

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

MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON THURSDAY 13 APRIL 2023 at 7.00 PM

PRESENT: Councillors Perkes (arrived at 7.05pm) (Chair) together with Councillors Charles, Johnson, Marshall, Payne (Town Mayor Ex-Officio), Thomas and Wiliam

ALSO PRESENT: Emily Forbes: Chief Officer
Amanda Evans – Facilities and Cemeteries Manager
Rebecca Blackwell – Office Team Leader
Councillor N Hodges – Chair of Halls, Cemeteries and Community Facilities Committee

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

R65. **APOLOGIES FOR ABSENCE**

None received

R66. **DECLARATIONS OF INTEREST**

None received

R67. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R68. **TO APPROVE AND SIGN THE MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON 28 FEBRUARY 2023**

RESOLVED: That the minutes of the Personnel Committee held on 28 February 2023 be approved and signed as a correct record.

R69.

EXTERNAL REVIEW OF CEMETERY DEPARTMENT

The Vice Chair suggested to take items 7c,d,e and f to better prepare members to make decisions.

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

c. Benchmarking Report & Time and Motion Study Results

Members were provided with a detailed overview of the Benchmarking Report alongside the Time and Motion Study results, due to the confidential nature of the report, confidential notes will be held on file with the Chief Officer.

A detailed discussion took place and Members felt that a number of recommendations within the report could be taken forward at the present time, whilst others required a wider discussion and further information, so should be referred to a future meeting of the Personnel Committee

RECOMMENDATION: To an Extraordinary meeting of Full Council to be held on Monday 18 April 2023

- 1. To maintain the current position of not recruiting to the vacant Grave-digging/Cemetery Operative vacancy**
- 2. To delete the Memorial Inspector role (already vacant) and instead, consult with staff on absorbing these additional duties.**
- 3. To agree, in principle, to the provision of a rebranded Bereavement Service giving authority to the Chief Officer to make and implement any operational changes (such as Administration alignment, updating the Manager's Job Description and externally Job Evaluating the Manager role).**
- 4. That feedback from Personnel Committee members' initial comments on the benchmarking and time and motion study is provided to the Cemetery Team and that the Time and Motion study is repeated with Senior Leadership Team input in a few weeks' time to reflect on any changes to working practices / efficiencies / time and task management.**

d. Training Costs

Members were provided with a report outlining a number of training courses that have been suggested to be beneficial for the Cemetery Team as part of the External Cemetery Review.

Members agreed to have all staff trained to the same standard via the leading accreditation body, ICCM, and to not rely of historical information

being passed down. It was understood that costs would be taken from this year's annual training budget, but may create an overspend later in the year.

RESOLVED:

- 1. That course 1 is completed by all grave digging staff**
- 2. That courses 2a and 2b be provided by ICCM with the Memorial Inspection**
- 3. That the ICCM Certificate/Diploma course units be undertaken by the Cemetery Team Leader and that the costs for units spans at least a 2-year budget period**

The meeting closed at 8.30 pm

Signed

Dated