

BARRY TOWN COUNCIL

MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 10 JUNE 2024 AT 7.00 PM

PRESENT: Councillors Perkes (Chair) together with Councillors Charles, S Hodges, Thomas and Wiliam

ALSO PRESENT: Emily Forbes – Chief Officer
Kathryn Thomas – Office Team Leader

R128. APOLOGIES FOR ABSENCE

Apologies received from Councillor Johnson

R129. DECLARATIONS OF INTEREST

None received

R130. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R131. TO NOTE THE TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE

RESOLVED: That the Terms of Reference for the Personnel Committee be received and noted

R132. TO APPROVE AND SIGN THE MINUTES OF AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE HELD ON 7 MAY 2024

Councillor Hodges commented on the fact that the meeting was inquorate due to a confusion on the times of the meeting.

RESOLVED: That the minutes of the Extraordinary Personnel Committee held on 7 May 2024 be approved and signed as a correct record.

R133. TO NOTE LEGISLATIVE HR UPDATES

Members were presented with recent and future updates relating to Human Resources, Personnel and Employment Law.

RESOLVED: That the legislative HR Updates be received and noted.

R134. TO APPOINT TO RELEVANT PERSONNEL COMMITTEE PANELS REQUIRED AS PER POLICY REQUIREMENTS

The Chief Officer asked for members of the Personnel Committee to put themselves forward for an Appeals Panel, a Redundancy Panel and a Complaints Panel as per the Council's policies.

a) Appeals Panel

Councillors Charles, Perkes & William

b) Redundancy Panel

Councillors Johnson, Thomas & Wilkinson

c) Complaints Panel

Councillors Charles, S Hodges & Perkes

Councillor Charles asked if a substitute could attend. The Chief Officer said they can attend as long as there is no conflict with membership on other panels.

RESOLVED: That Councillors Charles, Perkes and William be elected on the Appeals Panel.

Councillors Johnson, Thomas and Wilkinson be elected on the Redundancy Panel

Councillors Charles, S Hodges and Perkes be elected on the Complaints Panel.

R135. BUDGET MONITORING REPORT TO APRIL 2024

Members were provided with the Committee's expenditure in the 2024/25 financial year as at the end of April 2024.

RESOLVED: The Budget Monitoring Report to April 2024 be received and noted.

R136. TO CONSIDER COSTS FOR NEW SOFTWARE OPTIONS FOR IMPROVED HUMAN RESOURCES INFORMATION SYSTEM MANAGEMENT (HRISM)

Members were given a report to review on a new Human Resources Information System so that we can digitise the HR process.

There were 2 options – Breathe HR and Myhrtoolkit.com

Councillor Hodges welcomed the Chief Officers report and said we do need something robust. Both options were ok but would prefer to go with what the Chief Officer recommends as she knows what the Council needs.

The Chief Officer said the biggest issue in terms of capacity will be putting the data into the portal and thinks the Myhrtoolkit.com option would be the better option as managers can upload documents as a better function.

All councillors agreed with the Chief Officers recommendation.

RESOLVED: That the Myhrtoolkit.com option is the preferred option and that the Chief Officer commences use of this HRIS

R137. TO APPROVE A REVISED ANNUAL LEAVE POLICY

Members were provided with a revised Annual Leave Policy for approval adding the agreed Christmas leave that Full Council had already resolved.

RESOLVED: That the revised Annual Leave Policy be received and approved.

R138. TO CONSIDER AND APPROVE A NEW DRAFT CARERS LEAVE POLICY IN LINE WITH NEW LEGISLATION AND BASED ON A CIPD TEMPLATE

Members were provided with a new draft carer leave policy to review.

This is for long term care needs and members were asked to discuss whether Barry Town Council offer 1 working week paid or unpaid.

Councillor Perkes agreed with the 1 working week paid leave

Councillor Hodges said that previously unpaid leave was given depending on circumstances. Councillor Hodges suggested 1 weeks paid leave as well as discretionary unpaid leave as agreed with the Chief Officer.

Councillor Thomas agreed with Councillor Hodges also adding carers should have time off for appointments using the Special Leave Policy

RECOMMENDED to a meeting of Full Council being held on 24 June 2024 that the Council offer 1 weeks paid leave in a 12-month period and if necessary, unpaid leave at the discretion of the Chief Officer.

R139.

TO CONSIDER AND APPROVE A NEW DRAFT MENSTRUATION, MENOPAUSE AND ENDOMETRIOSIS POLICY BASED ON A CIPD TEMPLATE

Members were provided with a Menstruation, Menopause and Endometriosis Policy to review.

The purpose of this policy is to assist with creating a supportive inclusive period-friendly and menopause friendly workplace where managers and employees can discuss an issue relating to periods, menstruation, menopause or endometriosis if they want to, and to ensure the available support is known about and offered to employees when needed.

Councillor Thomas said that Endometriosis can be a very debilitating illness. She doesn't agree with necessarily having a specific amount of time off for this but that we need to have some policy in place, and it is important for Barry Town Council to recognise Menopause and the struggles that come with it.

Councillor Hodges said we need to allow the Chief Officer to give discretion. Endometriosis is very painful and debilitating and we as a Council need to support people suffering with this.

Councillor Hodges suggested working from home days

The Chief Officer agreed that allowing employees to work from home when managing symptoms could be helpful and reduce the need to take sickness absence.

RECOMMENDED to a meeting of Full Council being held on 24 June 2024 that the policy is adopted and that if time off is requested for Menstruation or Menopause, then it's up to the discretion of the managers regarding working from home, but Endometriosis is slightly different and is classed as a disability, so reasonable adjustments my need to be considered further.

R140.

TO CONSIDER AND APPROVE A NEW INTRODUCTON TO THE STAFF HANDBOOK

Members were provided with a new introduction for the Staff Handbook, as agreed at the last meeting of Full Council to further consider the professional code of conduct and expectations of staff, to review and adopt.

Councillor Hodges commented on how well this introduction to the Staff Handbook looked and that it was laid out clearly. Councillor Hodges fully supported the change to the Handbook.

Councillor Perkes also fully supported the change to the Handbook.

RESOLVED: That a new Introduction for the Staff Handbook be adopted and circulated to all staff.

R141. TO CONSIDER AND APPROVE AN UPDATED FLAG FLYING PROTOCOL

Members were provided with a revised Flag Flying Protocol to review.

There were 2 options:

- a) This protocol applies to the flag pole at Town Hall Only
- b) This protocol applies to the flag poles at Town Hall and Merthyr Dyfan Cemetery

Councillor Hodges asked if this was even in our remit and should it be considered at Full Council. It seemed that the number of days that we currently fly the Welsh Flag should be increased as a Welsh Council.

Councillor Thomas said she thought option 2 was the best, to be in place at both Town Hall and the Cemetery and agreed that we should be flying our National flag.

Councillor Perkes said that we do need to fly the Union Jack at some point but agrees to fly the Welsh flag more as well.

Councillor Hodges recommended that Option 2 is sent to Full Council for further consideration on flying the Welsh Flag.

RECOMMENDATION: That option 2 is recommended to Full Council being held on 24 June 2024 with a discussion on considering flying the Welsh Flag more throughout the year.

R142. TO RECEIVE AN EXTERNAL HEALTH & SAFETY AUDIT REPORT AND CONSIDER ANY RECOMMENDATIONS THEREIN

Members were presented with an external Health & Safety Report. The Chief Officer said it was a very detailed report and that Barry Town Council is demonstrating full compliance in law and in ensuring a safe working environment. There are some recommendations for the senior leadership team to take forward in terms of best practice.

Councillor Hodges said it was a very good report and endorsed the recommendations and thanked the team for their hard work to achieve this outcome.

RESOLVED: That the report is noted and that the Senior Leadership Team take forward any recommendations.

R143. DATE OF NEXT MEETING

RESOLVED: The date of the next meeting of the Personnel Committee has been scheduled to be held on Monday 2 September 2024 at 7.00pm

R144. 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.