

BARRY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON TUESDAY 28 JULY 2020 AT 6.00 PM

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

ALSO PRESENT: Emily Forbes - Chief Officer
Mark Sims – Deputy Chief Officer
Rebecca Blackwell – Office Team Leader
Paul Duggan – Cemetery Team Leader
Councillor N Hodges – Observer
Councillor I Johnson - Observer

R239. **APOLOGIES FOR ABSENCE**

None received

R240. **DECLARATIONS OF INTEREST**

Councillors Perkes and Wilkinson asked if they should submit a declaration of interest as Councillor Perkes is a Unison member and Councillor Wilkinson is a retired Unison member. The Chief officer advised that if both Councillors felt that they had a prejudicial interest then they should declare it.

R241. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 13 JULY 2020**

RESOLVED: That the minutes of a meeting of the Personnel Committee held on 13 July 2020 be approved and signed as a correct record.

R242. **DATE OF NEXT MEETING**

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

R243. **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.

R244.

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

Members were provided with an update report in relation to the staff consultation held with members of the Cemetery Team on 13 July 2020. The report also provided the notes taken at that meeting.

The Chief Officer provided an overview of the rationale relating to the variation of the Cemetery Teams contracts which would provide a different shift pattern of 11am – 7pm, Monday to Friday during the summer months. The Chief Officer advised that staff are not happy with the proposed change and would seek members advise on how to proceed. The Chief Officer also advised members that currently hours are being covered by an external Security Team, the cost of which is lower than the overtime rates.

The Chief Officer advised that during the consultation with staff, the team provided many reasons why the change in contract would not suit their current needs and asked if Council would reconsider the policy decision to keep the Cemetery open until 7pm, Monday to Friday during the summer months.

The Chair advised members that the decision to open late during the Summer months was made by Council due to the success of the trial that operated for two years and is now a permanent service which should not be taken away.

Councillor Perkes asked if there are figures of the number of people attending the Cemetery during these hours. The Cemetery Team Leader advised that there were no figures but during the trial period those staff members who came back to lock the gates said that the majority of the time there was no one in the cemetery. The Chief Officer advised members that she had requested volunteers during the staff consultation meeting to monitor the gates with a number counter but no one came forward.

Councillor Clarke asked if the members of the appeals committee should be present during this meeting. The Chair advised that it wouldn't be an issue for this meeting and asked members for a way forward in relation to the item.

Councillor N Hodges advised that the later opening hours provide a modern service to members of the public who work during the week and said that each time he has been there in the summer evenings he comes across a number of people visiting. He suggested that instead of upsetting the staff an idea would be to continue with the external Security Team as it would be money well spent and to include the later hours into the contracts of the new trainees.

The Cemetery Team Leader advised that continuing with the Security Team would be beneficial as the change would cause a number of issues as it would reduce staff numbers during the busy morning period which is also effected by annual leave and sickness absence. He also advised that it would not be a good idea to include the late shifts into the trainee's contracts as they would need to be present from 8am to learn the roles they would be carrying out.

Councillor Wilkinson said that she would like to see the figures from the Security Company and advised that the change could be managed and change is needed.

Councillor Johnson thanked the Cemetery Team Leader for being in attendance to help have an oversight from the Cemetery Teams perspective, he also advised that with the income from the Cemetery that the cost of the Security Team is an acceptable figure. He also said that the process is being dealt with fairly and wouldn't like to compulsory actions being taken to resolve the issue. Councillor Johnson also added that due to the time in the year he would recommend to continue with the Security team for the remainder of the Summer to enable the Council to plan something new.

Councillor Wilkinson said that this issue needs to be resolved this year and would not like to see it continue next year.

Discussions continued with the question of affordability being asked. The Deputy Chief Officer advised that the current budget included the payments for overtime for the closure of the Cemetery gates but the Security Companies rates are lower than the overtime rates and ongoing this would be an affordable option for the Council.

The Chair suggested that a fuller detailed report be submitted to the Personnel Committee in the Autumn to have a way forward in relation to the longer opening during the Summer months. The Chief Officer suggested a date of 5th October for the Personnel Committee to meet and advised that it would be suggested for the draft Schedule of Meetings which will go to the Annual Meetings scheduled to be held on 28 September 2020.

RECOMMENDATION:

- 1. A full detailed report be submitted to a Personnel Committee to resolve a way forward in relation to the later opening hours of the Cemetery in the Summer Months**
- 2. That the Security Company continues to lock the Cemetery for the remainder of the Summer.**

The meeting closed at 6.40 pm

Signed

Dated