



# BARRY TOWN COUNCIL CYNGOR TREF Y BARRI

EF/fc

7 February 2025

Dear Councillor

## **COUNCIL SUMMONS**

Please find attached the items that were marked to follow in relation to the meeting of the **FULL COUNCIL** to be held on a **hybrid basis in the Council Chamber, Town Hall, King Square, Barry, CF63 4RW and remotely on Monday 10 February 2025 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

*Please inform the office of your intention to attend in person or virtually.*

Yours faithfully

Mark Sims  
Deputy Chief Officer

***Please note: A Police Representative will be in attendance at 6.30 pm to provide a public update (TBC)***

*The Council welcomes correspondence in English or Welsh  
Mae'r Cyngor yn croesawu gohebiaeth yn Gymraeg neu'n Saesneg*

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## **AGENDA**

9. To receive and note the minutes of the Planning Committee meetings held on 4 February 2025 and to give consideration to any recommendations therein.

(Pages 2429 – 2434)

14. To receive and note the minutes of the Personnel Committee meeting held on 3 February 2025 and to give consideration to any recommendations therein.

(Pages 2435 – 2444)

29. To approve a Proposal / Quotation from One Voice Wales to Co-ordinate the Recruitment of the new Chief Officer

(To follow)

## **Distribution**

The Mayor (Councillor Helen Payne) plus all other Town Councillors (22)  
Others (Barry & District News, Barry Police and Barry Library) (3)

**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.**

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.

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### **BARRY TOWN COUNCIL**

#### **MINUTES OF A MEETING OF THE PLANNING COMMITTEE HELD ON TUESDAY 4 FEBRUARY 2025 AT 7:04PM**

**PRESENT:** Councillor S Hodges (Chair) together with Councillors Ball (Vice-Chair), Collins, Davies-Powell, E J Goodjohn, E S Goodjohn, Hennessy and Thomas

**ALSO PRESENT:** Greg Smart– Planning Officer  
Courtney Parker – Administrator  
Councillor N Hodges – Observer  
Councillor Johnson – Observer

#### **PL311. APOLOGIES FOR ABSENCE**

None.

#### **PL312. TO RECEIVE DECLARATIONS OF INTEREST UNDER THE COUNCIL'S CODE OF CONDUCT**

Councillor E S Goodjohn announced a declaration of interest in regards to any Premises Licence Applications received due to being a member of the Vale of Glamorgan Council's Licencing Committee.

Councillor Hennessy announced a declaration of interest in regards to any Premises Licence Applications received due to being a member of the Vale of Glamorgan Council's Licencing Committee.

#### **PL313. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

PL314. **TO APPROVE THE MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 14 JANUARY 2025**

**RESOLVED:** That the minutes of the Planning Committee's meeting held on 14 January 2025 be approved and signed as a correct record.

PL315. **TO CONSIDER PLANNING APPLICATIONS**

**a) Planning Application No. 2024/01165/FUL**

**Location:** 98 Morel Street, Barry

**Development:** – Installation of an Air Source Heat Pump to be installed to the property. Planning permission is being sought as the noise level of the heat pump does not meet MCS planning standards.

The Planning Officer presented the report to the committee, indicating that the decision on the application will primarily depend on environmental health considerations.

**RESOLVED: No Objection.**

**b) Planning Application No. 2024/01205/FUL**

**Location :** The Pumphouse, Unit B Alium, Hood Road, Barry

**Development:** Proposed external open sided structure with glazed duo pitch roof for ancillary use to an existing restaurant

Councillor Johnson informed the committee that he had recently met with Ian Robinson from the Vale of Glamorgan Council to discuss the balance between developing commercial spaces and preserving the heritage site. The status of the neighbouring property, Academy's outdoor seating area, remains undecided. However, if any modifications are made, he would prefer them to be temporary, allowing for removal if they are no longer required in the future. Councillor Johnson also expressed his understanding that businesses need to adjust in order to enhance footfall and succeed.

Councillor Thomas expressed her disappointment regarding disabled access and suggested that, if planning permission is granted, the proposal should ensure accessibility for all.

The planning officer presented the proposed plans to the committee, assuring that a heritage officer would be required to conduct a full assessment before a decision is made.

Councillor E J Goodjohn said she had concerns over public space being taken away and made private.

The Chair stated that after reviewing the plans, the proposal does not appear to be connected to the restaurant and would be more comfortable if it were a standalone development.

**RESOLVED: No Objection in priceable but would like to propose that any developments be stand-alone, fully accessible, and fully removable to eliminate any potential impact to the heritage site.**

**c) Planning Application No. 2024/01206/FUL**

**Location:** Eastcote, 30 Clifton Street, Barry

**Development:** Change of use from a guest house back to a residential dwelling

**RESOLVED: No Objection.**

**d) Planning Application No. 2024/01211/FUL**

**Location:** Advertisement Billboard, Weston Square, Cadoxton, Barry

**Development:** – Application for removal of variation of a condition - Condition 2 (Advert Illumination 2) of 2022/00380/ADV - Upgrade existing advertisement billboard to a digital LED advertisement

Councillor Davies-Powell stated that as long as the proposal adheres to all the correct guidelines, she sees no issue, though she questioned whether it would be monitored.

The planning officer explained that he anticipated it would be monitored on a reactive basis, such as in response to any complaints.

**RESOLVED: No Objection.**

**e) Planning Application No. 2024/01215/FUL**

**Location:** 30 The Parade, Barry

**Development:** – Partially demolish existing single storey structures and construct rear and side single storey wrap around extension, take down rear outbuilding structure and replace with new proposed rear single storey outbuilding structure, all with associated external works including new boundary enclosure walls to the rear curtilage.

The Chair clarified the planning officer's report, confirming that the proposed building could extend to the boundary line, potentially affecting the lighting in the neighbouring garden.

**RESOLVED: Objection and recommend that the Vale of Glamorgan Council seeks amendments.**

**f) Planning Application No. 2024/01220/FUL**

**Location:** 3 Minster Close, Barry

**Development:** Proposed single storey rear extension and internal alterations

**RESOLVED: No Objection.**

**g) Planning Application No. 2025/00021/FUL**

**Location:** 108 Pontypridd Road, Barry

**Development:** A larger driveway at the front of property

Councillor Ball stated that he sees no issues, the proposed would be taking away one parking space but creating two.

Councillor Hennessy added that a precedent has already been set in the area.

**RESOLVED: No Objection.**

**PL316. TO CONSIDER TABLED APPLICATIONS**

None received.

**PL317. LOCAL PLANNING AUTHORITY DECISIONS**

The planning officer shared a response from the Local Nature Partnership via a Planning Officer at the Vale of Glamorgan Council regarding the comments submitted and decision made on planning application 2024/01122/RG3. The response stated 'Swifts and bats are urban species, nesting and roosting in buildings - we think there is a bat roost in the lifeguard station, and both species are frequently spotted in the Knap so they will not be deterred by the public. The Swift Tower will not only provide nesting sites but will act as an engagement tool to raise awareness of bats and swifts amongst the public so ideally the tower needs to be in a public spot that is frequented by the public. Any future development would likely be limited to the footprint of the existing lifeguard building so we can't see how that would impact the Swift Tower and vice versa. Consequently, there is not considered to be any need to re-locate the tower.'

**RESOLVED:** That the Local Planning Authority decisions be received and noted.

The chair moved agenda item 8 to the final item

PL318. **APPLICATIONS DEALT WITH UNDER DELEGATED POWERS – FOR INFORMATION ONLY**

None received.

PL319. **U.K GOVERNMENT CONSULTATION – COMPULSORY PURCHASE PROCESS AND COMPENSATION REFORMS**

The Planning Officer provided a summary of his report and invited the committee to share any views they wished to express regarding the consultation, which he would then forward on.

The Chair then clarified whether the committee was comfortable with the planning officer responding on their behalf after reviewing the report.

**RESOLVED:** That the report be received and noted. Any comments to be forwarded to the Planning Officer.

PL320. **WELSH GOVERNMENT CONSULTATION – PRESERVING TREES AND WOODLANDS: NEW REGULATIONS**

**RESOLVED:** That the report be received and noted. The Committee agreed with the officer's recommendations and are happy for him to respond to the consultation on their behalf.

PL321. **LIST OF CONSULTATIONS CURRENTLY AVAILABLE FOR COMMENT**

The Planning Officer advised the committee to review the consultation and, if they wished, provide him with any feedback.

**RESOLVED:** That the report be received and noted

PL322. **DATE OF NEXT MEETING**

**RESOLVED:** That the date of the next Planning Committee is scheduled for Tuesday 25 February 2025.

Councillors E S Goodjohn and Hennessy left the meeting at 7:38pm

PL323.      **NOTIFICATION OF PREMISES LICENCE APPLICATIONS**

Application for a Grant of Premises Licence – Unit A3, Neptune Road,  
Barry CF62 5DZ

Councillor Ball commented that the proposal seems like a great idea, but expressed concerns about whether the space above would be residential.

Councillor Thomas stated that noise pollution regulations only apply after 11pm, so the proposal should not pose an issue.

**RESOLVED: That the Premises Licence application be received and noted.**

Meeting closed at 7.42pm.

Signed..... (Chairperson) Dated.....



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### **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 Wiliam

**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 to 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 is 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 .....



<b>ACTION SHEET - PERSONNEL COMMITTEE 3 February 2025</b>				
<b>MINUTE NO.</b>	<b>ACTION TO BE TAKEN</b>	<b>ACTION TO BE TAKEN BY</b>	<b>DATE ACTION TO BE CARRIED OUT</b>	<b>PROGRESS</b>
R195 (1)	A Wellbeing Working Party be arranged to consider the Ride to Work Scheme.	ACO		ongoing
R195 (2)	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	F&CSMM	10 March 2025	ngoing
R197	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.	OTL	06 February 2025	Completed
R198	That officers provide a further report to ensure that appropriate support is in place for any promoted staff.	ACO		ongoing
R204	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.	ACO		ongoing
R205 (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.	All Line Mgrs		ongoing
R205 (2)	The Acting Chief Officer consider changing the method of reporting the sickness absences to Committee	ACO		ongoing

R206	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.	OTL	06 February 2025	Completed
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