



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE ABOVE STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PERSONNEL COMMITTEE TO BE HELD REMOTELY ON THURSDAY 13 APRIL 2023 COMMENCING AT 7.00 PM FOR THE PURPOSE OF TRANSACTING THE BUSINESS SHOWN IN THE AGENDA SET OUT BELOW.

From 1 May 2021 The Local Government and Elections (Wales) Act 2021 makes provision for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents

Yours faithfully

A handwritten signature in black ink that reads 'S. D. Perkes.' The signature is written in a cursive style.

Councillor Sandra Perkes
Chairperson of the Personnel Committee

AGENDA

1. **Apologies for absence**
2. **To receive declarations of interest under the Council's Code of Conduct** (Note: Members seeking advice on this item are requested to contact the Monitoring Officer at least 72 hours before the meeting)

TO NOTE: Councillor Wilkinson has been granted Dispensation to allow them to speak and vote where issues are raised (including budgets) relating Cadoxton Primary Schools and St. Richard Gwyn High School.

3. **Well-being of Future Generations (Wales) Act 2015**
(To note)

*Personnel Committee members will note that this Act sets out the requirement for a public body to act in a manner which seeks to ensure **that the needs of the present are met without compromising the ability of future generations to meet their own needs.***

In order to act in that manner, a public body must take account of the following things:

- (a) the importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long-term effect;*
- (b) the need to take an integrated approach, by considering how—*
 - i. the body's well-being objectives may impact upon each of the well-being goals;*
 - ii. the body's well-being objectives impact upon each other or upon other public bodies' objectives, in particular where steps taken by the body may contribute to meeting one objective but may be detrimental to meeting another;*
- (c) the importance of involving other persons with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the part of Wales in relation to which the body exercises functions;*
- (d) how acting in collaboration with any other person (or how different parts of the body acting together) could assist the body to meet its well-being objectives, or assist another body to meet its objectives;*
- (e) how deploying resources to prevent problems occurring or getting worse may contribute to meeting the body's well-being objectives, or another body's objectives.*

4. **To approve and sign the minutes of a meeting of the Personnel Committee held on 27 February 2023** (Pages 254-256)

5. **Date of Next Meeting**

The next scheduled meeting of the Personnel Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 16 May 2023.

6. **Exclusion of the Press & Public**

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 are excluded from the remainder of the meeting.

STAFFING MATTERS

7. **External Review of Cemetery Department**

- a) **Recommendations from report for information** (To follow)
- b) **Timeline / process map** (To follow)
- c) **Benchmarking Report** (To follow)
- d) **Training Costs** (To follow)
- e) **Time and Motion study results** (To follow)
- f) **Next steps** (To discuss)

Distribution

Electronic notification of summons and front-page Agenda to all Committee members. Email notification of electronic papers to all Barry Town Councillors (22). A full copy of the agenda and papers for this meeting (with the exception of confidential items) will be available at the Town Council Offices and on the Town Council Website – www.barrytowncouncil.gov.uk

This document is available in large print and other formats upon request/Cewch y ddogfen hon mewn pring bras a ffor matiau eraill drwy holi.

BARRY TOWN COUNCIL

MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 27 FEBRUARY 2023 AT 7.00 PM

PRESENT: Councillors Perkes (arrived at 7.02pm) (Chair) together with Councillors Charles, Johnson, Marshall, Thomas and William

ALSO PRESENT: Emily Forbes: Chief Officer
Mark Sims – Deputy Chief Officer
Amanda Evans – Facilities and Cemeteries Manager
Rebecca Blackwell – Office Team Leader
Councillor S Hodges – Observer

The Vice Chair opened the meeting as the Chair had not yet connected.

R60. **APOLOGIES FOR ABSENCE**

None received

R61. **DECLARATIONS OF INTEREST**

None received

R62. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R63. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 6 FEBRUARY 2023**

RESOLVED: That the minutes of the Personnel Committee held on 6 February 2023 be approved and signed as a correct record.

7.02 pm - The Chair arrived, the Vice Chair handed the Chair over to Councillor Perkes.

R64. **UPDATE OF EXTERNAL REVIEW OF CEMETERY DEPARTMENT**

Members were provided with a report reviewing the Cemetery Department. Members discussed the report in great detail, due to the confidential nature of the report, confidential notes will be held on file with the Chief Officer

RESOLVED:

1. That the Chief Officer prepares a timeline and process map to understand how these recommendations will be taken forward, which will be circulated electronically

2. That Recommendations 1, 2, 3, 4, 5, 9, 10, 11, 13, 14 contained within the report in relation to training, management and budget administration and exploring HR support are accepted and taken forward by officers.
3. That Recommendations 6,7,8,12 are deferred to a future Extraordinary meeting of the Personnel Committee for a more detailed discussion
4. That a benchmarking exercise and time and motion study is undertaken by officers and completed in time for the next Extraordinary meeting, to fully understand the service needs, capacity requirements, equipment requirements and benchmark this with other local provision

The meeting closed at 8.00 pm

Signed

Dated

FOR INFORMATION ONLY

ACTION SHEET - PERSONNEL COMMITTEE - 27 FEBRUARY 2023

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R64 (1)	That the Chief Officer prepares a timeline and process map to understand how these recommendations will be taken forward, which will be circulated electronically	CO		Complete and on agenda
R64 (2)	That Recommendations 1, 2, 3, 4, 5, 9, 10, 11, 13, 14 contained within the report in relation to training, management and budget administration and exploring HR support are accepted and taken forward by officers.	CO		On agenda
R64 (3)	That Recommendations 6,7,8,12 are deferred to a future Extraordinary meeting of the Personnel Committee for a more detailed discussion	CO		On agenda
R64 (4)	That a benchmarking exercise and time and motion study is undertaken by officers and completed in time for the next Extraordinary meeting, to fully understand the service needs, capacity requirements, equipment requirements and benchmark this with other local provision	F&CM		On agenda