

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 3 FEBRUARY 2025 AT 7.00 PM

PRESENT: Councillor Perkes (Chair) together with Councillors Charles, S Hodges, Johnson and William

ALSO PRESENT: Mark Sims – Deputy Chief Officer
Kathryn Thomas – Office Team Leader

R191. APOLOGIES FOR ABSENCE

No Apologies were received

R192. DECLARATIONS OF INTEREST

None received.

R193. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R194. TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 11 NOVEMBER 2024

RESOLVED: That the minutes of the Personnel Committee held on 11 November 2024 be approved and signed as a correct record.

R195. TO APPROVE THE MINUTES OF THE STAFF FORUM MEETING HELD ON 22 JANUARY 2025

Members were presented with the Minutes of the Staff Forum held on 22 January 2025 to approve. There were 2 recommendations for discussion:

1. That a meeting of the Wellbeing Working Party be arranged to consider the Ride to Work Scheme
2. That a survey be undertaken to confirm public attendance at the Merthyr Dyfan Cemetery during the late summer opening times.

Councillor Hodges asked who is responsible for the upkeep of the front doors leading into Town Hall and who would do the Survey of the Cemetery Opening Times.

The Acting Chief Officer said he had reviewed the lease with the Facilities and Bereavement Service Manager that included 'The Landlord (Vale of Glamorgan Council) shall be responsible for external and structural repairs to the Building. They have been contacted regarding the painting of the front door but no response as yet. The Acting Chief Officer will follow up with the Facilities and Bereavement Service Manager for a response. The Security System is part of the external and structure of the building therefore also the responsibility of the Vale of Glamorgan Council.

The Acting Chief Officer advised that he was unsure who would undertake the survey and suggested that members may consider this matter should be referred to the Halls, Cemeteries and Community Facilities Committee who agreed the change of the cemetery gates opening times during the Summer months following receipt of a petition from members of the public.

Councillor Perkes asked what is the reasoning behind the survey. The Acting Chief Officer advised that cemetery staff are asking if the opening hours of the Cemetery be changed to 8.00am - 6.00pm in the summer months instead of 8.00am - 7.00pm as they feel there are not many people at the Cemetery after 6.00pm.

Councillor S Hodges agreed that this should go the next Halls, Cemeteries and Community Facilities meeting on 10 March 2025.

Councillor Johnson said that the Staff Forum minutes were really helpful and can see things from a staff perspective and agreed that the survey should go to the next Halls, Cemeteries and Community Facilities meeting to decide.

Councillor Johnson said that the Wellbeing Working Party still exists however they haven't for some time therefore could the Ride to Work scheme be considered by the Personnel Committee.

The Acting Chief Officer confirmed that the Wellbeing Working Party hadn't met since the Council's Annual Meeting in May 2024 with Councillors Drake, Johnson, Payne and Thomas being appointed to the Working Party. He considered that the Ride to Work Scheme came

within the scope of the Working Parties Terms of Reference to 'best support the health and wellbeing of its staff'.

Councillor Perkes agreed that a meeting of the Wellbeing Working Party be arranged to consider the Ride to Work scheme. She also noted the ongoing issue with space in the administration office, mainly because of the safes that are in the office.

The Acting Chief Officer advised that the Chief Officer contacted the Vale of Glamorgan Council to request the use of the former PCSO area under the main stairs for the safes, but we have been advised that this is not able to be accommodated.

The Acting Chief Officer advised that we would look at other options.

RESOLVED:

- 1. That the minutes of the Staff Forum held on 22 January 2025 be received and noted.**
- 2. A Wellbeing Working Party be arranged to consider the Ride to Work Scheme.**
- 3. The survey to confirm public attendance at the Merthyr Dyfan Cemetery during the late summer opening times be referred for discussion at the Halls, Cemeteries and Community Facilities Committee meeting being held on 10 March 2025**

R196. BUDGET MONITORING REPORT TO 31 JANUARY 2025

Members were provided with the Committee's expenditure in the 2024/25 financial year as at the end of January 2025.

The Deputy Chief Officer confirmed the projected out-turn for the year is to be overspent by £58,243.

RESOLVED: The Budget Monitoring Report to January 2025 be received and noted.

R197. HUMAN RESOURCES INFORMATION SYSTEM MANAGEMENT UPDATE

At the Personnel Committee meeting held on 10 June 2024, members were given a report to review on a new Human Resources Information System to digitise the HR process.

MY HR Online Toolkit was the preferred choice of the Chief Officer however this wasn't discussed with the Senior Leadership Team at the time.

The Acting Chief Officer commented that since signing up to the Myhrtoolkit trial, officers have explored the system and realised that the portal is not compatible with the Council's way of working and the Council's policies, and considered not practical to be changed to accommodate the Council's way of working.

The Cemetery Team Leader and the Facilities Team leader both reported that they expect to experience significant issues implementing the new system.

The Acting Chief Officer said that not all staff have corporate emails and some staff would have difficulty in operating a digital system. He also said if staff were at home having to report in sick, they wouldn't have access to the portal to be able to report the sickness.

The Acting Chief Officer confirmed that all our HR records are kept electronically and recorded by the Office Team Leader. He is confident that the current system works well.

Councillor S Hodges, Perkes and Johnson said if the Myhrtoolkit HR system it not fit for purpose then we shouldn't continue to pay for it.

Councillor Johnson commented on the fact that they only agreed it previously as they weren't given all the details in the beginning.

RESOLVED: That the Council ceases to use the My HR Toolkit Online System and the Office Team Leader contact them to end the contract with immediate effect.

R198. DRAFT NEW PROBATION POLICY (UPDATE)

Members were provided with a Revised Probation Policy following HR Advice received from One Voice Wales.

Councillor S Hodges asked if staff were promoted internally, do we need something in place to help support staff and ensure they are able to do the job well and are performing well.

After advice taken from One Voice Wales, it was agreed that an existing employee moving to a new role, rather than having a new probationary period, will be appropriately managed and any issues with performance or conduct would be dealt with under the Town Council's capability or disciplinary policy.

The Acting Chief Officer also explained about the Induction process and regular 1-1's confirming they would be monitored and reviewed on a regular basis.

Councillor S Hodges reiterated that we need support for newly promoted staff and members should come back at a later date to discuss further measures.

Councillor Johnson stated that whilst a member of staff is off during the probationary period, aiming for 100% attendance is not realistic and this should be removed.

Councillor Perkes agreed with removing the 100% attendance.

RESOLVED:

- 1. That officers provide a further report to ensure that appropriate support is in place for any promoted staff.**

RECOMMENDED:

- 2. That the amended Draft Probation Policy be approved and adopted.**

R199. HEALTH AND SAFETY ACTION PLAN

Members were provided with information on a new form that has been produced for the Cemetery.

Councillor Johnson understood that the Facilities and Bereavement Facilities Manager created the report but asked if it could be adapted for other sections of the Council

The Acting Chief Officer confirmed that the new Health & Safety Action Plan can be adapted for other sections of the Council.

RESOLVED: That the Health & Safety Action Plan be received and noted.

R200. DATE OF NEXT MEETING

The next scheduled meeting of the Personnel Committee will be agreed at the next Annual Meeting scheduled to be held on Monday 12 May and Tuesday 13 May 2025

R201. 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.

R202. TO APPROVE THE CONFIDENTIAL MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 23 SEPTEMBER 2024.

Members were provided with the Confidential Minutes of the Personnel Committee held on Monday 23 September 2024 regarding Legal Advice received regarding the Employment Tribunal.

The Acting Chief Officer advised that the Confidential minutes had been submitted to the meeting of Full Council on 14 October 2024 however due to an oversight had not been submitted to the Personnel Committee.

RESOLVED: That the Confidential Minutes of the Personnel Committee held on 23 September 2024 be approved and signed as an accurate record.

R203. TO RECEIVE AND NOTE THE CONFIDENTIAL MINUTES OF THE MEETING OF THE REDUNDANCY PANEL HELD ON 23 SEPTEMBER 2024

Members were presented with the Confidential Minutes of the meeting of the Redundancy Panel held on 23 September 2024.

Councillor Johnson stated that himself and Councillor S Hodges were at the previous meeting and agreed that the minutes are an accurate record.

RESOLVED: That the minutes of the Redundancy Panel held on 23 September 2024 be received and noted.

R204. TO RECEIVE AND NOTE THE CONFIDENTIAL MINUTES OF THE MEETING OF THE REDUNDANCY PANEL HELD ON 21 JANUARY 2025.

Members were presented with the Confidential Minutes of the meeting of the Redundancy Panel held on 21 January 2025.

A second request for Voluntary Redundancy had been received and members were advised of the costs.

Members of the Redundancy Panel were happy to accept the Voluntary Redundancy request.

Councillor Johnson asked why we didn't disclose the costs of the first member of staff who put in a Voluntary Redundancy request.

The Acting Chief Officer advised we didn't include the costs so not to persuade members in any way. He advised is happy to put the comparable figures in the minutes for both of the applicants who have taken Voluntary Redundancy.

Councillor Johnson suggested that members defer the minutes until the next meeting of the Personnel Committee to allow all figures to be included.

RESOLVED: That the Confidential Minutes of the meeting of the Redundancy Panel held on 21 January 2025 be deferred to the next meeting of the Personnel Committee for officers to include the costs of both voluntary redundancies.

R205. STAFF SICKNESS FOR THE TWELVE-MONTH PERIOD 1 JANUARY 2024 TO 31 DECEMBER 2024

Members were presented with information on the sickness absence from 1 January 2024 – 31 December 2024.

Overall, the organisation lost 538.5 working days to sickness absence, a rate of 10.3%. This included disability sickness and long-term sickness absences.

In 2017 we had a sickness absence of 8% and the Acting Chief Officer stated that we will continue to monitor sickness levels.

Councillor Perkes mentioned that it only takes a couple of people to be on long-term sick to for the figures to change.

Councillor Johnson agreed that in an organisation of our size, a handful of staff off has major impact.

He also stated that the level of data is too granular for the members and asked what we do with the data.

Councillor S Hodges said she can see what Councillor Johnson is saying and suggest the Acting Chief Officer goes away and thinks about it.

Councillor Perkes said we don't want to identify people.

Councillor Charles said it was a good idea to have a spreadsheet for each department. Councillor Perkes stated that she considered that is an operational matter and is not comfortable having that much information at Committee.

Councillor Johnson also agreed with Councillor Perkes and we should be satisfied that proper procedures have been followed to help staff and members should take reassurance from the Acting Chief Officer.

RESOLVED:

- 1. Members received and noted the Sickness Absence Report with the appropriate Line Managers continuing to monitor the sickness absence levels of all post holders.**

2. The Acting Chief Officer consider changing the method of reporting the sickness absences to Committee following the comments made above.

R206. MINOR AUTHORITY REPRESENTATIVE GOVERNOR VACANCY AT HOLTON ROAD PRIMARY SCHOOL

Members were provided with an update in respect of vacancies for Minor Authority Representatives.

Holton Road Primary School's representatives' term is coming to an end on 22 March 2025. An application has been received from the current representative, Mr Saunders, who wishes to continue at Holton Road Primary School as the Minor Authority Representative.

Councillor S Hodges said Mr Saunders will be an asset and she fully supports his application.

RESOLVED:

That Mr Saunders be appointed the Minor Authority Representative at Holton Road Primary School with his Term of Appointment to commence on 22 March 2025.

The meeting closed at 8.01pm

Signed Dated