



**BARRY TOWN COUNCIL  
CYNGOR TREF Y BARRI**

**PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT AN EXTRAORDINARY MEETING OF THE PERSONNEL COMMITTEE IS TO BE HELD REMOTELY ON MONDAY, 24 MARCH 2025 COMMENCING AT 6.00 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

**This is a public meeting and any resident of Barry may attend in person or remotely; for remote access details, please contact [info@barrytowncouncil.gov.uk](mailto:info@barrytowncouncil.gov.uk)**

**Please note that this meeting is REMOTE ONLY.**

Yours faithfully

A handwritten signature in black ink on a white background, reading 'B. D. Perkes.' with a period at the end.

Councillor Perkes  
Chairperson of Personnel Committee

## 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)

**TO NOTE:** Councillor Wilkinson has been granted Dispensation to allow them to speak and vote where issues are raised (including budgets) relating Cadoxton Primary Schools and St. Richard Gwyn High School.

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 a meeting of the Personnel Committee held on 3 February 2025**

**(Pages 711- 718)**

5. **Date of Next Meeting**

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

6. **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.

7. **Chief Officer Recruitment Proposal**

**(Pages 719 - 756)**

**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](http://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 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 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 .....