

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 5 FEBRUARY 2024 AT 7.00 PM

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

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Lyndsey Thomas – Administrator

R118. APOLOGIES FOR ABSENCE

Apologies received from Councillor Wilkinson.

R119. DECLARATIONS OF INTEREST

Councillor Wiliam declared an interest in Agenda item 9 as one of the applicants.

R120. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R121. TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 13 NOVEMBER 2023

RESOLVED: That the minutes of the Personnel Committee held on 13 November 2023 be approved and signed as a correct record.

R122. BUDGET MONITORING REPORT TO 31 DECEMBER 2023

Members were provided with the Committee's expenditure in the 2023/24 financial year as at the end of December 2023 which showed a net underspend of £26,715. The Deputy Chief Officer informed the committee that due to movement in January to purchase a new vehicle for the cemetery that the underspend will have gone down to £1,715 as of the end of January.

RESOLVED: That the budget monitoring report for December 2023 be received and noted.

R123. DATE OF NEXT MEETING

RESOLVED: The date of the next meeting of the Personnel Committee will be agreed at the Annual Meeting scheduled to be held on Tuesday 14 May 2024.

R124. 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.

R125. REAL LIVING WAGE

Members received a report from the Deputy Chief Officer informing them that due to the increase in the Real Living Wage, one member of staff is currently receiving below this amount.

The committee was unanimous in agreeing for this increase to allow the staff member to receive the accredited Real Living Wage.

RESOLVED: That the Deputy Chief Officer implement the new Real Living Wage to affected staff with immediate effect.

Councillor Wiliam left the meeting at 7.05pm.

R126. MINOR AUTHORITY REPRESENTATIVE GOVERNOR VACANCIES AT BARRY ISLAND PRIMARY SCHOOL, GLADSTONE PRIMARY SCHOOL AND YSGOL GWAUN Y NANT

The Deputy Chief Officer informed the committee that Councillor Wiliam had applied for the position for Barry Island Primary School. He added the Mark Bowen was the current representative for Ysgol Gwaun y Nant but no update had been received as to whether he would like to continue for another term. No applications had been received for Gladstone Primary School.

The Chair asked that Barry Town Council contact Mr Bowen directly to ask whether he would consider another term as representative.

The committee unanimously agreed that Cllr Wiliam be appointed Minor Authority Representative for Barry Island Primary School.

The Deputy Chief Officer asked that if Mr Bowen is unreachable or does not wish to extend his term, that the Council ask the school to advertise the position.

Councillor Thomas commented that she would be happy to apply as a representative for either Ysgol Gwaun y Nant or Gladstone Primary School.

RESOLVED:

- 1) That Councillor Wiliam will be offered the Minor Authority Representative Governor position for Barry Island Primary School.**
- 2) That Barry Town Council contact Mr Mark Bowen to enquire as to whether he would like to continue in this role at Ysgol Gwaun y Nant.**
- 3) That an application form will be sent to Councillor Thomas to allow her to apply as a representative for either Gladstone Primary School or Ysgol Gwaun y Nant.**

Councillor Wiliam returned to the meeting at 7:09pm

R127. PAYMENT OF ADDITIONAL HOURS

Members were provided with a report outlining the extra work done by a member of staff whilst they were signed off on sick leave.

Councillor S Hodges said that she had no problem recommending that the staff member is paid the additional hours worked. She added that she feels guilty that someone had to work whilst they were on sick leave. She suggested that the Council review what can be done to avoid this occurring in future.

Councillor Johnson agreed that the Council has a duty of care as an employer and as such the process should be looked at.

The committee unanimously echoed that they were happy to recommend that the hours are paid but that the Council should look into resilience planning.

- 1) RESOLVED: That the Chief Officer looks at putting together a resilience plan for the Council.**
- 2) RECOMMENDATION: To the meeting of Full Council being held on 12 February 2024 that the payment of additional hours for the staff member be authorised**

The meeting closed at 7.14pm

Signed Dated