



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PERSONNEL COMMITTEE TO BE HELD REMOTELY ON MONDAY 13 NOVEMBER 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

Tracy Predeth

Locum 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 approve and sign the minutes of the meeting of the Extraordinary Personnel Committee held on 21 September 2023**
(Pages 340 - 342)

FINANCIAL REPORTS

5. **To receive the Schedule of Payments for November 2023 (Interim)**
(Pages 343 - 348)

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

6. **Budget Monitoring Report to 31 October 2023**
(Pages 349 - 350)

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

7. **Draft Budget Estimates for 2024/25** **(Pages 351 - 352)**

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

8. **NJC Local Government Services Pay Agreement for 2023**
(Pages 353 - 358)

9. **Date of Next Meeting**

The next meeting of the Personnel Committee is scheduled to be held on Monday 5 February 2024 at 7.00pm

10. **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.

11. **Training Matrix Update (Events Team)** **(Pages 359 - 361)**

12. **Post Holder 8 – CiLCA Qualification** **(Verbal)**

13. **Cemetery Review Update** **(Page 362)**

14. **Grounds Maintenance / Gardener Role** **(Pages 363 - 385)**

15. **To consider a confidential staffing matter** **(To Follow)**

16. **To further consider quotations and agree affiliation to professional Human Resource and Health and Safety Advisors.**
(To Follow)

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 EXTRAORDINARY PERSONNEL COMMITTEE HELD ON THURSDAY 21 SEPTEMBER 2023 AT 7.00 PM

PRESENT: Councillors Perkes (Chair) together with Councillors N Hodges, S Hodges, Johnson, (Town Mayor – Ex-officio), Thomas & William

ALSO PRESENT: Tracy Predeth – Locum Chief Officer
Mark Sims – Deputy Chief Officer
Kathryn Thomas – Office Team Leader
(Councillor Clarke (observer))

R95. APOLOGIES FOR ABSENCE

Apologies received from Councillor Wilkinson

R96. DECLARATIONS OF INTEREST

None received

R97. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R98. TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 21 SEPTEMBER 2023

RESOLVED: That the minutes of the Personnel Committee held on 4 September 2023 be approved and signed as a correct record.

R99. 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.

R100. STAFFING MATTERS

The Deputy Chief Officer provided a brief overview of the history relating to the employee who had over twelve years consecutive service.

The Locum Chief Officer advised that on 4 September 2023 she had a meeting with the employee's union representative who requested Council consider consensual termination of contract due to the employee's ongoing absence from work and provide 12 weeks' notice plus 4 weeks salary.

Members had a full discussion on whether to agree to the consensual termination of contract due to the employee's ongoing absence from work and due to the confidential nature of the item, confidential notes will be held on file with the Chief Officer.

RECOMMENDED: To the meeting of Full Council being held on 9 October 2023 that consensual termination of contract be agreed due to the employee's ongoing absence from work with twelve weeks' notice plus four weeks salary being paid, and that a signed non-disclosure agreement be included.

R101. DATE OF NEXT MEETING

RESOLVED: The date of the next meeting of the Personnel Committee has been scheduled to be held on Monday 13 November 2023 at 7.00pm.

The meeting closed at 7.22pm

Signed Dated

ACTION SHEET - EXTRAORDINARY PERSONNEL COMMITTEE 21 SEPTEMBER 2023

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R100	RECOMMENDED: To the meeting of Full Council being held on 9 October 2023 that consensual termination of contract be agreed due to the employee's ongoing absence from work with twelve weeks' notice plus four weeks salary being paid, and that a signed non-disclosure agreement be included.	DCO	Oct-23	Complete

PERSONNEL COMMITTEE	13 NOVEMBER 2023	AGENDA ITEM: 5
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SCHEDULE OF PAYMENTS FOR NOVEMBER 2023 (INTERIM)

Report Author

Rachel Williams, Finance Administrator

Attached: A. Schedule of Payments of Accounts for November 2023 Interim (5 pages)

Purpose of Report

To provide members with the schedule of payments for November 2023 Interim consisting of cheque number 2984, direct debits and BACS payments, in the amount of £50,177.54 that is attached on the following pages.

Background Information

Financial Regulation 5.2 states “The RFO shall prepare a schedule of payments of accounts, including cheques requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule on a monthly basis either to a meeting of the Town Council or any Standing Committee, depending on which meets first. The Council / Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or appropriate Committee.”

The schedule of payments for November 2023 Interim consisting of cheque number 2984, direct debits and BACS payments, in the amount of £50,177.54 is attached for approval.

Recommendation

Members are requested to approve the schedule of payments for November 2023 Interim consisting of cheque number 2984, direct debits and BACS payments, in the amount of £50,177.54 that is attached on the following pages.

Schedule of Payments of Accounts For November 2023 (Interim)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	Viking	Various stationary supplies	62.13	12.43	74.56	M&S/Stationary
DD	Viking	Various stationary supplies	77.64	15.53	93.17	M&S/Stationary
DD	Viking	Various stationary supplies	55.60	11.13	66.73	M&S/Stationary
DD	Lloyds Credit Card	100 pcs name tag badge ID card holders	24.98	5.00	29.98	M&S/Stationary
DD	Lloyds Credit Card	Lanyards for Name tag ID badges	25.79	5.18	30.97	M&S/Stationary
DD	Lloyds Credit Card	Micro USB 10M cable	27.46	5.50	32.96	M&S/Equipment
DD	Lloyds Credit Card	Nescafe Original instant coffee 1kg tin	27.48	5.50	32.98	M&S/Miscellaneous
DD	Lloyds Credit Card	Febreeze heavy duty air freshener spray x 6	21.66	4.33	25.99	M&S/Cleaning
DD	Lloyds Credit Card	Face paint for event	38.37	7.68	46.05	Corporate/Corporate Events
DD	Lloyds Credit Card	Embossing stickers	10.15	2.03	12.18	M&S/Stationary
DD	Lloyds Credit Card	Supplies for Family Fun Day event	10.83	2.17	13.00	Corporate/Corporate Events
DD	Lloyds Credit Card	Supplies for Family Fun Day event	43.67	4.33	48.00	Corporate/Corporate Events
DD	Lloyds Credit Card	Family Fun Day event Facebook advert	166.67	33.33	200.00	Corporate/Corporate Events
BACS	Overt Security	Security at cemetery	237.00	47.40	284.40	Cemetery/Property Maintenance
BACS	Ran Hire	3.0mm Nylium Line-star	49.00	9.80	58.80	Cemetery/Property Maintenance
BACS	Integrated Graphics	Merthyr Dyfan Burial Books	104.00	20.80	124.80	M&S/Stationary
BACS	Vale Plumbing	Issue gas safety certificate & service boiler	130.00	0.00	130.00	PH/Property Maintenance
BACS	Construction Plant Services	Change in line fuel filter, bleed and start	181.75	36.35	218.10	Cemetery/Equipment Maintenance
BACS	Royal British Legion	6 x wreaths	160.00	0.00	160.00	Civic/Mayor's Donations
BACS	Royal British Legion	2 x wreaths	40.00	0.00	40.00	Civic/Mayor's Donations
BACS	Lapider	Fees for inspection and report on boundry	750.00	150.00	900.00	Corporate/Professional fees
BACS	Kate's Creations	Flower Bouquet	50.00	0.00	50.00	M&S/Miscellaneous
BACS	MPLC	MPLC Umbrella Licence	480.96	96.19	577.15	Coporate/Community Engagement
BACS	Employee no 216	Staff mileage claim	58.62	0.96	59.58	M&S/Officers Travel
BACS	Employee no 188	Staff mileage claim	104.47	3.11	107.58	M&S/Officers Travel
BACS	Wild Meadow Floral	Grave Posie	48.00	0.00	48.00	Cemetery/Horticulture
DD	N Power	Electricity bill for the month of August 2023	199.70	9.98	209.68	CACC/Electricity
DD	BNP Paribas	Quarterly office telecoms costs	384.57	76.91	461.48	M&S/Telephone
DD	Lloyds Bank	Charges incurred for the month of August	33.70	0.00	33.70	M&S/Bank Charges
BACS	Hays	Temp Staff salaries	588.90	117.78	706.68	M&S/Salaries
BACS	Hays	Temp Staff salaries	591.60	118.32	709.92	Cemetery/Salaries
BACS	Hays	Temp Staff salaries	667.44	133.49	800.93	M&S/Salaries
BACS	LGRC	Locum Services for the month of August	4,503.15	900.63	5,403.78	M&S/Salaries

Schedule of Payments of Accounts For November 2023 (Interim)

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Microshade VSM	Annual fee for Kaspersky for Councillor tablets	720.00	144.00	864.00	Corporate/Councillor Tablets
BACS	Microshade VSM	Citrix hosting service & Microsoft office for September	945.83	189.17	1,135.00	M&S/Citrix
BACS	Children in Wales	Annual membership renewal	90.00	0.00	90.00	Corporate/Subscriptions
BACS	Masons	Storage charge for one container and insurance	40.02	6.86	46.88	M&S/Property Maintenance
BACS	ICCM	ICCM EROB training course for staff member	140.00	28.00	168.00	Corporate/Staff Training
BACS	ICCM	ICCM EROB training course for staff member x 2	280.00	56.00	336.00	Corporate/Staff Training
BACS	Overt Security	Security at Cemetery	237.00	47.40	284.40	Cemetery/Property Maintenance
BACS	Hays	Temp Staff salaries	294.46	58.89	353.50	M&S/Salaries
BACS	Hays	Temp Staff salaries	353.34	70.67	424.01	M&S/Salaries
BACS	Overt Security	Security at cemetery	79.00	15.80	94.80	Cemetery/Property Maintenance
BACS	Overt Security	Security at cemetery	237.00	47.40	284.40	Cemetery/Property Maintenance
DD	Culligan	Rental charge for water cooler at Town Hall	35.00	7.00	42.00	M&S/Equipment Maintenance
DD	Uk Fuels	Unleaded fuel for cemetery vehicle use	117.86	23.57	141.43	Cemetery/Fuel
DD	Virgin Media	Alarm line rental and calls for (09.09.23-08.10.23)	22.07	4.41	26.48	PH/Telephone
DD	Virgin Media	Broadband charges (09.09.23 - 08.10.23)	32.00	6.40	38.40	PH/Broadband
DD	SCG	Monthly call charges for September 2023	14.09	2.82	16.91	M&S/Telephone
DD	SCG	Monthly broadband charges for September 2023	303.56	60.71	364.27	M&S/Broadband
DD	SCG	Support service for the month of September 2023	42.79	8.56	51.35	M&S/Equipment Maintenance
BACS	Barry Choir	Family Fun Day performance fee	50.00	0.00	50.00	Corporate/Corporate Events
BACS	Happy Embroidery	Staff uniform	30.00	6.00	36.00	M&S/PPE
BACS	Grapevine	Vale of Glamorgan Business Awards fee	95.00	19.00	114.00	Civic/Mayor's Donations
BACS	Grapevine	Vale of Glamorgan Business Awards fee	190.00	38.00	228.00	M&S/Officers Travel
BACS	Green Circle	Screened Soil Grade1	700.00	140.00	840.00	Cemetery/Property Maintenance
DD	Newhall	Various cleaning supplies	734.51	146.90	881.41	Cemetery/Cleaning
DD	PHS	Hygiene services (19.06.2023 - 18.09.2023)	27.16	5.43	32.59	M&S/Hygiene
DD	PHS	Hygiene services (19.06.2023 - 18.09.2023)	220.02	44.00	264.02	PH/Hygiene
DD	PHS	Hygiene services (19.06.2023 - 18.09.2023)	163.31	32.66	195.97	Cemetery/Hygiene
DD	PHS	Hygiene services (19.06.2023 - 18.09.2023)	41.61	8.32	49.93	CACC/Hygiene
DD	PHS	Hazardous Waste Registration fee	50.00	10.00	60.00	CACC/Hygiene
BACS	Hays	Temp Staff salaries	443.70	88.74	532.44	Cemetery/Salaries
BACS	Hays	Temp Staff salaries	729.64	145.93	875.57	Cemetery/Salaries
BACS	Tip Top Toilets	Portaloo hire at Porthkerry Cemetery	107.14	21.43	128.57	Porthkerry/Property Maintenance
BACS	JJ Windows	Supply and fit window at Pioneer Hall	195.00	0.00	195.00	Pioneer Hall/Property Maintenance

Schedule of Payments of Accounts For November 2023 (Interim)

<u>Chq No.</u>	<u>Supplier</u>	<u>Description</u>	<u>Net</u>	<u>Vat</u>	<u>Price (£)</u>	<u>Posted To</u>
DD	British Gas	Electricity bill (22.08.23 - 21.09.23)	212.04	10.60	222.64	Cemetery/Electricity
DD	British Gas	Electricity bill (19.08.2023 - 21.09.23)	190.94	9.54	200.48	Pioneer Hall/Electricity
DD	British Gas	Credit note for cancelled bill	-16.35	-0.81	-17.16	Pioneer Hall/Gas
DD	British Gas	Credit note for cancelled bill	-10.71	-0.53	-11.24	Pioneer Hall/Gas
DD	British Gas	Gas bill (15.08.23 - 14.09.23)	10.71	0.53	11.24	Pioneer Hall/Gas
DD	Viking	Various stationary supplies	14.37	4.95	23.18	M&S/Stationary
BACS	Halls Memorials	Re-fix and re-level granite edging set	195.00	0.00	195.00	Cemetery/Property Maintenance
BACS	Newhall	Katrin plus system 800 toilet tissue (36 rolls)	90.44	18.09	108.53	Pioneer Hall/Hygiene
BACS	Newhall	Various cleaning supplies	76.05	15.21	91.26	M&S/Cleaning
DD	Sage	Sage Payroll maintenance cover 01.09.23 - 31.09.23	130.50	26.10	156.60	M&S/Equipment Maintenance
BACS	Lenovo	2 x Monitors & 3 x Mini dock	541.49	108.30	649.79	M&S/Equipment
BACS	Lenovo	3 x Lenovo lap tops	1,603.11	320.62	1,923.73	M&S/Equipment
DD	Culligan	Rental charge for water cooler a Cemetery	81.99	16.39	98.38	Cemetery/Equipment Maintenance
DD	Culligan	Rental charge for water cooler at Town Hall	35.00	7.00	42.00	M&S/Equipment Maintenance
DD	N Power	Electricity bill for the month of September 2023	207.78	10.39	218.18	CACC/Electricity
DD	British Gas	Gas bill (15.09.23 - 14.10.23)	67.52	3.37	70.89	Pioneer Hall/Gas
DD	Viking	Various stationary supplies	104.27	14.20	118.47	M&S/Stationary
DD	Lloyds Cardnet	Cardnet fees for the month of September	24.99	0.00	24.99	M&S/Bank Charges
DD	SCG	Monthly call charges for October 2023	1.61	0.32	1.93	M&S/Telephone
DD	SCG	Monthly broadband charges for October 2023	303.56	60.71	364.27	M&S/Broadband
DD	SCG	Support service for the month of October 2023	42.79	8.56	51.35	M&S/Equipment Maintenance
DD	Viking	Various stationary supplies	102.10	20.42	122.52	M&S/Stationary
DD	Virgin Media	Broadband charges (09.10.23 - 08.11.23)	32.00	6.40	38.40	Pioneer Hall/Broadband
DD	Virgin Media	Alarm line rental and calls for (09.10.23-08.11.23)	21.83	4.37	26.20	Pioneer Hall/Telephone
DD	BT	Broadband charges	51.43	10.29	61.72	CACC/Broadband
DD	BT	Broadband charges	119.18	2,384.00	143.02	Cemetery/Broadband
BACS	Employee no 008	Staff mileage claim	31.56	0.94	32.50	M&S/Officer Travel
BACS	Employee no 215	Reimbursement of goods bought for Pioneer Hall	15.30	3.06	18.36	Pioneer Hall/Property Maintenance
BACS	Employee no 215	Staff mileage claim	11.36	0.34	11.70	M&S/Officer Travel
BACS	LGRC	Locum Services for month of September	5,579.99	1,115.99	6,695.98	M&S/Salaries
BACS	SLCC	GDPR training for staff member	30.00	6.00	36.00	Corporate/Staff Training
BACS	CJ Contract Travel	One days short wheel base van hire	62.00	12.40	74.40	Corporate/Corporate Events
BACS	Cardiff Council	Cemetery Team Leader cover	1,457.50	291.50	1,749.00	Cemetery/Salaries

Schedule of Payments of Accounts For November 2023 (Interim)

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
BACS	Future CCTV	Site attendance to repair and replace CCTV	285.00	57.00	342.00	CACC/Property Maintenance
BACS	SLCC	SLCC & OVW Joint Virtual Conference 2023	60.00	12.00	72.00	Corporate/Staff Training
BACS	ACAS	Training course for staff member	200.00	0.00	200.00	Corporate/Staff Training
BACS	Dr Bobs Balloons	Halloween themed 'selfie frame' for event	225.00	0.00	225.00	Corporate/Corporate Events
BACS	High Speed Training	Various training courses	164.00	32.80	196.80	Corporate/Staff Training
BACS	High Speed Training	Various training courses	158.00	31.60	189.60	Corporate/Staff Training
BACS	Vale of Glamorgan	Removal of wasps nest from grave in Cemetery	46.67	9.33	56.00	Cemetery/Property Maintenance
BACS	Microshade VSM	Citrix hosting service & Microsoft office for October	1,009.08	201.82	1,210.90	M&S/Citrix
BACS	One Voice Wales	Code of Conduct training	190.00	0.00	190.00	Corporate/Councillor Training
BACS	Masons	Storage charge for one container and insurance	41.36	7.09	48.45	M&S/Property Maintenance
BACS	Newhall	Various cleaning supplies	123.27	24.65	147.92	M&S/Cleaning
BACS	Caer Health	Occupational health referral	121.00	0.00	121.00	M&S/Professional Fees
BACS	Tudur Jones	Welsh translation	580.45	0.00	580.45	M&S/Welsh Translation
BACS	Cardiff Council	Pension Increase and Compensation	2,549.67	0.00	2,549.67	M&S/Added Years
BACS	Columbaria	Sanctum Panorama plaque	107.00	21.40	128.40	Cemetery/Property Maintenance
BACS	Happy Embroidery	Staff uniform	40.00	8.00	48.00	M&S/PPE
BACS	Memo	Archive storage space at Memo	3,066.00	613.20	3,679.20	M&S/Property Maintenance
BACS	Happy Embroidery	Staff uniform for cemetery staff	954.00	190.80	1,144.80	Cemetery/PPE
BACS	Glamorgan Star	Poppy Appeal advert	52.00	10.40	62.40	Civic/Mayor's Advertising
BACS	Overt Security	Security at Cemetery	237.00	47.40	284.40	Cemetery/Professional Fees
BACS	Black Mountain Falcor	Falconry talks at Halloween event	250.00	0.00	250.00	Corporate/Corporate Events
BACS	Dragon Taxis	Accessible vehicle taxi return fare for councillor	68.45	13.69	82.14	Corporate/Councillor Allowances
DD	Certas Energy	Diesel for use at Cemetery	1,011.99	202.40	1,214.39	Cemetery/Fuel
DD	British Gas	Electricity bill (22.09.23 - 21.10.23)	290.71	14.53	305.24	Cemetery/Electricity
DD	British Gas	Electricity bill (29.08.23 - 28.09.23)	134.91	6.74	141.65	Cemetery/Electricity
BACS	HAYS	Temp staff salary	285.94	57.19	343.13	Cemetery/Salaries
DD	Sage	Sage Payroll maintenance cover 01.10.23 - 31.10.23	130.50	26.10	156.60	M&S/Equipment Maintenance
DD	UK Fuels	Unleaded fuel for Cemetery vehicles	124.09	24.81	148.90	Cemetery/Fuel
DD	British Gas	Electricity bill (22.09.23 - 21.10.23)	182.51	9.12	191.63	Pioneer Hall/Electricity
DD	Vodafone	Monthly rental of six mobile phones & calls for October	78.58	15.72	94.30	M&S/Telephone
DD	Vodafone	Monthly rental of one mobile phone & calls for October	10.00	2.00	12.00	Cemetery/Telephone
DD	Vodafone	Monthly rental of mobile WI-Fi for October 2023	21.25	4.25	25.50	Cemetery/Broadband
DD	Viking	Stationary supplies for office use	65.84	13.17	79.01	M&S/Stationary

Schedule of Payments of Accounts For November 2023 (Interim)

Chq No.	Supplier	Description	Net	Vat	Price (£)	Posted To
DD	Viking	Stationary supplies for office use	157.95	31.59	189.54	M&S/Stationary
DD	Viking	Stationary supplies for office use	88.42	17.68	106.10	M&S/Stationary
DD	Viking	Stationary supplies for office use	92.17	18.43	110.60	M&S/Stationary
DD	Viking	Stationary supplies for office use	154.17	30.83	185.00	M&S/Stationary
2984	Petty Cash	Reimburse petty cash account	474.04	0.00	474.04	Petty Cash A/C
Total For This Period			42,968.77	9,564.91	50,177.55	
Total From Previous Period			207,463.39	40,839.02	248,706.57	
Total to November 13 2023			250,432.16	50,403.94	298,884.12	

BUDGET MONITORING REPORT OCTOBER 2023

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report October 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 October 2023.

Background Information

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

Recommendation

Members are requested to receive the budget monitoring report for October 2023 noting the projected out-turn for the year is to be underspent by £53,964.

Budget Monitoring Report to 31st October 2023.

Gross Expenditure									
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected	
		12 Months	7 Months	Expenditure		12 Months	Projections	Variance	
		£	£	£	£	£	£	£	£
Personnel Committee									
M&S/Salaries	1	463,600	258,139	223,953	-18,492	463,600	482,092	-18,492	
Planning/Salaries	1	47,900	26,323	21,577	0	47,900	47,900	0	
Merthyr Dyfan Cemetery/Salaries	1	385,635	183,929	125,250	76,456	385,635	309,179	76,456	
Porthkerry/Salaries	1	15,000	8,750	6,250	0	15,000	15,000	0	
Pioneer Hall/Salaries	1	31,500	17,157	14,343	0	31,500	31,500	0	
Community Building/Salaries	1	35,300	17,681	17,619	0	35,300	35,300	0	
M&S/Equipment	16	5,500	1,099	4,401	0	5,500	5,500	0	
Merthyr Dyfan Cemetery/Equipment	9	7,288	235	7,053	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	24,426	14,574	-4,000	35,000	39,000	-4,000	
M&S/Health and Safety	24	5,500	771	4,729	0	5,500	5,500	0	
Corporate/Staff Wellbeing Fund	4	500	0	500	0	500	500	0	
Corporate/Councillor Training	6	4,000	266	3,734	0	4,000	4,000	0	
Corporate/Staff Training	7	20,000	10,496	9,504	0	20,000	20,000	0	
Corporate/Staff Long Service Award	20	500	0	500	0	500	500	0	
Total Expenditure		1,059,723	549,272	456,487	53,964	1,059,723	1,005,759	53,964	
Our budget for the year is £1,059,723 with actual expenditure for the 7 months to 31 October 2023 of £549,272 with committed expenditure of £456,487.									
Our projected out-turn for the year is to be underspent by £53,964 (£53,964 less expenditure).									
Staff Training Breakdown									
Statutory		£ 2,845	Risk Assessment, Evac Chair, Skid Steer & EROB Training						
Occupational		£ 7,651							
Vocational		£ -							
		£ 10,496							

PERSONNEL COMMITTEE	13 NOVEMBER 2023	AGENDA ITEM: 7
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DRAFT PERSONNEL COMMITTEE ESTIMATES FOR 2024/24

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Draft Budget 2024/25 (1 page)

Purpose of Report

To provide members with the draft estimates for 2023/24.

Background Information

Financial Regulations 3 – Annual Estimates (Budget), states the following:

- 3.1 Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Finance, Policy and General Purposes Committee not later than the end of December each year including any proposals for revising the forecast.

Adjustments have been applied to known expenditure headings e.g. salaries, rates, and loan interest, with a 5% uplift to the majority of other expenditure headings due to cost pressures, with the current CPI being 6.7% for the 12 months to September 2023, the same rate as August 2023, and a number of expenditure headings remaining at 2023/24 levels.

Recommendation

1. Members are requested to consider the draft estimates for 2024/25.
2. Recommend the draft estimates for 2024/25 to the Finance, Policy and General Purposes Committee meeting being held on 27 November 2023 as confirmation of the Personnel Committee's requirements for the 2024/25 financial year subject to any additional items they may wish to include.

Draft Budget 2024/25 Personnel Committee

EXPENDITURE						
<u>Description</u>	<u>Item No.</u>	<u>2022/23</u> <u>Budget</u>	<u>2022/23</u> <u>Out-Turn</u>	<u>2023/24</u> <u>Budget</u>	<u>2023/24</u> <u>Out-Turn</u>	<u>2024/25</u> <u>Budget</u>
M&S/Salaries	1	381,100	374,057	463,600	482,092	498,000
Planning/Salaries	1	17,350	10,706	47,900	47,900	52,000
Merthyr Dyfan Cemetery/Salaries	1	349,562	359,517	385,635	309,179	393,000
Porthkerry/Salaries	1	15,000	15,000	15,000	15,000	15,000
Pioneer Hall/Salaries	1	28,350	29,751	31,500	31,500	34,500
Community Building/Salaries	1	27,850	14,326	35,300	35,300	38,750
M&S/Equipment	18	5,000	4,867	5,500	5,500	5,775
Merthyr Dyfan Cemetery/Equipment	9	6,625	1,924	7,288	7,288	7,652
Pioneer Hall/Equipment	10	500	51	500	500	500
Community Building/Equipment	10	2,000	252	2,000	2,000	2,000
M&S/General Salaries Contingency	25	30,000	38,960	35,000	39,000	40,000
M&S/Health and Safety	26	11,900	3,176	5,500	5,500	5,775
Corporate/Councillors Training	12	4,000	1,028	4,000	4,000	4,000
Corporate/Staff Training	13	20,000	15,463	20,000	20,000	20,000
Corporate/Staff Wellbeing Fund	17	500	0	500	500	500
Corporate/Staff Long Service Award	20	500	207	500	500	1,000
Total Expenditure		900,237	869,285	1,059,723	1,005,759	1,118,452

NJC LOCAL GOVERNMENT SERVICES PAY AGREEMENT FOR 2023

Report Author

Mark Sims – Deputy Chief Officer

Attached: A. NJC Local Government Service Pay Agreement 2023

Purpose of Report

To advise members that agreement has been reached on rates of pay application from 1 April 2023 (covering the period 1 April 2023 to 31 March 2024).

Background Information

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. A copy of the letter and new pay rates are attached.

Recommendation

Members are requested to receive the aforementioned information and attached letter with the new pay rates, and note that the new pay rates have been implemented in the November 2023 payroll, in accordance with the Council's Scheme of Delegation.

National Joint Council for local government services

Employers' Secretary
Naomi Cooke

Trade Union Secretaries

Mike Short, UNISON
Sharon Wilde, GMB

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**To: Chief Executives in England, Wales and N Ireland
(to be shared with Finance Director and HR Director)
Regional Employer Organisations
Members of the National Joint Council**

1 November 2023

Dear Chief Executive,

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2023

Employers are encouraged to implement this pay award as swiftly as possible.

Agreement has been reached on rates of pay applicable from **1 April 2023** (covering the period 1 April 2023 to 31 March 2024). The new pay rates are attached at **Annex 1**.

All locally determined pay points above the maximum of the pay spine but graded below deputy chief officer, should be increased by 3.88 per cent, in accordance with Green Book Part 2 Para 5.4¹.

The new rates for allowances, updated by 3.88 per cent, are set out at **Annex 2**.

Joint work

It has been agreed that:

- there will be joint exploratory, without prejudice, informal discussions in order to map out the practical considerations of how and when the pay spine will be reviewed once the future policy direction of the National Living Wage has been confirmed
- there will be joint discussions on the broader family leave and pay issues raised in the unions' claim
- the NJC's Job Evaluation Technical Working Group shall conduct a review of all the school support staff model role profiles (published in 2013) to see whether any of the terminology needs refreshing to take account of, for example, technological advances and new ways of working that may have taken place over the last ten years

¹ The Green Book Part 2 Para 5.4 provides that posts paid above the maximum of the pay spine but graded below deputy chief officer are within scope of the NJC. The pay levels for such posts are determined locally, but once fixed are increased in line with agreements reached by the NJC.

Backpay for employees who have left employment since 1 April 2023

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2023 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly.

Further detail is provided in [section 15 of the HR guide](#) and the [Backdated Pay Award FAQs](#), which are available on the [employer resources section](#) of www.lgpsregs.org.

Yours faithfully,

*Naomi
Cooke*

Naomi Cooke

M. R. Short

Mike Short

Sharon Wilde

Sharon Wilde

SCP	01-Apr-22		01-Apr-23	
	per annum	per hour	per annum	per hour
1	£20,258	£10.50	<i>Deleted wef 01 Apr 23</i>	
2	£20,441	£10.60	£22,366	£11.59
3	£20,812	£10.79	£22,737	£11.79
4	£21,189	£10.98	£23,114	£11.98
5	£21,575	£11.18	£23,500	£12.18
6	£21,968	£11.39	£23,893	£12.38
7	£22,369	£11.59	£24,294	£12.59
8	£22,777	£11.81	£24,702	£12.80
9	£23,194	£12.02	£25,119	£13.02
10	£23,620	£12.24	£25,545	£13.24
11	£24,054	£12.47	£25,979	£13.47
12	£24,496	£12.70	£26,421	£13.69
13	£24,948	£12.93	£26,873	£13.93
14	£25,409	£13.17	£27,334	£14.17
15	£25,878	£13.41	£27,803	£14.41
16	£26,357	£13.66	£28,282	£14.66
17	£26,845	£13.91	£28,770	£14.91
18	£27,344	£14.17	£29,269	£15.17
19	£27,852	£14.44	£29,777	£15.43
20	£28,371	£14.71	£30,296	£15.70
21	£28,900	£14.98	£30,825	£15.98
22	£29,439	£15.26	£31,364	£16.26
23	£30,151	£15.63	£32,076	£16.63
24	£31,099	£16.12	£33,024	£17.12
25	£32,020	£16.60	£33,945	£17.59
26	£32,909	£17.06	£34,834	£18.06
27	£33,820	£17.53	£35,745	£18.53
28	£34,723	£18.00	£36,648	£19.00
29	£35,411	£18.35	£37,336	£19.35
30	£36,298	£18.81	£38,223	£19.81
31	£37,261	£19.31	£39,186	£20.31
32	£38,296	£19.85	£40,221	£20.85
33	£39,493	£20.47	£41,418	£21.47
34	£40,478	£20.98	£42,403	£21.98
35	£41,496	£21.51	£43,421	£22.51
36	£42,503	£22.03	£44,428	£23.03
37	£43,516	£22.56	£45,441	£23.55
38	£44,539	£23.09	£46,464	£24.08
39	£45,495	£23.58	£47,420	£24.58
40	£46,549	£24.13	£48,474	£25.13
41	£47,573	£24.66	£49,498	£25.66
42	£48,587	£25.18	£50,512	£26.18
43	£49,590	£25.70	£51,515	£26.70

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)

Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

1 April 2023
£40.76

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2023
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance

1 April 2023
£1,455

Paragraph 28(14) Laboratory / Workshop Technicians

City and Guilds Science Laboratory Technician's Certificate Allowance:

1 April 2023
£237

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

1 April 2023
£171

Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2023
£988

Outer Fringe Area:

1 April 2023
£689

Paragraph 36 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session

1 April 2023
£32.81

FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)

Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum

Inner Fringe Area:

1 April 2023

£988

Outer Fringe Area:

1 April 2023

£689