

BARRY TOWN COUNCIL

MINUTES OF THE PERSONNEL COMMITTEE HELD ON MONDAY 25 JANUARY 2021 AT 7.00 PM

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

ALSO PRESENT: Emily Forbes - Chief Officer
Rebecca Blackwell – Office Team Leader

R263. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wright.

R264. **DECLARATIONS OF INTEREST**

None received.

R265. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R266. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 12 OCTOBER 2020**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 12 October 2020 be approved and signed as a correct record.

R267 **BUDGET MONITORING REPORT TO 31 DECEMBER 2020**

Members received a budget monitoring report to 31 December 2020, noting the projected out-turn for the year is to be underspent by £24,939.

RESOLVED: That the budget monitoring report for December 2020 be received, noting the projected out-turn for the year is to be underspent by £24,939

R268. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Personnel Committee is scheduled to be held on Monday 22 March 2021.

R269. **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.

R270. **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.

R271 **STAFFING UPDATE**

Members were provided with a detailed report in relation to staffing across the departments within the Council which provided members with an update relating to the Covid-19 Pandemic, absence levels, recruitment, staff wellbeing and any grievance or disciplinary processes

Councillor Wiliam asked for an update in relation to the staffing levels and asked if the budget is in place for the recruitment of new staff. The Chief Officer advised that recruitment is currently underway to appoint to the two vacant positions and confirmed that the budget for this recruitment is available as it was the intention to employ a Caretaker for the Cemetery Approach Community Building but due to Covid and the hall being closed, this had not yet taken place. Councillor Wiliam requested a timeline of when the Caretaker will be recruited and questioned if Covid has impacted this. The Chief Officer confirmed that Covid had an impact on the new building opening and recruitment for that position is currently on hold but as soon as the go ahead from Welsh Government is given, then recruitment can commence.

Councillor Payne raised a concern regarding the level of absence within the Cemetery Team and enquired how this was being managed. The Chief Officer advised that due to Covid the Cemetery Team had been separated to create two teams so that in the event that one team would contract Covid symptoms there would be another team to enable the continuation of burials. She also advised that due to the halls being unable to open, staff from other departments had provided cover and this rota basis and additional cover was working currently, though any more absence could prove problematic

Concerns were also raised in relation to a recent exit questionnaire that had been completed. A detailed conversation took place where the Chief Officer addressed the main concerns of the questionnaire with members outlining that it was hoped that issues with culture were being

tackled and should resolve over time. Committee members noted the difficult HR / Personnel issues that the Chief Officer had been tackling and the increased pressure and stress this had caused.

RESOLVED: That members of the Personnel Committee receive and note the contents of the Chief Officer's Staffing Report.

The meeting closed at 7.40 pm

Signed

Dated