

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 16 JUNE 2025 AT 7.00 PM

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

ALSO PRESENT: Chris Mason – Engagement & Events Team Manager
Kathryn Thomas – Office Team Leader

R214. APOLOGIES FOR ABSENCE

No apologies received

R215. DECLARATIONS OF INTEREST

None received.

R216. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R217. TO NOTE THE TERMS OF REFERENCE AGREED AT THE ANNUAL MEETING OF COUNCIL

RESOLVED: That the Terms of Reference agreed at the Annual Meeting of Council be approved and signed as a correct record.

R218. TO APPROVE THE MINUTES OF THE MEETING OF THE EXTRAORDINARY PERSONNEL COMMITTEE HELD ON 24 MARCH 2025

RESOLVED: That the minutes of the Extraordinary Personnel Committee held on 24 March 2025 be approved and signed as a correct record

R219. TO APPROVE THE MINUTES OF THE STAFF FORUM MEETINGS HELD ON 20 MARCH AND 4 JUNE 2025.

Councillor Johnson mentioned that the Staff Forum has moved to a more General Meeting now. It is more operational now rather than Staff Wellbeing and Staff Issues

Councillor Johnson also believes that the Staff Forum Minutes should be below the line in Part 2 and asked if the Chief Officer should oversee this meeting going forward and only go to Personnel Committee for certain staffing issues.

Councillors Charles, Hodges, Payne, Perkes and Thomas all agreed that it should be below the line.

Councillor Johnson also asked for the employee name to be removed from the Minutes as this is confidential and will be in public view.

RECOMMENDATION:

- 1. That the minutes of both Staff Forum meetings of 20 March and 4 June be received and noted subject to the name being take out of the Minutes.**
- 2. That the Minutes be removed from Agenda and put below the line in part 2.**
- 3. Once the new Chief Officer is in place, to look at the Terms of Reference and decide if the Staff Forum should go to Personnel or not.**

R220. BUDGET MONITORING REPORT TO 31 MAY 2025

Members were provided with the Committee's expenditure in the 2025/26 financial year as at the end of May 2025.

The Engagement & Events Team Manager confirmed the projected out-turn for the year with an actual expenditure for the 2 months to 31 May 2025 of £151,391 with committed expenditure of £913,169.

RESOLVED: The Budget Monitoring Report to 31 May 2025 be received and noted.

R221. PATERNITY LEAVE POLICY (REVIEW)

Members were presented with an update to the Maternity, Paternity, Adoption, Parental and Shared Parental Policy.

The Engagement & Events Team Manager summarised the report.

One of our employees only commenced employment with the Town Council in April, having joined us from a previous local council, therefore does not meet the 'waiting time' with Barry Town Council, but does if his service with his previous local authority be counted.

Councillor Payne said that the 'wait time' should be removed all together as we recruit from a lot of areas and not just other Councils.

Councillors Hodges and Johnson also agreed that it should be removed. Councillor Johnson also said that the policy should have been reviewed a couple of years ago and asked when all policies have been reviewed.

He requested a report on last renewal date for all policies and suggested this is taken up with the Chief Officer.

Councillor Perkes said if we are removing it from Paternity, do we also remove from Maternity.

RESOLVED:

- 1. That we remove the 'Wait time' of 26 weeks prior to the 15th week before child's birth for all of the Maternity, Paternity, Adoption, Parental and Shared Parental Leave Policy.**
- 2. To speak to the Chief Officer regards a full report on dates that all polices were reviewed.**

R222. COUNCILLOR TRAINING

Members were provided with a report to review the councillor Training Plan and Matrix to ensure it is fit for purpose, following consideration at the Council's Annual Meeting on 13 May 2025.

Councillor Johnson had 3 issues to raise:

- a) Is it a requirement for Councillors to do their Chair and Vice Chair training each year?
- b) There are some 'Twin Hatted' Councillors having already done training with the Vale of Glamorgan. Is the training done at the Vale of Glamorgan the same as the training done with Barry Town Council?
- c) How do we recognise those Councillors that have completed their Mandatory training and those Councillors that haven't?

Councillor Johnson recommended removing the Chairing and Vice Chairing Skills Training to be done each year.

Councillor Hodges asked for a list of courses to be sent out detailing what she has or hasn't done.

Councillor Perkes asked for a list of training done by the 'twin hatted' councillors.

Councillor Payne asked if she has done a training course already with her job, would we accept that as already done if she gets something from work to confirm her qualification.

Councillor Hodges said that all Councillors may need to do their Code of Conduct Training under the new Chief Officer.

RECOMMENDATION:

- 1. To review the current training plan and take it to the next meeting of Full Council.**
- 2. Remove doing the Chair and Vice Chair training annually**
- 3. All councillors to evidence what training they have done**
- 4. The Office Team Leader to email all councillors with what training they still need to do**

R223. 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.

R224. SUPPORT FOR PROMOTED STAFF

Members were asked to consider support for promoted staff to ensure they are able to do the job and are performing well.

The Engagement & Events Team Manager gave a brief overview of the report.

Councillor Payne said that people that switch roles should have more intensive support and supervision for the first 6 weeks or until they are comfortable in their new role.

Councillor Perkes asked how long the induction period is now and do we need to add in a timescale.

The Engagement & Events Team Manager said the Induction period varies depending on the individual, but normally 6 months and it would be a good idea to have a timescale.

Councillor Perkes suggested to put in a 6-month timescale and 1 month for focussed discussions.

RESOLVED:

- 1. That the support for promoted staff report be received and noted.**
- 2. To add a timescale of 6 months to the report and 1 month for focussed discussions**

R225. HR MODELS FOR MANAGEMENT OF THE CHIEF OFFICER

The Engagement & Events Team Manager summarised the report.

Previously, members agreed that consideration be given to a change in the line management of the Chief Officer after concerns that the Town Council had not followed correct processes and procedures in relation to long-term sickness absence, return to work and general wellbeing.

Members requested One Voice Wales provide further options on different HR Models available to the Council regarding any future issues in relation to human resources matters:

- a) The Chair and Deputy Chair of a Personnel Committee jointly manage the Chief Officer/Clerk taking responsibility for approval of leave, receiving notifications of sickness absence, undertaking appraisals and managing long term sickness absences in accordance with Council policies.
- b) There are a number of Councils that rely solely on the Leader to undertake the role.
- c) Some Councils authorise the Mayor and Deputy Mayor to jointly manage such processes.

Councillor Perkes would prefer The Leader and the Chair of Personnel to manage the Chief Officer

Councillor Hodges would prefer the Chair and Deputy Chair as they have had training.

Councillor Perkes disagreed with the option to have the Chair and Deputy Chair to manage the Chief Officer.

Councillor Thomas agreed that it should be The Leader and the Chair of Personnel.

Councillor Payne suggested an independent HR Company. Councillor Perkes said that One Voice Wales provide HR advice but will not manage the Chief Officer.

Councillor Charles suggested to have the Leader, the Chair of Personnel and an outside body.

Councillor Hodges suggested that members go away and get more information as the committee cannot agree. Members need to look at a HR external company together with cost implications.

Councillor Perkes said that the Personnel Committee are responsible for disciplinary but if an external HR company take over then this would alleviate the Chair and Vice-chair in any disciplinary investigations.

Councillor Hodges suggested that the Chief Officer may have their own views.

Councillor Hodges asked if we need a special meeting to resolve this.

The Engagement & Events Team Manager will investigate but is unlikely to have a resolution before the Chief Officer is in place.

Councillor Johnson said that Councillors Perkes and Brooks need to discuss this.

The Engagement & Events Team Manager asked who would be doing the Chief Officers Induction as it shouldn't be the Acting Chief Officer.

Councillor Hodges suggested we ask One Voice Wales to do the Induction.

Councillor Perkes will check with One Voice Wales and report back to members.

RECOMMENDATION:

- 1. The Engagement & Events Team Manager to investigate an external HR Company to manage the Chief Officer**
- 2. Councillor Perkes and Councillor Brooks to meet and discuss options**
- 3. Councillor Perkes will check with One Voice Wales regarding the Induction of the Chief Officer.**
- 4. An Extraordinary Full Council meeting to be called once Councillor Perkes has spoken to the Leader and One Voice Wales.**

R226.

STAFF SICKNESS FOR THE PERIOD 1 APRIL 2024 TO 31 MARCH 2025

Members were provided with information on the sickness absence from 1 April 2024 – 31 March 2025.

Councillor Johnson suggested that the % target from the report should be removed as it doesn't make sense

Councillor Perkes said that the target was set in 2017 so is now out of date

The Office Team Leader needs to update the figures on the report regarding Short-Term and Long-Term Sickness as it doesn't look right.

RESOLVED:

- 1. That the Sickness Absence report be received and noted subject to the amendment above.**
- 2. The % target figure on the report should be removed as is not out of date.**

R227. MINOR AUTHORITY REPRESENTATIVE GOVERNOR VACANCIES

Members were informed of a forthcoming MAR Vacancy at St Helen's Catholic Primary School that is due to expire on 3 July 2025

RESOLVED: that the MAR Vacancy at St Helen's Catholic Primary School be received and noted

R228. CHANGE OF JOB TITLE

The Wellbeing Goals Project Officer raised an issue as to whether her job title is the most appropriate to cover the work that she does.

The officer is the lead officer for the Globally Responsible Barry Committee, with workstreams focussed on areas such as Carbon Reduction, Sustainability, Biodiversity, Fairtrade and Town of Sanctuary and feels the title Wellbeing Goals Project Officer suggests that the officer is working on issues of personal wellbeing/mental health etc.

Therefore, the officer suggests a new title of 'Future Generations Project Officer' as a suitable alternative title.

RESOLVED:

- 1. That the Change of Job title report be received and noted**
- 2. That the Change of Job title to 'Future Generations Project Officer' has been agreed**

R229.

STAFFING MATTERS

The Engagement & Events Team manager gave an update on staffing matters.

Cemetery update – the five objectives of the Cemetery Review has been achieved and implemented by 1 April 2025 and a new gravedigger was appointed commencing employment on 14 April 2025.

Two new members of staff have joined the Cemetery Team and both are integrating well into the team.

On 16 May 2025, another one of the gravediggers handed in his notice to terminate his employment.

Officers have commenced a recruitment and selection process to fill this vacancy with the expectation of interviewing candidates during the week commencing 7 July 2025, and appointing a successful candidate to commence on 1 August 2025, subject to any notice period.

Councillor Johnson advised that once this recruitment has taken place we will be up to full capacity at the Cemetery as per the Cemetery Review.

Two members of the Senior Leadership Team have been absent due to long-term sickness.

The Engagement & Events Team Manager confirmed that both employees have received stage one review meetings, KIT meetings, and stage two review meetings. In addition, both have attended an Occupational Health Assessment with the Council's Occupational Health Provider.

Councillor Payne asked if the 2 staff members had had extra support.

The Engagements & Events Team Manager said they had extra support from Occupational Health.

Councillor Hodges asked if the Facilities & Bereavement Services Manager needs cover as we brought external advisors in for the Planning Officer.

The Engagement & Events Team Manager said that he was covering the Facilities part together with Placemaking, and the Acting Chief Officer was covering management the Bereavement Services part.

Councillor Perkes asked if we need to bring someone in to cover but the Engagement & Events Team Manager said he didn't know how quick someone could come in.

Councillor Perkes said that it was not sustainable on a long-term basis.

Councillor Payne asked if we could get any admin support from an agency. She is concerned that everyone is taking on too much and will crash at some point.

Councillor Johnson agreed with Councillor Payne

RESOLVED: that the Staffing Matters Update be received and noted

R230. TO APPROVE THE MINUTES OF THE MEETING OF THE REDUNDANCY PANEL HELD ON 21 JANUARY 2025

RESOLVED: that the Minutes of the meeting of the Redundancy Panel held on 21 January 2025 be received and noted.

The meeting closed at 8.29pm

Signed Dated