

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 13 JUNE 2022 AT 7PM**

**PRESENT:** Councillors Perkes (Chairperson) together with Councillors Marshall, Payne, Thomas and Wilkinson.

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

R1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Charles, Johnson and William.

R2. **DECLARATIONS OF INTEREST**

None received

R3. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R4. **TO NOTE THE TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE**

**RESOLVED:** That the Terms of Reference for the Personnel Committee be received and noted.

R5. **TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON 14 MARCH 2022**

**RESOLVED:** That the minutes of the Extraordinary meeting of the Personnel Committee held on 14 March 2022 be approved and signed as a correct record.

R6. **REVIEW OF COUNCIL POLICIES**

a. **Special Leave Policy – To review time off for Elections and Fertility Treatment**

Members were provided with a report that made a request for two new policies to be considered and potentially added to the Council's Special Leave Policy.

## 1. Time off for Elections

The Chief Officer advised members that historically one-day paid special leave had been allocated for those assisting with manning polling stations or taking part in the election count, in line with other Council's policies but it has never been formally written into the Town Council's Special Leave Policy.

Members agreed that the addition should be made to the Council's Special Leave Policy.

**RESOLVED: That up to one-day special leave may be allocated to those assisting with running polling stations or taking part in the election count.**

## 2. Time off for Fertility Treatment

The Chief Officer advised members that there is no provision in the Council's Policies for Fertility Treatment and as the Council is part of the Working Forward Pledge, asked members if they would like to have a dedicated policy and asked how much paid leave should be allocated for appointments etc.

Councillor Wilkinson agreed that it should be a subject that the Council consider, but wasn't sure how many days should be allocated.

Councillor Payne asked what allocation would be given to a partner of someone having fertility treatment.

The Chief Officer advised that there is currently a shared parental leave policy in place and Council would have to approve any additions.

The Chair asked if the Chief Officer had explored policies from other councils for best practice. The Chief Officer advised that she had not as yet, but can explore other Council's policies and noted that the Council is very forward thinking in terms of Staff Wellbeing so was unsure if other local councils would have a Time off for Fertility treatment policy in place..

Councillor Payne asked if it was a current member of staff, wouldn't they be covered by the current special leave policy?.

The Chief Officer advised that there is allowances for appointments and pregnancy related sickness but not for the treatment itself, hence why the Special Leave policy needed to be looked at to accommodate.

Members requested that the Chief Officer explore other policies and bring back findings to the next Personnel Committee for discussion.

**RESOLVED: That the Chief Officer explores best practice for time off for Special Leave in relation to Fertility Treatment and drafts a policy to a future meeting of the Personnel Committee.**

b. Living with Covid-19 Plan – To review the Council’s position

Members were provided with a report reviewing the Council’s Policy in relation to Living with Covid-19.

The Chief Officer talked members through her report advising that Welsh Government has provided a paper outlining their ambitions with Step 3 being a transition to a long-term steady state with a suggested date for this to be reached at the end of June 2022.

The Chief Officer also advised members of the situation should another ‘Covid Urgent’ scenario presents itself.

**RESOLVED: That the Personnel Committee receive the latest Welsh Government Report and agree the measures for ‘Covid Stable’ and ‘Covid Urgent’ scenarios set out in the report.**

R7.

**NEW STAFF FORUM – TO REVIEW AND APPROVE SUGGESTED TERMS OF REFERENCE**

Members were provided with a report advising them of a proposal for a Staff Forum and their Terms of Reference. The Chief Officer advised members that the aspect of the Staff Forum would be to build rapport between team members and management.

Councillor S Hodges asked the Chief Officer if she felt there would be a good up take for volunteers. The Chief Officer advised that she felt positive and that there is already a health and safety representative in place.

Councillor Payne asked about the cross over from Team Meetings. The Chief Officer advised that Team Meetings are generally about the week ahead and objectives where the forum will be a place where staff can voice any concerns and get a better view of the Council as a whole.

The Chair raised concern around the eligibility criteria in relation to concerns around conduct. The Chief Officer advised that it had been put in the Terms of reference as a safety net and to cover all situations. The Chair requested that the sentence be simplified. Councillor Payne agreed and suggested that it reads ‘There is an expectation that you will abide by the Code of Conduct’. The Chief Officer asked members if they would be happy to receive the amendment electronically which was agreed.

**RESOLVED: That a Staff Forum is established and the New Staff Forum Terms of Reference be received and noted, subject to the amendment referenced above.**

R8. **HEALTH AND SAFETY**

Members were provided with two risk assessments in relation to Tackling Work Related Stress and Managing Conflict. The Chief Officer advised that the two new risk assessments are organisational wide.

**RESOLVED: That the risk assessments be received and noted.**

R9. **DATE OF NEXT MEETING**

**RESOLVED: The date of the next meeting of the Personnel Committee has been scheduled to be held on Monday 5<sup>th</sup> September 2022 at 7pm**

R10. **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.**

R11. **TO REVIEW THE COUNCILS PLANNING FUNCTION**

Members were provided with a report to enable a discussion on the Council's Planning Function.

Members had a detailed discussion, the Chief Officer advised that currently the Planning Function is being covered by an external provider whilst Council decided on how to proceed with the Council's Planning Function. The Chief Officer also included in the discussions that there could be potential for the Planning Officer to become involved in creating a Community Plan, which is an ambition for the Council which would require more hours – possibly three quarter time to full time.

Members discussed the potential for the hours of the role to increase and the different functions requiring more capacity, such as the Community Plan, the LDP consultation and development and project management and a senior level for future ambitions for a Heritage Centre. The Chief Officer felt this would be a great resource to support delivery.

Possible costs were discussed as the current budget for the post is £17,500 per annum, therefore a 30 hour post would likely cost £35,000 per annum and a full time post, probably in the region of £45,000 per annum with on costs (pension, NI etc...). The Chief Officer agreed to

obtain accurate costings to put in these minutes in order for a recommendation to be presented to the next meeting of the Finance Committee.

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee being held on Monday 20 June 2022 that a full time Planning Officer is recruited at a cost of £43,610 (accurate figure)**

**RESOLVED: that the Chief Officer circulate the new JD/PS electronically for Committee approval once the budget recommendation has been reviewed by the Finance, Policy and General Purposes Committee.**

R12.

### **ENGAGEMENT AND EVENTS TEAM REVIEW**

Members were provided a to enable a discussion on a review of the Council's Engagement and events Team as requested at a previous meeting of the Personnel Committee.

#### 1. Community Engagement Officer

Members were asked to consider an external job evaluation for the Community Engagement Officer as the role has increased over the years.

**RESOLVED that the Community Engagement Officer job description amendments and title be agreed.**

**RECOMMENDED to a meeting of the Finance, Policy and General Purposes Committee being held on Monday 20 June 2022 that the role is externally job evaluated by One Voice Wales at a cost of £100 and results reported back to the Personnel Committee for implementation.**

#### 2. Wellbeing Projects Officer

Members were requested to consider an introduction of a three-point salary scale points to enable progression within the role which is currently sat a single SCP point of 18

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee being held on Monday 20 June 2022 that the Wellbeing projects officer salary scale is set at SCP 18-20 in line with other incremental scales.**

### 3. Capacity within the Engagement and Events Team

Members were requested to consider additional support within the Engagement and Events Team, in particular administration and Youth Council support.

Members were happy to support additional support for the Engagement and Events team, suggesting a Youth Worker to cover Barry Youth Council, suggesting that it be a trainee or apprentice or young person studying.

The Chair noted that a full time role for administration support would be preferable as currently there is only part-time support and it is clear that additional capacity is required as well as more work in terms of social media and communications, but this would need to be costed and presented to Council.

**RESOLVED: That the Personnel Committee agree in principle for an increase in administration support for the Engagement and Events Team in the form of a full time role; that a paper setting out costings and options for support o include possible provision for a Trainee Youth Worker role to support Barry Youth Council be prepared for the next meeting of Personnel Committee in September 2022.**

R13.

### **TO RECEIVE AND RESOLVE VOCATIONAL TRAINING REQUEST**

Members were provided with a Vocational Training Request received by a member of the team to undertake a British Sign Language Course as part of personal development.

Members were enthused to receive the request noting that more diversity is welcomed. Councillor Payne suggested that as a team potentially all should receive basic BSL training.

Concerns were raised in the event the member of staff may leave the Council but the Chief Officer reassured members that there is a clause in the training policy to cover this.

**RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee on Monday 20 June 2022, to authorise the BSL Training at a cost of £700 which can be allocated from the Staff Training Budget.**

**RESOLVED: that BSL basic awareness training be sourced universally for councillors and staff who are interested**

The meeting closed at 7.55 pm

Signed .....

Dated .....