

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

## **BARRY TOWN COUNCIL**

### **MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY 2 SEPTEMBER 2024 AT 7.00 PM**

**PRESENT:** Councillors Perkes (Chair) together with Councillors Charles, S Hodges, Johnson, Thomas (arrived at 7.07pm) and Wiliam

**ALSO PRESENT:** Mark Sims – Deputy Chief Officer  
Kathryn Thomas – Office Team Leader  
Councillor N Hodges - Observer

**R148. APOLOGIES FOR ABSENCE**

Apologies received from Councillor Wilkinson

**R149. DECLARATIONS OF INTEREST**

None received

**R150. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

**R151. TO APPROVE AND SIGN THE MINUTES OF THE PERSONNEL COMMITTEE HELD ON 10 JUNE 2024**

**RESOLVED:** That the minutes of the Personnel Committee held on 10 June 2024 be approved and signed as a correct record.

**R152. TO RECEIVE AND NOTE THE MINUTES OF THE MEETING OF THE STAFF FORUM HELD ON 9 JULY 2024 AND AGREE ANY RECOMMENDATIONS THEREIN**

**RESOLVED:** That the minutes of the Staff Forum held on 9 July 2024 be approved and signed as a correct record.

**R153. BUDGET MONITORING REPORT TO 31 JULY 2024**

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

The Deputy Chief Officer confirmed the projected out-turn for the year is to be underspent by £24,185

Councillor Johnson asked why the Cemetery salaries are lower than we originally budgeted for and why the General Salaries Contingency is overspent.

The Deputy Chief Officer advised that the Cemetery salaries are lower due to certain posts currently not filled pending the Cemetery Review being completed and the General Salaries Contingency overspend is due to overtime relating to holiday and sickness absence cover.

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

**R154. NJC FOR LOCAL GOVERNMENT SERVICES PAY AWARD 2024 (UPDATE)**

Members were provided with an update from the Deputy Chief Officer regarding the April 2024 pay award for NJC Local Government staff.

The national employers pay offer was for a flat rate increase of £1,290 for spinal points 2-43 or 2.5% for spinal points 44 upwards.

The pay award from 1 April 2024 will be delayed until mid-October at the earliest due to Unison and Unite members rejecting the offer. They are now moving to a ballot for industrial action being run between 27 August and 15 October 2024.

Councillor Johnson asked what impact will there be on the Council's finances based on the proposed offer.

The Deputy Chief officer advised that we included an increase to allow for the proposed pay offer.

**RESOLVED:** That the NJC pay award 2024 update be received and noted.

**R155. DRAFT NEW PROBATION POLICY**

Members were provided with a new draft probation policy to operate a probationary period for all new staff and where an existing member of staff is commencing a new role.

Councillor S Hodges pointed out an error on the report. On page 649 under the heading “Confirming successful completion of the probationary period”, the last paragraph should read “The line manager will confirm this to the employee in writing and put the letter on the HR file”

Councillor S Hodges also said she is happy with the process but asked what records do we keep – formal and informal, and what paperwork supports the probation.

The Deputy Chief Officer explained we currently use a ‘Lets Talk form’ which is a formal record of an informal discussion that allows staff members to voice any concerns they may have, includes any agreed actions, and is signed by both parties.

Councillor S Hodges said that if someone was unhappy with a decision, what paperwork do they see, even further down the line. Councillor Hodges suggested we tighten up completed paperwork and ensure its signed by both parties.

Councillor Johnson was not happy that the Probation Policy was only sent out to the Councillors on the day of the meeting as he didn’t get an opportunity to read it.

**RECOMMENDED: To the meeting of the Finance, Policy and General Purposes Committee being held on Monday 9 September 2024, that the Probation Policy be approved and adopted, subject to the inclusion of an additional line relating to paperwork.**

**R156. HEALTH AND SAFETY AUDIT REPORT (UPDATE)**

Members were provided with an update regarding the Health & Safety Audit undertaken during March and April 2024.

**RESOLVED: That the Health and Safety Audit update be received and noted.**

**R157. DATE OF NEXT MEETING**

**RESOLVED: The date of the next meeting of the Personnel Committee is scheduled to be held on Monday 11 November 2024 at 7pm.**

**R158. 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.**

**R159. STAFF SICKNESS FOR THE SIX-MONTH PERIOD 1 FEBRUARY 2024 TO 31 JULY 2024**

Members were provided with a Sickness Absence Report.

Councillors Charles and Perkes commented on how good the figures were but due to the confidential nature of this item, confidential notes will be held on file with the Chief Officer.

**RESOLVED – That the Sickness Absence Report for the period 1 February 2024 to 31 July 2024 be received and noted.**

**R160. STAFF WELLBEING SURVEY MAY 2024**

Members were provided with the results of a staff wellbeing survey undertaken during May 2024.

Members noted that it was a disappointing response with only 10 out of 26 members of staff completing the survey. Most administration staff completed the survey.

Councillor Johnson said we need to consider how we can get a meaningful response going forward as some of the questions are not relevant to all, therefore the questions need looking at.

**RESOLVED: That the Staff Wellbeing Survey from May 2024 be received and noted.**

**R161. MINOR AUTHORITY REPRESENTATIVE GOVERNOR VACANCIES**

Members were provided with an update on current vacancies. There are four MAR terms of office that are coming to an end in the coming months.

The Deputy Chief Officer advised that we will be advertising the vacancies on the Council's website and Social Media platforms, with a closing date of October, and we will be contacting current Governors to see if they want to re-apply.

**RESOLVED: That the Minor Authority Representative Governor Vacancies report be received and noted.**

**R162. STAFF STRUCTURE WITH LIST OF STAFF NAMES**

Members were provided with the staff structure (Organogram) and a list of staff names.

Councillor S Hodges asked for Councillors to be advised of any changes and when new members of staff commence as it is useful to put a name to a face.

Councillor Johnson suggested that it would be helpful to include how many hours each part time member of staff works.

**RESOLVED:**

- 1. That the Staff Structure be received and noted.**
- 2. That the Organogram be updated to include the number of hours worked for part time members of staff.**

**R163. RECRUITMENT UPDATE**

Members were provided with a recruitment update but due to the confidential nature of this item, confidential notes will be held on file with the Chief Officer.

**RESOLVED: That the recruitment update be received and noted.**

**R164. TO RECEIVE AN UPDATE OF THE EMPLOYMENT TRIBUNAL HEARD ON 25 JUNE 2024 – 29 JUNE 2024**

Members were provided with the outcome of the employment tribunal, but due to the confidential nature of this item, confidential notes will be held on file with the Chief Officer.

**RESOLVED: That the Employment Tribunal update be received and noted with a further update being provided to the next meeting of the Personnel Committee, or Full Council (if time sensitive).**

**R165. TO RECEIVE AN UPDATE ON THE CEMETERY REVIEW**

The Deputy Chief Officer gave an update on the Cemetery Review but due to the nature of this item, confidential notes will be held on file with the Chief Officer

**RESOLVED: That the Cemetery Review update be received and noted.**

The meeting closed at 19:40

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