

BARRY TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 22 MARCH 2021 AT 7PM VIRTUALLY

PRESENT: Councillors Charles (Chairperson) together with Councillors Clarke, Payne (Vice Chair) Perkes, Wiliam (arrived 7.17 pm), Wilkinson and Wright

ALSO PRESENT: Emily Forbes - Chief Officer
Rebecca Blackwell – Office Team Leader
Councillor S Hodges – Observer

R272. **APOLOGIES FOR ABSENCE**

None received

R273. **DECLARATIONS OF INTEREST**

Councillor Perkes declared an interest in item 16 as she is a Governor at Holton Road School.

R274. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R275. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 25 JANUARY 2021**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 25 January 2021 be approved and signed as a correct record.

R276 **BUDGET MONITORING REPORT TO 28 FEBRUARY 2021**

Members received a budget monitoring report to 28 February 2021, noting the projected out-turn for the year is to be underspent by £58,466

The Chief Officer advised members that there was £6,000 of committed expenditure in relation to Cemetery Training and advised that this training will be completed by the end of April and asked if the £6,000 could be earmarked for staff training and not placed into the general reserves.

RECOMMENDATION: That a recommendation to Finance, Policy and General Purposes Committee requesting that £6,000 of committed expenditure for Cemetery Training be earmarked by transferring to a Staff Training Reserve at the year end.

RESOLVED: That the budget monitoring report to 28 February 2021 be received, noting the projected out-turn for the year is to be underspent by £58,466

R277.

SCHEDULE OF PAYMENTS FOR MARCH 2021

Members were provided with the schedule of payments for March 2021 consisting of direct debits and BACS payments, in the amount of £307,981.54.

RESOLVED: That members receive and note the schedule of payments for March 2021 consisting of direct debits and BACS payments, in the amount of £307,981.54.

R278

SICKNESS ABSENCE POLICY REVIEW AND REDRAFT

Members were provided with a redraft of the current Sickness Absence Policy.

The Chief Officer advised that she had looked at the Vale of Glamorgan Council's Sickness Absence Policy as a comparison. She advised that some areas have been made clearer in terms of Line Management and employee responsibility, to be clearer on reporting when staff report their sickness absence and there has been an inclusion of Covid. The Chief Officer also advised that there had been a review on the Long Term Sickness Absence to make it clearer for Management to follow and that the policy had been reviewed and redrafted following ACAS policy.

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee that the Sickness Absence Policy review and redraft be approved and adopted subject to staff and union consultation.

R279

DRAFT BEREAVEMENT POLICY

Members were provided with a draft Bereavement Policy.

The Chair welcomed the addition of a Bereavement Policy.

The Chief Officer advised members that the Council does not have a standalone policy in relation to bereavement as currently the bereavement leave is set out within the special leave policy. Members were advised that the Chief Officer had used a template provided by ACAS and added comments for members' consideration.

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee that the Draft Bereavement Policy be approved and adopted subject to staff and union consultation.

DRAFT COVID-19 VACCINATIONS POLICY

Members were provided with a draft Covid-19 Vaccinations Policy for consideration.

The Chief Officer advised members that the policy had been drafted using guidance from ACAS and CIPD. The Chief Officer talked members through the draft policy highlighting areas such as refusing the vaccine due to personal reasons.

Councillor Payne advised that it is personal choice to be vaccinated and that professional advice should be sought from health professionals.

The Chief Officer advised that members of staff will be signposted to Public Health Wales if they raise concerns in relation to having the vaccine and that if they do not wish to have the vaccine, there will be a conversation with them to understand the reasoning why.

Councillor Payne raised concerns in relation to the part where it states disciplinary action may be taken if staff refuse to take up the vaccine.

The Chief Officer advised that it would only be invoked if members of staff imposed a risk to other members of staff but felt that it shouldn't get to that point but it is there as a buffer and as a protective measure for health and safety of the workforce.

Councillor S Hodges shared the same concerns as Councillor Payne as it could set a precedent and requested that the Chief Officer keeps Council updated in relation to changes being made.

Councillor Perkes advised that the Council should encourage staff to take the vaccine but not enforce the vaccine as it is not law to have it.

The Chief Officer advised that the paragraph can be removed if members are concerned and advised that it was there to safeguard employees and the Council. The Chief Officer also advised that the policy would go to staff consultation and the Unions for consideration.

Members requested that paragraph 3 under 'Options if staff refuse the vaccine' be removed.

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee that the Draft Covid-19 Vaccination Policy be approved and adopted subject to staff and union consultation following the suggested amendment.

R281

DRAFT WORKPLACE MENTAL WELLBEING STRATEGY

Members were provided with a draft Workplace Mental Wellbeing Strategy.

Councillor Clarke advised that at the end of the strategy there are three links that require amendment.

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee that the Draft Workplace Mental Wellbeing Strategy be approved and adopted, following the amendments being made and after staff and union consultation.

Councillor Wiliam joined the meeting

R282

STAFF SUGGESTION SCHEME REVIEW

Members were provided with a review of the current Staff Suggestion Scheme.

The Chief Officer gave an overview of the current process in relation to the current staff suggestion scheme outlining that it is within the remit of the staff to suggest changes and suggested a review to amend this allocation into a fund for staff wellbeing.

Members gave suggestions of ideas and suggested that staff make suggestions via the Personnel Committee for approval.

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee that the Staff Suggestion Scheme is replaced with a Staff Wellbeing Fund where staff can make suggestions to utilise the funding each year for promoting their mental and physical health and wellbeing in the Workplace.

R283.

DATE OF NEXT MEETING

RESOLVED: The next meeting of the Personnel Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 18 May 2021

R284.

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.

R285. **TOIL**

Members were provided with the current levels of TOIL for officers with a breakdown of accrual and TOIL taken since last reported.

RESOLVED: That the levels of TOIL for officers be received and noted.

R286 **TEMPORARY SUSTAINABLE BARRY PROJECTS OFFICER**

Members were provided with a report in relation to the retention of the Temporary Sustainable Barry Projects Officer for another 6 months.

RESOLVED:

- 1. That Personnel Committee members agree an extension of the Temporary Sustainable Barry Project Officer post for at least a further 6 months (April to September 2021) at a cost of £8,000 which can be found within the Sustainable Barry budget already agreed by Council;**
- 2. That following this extension, a further review takes place to evaluate the impact of the role and any future requirements.**

R287. **MINOR AUTHORITY REPRESENTATIVES**

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

a) **Gladstone Road**

Members were advised that only one application had been received in relation to the vacancy at Gladstone Road School.

Given that only one application had been received, members requested that they would like to see a wider number of community representatives take up the opportunity to apply to be a Minor Authority Representative for the Town Council.

RESOLVED: That the position for Gladstone Road School is re-advertised, with a view to receiving a wider selection of community representatives.

Councillor Perkes left the meeting.

b) Holton Road School

Members were provided with two applications in relation to the vacancy at Holton Road School.

Members considered the two applications received and decided that Mr Alexander Saunders is given the position as Minor Authority Representative for the Town Council at Holton Road School.

RESOLVED: That Alexander Saunders is appointed the Minor Authority Representative for Holton Road School and that Alexander Saunders is advised that he has been successful in the appointment of the Minor Authority Representative role on behalf of Barry Town Council.

The meeting closed at 7.30 pm

Signed

Dated