

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 A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 13 NOVEMBER 2023 AT 7.00 PM**

**PRESENT:** Councillors Perkes (Chair) together with Councillors N Hodges & S Hodges,

**ALSO PRESENT:** Tracy Predeth – Locum Chief Officer  
Mark Sims – Deputy Chief Officer  
Jason Harvey – Engagements & Events Team Manager  
Kathryn Thomas – Office Team Leader  
Councillor Clarke (observer)

**R102. APOLOGIES FOR ABSENCE**

Apologies received from Councillor Wiliam & Thomas.

**R103. DECLARATIONS OF INTEREST**

None received

**R104. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

**R105. TO APPROVE AND SIGN THE MINUTES OF THE EXTRAORDINARY  
PERSONNEL COMMITTEE HELD ON 21 SEPTEMBER 2023**

**RESOLVED:** That the minutes of the Extraordinary Personnel Committee held on 21 September 2023 be approved and signed as a correct record.

**R106. TO RECEIVE THE SCHEDULE OF PAYMENTS FOR NOVEMBER 2023 (INTERIM)**

Members were provided with the Schedule of Payments for November 2023 interim consisting of a cheque number 2984, direct debits and BACS payments in the amount of £50,177.54.

**RESOLVED: The Schedule of Payments for November 2023 (interim) consisting of cheque number 2984, direct debits and BACS payment in the amount of £50,177.54 be approved.**

**R107. BUDGET MONITORING REPORT TO 31 OCTOBER 2023**

Members were provided with the Committee's expenditure in the 2023/24 financial year as at the end of October 2023.

**RESOLVED: That the budget monitoring report for October 2023 be received, noting the projected out-turn for the year is to be underspent by £53,964.**

**R108. DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2024/25**

Members were provided with the draft estimates for 2024/25.

Councillor S Hodges asked if the figures in the report included positions currently vacant at the Cemetery.

The Deputy Chief Officer advised that salaries for the vacant roles were included in the draft budget for 2024/25.

**RECOMMENDATION: To a meeting of the Finance, Policy and General Purposes Committee being held on 27 November 2023 as confirmation of the Personnel Committee's requirements for the draft budget 2024/25.**

**R109. NJC LOCAL GOVERNMENT SERVICES PAY AGREEMENT FOR 2023**

Members were advised that on 1 November 2023 the National Joint Council for local government services issued a letter advising that agreement has been reached on the rates of pay applicable from 1 April 2023. The new rates of pay had been implemented in the November payroll in accordance with the Chief Officer's Scheme of Delegation.

**RESOLVED: Members received and noted the new rates of pay from 1 April 2023.**

**R110. DATE OF NEXT MEETING**

**RESOLVED:** The date of the next meeting of the Personnel Committee has been scheduled to be held on Monday 5 February 2024 at 7pm

**R111. 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.

**R112. TRAINING MATRIX UPDATE**

Members received a report from the Engagement & Events Team Manager proposing changes to the Training Matrix including adding in the new role of the Engagements and Events Officer and specific training for the Events Team.

**RESOLVED:** That the Training Matrix update report be received and noted with the proposed changes being agreed.

The Engagement & Events Team Leader left the meeting at 7.15pm.

**R113. CI/LCA QUALIFICATION**

Members congratulated the Deputy Chief Officer on passing his Ci/LCA qualification.

**RESOLVED:** Members noted that the Deputy Chief Officer had successfully completed the Ci/LCA qualification.

**R114. CEMETERY REVIEW UPDATE**

The Deputy Chief Officer provided an update that One Voice Wales will be commencing work relating to the job-evaluation within the Cemetery Review Report's Recommendation 6, during week commencing 27 November 2023.

**RESOLVED:** Members received and noted the update.

**R115. Post Holder 194**

Members were asked to review the current job description and employee specification for postholder 194 and the associate spinal points.

Members considered the role and agreed to increasing the salary of the post.

Due to the confidential nature of the item, confidential notes will be held on file with the Chief Officer.

**RECOMMENDATION:** To a meeting of the Finance, Policy and General Purposes Committee being held on 27 November 2023 that postholder 194's role be regraded to be Spinal Points 5-11 with the current postholder's pay increasing to Spinal Point 10 with immediate effect.

**R116. TO CONSIDER CONFIDENTIAL STAFFING MATTERS**

**a. TO CONSIDER AN INCREASE IN POST HOLDER 216 SALARY.**

The Locum Chief Officer provided a report relating to postholder 216 advising that she considers the postholder to be an asset to the Council and requested members to regrade the post and appoint on a higher salary to retain this member of staff, and to align with the other leadership roles.

Councillor Perkes requested details relating to the financial implications of re-grading the role.

The Deputy Chief Officer provided members with the financial implications but due to the confidential nature of the item, confidential notes will be held on file with the Chief Officer

Councillors S Hodges and N Hodges agreed that the postholder is an asset to the Council and they would not want to lose them.

**RECOMMENDATION:** To a meeting of the Finance, Policy and General Purposes Committee being held on 27 November 2023 that postholder 216's role be regraded as Spinal Points 28-31, with the current postholders' pay being increased to Spinal Point 29 with immediate effect.

**b. OTHER STAFFING MATTERS**

The Locum Chief Officer updated members on two matters, with one matter involving an investigation by One Voice Wales that will be reported to the Finance, Policy and General Purposes Committee on 27 November 2023.

**RESOVED:** Members received and noted the update on two staffing matters.

**R117. TO FURTHER CONSIDER QUOTATIONS AND AGREE AFFILIATION TO PROFESSIONAL HUMAN RESOURCE AND HEALTH AND SAFETY ADVISORS**

Members received a report from the Locum Chief Officer regarding possible affiliation to Worknest or Peninsula, who are professional Human Resource and Health and Safety Advisors.

The Locum Chief Officer stated that there are a lot of staffing and Health & Safety issues and that all checks do not appear to be up to date. She further advised that the council are able to get a template from One Voice Wales to ensure they are dealing with things correctly, however they are not able to offer the level of service required as the other two organisations.

Councillor Perkes asked how much do we need this service as ACAS provide training and whether our Senior Management Officers can receive the training that the Vale of Glamorgan Council provide.

Councillor S Hodges acknowledged concerns raised by the Locum Chief Officer and that a good Health & Safety Policy is needed.

Councillors agreed in principal to the proposals of the professional Human Resource and Health and Safety Advisors, however as only three members of the Committee were present it was recommended that this matter be referred to the Finance, Policy and General Purposes Committee meeting being held on 27 November 2023.

**RECOMMENDATION: To a meeting of the Finance, Policy and General Purposes Committee being held on 27 November 2023 that members consider affiliation to either Worknest or Peninsula who are professional Human Resource and Health and Safety Advisors.**

The meeting closed at 7.45pm

Signed ..... Dated .....