



**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 ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY, 17 JULY 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, appearing to read 'M Sims', is written over a horizontal line.

Mark Sims
Deputy Chief Officer

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)

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 note the Terms of reference for the Personnel Committee**
(Pages 290-291)

5. **To approve and sign the minutes of an Extraordinary meeting of the Personnel Committee held on 13 April 2023**
(Pages 292 - 295)

FINANCIAL REPORTS

6. **Budget Monitoring Report to 31 May 2023**
(Pages 296 - 297)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

STAFFING MATTERS

7. **To receive an update on the 2023-24 – National Pay Award**
(Verbal)

8. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled to be held on Monday 4 September 2023 at 7pm

9. **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

10. **To receive and note the minutes of the meeting of the Staff Forum held on Tuesday 10 February 2023.** (Pages 298 - 303)
11. **Engagement and Events Administrator** (Pages 304 - 318)
12. **Update on External Review of Cemetery Department**
(Verbal)
13. **Recruitment update** (Verbal)

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.

C) PERSONNEL COMMITTEE

UNDER DELEGATED POWERS

1. To receive information in respect of sickness absence figures in respect of all council staff.
2. To receive information on the training and development of all council staff and councillors.
3. To monitor the implementation of the Council's appraisals scheme, enabling all staff to be appraised on an annual basis.
4. To ensure that all staff contracts are compliant with legislation.
5. To have responsibility to ensure that all policies/procedures are being implemented by senior officers and line managers.
6. To make decisions on the Training and Development budget process for staff and Councillors
7. To receive and consider applications for vacant posts within the Town Council, above Grade10 and to interview successful shortlisted candidates.
8. To deal with all administrative aspects of the recruitment and selection of Minor Authority Representatives on behalf of the Town Council, including interviewing, selection and the appointment of Minor Authority Representatives.
9. That when considering applications from Councillors in respect of Minor Authority Representative posts, Councillors serving on the Personnel Committee who are applying for said position must not be present during those discussions and may if they so wish provide a substitute for the purpose of that meeting.
10. To authorise officers to pay any member of staff in receipt of less than the accredited 'real' Living Wage
11. To authorise increments to staff salaries in line with council policy and agreed NJC and NALC payscales
12. To appoint a Complaints Panel as required, comprising of three Committee members as per Local Resolution Protocol, noting that those appointed must have had no prior involvement in the process
13. To appoint Appeals Panels as required noting members' independence to any given situation
14. To be responsible for monitoring Health and Safety through a standing agenda item, keep under review staff working conditions and ensure that all policies/procedures are being implemented

15. To control budgets within the parameters of the Personnel Committee's delegation, subject to a financial limit on virements of £1,000.
16. To consider any item as appropriate within the Scheme of Delegation

BY WAY OF RECOMMENDATION TO FULL COUNCIL OR THE FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

1. To review and make recommendations concerning amendments to or introduction of new policies and procedures in accordance with legislation and agreed legislations
2. To make recommendation on requests for vocational training.
3. To give consideration and make recommendations on general staffing and establishment issues, staff structures, working patterns and associated budget implications
4. To contribute to the formulation and implementation of the corporate plan, making appropriate recommendations.
5. To consider and make recommendations on requests for job evaluations for all posts above Grade 4.
6. To make recommendation on the appointment of all Council staff above Grade 10 following the interviewing process.
7. To consider tender applications in respect of the appointment of the Council's Technical Adviser.
8. To feed into the annual budget setting cycle

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

FOR INFORMATION ONLY

ACTION SHEET - EXTRAORDINARY PERSONNEL COMMITTEE - 13 APRIL 2023

| MINUTE NO. | ACTION TO BE TAKEN | ACTION TO BE TAKEN BY | DATE ACTION TO BE CARRIED OUT | PROGRESS |
|--------------|--|-----------------------|-------------------------------|----------|
| R 69 (c) (1) | To an Extraordinary meeting of Full Council to be held on Monday 18 April 2023 to maintain the current position of not recruiting to the vacant Grave-digging/Cemetery Operative vacancy | CO | | complete |
| R 69 (c) (2) | To an Extraordinary meeting of Full Council to be held on Monday 18 April 2023 to delete the Memorial Inspector role (already vacant) and instead, consult with staff on absorbing these additional duties. | CO | | complete |
| R 69 (c) (3) | To an Extraordinary meeting of Full Council to be held on Monday 18 April 2023 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 | CO | | complete |
| R 69 (c) (4) | To an Extraordinary meeting of Full Council to be held on Monday 18 April 2023 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. | CO | | complete |

BUDGET MONITORING REPORT MAY 2023

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report May 2023 (1 page)

Purpose of Report

To provide members with the Committee's expenditure in the 2023/24 financial year as at the end of May 2023.

Background Information

On the following page is the budget monitoring report to 31 May 2023, indicating actual expenditure up to the end of month two in the 2023/24 financial year.

Recommendation

Members are requested to receive the budget monitoring report for May 2023 noting the projected out-turn for the year is to be on budget.

Budget Monitoring Report to 31st May 2023.

| Gross Expenditure | | | | | | | | |
|---|----------|------------------|--------------------------|----------------|----------|------------------|------------------|-----------|
| Description | Item No. | Budget | Expenditure | Committed | Balance | Budget | Year End | Projected |
| | | 12 Months | 2 Months | Expenditure | | 12 Months | Projections | Variance |
| | | £ | £ | £ | £ | £ | £ | £ |
| Personnel Committee | | | | | | | | |
| M&S/Salaries | 1 | 463,600 | 66,222 | 397,378 | 0 | 463,600 | 463,600 | 0 |
| Planning/Salaries | 1 | 47,900 | 7,436 | 40,464 | 0 | 47,900 | 47,900 | 0 |
| Merthyr Dyfan Cemetery/Salaries | 1 | 385,635 | 53,992 | 331,643 | 0 | 385,635 | 385,635 | 0 |
| Porthkerry/Salaries | 1 | 15,000 | 2,500 | 12,500 | 0 | 15,000 | 15,000 | 0 |
| Pioneer Hall/Salaries | 1 | 31,500 | 5,064 | 26,436 | 0 | 31,500 | 31,500 | 0 |
| Community Building/Salaries | 1 | 35,300 | 3,504 | 31,796 | 0 | 35,300 | 35,300 | 0 |
| M&S/Equipment | 16 | 5,500 | 233 | 5,267 | 0 | 5,500 | 5,500 | 0 |
| Merthyr Dyfan Cemetery/Equipment | 9 | 7,288 | 92 | 7,196 | 0 | 7,288 | 7,288 | 0 |
| Pioneer Hall/Equipment | 9 | 500 | 0 | 500 | 0 | 500 | 500 | 0 |
| Community Building/Equipment | 8 | 2,000 | 0 | 2,000 | 0 | 2,000 | 2,000 | 0 |
| M&S/General Salaries Contingency | 23 | 35,000 | 4,142 | 30,858 | 0 | 35,000 | 35,000 | 0 |
| M&S/Health and Safety | 24 | 5,500 | 0 | 5,500 | 0 | 5,500 | 5,500 | 0 |
| Corporate/Staff Wellbeing Fund | 4 | 500 | 0 | 500 | 0 | 500 | 500 | 0 |
| Corporate/Councillor Training | 6 | 4,000 | 0 | 4,000 | 0 | 4,000 | 4,000 | 0 |
| Corporate/Staff Training | 7 | 20,000 | 3,548 | 16,452 | 0 | 20,000 | 20,000 | 0 |
| Corporate/Staff Long Service Award | 20 | 500 | 0 | 500 | 0 | 500 | 500 | 0 |
| Total Expenditure | | 1,059,723 | 146,733 | 912,990 | 0 | 1,059,723 | 1,059,723 | 0 |
| Our budget for the year is £1,059,723 with actual expenditure for the 2 months to 31 May 2023 of £146,733 with committed expenditure of £912,990. | | | | | | | | |
| Our projected out-turn for the year is to be on budget. | | | | | | | | |
| Staff Training Breakdown | | | | | | | | |
| Statutory | | £ 700 | Risk Assessment Training | | | | | |
| Occupational | | £ 2,848 | | | | | | |
| Vocational | | £ - | | | | | | |
| | | £ 3,548 | | | | | | |