

## **BARRY TOWN COUNCIL**

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

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

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

R216. **APOLOGIES FOR ABSENCE**

None were received.

R217. **DECLARATIONS OF INTEREST**

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

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

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

R219. **NEW PENSIONS AND RETIREMENT POLICY**

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

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

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

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

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

R221. **NEW FLEXIBLE WORKING POLICY**

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

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

R222. **BUDGET MONITORING REPORT DECEMBER 2019**

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

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

R223. **DATE OF NEXT MEETING**

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

R224. **EXCLUSION OF PRESS AND PUBLIC**

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

R225. **MAR VACANCIES**

a) Ysgol Gwaun Y Nant

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

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

R226.

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

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

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

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

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

**RESOLVED:**

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

The Chief Officer and Deputy Chief Officer left the meeting.

R227. **JOB EVALUATION OUTCOME CHIEF OFFICER**

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

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

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

The meeting closed at 7.25 pm

Signed .....

Dated .....

**BARRY TOWN COUNCIL**

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY, 13 JULY 2020 AT 7.00PM**

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

**ALSO PRESENT:** Emily Forbes - Chief Officer  
Mark Sims – Deputy Chief Officer  
Rebecca Blackwell – Office Team Leader  
Hannah Linton – Trainee Administrator  
Councillor Johnson – Observer

R228. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wiliam

R229. **DECLARATIONS OF INTEREST**

None

R230. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 20 JANUARY 2020**

**RESOLVED:** That the minutes of a meeting of the Personnel Committee held on 20 January 2020 be approved and signed as a correct record.

R231. **NJC JOINT TRADE UNIONS PAY CLAIM 2020-21 FOR INFORMATION**

The Chief Officer advised the committee of the information within the report appendices advising how it will have an impact on staffing budgets.

**RESOLVED:** That members receive and note the information provided within the report and appendices.

R232. **BUDGET OUT-TURN REPORT 31 MARCH 2020**

Members were provided with a report informing them of the Council's income and expenditure in the 2019/20 financial year as at the end of March 2020.

**RESOLVED:** That the budget out-turn report for March 2020 be received and noting the net underspend (surplus for the year) of £49,129 for 2019/20

R233. **BUDGET MONITORING REPORT JUNE 2020**

Members were provided with a report outlining the Committee's income and expenditure in the 2020/21 financial year as at the end of June 2020.

**RESOLVED:** That members receive the budget monitoring report for June 2020 noting the projected out-turn for the year is to be overspent by £1,000

R234. **DATE OF NEXT MEETING**

**RESOLVED:** That the next meeting of the Personnel Committee will be reviewed in September 2020

R235. **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.

R236. **COSTS ASSOCIATED WITH INCREASING PLANNING FUNCTION**

Members were provided with a report to inform them of the costs associated with increasing the Planning function of the Council as per previous instruction from Committee at the last meeting.

The Chief Officer discussed three options with members as explained the financial costs of each of them.

Councillor Wilkinson asked for the views of those who sat on the Planning Committee as to which increase would be suitable. The Chief Officer advised members that the Planning Officers workload has increased and more hours would be beneficial. Councillor Johnson added that Planning is an important function of the Council and asked how many hours was the Planning Officer working over his current contracted hours. The Chief Officer advised that the Planning Officer is currently 12 hours over his contractual hours with no annual leave taken. The Chief Officer also advised members that they had agreed to pay hours owed to the Planning Officer previously and this is how the discussion of increasing hours occurred. Councillor Payne advised to go with an increase of 5 hours.

**RESOLVED:** That members of the Personnel Committee agree to an increase of 5 hours per week making the Planning function total hours of 15 hours per week.

R237.

**STAFF CONSULTATION RE: CHANGE OF HOURS DUE TO LATER  
SUMMER OPENING OF CEMETERY**

Members were provided with a report advising them of communication which had taken place with Cemetery staff in relation to increasing contractual hours during the summer months.

The Chief Officer advised members that all cemetery staff members had received correspondence in relation to the change of the contractual hours and have had a team meeting which was held in March 2020. The Chief Officer also advised that there is a formal staff consultation being held on 16 July 2020 in which cemetery staff and Union representatives will be in attendance in order to have a full engaged and informed discussion.

Councillor Payne asked about the lone working implications. The Chief Officer advised that currently the lone worker has to ensure that all members of the public have vacated the cemetery, lock the gates and then do a full sweep of the cemetery alone, to ensure that there are no members of the public left in the Cemetery. To ensure the safety of the staff it would require two members of staff being present.

The Chief Officer also advised members that an extraordinary meeting of the Personnel Committee would need to be held following the outcome of the Consultation with Cemetery staff members.

**RESOLVED: That members of the Personnel Committee receive the report and communication noting that the consultation process is underway.**

R238.

**WORKFORCE PLANNING**

Members were provided with an update report in relation to the workforce within the team at Merthyr Dyfan Cemetery with a request for the continuation of the Trainee Programme.

The Chief Officer discussed the report with members outlining the need for additional trainee members of staff following the notification of retirement for three members of staff over the next two years.

**RESOLVED:**

- 1. That members of the Personnel Committee agree to the recruitment of a new trainee member of the Cemetery team to begin in September 2020.**
- 2. That members of the Personnel Committee agree to employing a second trainee to cover both spaces made by the retiree's and for the recruitment process to proceed earlier than**

**planned to support the team through a possible second infection of Covid-19 and possible lock down if infection rate R moves above 1.**

The meeting closed at 7.25 pm

Signed .....

Dated .....