

From 1 May 2021, the Local Government and Elections (Wales) Act 2021 sets out a statutory requirement that: As soon as reasonably practicable after a meeting of a community council, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—

- (a) the names of the members who attended the meeting, and any apologies for absence;
- (b) any declarations of interest;
- (c) any decision taken at the meeting, including the outcomes of any votes.

Barry Town Council meets this duty by publishing this information in the form of draft meeting minutes which will be displayed electronically within 7 working days after the meeting. It should be noted that these minutes are DRAFT and not agreed until the next meeting.

BARRY TOWN COUNCIL

DRAFT MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 5 SEPTEMBER 2022 AT 7PM

PRESENT: Councillors Perkes (Chairperson) together with Councillors Charles, Johnson, Marshall, Payne (Town Mayor – Ex-Officio), Thomas and William

ALSO PRESENT: Emily Forbes – Chief Officer
Mark Sims – Deputy Chief Officer
Rebecca Blackwell – Office Team Leader
Amy Mander – Administrator

R14. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Wilkinson.

R15. **DECLARATIONS OF INTEREST**

None received

R16. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R17. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 13 JUNE 2022**

The Chief Officer advised members that at the last Full Council meeting held on 27 June 2022, it was raised that Councillor Thomas was present at the last meeting of the Personnel Committee held on 13 June 2022.

Councillor Johnson requested an update in relation to the Planning Officer recruitment. The Chief Officer advised that there had been no applications received by the closing date noting that the post had been advertised for the whole of August. The Chief Officer added that she is exploring to advertise with the Planning Institute to target those with RTPI experience at a cost and advised that the currently Planning support had been extended.

RESOLVED: That the minutes of the Personnel Committee held on 13 June 2022 be approved and signed as a correct record, subject to the amendment mentioned above.

R18. **BUDGET MONITORING REPORT TO 31 AUGUST 2022**

Members were provided with a report advising members of the Committee's expenditure in the 2022/23 financial year as at the end of August 2022. The Deputy Chief officer advised that there are discussions in relation to the Pay Award for 2022 noting that it could possibly effect the Personnel budget if the Unions agree to a flat rate increase to each spinal point of £1,925 as it had been budgeted for a potential increase of 2.5%.

RESOLVED: That the Personnel Committee receive and note the aforementioned information and the budget monitoring report for August 2022 noting the projected out-turn for the year is to be on budget.

R19. **REVIEW OF COUNCIL POLICIES**

a) Draft Fertility Journey Policy

Members were provided with a draft fertility journey policy for their consideration. The Chief Officer advised members that following the last Personnel committee it was requested that Officers explore a Fertility Journey Policy, advising that the draft policy proposed had been taken from a CIPD template.

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

R20. **COUNCILLOR TRAINING PLAN**

Members were provided with a report advising that Section 67 of the Local Government and Elections (Wales) 2021 Act requires community

councils to make and publish a plan about the training provision for its members and staff.

Members were provided with a draft Councillor Training Plan.

Councillor Johnson advised that the Training Plan made sense and noted that the Twin Hatted Councillors have received a number of training courses at the Vale of Glamorgan Council and that it is good to see a plan which shows what training is mandatory or non-mandatory. Councillor Johnson asked how the plan would work in relation to changes to Chairpersons and Vice Chairpersons each year. The Chief Officer advised that with changes to the Committee memberships, training will be allocated accordingly, however certain training will only need to be completed once per administration.

Councillor Payne asked if the training was generic or would there be different training for each committee and would it be updated every year and/or when regulations change.

The Chief Officer advised that it can be updated and changed when needed.

RECOMMENDATION: That the Personnel Committee receive and note the Councillor Training Plan and to recommend the Training Plan to a meeting of Full Council being held on Monday 19 September 2022.

R21. **STAFF TRAINING**

Members were provided with an update report in relation to the staff training that is currently outstanding and any training that has been completed since the Annual Meeting in May 2022.

RESOLVED: That the Staff Training update be received and noted.

R22. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Personnel Committee has been scheduled to be held on Monday 14 November 2022

R23. **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.

R24. **REVIEW OF TEMPORARY FINANCE ADMINISTRATOR**

Members were provided with a review of the Temporary Part Time Finance Administrator.

The Deputy Chief Officer advised that the assistance that the Temporary Part Time Finance Administrator has provided has been to a high standard and is a well needed resource to the Corporate Support Team.

RECOMMENDATION: To a meeting of the Finance, Policy and General Purposes Committee being held on 12 September 2022 that the role of Finance Administrator becomes permanent from 25 October 2022.

The Chief Officer advised members that agenda item 13 will not be discussed at this meeting and will be deferred to the next Personnel Committee being held on Monday 14 November 2022.

R25.

ENGAGEMENT AND EVENTS TEAM INCREASED CAPACITY

Members were provided with a report advising the of the current capacity of the Engagement and Event's Team with the potential to increase it.

1. Current Part Time Staff Members

Members were advised that it had been proposed that the current hours of the part time staff be increased as follows:

Wellbeing Projects Officer – currently at 18.5 hours, increase to 24 hours (an additional 5.5 hours) per week.

Civic Engagement and Events Administrator – currently at 20, increase to 24 hours (an additional 4 hours) per week.

There was also a request to change the job title of the Civic Engagement and Events Administrator to become the Engagement and Events Team Administrator.

RESOLVED: That the Civic Engagement and Events Administrator job title be changed to Engagement and Events Team Administrator.

RECOMMENDED to a meeting of the Finance, Policy and General Purposes Committee being held on Monday 12 September 2022 that the increase to both the Engagement and Events Team Administrator and Well Being Projects Officers' hours be discussed noting the financial implication for the remainder of 2022/23 will be an additional £4,070, with additional full year costs being £8,140.

2. Increased Capacity with the Engagement and Events Team

Members were provided with options to increase the capacity with the Engagement and Events Team to consider.

Councillor Payne proposed that option 1 is agreed.
Councillor Johnson proposed that option 2 is agreed.

A detailed discussion was had with a suggestion that option 2 be considered with the additional of the role having a Youth Worker qualification.

A vote was cast with a unanimous vote that option 2 is proposed.

RECOMMENDED: To a meeting of the Finance, Policy and General Purposes Committee being held on Monday 12 September 2022 that option 2 is pursued and that recruitment for the role of an Engagement and Events Officer be progressed at an additional cost to 2022/23 of £16,400 and an additional full year cost of £32,800 for 2023/24 budget.

The meeting closed at 7.45 pm

Signed

Dated