



**BARRY TOWN COUNCIL
CYNGOR TREF Y BARRI**

PURSUANT TO THE REQUIREMENTS OF THE BELOW STATUTORY PROVISIONS, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PERSONNEL COMMITTEE IS TO BE HELD ON A HYBRID BASIS IN THE COUNCIL CHAMBER, TOWN HALL, KING SQUARE, BARRY, CF63 4RW AND REMOTELY ON MONDAY, 23 MARCH 2026 COMMENCING 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

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

Yours faithfully

Rachel Honey-Jones
Chief Officer (Town Clerk)

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)
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.

4. **Standing Order 3(o)** **(To Note)**

The use of cameras, camcorders and other recording devices in all Council, Committee and Sub-Committee meetings is expressly forbidden, with the exception of any formal recording of proceedings in accordance with the Council's policy, should the Council instigate such a policy.

GOVERNANCE

5. **To approve the minutes of the Extraordinary meeting of the Personnel Committee held on 3 December 2025**
(Pages 907 - 909)
6. **Committee Minutes** **(Pages 910 - 917)**

FINANCIAL REPORTS

7. **Budget Monitoring Report to 28 February 2026**
(Pages 918 - 919)

(If Councillors have any queries on the attached please contact the Deputy Chief Officer prior to the meeting)

8. **Date of Next Meeting**

The next meeting of the Personnel Committee will be agreed at the Annual Meeting on 12 May 2026.

9. 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.

10. Minor Authority Representative application

(Pages 920 - 927)

11. Toil Update

(Pages 928 - 933)

12. Proposed Job Title Amendment

(Pages 934 - 946)

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

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.

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 EXTRAORDINARY PERSONNEL COMMITTEE HELD ON MONDAY 3 DECEMBER 2025 AT 6.03 PM

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

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Chris Mason – Interim Deputy Chief Officer
Cllr N Hodges - Observer

R261. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Wiliam

R262. DECLARATIONS OF INTEREST

None

R263. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R264. TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 10 NOVEMBER 2025

RESOLVED: That the minutes of the Personnel Committee held on 10 November 2025 be approved and signed as a correct record.

R265. DATE OF NEXT MEETING

RESOLVED: The date of the next meeting of the Personnel Committee has been scheduled to be held on Monday 12 January 2026 at 7.00pm

R266. 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, with the exception of Cllr N Hodges.

R267. PROPOSED STAFFING CHANGES

The Interim Deputy Chief Officer presented a summary of the report, which contained two topics for members' consideration.

Following a discussion amongst members, and two unanimous votes, members resolved to accept the report's recommendations.

Due to the confidential nature of the discussions, notes will be held with the Chief Officer.

RESOLVED

- 1. That members agree the proposed change to working patterns to be included in the contracts of individuals recruited to the Cemeteries and Facilities teams from January 2026 onwards.**

RECOMMENDATION

- 2. That, at the next meeting of Full Council on 15 December 2025, approval is given for the creation and recruitment of a Heritage Centre Project Officer, as a new role within the Council's staffing structure on a full-time basis until 31 March 2027.**

The meeting closed at 6.23pm

Signed Dated

ACTION SHEET - PERSONNEL COMMITTEE 10 NOVEMBER 2025

MINUTE	ACTION TO BE TAKEN	ACTION TO BE TAKEN BY	DATE ACTION TO BE CARRIED OUT	PROGRESS
R267 (i)	That members agree the proposed change to working patterns to be included in the contracts of individuals recruited to the Cemeteries and Facilities teams from January 2026 onwards.	CO	January 2026	Completed
R267 (ii)	That, at the next meeting of Full Council on 15 December 2025, approval is given for the creation and recruitment of a Heritage Centre Project Officer, as a new role within the Council's staffing structure on a full-time basis until 31 March 2027.	CO	15 December 2025	Completed

COMMITTEE MINUTES**Report Author**

Mark Sims, Deputy Chief Officer

- Attached:**
- A. Minutes of the Personnel Committee meeting held on 15 September 2025) (4 pages)
 - B. Minutes of the Personnel Committee meeting held on 10 November 2025) (2 pages)

Purpose of Report

The purpose of this report is to inform Members that inaccuracies in the minutes have been discovered after they had been signed, and to request Members to approve the amended minutes following guidance and advice received from One Voice Wales.

Background Information

As reported to the Extraordinary meeting of Full Council held on 18 March 2026, officers discovered that there were several instances where Council and Committee minutes had been submitted to the next appropriate meeting 'to be approved and signed as a correct record', however the minutes were incomplete, or incorrect.

Officers contacted One Voice Wales for guidance on how to correct these inaccuracies to ensure the decisions made are recorded accurately and legally in the minutes, for future reference.

The response received from One Voice Wales stated:

'In relation to your request for advice, I would advise you that our solicitors have stated that the position you have found can be rectified as follows:

Minutes should not be altered once signed unless inaccuracy in the minutes is discovered after they have been signed. Inaccuracies in the signed minutes can be amended by resolution at a subsequent meeting.

I would advise that a written report should be presented to the Council highlighting all the inaccuracies you have identified and seeking approval for the relevant minutes to be changed as appropriate and signed again with the corrections included. This will enable you to replace the amended minutes on your website and in your manual records. It will also mean that you have an effective audit trail for accountability purposes.'

Following the guidance and advice provided from One Voice Wales, officers provided a written report to the Extraordinary meeting of Full Council held on 18 March 2026.

Attached for approval is the Minutes of the Committee's previous meetings that have been amended due to inaccuracies, that will enable us to replace the minutes on our website and in our manual records. It will also mean that we have an effective audit trail for accountability purposes.

In addition, since the inaccuracies have been identified, we have instigated a new process whereby the Lead officer confirms the accuracy of the minutes and then the Deputy Chief Officer checks them from a governance perspective.

Recommendation

That Members receive the aforementioned information and approve the amended minutes for Committee meetings held on 15 September 2025 and 10 November 2025.

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 15 SEPTEMBER 2025 AT 7.00 PM

PRESENT: Councillor Perkes (Chair) together with Councillors Charles, Clarke (Town Mayor – Ex-officio), S Hodges, Johnson, Payne, Thomas and Wiliam

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Chris Mason – Interim Deputy Chief Officer
Kathryn Thomas – Office Manager
Councillor Nic Hodges - Observer

R240. APOLOGIES FOR ABSENCE

None Received

R241. DECLARATIONS OF INTEREST

The Chief Officer requested to swap items 10 and 12 of the agenda around so that the Office Manager and the Interim Deputy Chief Officer could leave the meeting.

R242. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R243. TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 21 JULY 2025

RESOLVED: That the minutes of the Personnel Committee held on 21 July 2025 be approved and signed as a correct record.

R244. **DATE OF NEXT MEETING**

RESOLVED: The date of the next meeting of the Personnel Committee has been scheduled to be held on Monday 10 November 2025 at 7.00pm

R245. **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.

R246. **MINOR AUTHORITY REPRESENTATIVE GOVERNOR VACANCIES FOR ST HELENS CATHOLIC PRIMARY SCHOOL, YSGOL ST CURIG AND ALL SAINTS CHURCH IN WALES PRIMARY SCHOOL**

Applications have been received for 3 forthcoming MAR Vacancies at St Helen's Catholic Primary School, All Saints Primary School and Ysgol St Curig.

Applications were presented to the Personnel Committee.

Councillor S Hodges said that all applications were very good

Councillor Johnson said that we used to hold events to celebrate our governors who operate on our behalf. We need to think of a way to thank them. Proposed that some form of event takes place as noted that apart from approving applications the Council never meets residents who undertake this important voluntary positions. Noted that there used to be bi annual meetings with the Council and MAR holders.

Councillor Johnson stated both applications for All Saints School were excellent and both were well qualified.

Councillor S Hodges agreed with Councillor Johnson.

Due to the confidential nature of this item, additional confidential notes will be held with the Chief Officer.

RESOLVED:

- 1. That the MAR vacancy report be received and noted**
- 2. That Mark Sims be re-appointed as Governor of All Saints Primary School**
- 3. That Michelle Boland be appointed as Governor of St Helens Primary School**
- 4. That Jeffrey Mitchell be appointed as Governor of Ysgol St Curig**

R247. REQUEST FOR EXTERNAL HR CONSULTANCY REPORT

Members were presented with a report from the Chief Officer seeking approval to commence a procurement exercise by obtaining three different quotations in line with the Council's Financial Regulations, to secure an external HR consultancy support for Barry Town Council

Due to the confidential nature of this item, additional confidential notes will be held with the Chief Officer.

RESOLVED:

- 1. That members received and noted the report**
- 2. Members approve the commencement of a procurement exercise to secure external HR consultancy support**
- 3. Members delegate authority to the Chief Officer, The Chair of the Personnel Committee and the Vice Chair of the Personnel Committee.**
- 4. That members note that the expenditure for this support will be met from the professional services budget.**

R248. STAFF SICKNESS FOR THE PERIOD 1 APRIL TO 31 AUGUST 25

Members were provided with a report with information on the sickness absence from 1 April – 31 August 2025.

Due to the confidential nature of this item, additional comments will be held with the Chief Officer.

RESOLVED:

- 1. That members received and noted the report**
- 2. That the Chief Officer reiterate to all staff regarding the Employee Assistance Programme**

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R249. NJC LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025

Members were presented with the SLCC Local Government Pay Agreement for 2025/26

The Deputy Chief Officer/RFO had already built in 3% into the budget for this year so there will be a slight additional expenditure to find the additional budget for this uplift.

RESOLVED: That the SLCC Local Government Pay agreement for 2025/26 be received and noted.

R250. MERTHYR DYFAN CEMETERY INVESTIGATION

This report was to update members on the progress into an investigation involving staff at Merthyr Dyfan Cemetery

Due to the confidential nature of this item, additional comments will be held with the Chief Officer.

RESOLVED: That members received and noted the Merthyr Dyfan Cemetery Investigation report.

R251. VERBAL UPDATE FROM THE CHIEF OFFICER

Due to the confidential nature of this item, additional comments will be held with the Chief Officer.

RESOLVED:

- 1. That members received and noted the verbal update.**
- 2. That the Complaints Panel will meet to further investigate this matter.**

R252. INTERIM MANAGEMENT ARRANGEMENTS

The Interim Deputy Chief Officer and the Office Manager left the meeting at 08.06pm.

The Chief Officer gave an update of decisions taken under delegated authority regarding urgent items on staffing.

Due to the confidential nature of this item, additional comments will be held with the Chief Officer.

RESOLVED: That members received and noted the report.

The meeting closed at 08.28pm

Signed Dated

BARRY TOWN COUNCIL

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE HELD ON MONDAY
10 NOVEMBER 2025 AT 7.00 PM**

PRESENT: Councillor Perkes (Chair) together with Councillors Charles, Clarke (Town Mayor – Ex-officio), S Hodges, Johnson, Thomas and Wiliam

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Sian Hookins-Temporary RFO
Andrew Knight-The Sparks Company

R253. APOLOGIES FOR ABSENCE

None Received

R254. DECLARATIONS OF INTEREST

None

R255. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R256. TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 15 SEPTEMBER 2025

RESOLVED: That the minutes of the Personnel Committee held on 15 SEPTEMBER2025 be approved and signed as a correct record.

R257. BUDGET MONITORING REPORT TO 30 OCTOBER 2025

RESOLVED: That the Budget Monitoring Report be accepted to 30 October 2025.

R257A. ——— DRAFT BUDGET ESTIMATES FOR 2026/27

The Temporary RFO confirmed that as at the date of the meeting no changes in staffing had been put forward for 2026/27 and no items of equipment for purchase. The Budget is showing a 5% increase to all expenditure.

RESOLVED: The Committee accepted the proposal of a 5% uplift on the 2025/26 budget for the personnel committee to be put to the Finance Committee.

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R257B. DATE OF NEXT MEETING

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RESOLVED: The date of the next meeting of the Personnel Committee has been scheduled to be held on Monday 12 January ~~2025-2026~~ at 7.00pm

R258. 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, with the exception of Mr Andrew Knight and Cllr N Hodges .

R259. GRIEVANCE REVIEW UPDATE

The investigation was conducted independently by Andrew Knight of The Spark Company (Human Resources) Ltd. With evidence gathered from written communications and statements from those involved. This investigation report has been accepted by the Complaints Panel and this update is the recommendation of the complaints panel following consideration of the investigation report.

RESOLVED: Following a lengthy discussion about the investigation the members accepted all the recommendations of the Complaints panel and independent investigation.

Mr Andrew Knight left the meeting

R260. TOIL AND OVERTIME ARRANGEMENTT UPDATE WITH ADDITIONAL CALCULATIONS TO BE RECEIVED AND NOTED

The Chief Officer explained the TOIL and overtime arrangements currently in place for all areas of the Council staff and the inconsistency in the arrangements. The report included details of the average number of hours and rates over an annual period.

RESOLVED: The Committee received and noted the report as presented.

The meeting closed at 08.11pm

Signed Dated

BUDGET MONITORING REPORT FEBRUARY 2026

Report Author

Mark Sims, Deputy Chief Officer

Attached: A. Budget Monitoring Report February 2026 (1 page)

Purpose of Report

To provide members with the Committee's expenditure in the 2025/26 financial year at the end of February 2026.

Background Information

On the following page is the budget monitoring report to 28 February 2026, indicating actual expenditure up to the end of month eleven in the 2025/26 financial year.

Recommendation

Members are requested to receive the budget monitoring report for February 2026 noting the projected out-turn for the year is to be underspent by £73,822.

Budget Monitoring Report to 28 February 2026.

Gross Expenditure								
Description	Item No.	Budget	Expenditure	Committed	Balance	Budget	Year End	Projected
		12 Months	11 Months	Expenditure		12 Months	Projections	Variance
		£	£	£	£	£	£	£
Personnel Committee								
M&S/Salaries	1	513,500	458,881	46,514	8,105	513,500	505,395	8,105
Planning/Salaries	1	55,250	37,423	0	17,827	55,250	37,423	17,827
Merthyr Dyfan Cemetery/Salaries	1	318,250	254,341	27,191	36,718	318,250	281,532	36,718
Porthkerry/Salaries	1	15,000	13,750	1,250	0	15,000	15,000	0
Pioneer Hall/Salaries	1	35,250	31,006	2,861	1,383	35,250	33,867	1,383
Community Building/Salaries	1	41,500	39,526	3,485	-1,511	41,500	43,011	-1,511
M&S/Equipment	16	5,775	4,541	1,459	-225	5,775	6,000	-225
Merthyr Dyfan Cemetery/Equipment	9	8,035	6,884	1,151	0	8,035	8,035	0
Pioneer Hall/Equipment	9	1,500	534	966	0	1,500	1,500	0
Community Building/Equipment	8	2,000	542	1,800	-342	2,000	2,342	-342
M&S/General Salaries Contingency	23	40,000	33,161	4,472	2,367	40,000	37,633	2,367
M&S/Health and Safety	24	4,000	5,684	316	-2,000	4,000	6,000	-2,000
Corporate/Staff Wellbeing Fund	4	500	0	0	500	500	0	500
Corporate/Councillor Training	6	4,000	958	42	3,000	4,000	1,000	3,000
Corporate/Staff Training	7	20,000	10,637	1,363	8,000	20,000	12,000	8,000
Corporate/Staff Long Service Award	20	0	0	0	0	0	0	0
Total Expenditure		1,064,560	897,868	92,870	73,822	1,064,560	990,738	73,822
Our budget for the year is £1,064,560 with actual expenditure for the 11 months to 28 February 2026 of £897,863 with committed expenditure of £92,870.								
Our projected out-turn for the year is to be underspent by £73,822.								
Staff Training Breakdown								
Statutory		£ 1,601						
Occupational		£ 9,036						
Vocational		£ -						
		£ 10,637						