to find a service that will be contractual rather than ad-hoc which is currently the case.

Councillor S Hodges advised that point 12, bullet point 3 did not read well. Councillor Perkes agreed with Councillor S Hodges advising this was discussed in the Welsh Language Scheme Working Group. The Chief Officer advised that this had been raised with the Welsh Language Commission and that she had been advised that as this was part of the template there was no alternative option in respect of the wording.

**RESOLVED:**

**That members approve the draft Welsh Language Scheme.**

**RECOMMENDATION:**

- **That the draft Welsh Language Scheme be placed on the next agenda of the Finance, Policy and General Purposes Committee for adopting.**
- **That costings for a potential translation service are researched to be brought to a meeting of the Finance, Policy and General Purposes Committee in the Autumn.**

R100. **DRAFT CCTV POLICY**

Members were provided with the draft CCTV policy. Councillor S Hodges advised that appendix 1 was missing and asked who the members of staff would be. The Deputy Town Clerk advised members that the staff members would be the Chief Officer, the Deputy Chief Officer and the Cemetery Team Leader.

**RESOLVED:**

**That members approve the draft CCTV Policy.**

**RECOMMENDATION:**

**That the draft CCTV Policy be placed on the next agenda of the Finance, Policy and General Purposes Committee for adopting.**

R101. **BUDGET MONITORING REPORT – 1 APRIL 2018 – 31 MAY 2018**

Members were provided with the Committee's income and expenditure in the 2018/19 financial year as at the end of May 2018.

**RESOLVED:**

**That members receive and note the budget monitoring report for May 2018, indicating actual income and expenditure up to the end of month two in the 2018/19 financial year, noting the projected overspend of £19,850 for 2018/19.**

R102. **LONE WORKING RISK ASSESSMENT AND ADJUSTMENTS REQUIRED**

Members were provided with the Lone Working Policy and a recently completed Risk Assessment. The Deputy Chief Officer advised members of an incident that had occurred at the Cemetery which had strengthened the reason to have a CCTV camera on the front gate. The Deputy Chief Officer also advised that a full time member of staff has come forward and offered to cover any periods when needed. Councillor S Hodges asked if there was an unacceptable behaviour policy or if this could be incorporated into it. The Chief Officer advised that there is an Anti-Bullying and Harassment Policy implemented and would check on the Unreasonable Behaviour Policy.

The Chief Officer advised that additional costs would be explored for an extra camera on the front gate to enable additional security.

**RESOLVED:**

**That members approve the lone working policy and risk assessments adjustments be received and noted.**

**RECOMMENDATION:**

**That the adjustments for the lone working policy and risk assessments be placed on the next agenda of the Finance, Policy and General Purposes Committee for adopting and consideration of potential yearly costs involved in another member of staff covering annual leave and sickness at weekends.**

R103. **STAFF & COUNCILLOR TRAINING**

a) Annual Report and Training Matrix

Members were provided with the annual training report and training matrix. The Chief Officer advised members that the training matrix would need amending to include the Responsible Finance Officer to have occupational training in CILCA.

**RESOLVED:**

**That members receive and note the annual report and training matrix subject to the amendments made to the training matrix.**

b) Request for funding for Trainee Cemetery Operative College fees

Members were provided with a report to request funding for the Trainee Cemetery Operatives College fees. The Chief Officer advised that interviews were taking place the following day to employ the second Trainee Cemetery Operative.

**RECOMMENDATION:**

**That a request be made to the Finance, Policy and General Purposes Committee for sufficient funding for two trainees to start the course in September 2018, a total of £3,750 and that an additional amount of £3,750 be included in the 2019/20 training budget to allow for the second years fees.**

7.25pm - Councillors Richardson and Wiliam arrived.

R104. **DATE OF NEXT MEETING**

**RESOLVED:**

**That the date of the next meeting of the Personnel Committee is scheduled to be held on Monday, 10 September 2018.**

R105. **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.**

R106. **TOIL UPDATE**

Members were provided with a report detailing the current situation in relation to senior officers' outstanding TOIL.

**RESOLVED:**

**That members of the Personnel Committee note the information within the report and that the appropriate Line Managers continue to monitor TOIL levels of the three senior post holders including their workload and time pressures, ensuring that TOIL is taken as soon as practicable.**

R107. **COMMUNITY DEVELOPMENT OFFICER POST**

Members of the Personnel Committee were requested to give consideration to a report in respect of the role of Community Development Officer.

On 31 May 2017 Council resolved to recruit a Community Development Officer on a 12 month Fixed Term Contract, with a view to appointing permanently subject to an annual review. It was noted that the role had been very busy in its first year and had delivered a number of good outcomes for the Council.

In principle, members felt the role should be made permanent, but did not feel that they could make a decision on the information that had been provided to them and felt that whilst much of the role had been delivered as required by the job description there were some areas that they would like further information on and would like to review further.

Following considerable discussion it was recognised that the lack of a decision at the meeting would affect three members of staff currently in the council employ and that these roles should be extended pending the outcome of the Committee's decision in September.

**RESOLVED:**

- 1. That a further, report be submitted to the meeting of the Personnel Committee scheduled for 10 September 2018.**

2. That the three staff members that are currently affected by this decision have their contracts be extended to the 30 September 2018.

R108. **STAFF HEALTH SCREENING FOLLOW UP**

The Deputy Chief Officer provided Members of the Personnel Committee with an update following the recent Health Screening undertaken on all staff working in the cemeteries department.

**RESOLVED:**

**That the verbal report be received and noted.**

R109. **2018/19 PAYSCALES**

Members were provided with information on proposed changes to the current Spinal Column Points (SCP) used in salary pay scales by the Council.

They were advised that the changes were due to come into effect in April 2019 and were requested to approve the change to the newly proposed SCP's which had been agreed between the National Employers and the NJC Trade Union side.

**RESOLVED:**

1. That the 2018/19 Pay scales agreed by the National Employers and NJC Trade Union are noted.
2. That a further report be submitted to the September meeting of the Personnel Committee providing information on any anticipated increase in salary costs due to the changes in the SCP's from 2019 onwards.
3. That new contracts be provided for all staff, in April 2019 where their SCP's will change in accordance with the newly issued scales and staff consultation undertaken.
4. That Barry Town Council grading system is no longer used from April 2019, but that the SCP points are used as the salary range.

The meeting closed at

Signed .....

Dated .....



## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 10 SEPTEMBER 2018**

**PRESENT:** Councillors Charles (Chairperson/Town Mayor) together with Councillors S A Hodges, Payne (Vice Chair), Perkes, William, Wilkinson and Wright.

**ALSO PRESENT:** Emily Forbes – Chief Officer  
Angie Price – Deputy Chief Officer  
Rebecca Blackwell – Administrator  
Councillor Hawkins – Observer  
Councillor N Hodges - Observer

R110. **APOLOGIES FOR ABSENCE**

None received.

R111. **DECLARATIONS OF INTEREST**

None received

R112. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 2 JULY 2018**

**RESOLVED:**

**That the minutes of the Personnel Committee held on 2 July 2018 be approved and signed as a correct record.**

R113. **DRAFT MEDIA POLICY**

Councillor S Hodges wished to make an amendment to 4.4.1 where it states '*On occasions it may be appropriate for the Chief Officer (Town Clerk) or Deputy or another senior officer to take part in media activity*' Councillor Hodges asked if the wording 'also can decline' to be added.

Councillor S Hodges also asked if the word '*parishioners*' could be removed from the paragraph titled '*Town Council Email*'.

Councillor Payne asked if the word 'accurate' could be added to the line '*be civil, tasteful and relevant;*' within the paragraph 6.2.

Councillor Payne also requested that the words '*homophobic or demeaning*' could be added to the line '*Obscene or racist content*'

The Deputy Chief Officer advised if the wording 'protected characteristics' could be added to encompass all.

The Chair advised that personal attacks would cover all and moved to forward the policy onto the work unions and Finance, Policy and General Purposes Committee for adoption.

**RESOLVED:**

- 1. That subject to the above amendments the Draft Media Policy be sent to the staffing trade unions for consultation.**
- 2. That the Draft Media Policy be placed on the next agenda for the Finance, Policy and General Purposes Committee for adoption, subject to agreement from Staff and Unions.**

R114. **WORKING FORWARD PLEDGE ACTION PLAN**

Members were provided with the Working Forward Pledge Action Plan.

**RESOLVED:**

**That the Working Forward Action Plan be received and noted and that the action plan be reported on quartley to the Personnel Committee.**

R115. **DRAFT WELSH LANGUAGE SCHEME – STAFF REPRESENTATIONS**

Members were provided with a report regarding the Welsh Language Scheme and staff representations.

Councillor S Hodges advised that she felt that it should be essential for the Clerk of the Council to be a Welsh speaker and would expect that the Clerk should be educated to the level where learning Welsh wouldn't be a problem to them.

Councillor Perkes commented that it should be a requirement that the post holder would be required to learn Welsh once they are in post, if not already a Welsh speaker.

Councillor Wiliam said that making the person specification 'Essential' to be a Welsh speaker would not prevent any non-Welsh speakers from applying who could protenitally be right for the job.

Councillor Perkes advised that it could be essential but if a non-welsh speaker applied and was sucessful they should be required to make a commitment to learn Welsh once in post.

**RESOLVED:**

**That the need for the Clerk to be a Welsh Speaker remains as an essential requirement within the Person Specification when recruiting future Clerks, but that “applicants must be a fluent Welsh Speaker or give assurance to their commitment to Learn Welsh once in post”**

R116. **BUDGET MONITORING REPORT 1 APRIL 2018 - 31 JULY 2018**

Members were provided with the Budget Monitoring Report for the period 1 April 2018 – 31 July 2018.

**RESOLVED:**

**That the Budget Monitoring Report for 1 April 2018- 31 July 2018 be received and noted.**

R117. **COMPARISON OF SICKNESS ABSENCE JULY 2017 – JUNE 2018**

Members were provided with the comparison of sickness absence for July 2017 – June 2018 and the Chair noted the reduction in absence levels on the previous year.

**RESOLVED:**

**That the comparison of sickness absence for the period of July 2017 – June 2018 be received and noted.**

R118. **DATE OF NEXT MEETING**

Members were advised that the date on the agenda was incorrect and should read Monday, 19 November 2018.

**RESOLVED:**

**That the date of the next meeting of the Personnel Committee is scheduled to be held on 19 November 2018**

R119. **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.**

R120. **2018/19 PAY-SCALES**

Members were provided with the Pay-Scales 2018/19.

Councillor S Hodges wished to pass on her thanks to the Responsible Finance Officer for his work on the report.

**RESOLVED:**

**That the Pay-Scales for 2018/19 be received noting the anticipated additional cost of £2,274 in 2019/20 and £3,441 in 2020/21 due to the changes in the Spinal Column Points from April 2019.**

R121. **PROVISION OF PPE FOR CEMETERY STAFF**

Members were provided with a report to inform them of the current cost of daily work wear PPE for the cemetery staff and possible future savings.

Councillor Wiliam recommended that option (b) within the report be recommended to a meeting of the Finance, Policy and General Purposes Committee in order to identify funding.

**RECOMMENDED:**

**That a recommendation be made to the Finance, Policy & General Purposes Committee that Option B – “That PPE/Uniform be purchased directly by the Council for all cemetery staff and that the Council be responsible for laundering the trousers and jackets, with staff being asked to launder the t-shirts and sweatshirts (with all staff being advised that they should contact the Inland Revenue in respect of this).**

R122. **STAFF HEALTH SCREENING FOLLOW UP**

Members were provided with an update on the recent health screening and follow up appointments.

The Deputy Chief Officer advised that it may be necessary to get specialist help in order to set up a monitoring programme in the future.

**RESOLVED:**

**That members of the Personnel Committee receive the report noting, that annual updates will be submitted to future meetings of the committee following the annual health screening.**

R123. **TRAINEE CEMETERY MAINTENANCE OPERATIVE / GRAVEDIGGER UPDATE**

Members were provided with an update of the Trainee Cemetery Operatives and their training courses.

Members were advised that the vacancy for a Trainee Cemetery Operative had now been filled with an expected start date of Monday 17 September 2018.

**RESOLVED:**

**That members of the Personnel Committee receive the report, noting the change in college course and related costs for each trainee.**

R124. **POST HOLDER 48 – QUALIFICATION OF CILCA**

The Chair wished to congratulate the Deputy Chief Officer on her recent qualification of CiLCA.

R125. **TECHNICAL SERVICES ADVISER**

Members were provided with a report advising of the outcome of a recent request for quotes to provide Technical Services to Barry Town Council.

The Chief Officer advised members that three companies had been contacted to quote but only one had been received. The Deputy Chief Officer advised that historically it had been difficult to obtain quotes for the Technical Services contract with the Council.

Members discussed the report further.

**RECOMMENDED:**

**That a recommendation be submitted to the Finance, Policy & General Purposes Committee that the quote received from the one respondent to the tender process undertaken on Sell2Wales be accepted, noting the difficulties often associated with receiving tenders in relation to Technical Services provision.**

R126. **TOIL UPDATE**

Members were provided with a report to outline the current situation with regard to the senior officers outstanding TOIL.

The Chair advised that there has been more work processed through the Council without an increase in senior officers and felt that the management of TOIL related to additional workload.

**RESOLVED:**

**That members receive and note the report and that appropriate line managers continue to monitor the TOIL levels of the three senior post holders, including their workload and time pressures, ensuring that TOIL is taken as soon as is practicable.**

R127.

**COMMUNITY DEVELOPMENT OFFICER POST**

Members were requested to give consideration on the future of the Community Development Officer post.

Members agreed that the information provided was excellent and provided the detail they had requested and thanked officers for the time spent putting the papers together.

It was moved that the following recommendation be made to Full Council at its next meeting, scheduled for 1 October 2018.

**RESOLVED:**

**That Committee members receive and note the information provided within the report and appendices.**

**BY WAY OF RECOMMENDATION TO FULL COUNCIL: -**

- 1. That the Community Development Officer post is made permanent from 1 October 2018 and the current post holder's contract is amended to reflect this.**
- 2. That a Job Evaluation of the Community Development Officer post is commissioned externally via One Voice Wales.**
- 3. That the current 'acting up' Grade 6 Administrator is confirmed into a permanent position with contract amended to reflect this**
- 4. That the Grade 3-4 Administrator is recruited to on a permanent basis as per recruitment policy.**

The meeting closed at 7.30pm

Signed .....

Dated .....

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 19 NOVEMBER 2018**

**PRESENT:** Councillors Charles (Chairperson/Town Mayor) together with Councillors S A Hodges, Payne (Vice Chair), Perkes and Wilkinson.

**ALSO PRESENT:** Emily Forbes – Chief Officer  
Angie Price – Deputy Chief Officer  
Rebecca Blackwell – Administrator

R128. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Wiliam and Wright.

R129. **DECLARATIONS OF INTEREST**

None received

R130. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 10 SEPTEMBER 2018**

**RESOLVED:**

**That the minutes of the Personnel Committee held on 10 September 2018 be approved and signed as a correct record.**

R131. **DRAFT NEEDLE-STICK/SHARPS POLICY**

Members were provided with a Draft Needle-Stick/Sharps Policy and were asked for their consideration.

**RECOMMENDATION: That the Draft Needle-stick/sharps policy is referred to a meeting of the Finance, Policy and General Purposes Committee for adoption.**

R132. **DRAFT HAND, ARM VIBRATION (HAV'S) POLICY**

Members were provided with a draft Hand, Arm-Vibration (HAVs) Policy and were asked for their consideration.

**RECOMMENDATION: That the Draft Hand, Arm-Vibration (HAVs) Policy is referred to a meeting of the Finance, Policy and General Purposes Committee for adoption.**

R133.

### **WHITE RIBBON PLEDGE**

Members were provided with information regarding the White Ribbon Pledge along with a copy of the Town Council's current Domestic Abuse Workplace Policy.

The Chair advised that the pledge was brought forward to the Council by Councillor Nugent-Finn and as she is a current ambassador suggests that Councillor Nugent-Finn be the ambassador for this Council. The Chair also advised that the pledge asks for at least three men to sign up to the pledge to become White Ribbon Ambassadors and that she will be holding a coffee morning on the morning of Monday 26<sup>th</sup> November for White Ribbon Day.

Councillor N Hodges asked if he could become an ambassador.

Councillor S Hodges said that it is a fantastic way to raise awareness and asked if Councillor Nugent-Finn could talk to members about the White Ribbon Pledge.

Councillor Payne advised that there is current problem with violence against men also and that awareness should also be raised.

Councillor Wilkinson asked if the two could be incorporated to raise awareness for both violence against men and women. Councillor Wilkinson also asked the Officers if the opportunity could be offered to the Cemetery Staff for them to become ambassadors.

The Chair advised that there can be more than three ambassadors and Councillors Hawkins and N Hodges stated that they would be happy to become ambassadors for the pledge.

Councillor S Hodges asked if there could be a launch once the Council is successful in being granted the White Ribbon Pledge.

The Chief Officer asked if members would agree to the purchase of a plaque for £150 upon the application being successful.

### **RECOMMENDATION:**

- 1. That this Council makes a pledge to this campaign and to gain accredited White Ribbon status.**
- 2. That Cllr Nugent-Finn is nominated as the Council's ambassador to lead the campaign and development of the Action Plan**
- 3. That Cllr N Hodges and Cllr Hawkins are nominated as male ambassadors**



4. That the Cemetery Staff are asked if they wish to become White Ribbon ambassadors.
5. That upon successful application a plaque be purchased for £150.
6. That Councillor Nugent-Finn be asked to attend the next Personnel Committee to discuss the White Ribbon Pledge further.

R134. **BUDGET MONITORING REPORT OCTOBER 2018**

Members were provided with the Committee's income and expenditure in the 2018/19 financial year as at the end of October 2018.

**RESOLVED:**

**That members of the Personnel Committee receive the budget monitoring report for October 2018 noting the projected out-turn for the year is to be underspent by £21,353.**

R135. **DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2019/20**

Members were provided with the draft estimates for the Personnel Committee for 2019/20.

The Chief Officer brought members attention to the amendments to the budget estimates prepared.

**RECOMMENDATION: To recommend the draft estimates for 2019/20 to the Finance, Policy and General Purposes Committee being held on 28 January 2019 as confirmation of the Personnel Committee's requirements for the 2019/20 financial year.**

**RESOLVED: That members received and agreed the report.**

R136. **MINOR AUTHORITY REPRESENTATIVE VACANCY**

Members were provided with a report advising them of the situation in respect of filling the vacant position of Minor Authority Representative (MAR) for Federated Ysgol Gyfan Bro Morgannwg & Ysgol Nant Talwg.

The Deputy Chief Officer advised that no applications had been received and that she had contacted Governor Services at the Vale of Glamorgan Council, who had responded and advised that they would be willing to contact the Head Teacher and enquire whether they knew of anyone who may be interested in the position. The Deputy Chief Officer asked if members would want to vet any applications received from Governor Services.

The Chief Officer advised that the applications could be sent to members electronically to make a decision for speed.

Councillor Payne asked if VOG Council advertise on their Facebook page. The Deputy Town Clerk advised that as it is a Town Council Representative Vacancy it is this Council's responsibility to advertise the vacancy.

**RESOLVED:**

1. That Governor Services contact the Head Teacher to enquire whether they know of anyone who may be interested in the position of Minor Authority Governor, representing Barry Town Council.
2. That members of the Personnel Committee agree to Officers circulating any application received electronically

R137. **DATE OF NEXT MEETING**

**RESOLVED:**

That the date of the next meeting of the Personnel Committee is scheduled to be held on Monday, 21 January 2019

R138. **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.

R139. **TOIL UPDATE**

Members were provided with a report to outline the current situation with regard to the senior officers outstanding TOIL noting that levels had increased recently due to workload.

**RESOLVED:**

That members receive and note the report and that appropriate line managers continue to monitor the TOIL levels of the three senior post holders, including their workload and time pressures, ensuring that TOIL is taken as soon as is practicable.

R140.

**HUMAN RESOURCES MANAGEMENT UPDATE**

The Chief Officer talked through the report and updated members on a number of HR issues including recruitment, training needs, health and safety management, new policies required, discipline, grievance and staff capacity.

The Chair raised the issue of staff capacity and a need for more resources. It was noted that the new trainee Administrator post would support administration capacity, but that there remained a deficit at a management level, between SMT and Administration. Discussion took place over possible increases to staffing required in the future, such as an Office Manager role, separate to the facilities/cemetery management role and it was agreed that this would be explored by the Chief Officer in more detail next year.

A discussion regarding health and safety policies and practice took place and members agreed that a full audit of should take place to check on the Council's policies and procedures and to ensure compliance in areas including HAVS monitoring and Legionella risk assessments.

**RESOLVED:**

**That members receive and note the report noting the capacity issues within the Senior Management Team; members specifically noted that recent HR issues have increased stress, affected workload and TOIL levels as well as reduced capacity and thanked officers for their work and their commitment.**

**RECOMMENDED:**

**To a meeting of Finance, Policy and General Purposes Committee on 26 November 2018 to spend an additional £1,590 on an external audit of health and safety policies and procedures.**

The meeting closed at 7:35 pm

Signed .....

Dated .....

## **BARRY TOWN COUNCIL**

### **DRAFT MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 21 JANUARY 2019**

**PRESENT:** Councillors Charles (Chairperson/Town Mayor) together with Councillors S A Hodges, Payne (Vice Chair), Perkes, Wiliam, Wilkinson and Wright.

**ALSO PRESENT:** Emily Forbes – Chief Officer  
Angie Price – Deputy Chief Officer  
Mark Sims – Responsible Finance Officer  
Rebecca Blackwell – Administrator  
Councillor Nugent-Finn – Presenting White Ribbon Pledge  
Councillor Aviet – Observer  
Councillor N Hodges - Observer  
Councillor Richardson – Observer

R141. **APOLOGIES FOR ABSENCE**

None received

R142. **DECLARATIONS OF INTEREST**

None received

R143. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 19 NOVEMBER 2018**

Councillor S Hodges requested an update with regard to the action sheet attached to the minutes. The Chief Officer updated members with regard to minute number R127(2) advising that the application for the job evaluation had been completed and sent to One Voice Wales. Once a response had been received the item will return to a future meeting of the Personnel Committee for discussion.

**RESOLVED:**

**That the minutes of the Personnel Committee held on 19 November 2018 be approved and signed as a correct record.**

R144. **WHITE RIBBON PLEDGE – PRESENTATION FROM COUNCILLOR NUGENT-FINN**

Members were given a brief presentation and overview of the White Ribbon Pledge from Councillor Nugent-Finn.

Councillor Nugent-Finn advised that the pledge is predominantly about signposting and raising awareness. She also advised that she hopes to use Council events to be able to raise awareness for the White

Ribbon Pledge and advised that there is free merchandise available for use. Councillor Nugent-Finn also explained that the Vale of Glamorgan have a dedicated person who provides training on the subject of domestic violence and abuse.

Councillor Perkes asked what was expected of the Councillors. Councillor Nugent-Finn advised that it would just be available at events to raise awareness through campaigning and engaging with the public.

R145. **BUDGET MONITORING REPORT**

Members were provided with the Committee's income and expenditure in the 2018/19 financial year as at the end of December 2018.

**RECOMMENDATION: That the budget monitoring report for December 2018 be received noting the projected out-turn for the year is to be underspent by £15,474.**

R146. **PERSONNEL COMMITTEE TRAINING BUDGET ESTIMATES FOR 2019/20**

Members were provided with a report detailing the rationale for an increase in the Personnel Committee training budget estimates for 2019/20.

The Chief Officer talked members through the report.

Councillor S Hodges asked if the Line Manager Training for the Cemetery Staff was to enhance any current skills. The Chief Officer advised that the Cemetery Supervisor is already doing the job and certain aspects of the role needed further training and upskilling. The Chief Officer also advised that the Acting-up Cemetery Team Leader had not previously received any Line Manager Training therefore this training is required.

Councillor S Hodges asked if it was possible to have an organigram for the next Full Council meeting as many changes had occurred and it would be beneficial to know how the departments look.

Councillor Charles asked for a vote, 6 voted for the increase and 1 abstained.

**RECOMMENDATION:**

**To recommend the revised draft estimate of £16,000 for the training budget for 2019/20 to a meeting of Finance, Policy and General Purposes Committee on 28 January 2019.**

R147. **DATE OF NEXT MEETING**

**RESOLVED:**

**That the date of the next meeting of the Personnel Committee is scheduled to be held on Monday, 18 March 2019**

R148. **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.**

R149. **MINOR AUTHORITY REPRESENTATIVE – FEDERATED YSGOL GYFAN BRO MORGANNWG & YSGOL NANT TALWG**

Members were provided with a report advising them of the outcome of the recent appointment of MAR for the Federated Ysgol Gyfan Bro Morgannwg & Ysgol Nant Talwg.

**RESOLVED:**

**That members receive the report noting the appointed person will be a MAR on behalf of Barry Town Council in respect of the Federated Ysgol Gyfan Bro Morgannwg & Ysgol Nant Talwg for a four-year term, with effect from 15 January 2019.**

R150. **TIME OFF IN LIEU (TOIL) REVIEW**

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

The Chief Officer advised that the TOIL balances have dropped but will increase with the new round of committee cycles beginning following the New Year.

**RESOLVED:**

**That Members of the Personnel Committee note the above information and that the appropriate Line Managers continue to monitor the TOIL levels of the three senior post holders including their workload and time pressures, ensuring that TOIL is taken as soon as practicable.**

The meeting closed at 7:20 pm

Signed .....

Dated .....

**BARRY TOWN COUNCIL**

**MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 18 FEBRUARY, 2019**

**PRESENT:** Councillors Charles (Chairperson/Town Mayor) together with Councillors S A Hodges, Payne (Vice Chair), Perkes, Wiliam, Wilkinson and Wright

**ALSO PRESENT:** Emily Forbes – Chief Officer  
Angie Price – Deputy Chief Officer  
Councillor N Hodges – Observer  
Councillor M Richardson – Observer

R151. **APOLOGIES FOR ABSENCE**

No apologies were received.

R152. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

R153. **TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 21 JANUARY 2019**

**RESOLVED** that the minutes of the Personnel Committee meeting held on 21 January 2019 be approved and signed as a correct record.

R154. **DATE OF NEXT MEETING**

**RESOLVED** to note that the date of the next meeting of the Personnel Committee is scheduled to be held on Monday, 18 March 2019.

R155. **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.**



R156.

**WORKFORCE PLANNING**

Members were requested to give consideration on how to recruit to the position of Deputy Chief Officer which is being vacated on 12 April 2019.

The Chief Officer gave an overview of the three options she had provided within the report, stating that officers considered Option 3 the best way forward. She expressed concerns in respect of the Facilities and Cemeteries part of the role and advised that recruitment to this element of the role need to be considered carefully.

The Chair asked if Member had any other thoughts on a way forward. Councillor Hodges asked for clarification on the staff structure in relation to grades and lines of management, but agreed that Option 3 was a good way forward.

**RECOMMENDED:**

**That a recommendation be made to an Extraordinary meeting of Full Council that Option 3 as set out in the agenda paper be approved in respect of fulfilling the functions of the Deputy Chief Officer.**

**RESOLVED:**

- 1. That an Extraordinary meeting of Full Council be held on Monday, 4 March at 6.00 pm.**
- 2. That a new Staff Structure showing the proposed changes and grades of all staff be prepared for the meeting of Full Council.**

The meeting ended at 8.40 pm.

Signed ..... Dated .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 18 MARCH 2019**

**PRESENT:** Councillors Charles (Chairperson/Town Mayor) together with Councillors S A Hodges, Payne (Vice Chair), Perkes, Wiliam and Wilkinson.

**ALSO PRESENT:** Angie Price – Deputy Chief Officer  
Rebecca Blackwell – Administrator  
Councillor N Hodges - Observer  
Councillor Richardson – Observer

R157. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wright.

R158. **DECLARATIONS OF INTEREST**

None received

R159. **TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON 18 FEBRUARY 2019**

**RESOLVED:**

**That the minutes of an Extraordinary Meeting of the Personnel Committee held on 18 February 2019 be approved and signed as a correct record.**

R160. **WELSH LANGUAGE SCHEME AND COMMISSIONER COMMENTS**

Members were provided with the comments from the Welsh language Commissioner.

Councillor S Hodges asked if any of the amendments would make a difference to the previous costing of the service. The Deputy Chief Officer advised that the only likely effect would be at 3.3 but did not anticipate this being an issue.

**RESOLVED: That members receive and note the comments made by the Welsh language Commissioner and that the Welsh Language Scheme be amended to incorporate the comments made, with the Draft Welsh language Policy for Barry Town Council being submitted to a meeting of Full Council for final approval.**

R161. **BUDGET MONITORING REPORT FEBRUARY 2019**

Members were provided with the Committee's income and expenditure in the 2018/19 financial year as at the end of February 2019.

**RESOLVED: That the budget monitoring report for February 2019 be received noting the projected out-turn for the year is to be underspent by £9,597.**

Councillor Wiliam joined the meeting.

R162. **NEW STAFF STRUCTURE**

Members were provided with the new agreed staff structure 2019, following the recent restructuring of roles.

Councillor S Hodges asked if there had been any comments from staff regarding the new structure.

The Deputy Chief Officer advised that there she was not aware of any comments.

**RESOLVED: That members receive and note the new staff structure 2019.**

R163. **DATE OF NEXT MEETING**

**RESOLVED:**

**The next meeting of the Personnel Committee will be confirmed at the Annual Meeting of Council 14 May 2019.**

R164. **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.**

R165. **CEMETERY TRAINEE TRAINING REQUEST**

Members were provided with a request received from a cemetery trainee in respect of training that they are required to take as part of their contract of employment.

The Deputy Chief Officer advised that there will be mechanic skill gap at the cemetery and by having a member of staff trained in this skill may reduce costs for the cemetery over time.

Councillor S Hodges asked if there would be a need for ongoing upskilling as and when processes change. The Deputy Chief Officer advised that all training provided to cemetery staff needs to be regularly updated and that this would be no different.

Councillor Payne asked where the training would take place. The Deputy Chief Officer advised that it would be at the Cardiff and Vale College in Barry.

**RESOLVED: That members agree to post holder 183 undertaking a mechanics course as part of his contractual agreement with the council and once appointed the new Facilities and Cemeteries Manager be authorised to investigate possible courses and associated costs at a local college, and that, post holder 183 be enrolled onto a suitable course in a local college to start in September 2019, subject to costs.**

Becky Blackwell left the meeting

R166.

**TIME OFF IN LIEU (TOIL) UPDATE**

Members were provided with information on the current situation in relation to senior officers' outstanding TOIL. It was noted that post holder 48 had a high level of TOIL that would need to be used prior to their leaving their post with the Council in April.

The Chair advised that the Chief Officer had informed her that she had spoken with post holder 48 and it had been agreed that the post holder would take TOIL for their last week with the Council.

A question was raised as to whether any outstanding TOIL would be paid to post holder 48 in their final salary. Councillor S Hodges advised that this had been the case in previous instances and could see no reason why this would change.

The Deputy Chief Officer was asked to leave the meeting for the remainder of discussions around this agenda item.

**RESOLVED:**

- 1. That the report on TOIL be received and noted.**
- 2. That Post Holder 48 will take TOIL in their last week with the Council in order to reduce the high level of TOIL accrued.**

3. That any outstanding TOIL would be paid to post holder 48 in their final salary.

The Deputy Chief Officer re-joined the meeting.

R167. **RECRUITMENT UPDATE**

The Deputy Chief Officer provided Members with an update on the current recruitment within the Town Council.

**RESOLVED: that Members receive and note the verbal update provided by the Deputy Chief Officer.**

R168. **JOB EVALUATION OUTCOME**

Members were requested to give consideration to a Job Evaluation which had been undertaken in respect of Post Holder 162.

**RECOMMENDED: that the outcome of the Job Evaluation in respect of Post Holder 162 be recommended to a meeting of the Full Council.**

R169. **STAFF SURVEY RESULTS**

Members were advised by the Chair that unfortunately due to sickness absence the Staff Survey results were not available.

**RESOLVED: that this item be deferred to the next meeting of the Personnel Committee.**

The meeting closed at 7:20 pm

Signed .....

Dated .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 8 JULY 2019**

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

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

R170. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor William

R171. **DECLARATIONS OF INTEREST**

**RESOLVED:** Declaration of interest was received from Councillor Payne with regard to item number 9 – Barry Youth Council proposal. Councillor Payne advised that she would leave the room when the item would be discussed.

R172. **TERMS OF REFERENCE**

Councillor S Hodges asked what policy/procedures are covered in item 5. The Chief Officer advised that it would be all the policy and procedures covered within the staff handbook. Councillor S Hodges just wanted to clarify that it was the handbook and not Planning or Cemetery policies and procedures. The Chief Officer advised that she would amend the wording to make it clear as to what policies and procedures the committee have responsibility for which primarily relate to Human Resources.

**RESOLVED:** That the Terms of Reference be received and noted subject to the amendment to item 5.

R173. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 18 MARCH 2019**

**RESOLVED:** That the minutes of a meeting of the Personnel Committee held on 18 March 2019 be approved and signed as a correct record.

R174. **WORKING FORWARD PLEDGE AND POLICY REVIEW**

Members were provided with details of the Working Forward Pledge and review.

The Chair advised that policies should be reviewed and updated accordingly. The Chair also asked for members to sit on the Task and Finish Group. Members discussed that it should be the Chair, Vice chair and one other member of the committee. Councillor S Hodges suggested that Councillor Wiliam be considered for the Task and Finish Group and requested that when invitations are sent that she is sent a copy.

Councillor Wilkinson asked what timeframe do they have to work to.

The Chief Officer advised that the review is due in September but advised that with the summer holidays it may be hard to arrange a meeting date.

Councillor Clarke asked if they could be reviewed by individuals and report back to the Task and Finish Group.

The Chief Officer advised that substitutes can be made for the Task and Finish Group.

**RESOLVED:**

- 1. That the Personnel Committee agree to set up a Task and Finish Group to specifically review, update and redraft the policies considered pertinent to the Council's commitment to the Working Forward Pledge.**
- 2. That Councillors Charles, Payne and Wiliam be selected to become members on the Task and Finish Group and are asked to initiate it, with substitutes being made available where need be.**

R175. **BUDGET MONITORING REPORT JUNE 2019**

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

**RESOLVED: That the budget monitoring report for June 2019 be received noting the projected out-turn for the year is to be on budget.**

R176. **DATE OF NEXT MEETING**

**RESOLVED: That the next meeting of the Personnel Committee will be held on Monday 16, September 2019 at 7.00pm.**

R177. **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.**

Councillor Payne left the room.

R178. **BARRY YOUTH COUNCIL PROPOSAL**

Members were provided with a detailed report as requested at a meeting of Full Council held on 15 April 2019.

The Chair talked members through the report and advised that there would be a requirement for two link councillors and nominated herself and Councillor Payne.

Councillor S Hodges said that it did not have to be two Personnel Committee members and that the whole Council should be invited to become a link Councillor to share the commitment.

The Chief Officer advised that the offer can be made to all Council members outlining the commitment that would be required.

Councillor S Hodges asked if the DBS checks for Councillors had been budgeted for. The Chief Officer advised that volunteers are able to get their DBS checks for free. Councillor S Hodges advised that she had to pay for hers when she was a volunteer for an organisation. The Chief Officer advised that she would check on the details but advised that if it is not the case then it would come from the youth engagement budget.

**RESOLVED/RECOMMENDATION:**

- 1. That the members of the Personnel Committee agree to with the costs budgeted expenditure and resources required to formally set up Barry Youth Council**
- 2. That all Councillors are invited to become a Link Councillor, advising them of the commitment required.**
- 3. That the Community Development Officer is instructed to commence Barry Youth Council arrangements from autumn 2019**

R179. **TIME OFF IN LIEU (TOIL) UPDATE**

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



The Chair advised that Post Holder 8 did a great job in stepping up when required.

The Chief Officer advised that it would not be possible for Post Holder 8 to reduce the levels of TOIL to a suitable level and therefore has suggested that 70 hours be paid.

**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 Post Holder 8 is paid 70 hours TOIL hours accrued in the absence of the Chief Officer and Deputy Chief Officer through March/April 2019 in order to reduce the TOIL balance to a manageable level which can be factored in to the workload.**

R180.

**RECRUITMENT UPDATE**

The Chief Officer advised that the Cemetery and Facilities Manager is now in post. The Chief Officer also advised members that there is a view to recruit a Ground Maintenance Operative for Cemetery Approach as the 24-month contract has expired once the final handover has been completed.

The Chief Officer also advised members that the building works is due to commence on the Community Building at Cemetery Approach and that there is a view to recruit a part time cleaner/caretaker.

Members were advised that the Mayor's Secretary post is now vacant and that the role will need to be recruited to permanently. The Chief Officer advised members that the role had been covered internally for the 6-month period of sickness and externally for the last 6 weeks.

The Chief Officer advised the process of recruiting to the role and explained that there is a view to change the description of the role to incorporate more of a civic and corporate events organiser. Councillor Payne suggested the title for the role could be Civic Support and Events Officer.

Discussions regarding the recruitment of the role continued with members giving the Chief Officer permission to draft a job description and person specification and to arrange the recruitment process. The Chief Officer will also be able to make decisions within the £1000 budget with any additional requirements being dealt with under urgent action.

**RESOLVED:**

- 1. That the Chief Officer drafts a new Job Description and Person Specification to reflect the evolution of the Mayor's Secretary role before advertising**
- 2. That the Job Description and Person Specification be agreed electronically via the Personnel Committee Chair and members so that the new role can be advertised as soon as practicable**
- 3. That the role is then advertised and appointed as per the Council's recruitment Policy**
- 4. That the role is reviewed at a future meeting of the Personnel Committee when budgets are being considered as part of the financial planning cycle.**

R181. **STAFF TRAINING UPDATE**

Members were provided with a report to update on recent Staff Training Outcome.

The Chair congratulated the Chief Officer on completing the CIPD Level 5 HR Qualification.

**RESOLVED: That members of the Personnel Committee note that the Chief Officer has successfully completed a CIPD Level 5 HR qualification and in accordance with the training and pay policy, the Chief Officer will receive an additional increment in salary from July 2019 onwards.**

R182. **DISCIPLINARY POLICY IMPLEMENTATION**

A discussion was had about implementation of the Disciplinary Policy. Please refer to the confidential minutes held by the Chief Officer.

**RESOLVED: That members receive and note the information provided by the Chief Officer in relation to the Disciplinary Policy Implementation.**

R183. **STAFF WELLBEING POLICIES**

The Chief Officer advised members that the purpose the report was to follow up on an action from an Extraordinary meeting of Full Council on 30 April 2019 that requested that the Personnel Committee review conclusion 7.3 of an external investigation report prepared by One Voice Wales.

The Chief Officer left the room – 7:40pm

A lengthy detailed discussion took place, please refer to the confidential minutes held by the Chief Officer.

**RECOMMENDED to a meeting of Full Council that:**

- 1. The Council fully accepts and understands its responsibilities and its Duty of Care to staff**
- 2. The Council recognises that on this occasion, it could be considered that the Council's Duty of Care was not properly fulfilled**
- 3. The Council recognises that staff wellbeing is paramount**

**RESOLVED that:**

- 4. Advice is sought from One Voice Wales' HR advisor re: The Chair's query on membership of the Appraisal Panel**
- 5. The Council's Staff and Councillor Protocol is redrafted by the Chief Officer, incorporating comments and discussion points and brought back to a future meeting**
- 6. A new Line Manager's protocol is drafted to clearly set out process and procedure to be followed**
- 7. The Council's Disciplinary Policy is redrafted by the Chief Officer to provide clarity on the process and procedural aspects of the document and brought back to a future meeting**

The meeting closed at 8:00 pm

Signed .....

Dated .....

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 16 SEPTEMBER 2019**

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

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

R184. **APOLOGIES FOR ABSENCE**

None

R185. **DECLARATIONS OF INTEREST**

None received

R187. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 8 JULY 2019**

Councillor Clarke felt that he could still not agree with the minute at R183 and for consistency wished this to be noted as was raised at Full Council on 22 July 2019.

The Chief Officer gave members an update with regards to R183 (4) and relayed One Voice Wales advice that the Council does not have a legal power to impose a sanction to remove a Councillor from the Appraisal Panel who has made a complaint about the Chief Officer that was not upheld.

The Committee all agreed to leave the membership of the Panel as is.

**RESOLVED:** That the minutes of a meeting of the Personnel Committee held on 8 July 2019 be approved and signed as a correct record.

R188. **a) UPDATE FROM TASK AND FINISH GROUP ON WORKING FORWARD POLICIES**

The Chief Officer updated members on the discussions around the Working Forward Policies. A detailed discussion took place on how the Council can be more progressive and supportive of working mothers, pregnant women and parents. A number of policy examples had been discussed and the Task and Finish Group would be making a number of recommendations to the Personnel Committee with regards to

enhanced pay and leave entitlements for these policies. Members of the Personnel Task and Finish group had agreed to update the policies and advised that the draft policies should be ready in February 2020 and will be reported to a meeting of the Personnel Committee.

**RESOLVED: That the re-drafted policies are presented to the Personnel Committee at the beginning of 2020.**

**b) NEW PROTOCOL FOR THE DEATH OF THE SOVERIGN, ROYAL FAMILY MEMBER OR NATIONAL FIGURE**

Members were provided with an updated protocol for the death of the Sovereign, Royal Family Member or National Figure.

The Chief Officer advised members that the protocol on the agenda is from the Vale of Glamorgan Council and asked if members would be happy to adopt it.

**RECOMMENDED: That the Protocol for the Death of the Sovereign, Royal Family Member or National Figure is referred to a meeting of Full Council for adoption.**

**c) DRAFT NEW MEMBER-OFFICER PROTOCOL**

Members were provided with a draft Member-Officer Protocol which had been created by the Chief Officer using elements of the SLCC's policy.

**RECOMMENDED: That the Draft New Member-Officer Protocol is referred to a meeting of Full Council for adoption.**

**d) REDRAFTED NEW DISCIPLINARY POLICY**

Members were provided with the redrafted New Disciplinary Policy. The Chief Officer discussed the changes with members outlining the reasons for the changes.

The Chief Officer also advised members that once the policy has been agreed by Committee, it will be recommended to Council subject to staff and union consultation.

Councillor Clarke asked that the one person who cannot ask questions is the Investigating Officer but they can call witnesses. The Chief Officer advised that the Adjudicating Officer would ask the questions and the Investigating Officer is there to give their findings and present the facts of the case discovered through the investigation and can be asked questions relating to the investigation. Councillor Clarke noted that this is therefore an inquisitorial rather than adversarial role to which the Chief Officer agreed.

**RECOMMENDED: That the Redrafted New Disciplinary policy is referred to a meeting of Full Council for adoption.**

**e) DRAFT NEW LINE MANAGERS PROTOCOL**

Members were provided with a draft New Line Managers Protocol. The Chief Officer talked members through the protocol advising them that there has been a new Line Managers Network set up to best communicate policies and to ensure understanding and that all policies are implemented fairly and consistently across the organisation. Members felt that this was a positive initiative.

**RECOMMENDED: That the draft New Line Managers Protocol is referred to a meeting of Full Council for adoption.**

R190. **BUDGET MONITORING REPORT 31 AUGUST 2019**

Members were provided with the budget monitoring report for 31 August 2019 showing an underspend.

**RESOLVED: That the Budget Monitoring report for 31 August 2019 be received and noted.**

R191. **STAFF TRAINING MATRIX**

Members were provided with the current Staff Training Matrix. The Chief officer advised that there had been some work on the matrix to ensure that all staff are being trained to a certain level. The Chief Officer also advised that there will be an annual review of all the training that has taken place and will be on the Personnel Agenda scheduled for 16 March 2020.

Councillor Wiliam asked about Stress Management Training. Councillor Payne suggested that it should be offered out to all in terms of health and wellbeing to all staff. The Chief Officer advised that a stress awareness session can be incorporated into the staff away day.

Councillor N Hodges asked if the Cemetery Team Leader should have training in Basic Tree Survey. The Chief Officer advised that the Cemetery Team Leader and the Deputy should have that training and are booked to go on the training in October and that the matrix will be updated to reflect this.

**RESOLVED: That the Staff Training Matrix is agreed, subject to the amendment mentioned above.**

R192. **DATE OF NEXT MEETING**

**RESOLVED:** That the next meeting of the Personnel Committee will be held on Monday 16, September 2019 at 7.00pm.

R193. **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.

R194. **MAR VACANCIES**

The Chief Officer advised members that the vacancies for Barry Island Primary, Cadoxton Primary and Ysgol Gwaun Y Nant had been advertised and despite initial interest shown, no applications were submitted. The Chief Officer asked members how they would like to proceed.

Councillor S Hodges made a suggestion to contact the Head Teachers of the schools as they may know of people who would be interested in the vacancies.

**RESOLVED:** That the Chief Officer contacts the Head Teachers of the schools with vacancies to fill to gauge interest.

R195. **TO NOTE FINALISED AND AGREED JOB DESCRIPTION FOR CIVIC ENGAGEMENT AND EVENTS ADMINISTRATOR**

Members were provided with the new job description for the Civic Engagement and Events Administrator which had been agreed electronically.

**RESOLVED:** That the job description for the Civic Engagement and Events Administrator be received and noted.

R196. **TO AGREE AMENDED JOB DESCRIPTION FOR THE DEPUTY CHIEF OFFICER/RFO**

Members were provided with an updated job description for the role of Deputy Chief Officer/Responsible Finance Officer.

**RESOLVED:** That the amended job description for the Deputy Chief Officer/Responsible Finance Officer be agreed.

R197. **TO REVIEW THE JOB TITLE OF THE COMMUNITY DEVELOPMENT OFFICER**

Members were provided with a report detailing the evolving role of the Community Development Officer. The Chief Officer gave an update with regard to the reason for the suggested change of the job title from Community Development Officer to Community Engagement Officer.

Councillor S Hodges asked for the Barry Story to be used as promotional material and incorporated with the Job Description.

**RESOLVED: That the job title for the Community Development Officer be changed to Community Engagement Officer with the job description being amended and streamlined to reflect this.**

R198. **TO AGREE JOB DESCRIPTIONS FOR NEW POSTS TO BE ADVERTISED**

a. **Caretaker/Maintenance Operative (Part Time)**

Members were provided with the job description for the new role of Part Time Caretaker/Maintenance Operative.

**RESOLVED: That the job description for the new role of Part Time Caretaker/Maintenance Operative be agreed and the role advertised.**

b. **Grounds Caretaker/Gardener (Full Time)**

Members were provided with the job description for the role of Full Time Grounds Caretaker/Gardener.

**RESOLVED: That the job description for the role of Full Time Grounds Maintenance/Gardener be agreed and the role advertised.**

R199. **TIME OFF IN LIEU (TOIL) UPDATE**

Members were provided with information on the current situation in relation to senior officers' outstanding TOIL. Members noted they were pleased to see TOIL at more manageable levels.

**RESOLVED: 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.**



R200. **APPOINTMENT OF APPEALS PANEL FROM WITHIN PERSONNEL COMMITTEE**

The Chief Officer asked for three members of the Personnel Committee to create an Appeals Panel.

Councillors Clarke, Perkes and Wiliam put themselves forward to become members of the Appeals Panel.

**RESOLVED: That Councillors Clarke, Perkes and Wiliam be appointed as members of the Appeals Panel.**

**Councillors Clarke, Perkes and Wiliam then left the room as they were excluded for the next item.**

R201. **CONFIDENTIAL INVESTIGATION REPORT**

The Chief officer updated members with regards to an investigation that is currently taking place.

**RESOLVED: That members receive and note the information provided by the Chief Officer.**

The meeting closed at 7.45 pm

Signed .....

Dated .....