



**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 5 FEBRAURY 2024 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

Emily Forbes

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 Personnel Committee held on 13 November 2023**

(Pages 411 – 416)

FINANCIAL REPORTS

5. **Budget Monitoring Report to 31 December 2023** (Pages 417 - 418)

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

6. **Date of Next Meeting**

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

7. **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.

8. **Real Living Wage** (Pages 419 - 420)

9. **Minor Authority Representative Governor Vacancies at Barry Island Primary School, Gladstone Primary School and Ysgol Gwuan y Nant** (Pages 421 - 425)

10. **Payment of additional hours** (Page 426 - 429)

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 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 William & 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. CiLCA QUALIFICATION

Members congratulated the Deputy Chief Officer on passing his CiLCA qualification.

RESOLVED: Members noted that the Deputy Chief Officer had successfully completed the CiLCA 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

ACTION SHEET - PERSONNEL COMMITTEE 13 NOVEMBER 2023

MINUTE NO.	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R108	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 2023/24 financial year	DCO	30th November 2023	Completed
R115	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 2023/24 financial year subject to any additional items they may wish to include.	DCO	30th November 2023	Completed
R116 A & C	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 2023/24 financial year subject to any additional items they may wish to include.	DCO	30th November 2023	Completed
R117	To a meeting of the Finance, Policy and General Purposes Committee being held on 27 November 2023 to agree whether to go with Worknest or Peninsula	LCO	30th November 2023	Completed

BUDGET MONITORING REPORT DECEMBER 2023**Report Author**

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report December 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 December 2023.

Background Information

On the following page is the budget monitoring report to 31 December 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 December 2023 noting the projected out-turn for the year is to be underspent by £26,715.

Budget Monitoring Report to 31st December 2023.

Gross Expenditure									
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected	
		12 Months	9 Months	Expenditure	£	12 Months	Projections	Variance	
		£	£	£	£	£	£	£	£
Personnel Committee									
M&S/Salaries	1	463,600	347,917	138,114	-22,431	463,600	486,031	-22,431	
Planning/Salaries	1	47,900	35,817	12,018	65	47,900	47,835	65	
Merthyr Dyfan Cemetery/Salaries	1	385,635	258,075	70,508	57,052	385,635	328,583	57,052	
Porthkerry/Salaries	1	15,000	11,250	3,750	0	15,000	15,000	0	
Pioneer Hall/Salaries	1	31,500	24,919	8,046	-1,465	31,500	32,965	-1,465	
Community Building/Salaries	1	35,300	25,344	8,962	994	35,300	34,306	994	
M&S/Equipment	16	5,500	1,516	3,984	0	5,500	5,500	0	
Merthyr Dyfan Cemetery/Equipment	9	7,288	1,692	5,596	0	7,288	7,288	0	
Pioneer Hall/Equipment	9	500	46	454	0	500	500	0	
Community Building/Equipment	8	2,000	10	1,990	0	2,000	2,000	0	
M&S/General Salaries Contingency	23	35,000	34,664	8,336	-8,000	35,000	43,000	-8,000	
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	494	3,506	0	4,000	4,000	0	
Corporate/Staff Training	7	20,000	13,350	6,650	0	20,000	20,000	0	
Corporate/Staff Long Service Award	20	500	0	0	500	500	0	500	
Total Expenditure		1,059,723	755,865	277,143	26,715	1,059,723	1,033,008	26,715	
Our budget for the year is £1,059,723 with actual expenditure for the 9 months to 31 December 2023 of £755,865 with committed expenditure of £277,143.									
Our projected out-turn for the year is to be underspent by £26,715 (£26,715 less expenditure).									
Staff Training Breakdown									
Statutory		£ 3,908	Risk Assessment, Evac Chair, Skid Steer, EROB Training and COTS 1 (Cemetery)						
Occupational		£ 9,442							
Vocational		£ -							
		£ 13,350							