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 14 SEPTEMBER 2026 AT 7.00 PM

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

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Courtney Parker – Administrator
Councillor Clarke – Observer

R293. **APOLGIES FOR ABSENCE**

Apologies were received from Councillor Payne.

R294. **DECLARATIONS OF INTEREST**

None received.

R295. **WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015**

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

R296. **STANDING ORDER 3(o)**

RESOLVED: That Standing Order 3(o) be received and noted.

R297. **TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 15 JUNE 2026**

Councillor Johnson noted that there was no action plan included within the agenda and asked for this to be sent onto Members.

RESOLVED: That the minutes of the Personnel Committee held on 15 June 2026 be approved and signed as a correct record.

R298. **TO APPOINT TO RELEVANT PERSONNEL COMMITTEE PANELS REQUIRED AS PER POLICY REQUIREMENTS**

a) Appeals Panel
b) Redundancy Panel
c) Complaints Panel

RESOLVED:

1. **That Councillors Charles, Perkes and Wiliam be appointed to the Appeals Panel.**
2. **That Councillors Johnson, Payne and S Hodges be appointed to the Redundancy Panel, with Councillor S Hodges replacing Councillor Thomas due to Councillor Thomas being Mayor.**
3. **That Councillors Charles, S Hodges and Perkes be appointed to the Complaints Panel, with Councillor Perkes replacing Councillor Thomas due to Councillor Thomas being Mayor.**

R299. **POLICIES REVIEW & APPROVAL**

a) Annual Leave Update
b) Capability Policy
c) Disciplinary Procedure Policy
d) Grievance Policy
e) Neonatal Care Policy
f) Parental Bereavement Leave Policy
g) Probation
h) Sickness Policy
i) Work Permits Policy

The Chief Officer provided Members with a brief update on the work undertaken to bring the employment policies up to date, including changes to terminology and language, amendments reflecting the current Council staffing structure, and clearer provisions regarding Senior Leadership Team accountability. The Chief Officer also informed Councillors that Peninsular, the Council's HR advisors had reviewed all policies being presented to Councillor's today and recommended these changes.

Councillor Johnson queried the proposed changes to the Annual Leave Policy.

The Chief Officer clarified that the existing provision allowing five days of annual leave to be carried forward was out of date and should be amended to provide for four weeks to be carried forward. The Chief Officer explained that the Council has a duty to allow staff to take annual leave, as well as remind them to do so and if this has not happened then staff are entitled to carry over the leave hence the change.

Councillor Johnson requested that the policy review programme be reviewed by the Personnel Committee.

The Chief Officer presented the Committee with a proposed policy review timetable and suggested that the timetable be brought back to the next meeting of the Personnel Committee on 9 November 2026, and thereafter to the first Personnel Committee meeting following the Annual Meeting each year.

RESOLVED:

1. **Members agreed the updated employment policies presented with the report.**
2. **Recommended to the Finance, Policy and General Purposes Committee on 12 October 2026 that the following employment policies be approved:**
    - **Annual Leave Policy**
    - **Capability Policy**
    - **Disciplinary Procedure**
    - **Grievance Policy**
    - **Neonatal Care Leave Policy**
    - **Parental Bereavement Leave Policy**
    - **Probation Policy**
    - **Sickness Absence Policy**
    - **Work Permits Policy**
3. **Members received and noted that the Senior Leadership Team will maintain a central policy review schedule to ensure that employment policies are reviewed within appropriate timescales and updated in response to changes in legislation and good employment practice.**
4. **That the policy review timetable be brought back to the next meeting of the Personnel Committee on 9 November 2026 for consideration by Members and thereafter be presented to the first Personnel Committee meeting following the Annual Meeting each year.**

Councillor Clarke joined the meeting at 7:09pm.

R300. <u>BUDGET MONITORING REPORT TO 31 AUGUST 2026</u>

Members received the budget monitoring report to 31 August 2026 with the Committee's expenditure in the 2026/27 financial year at the end of August 2026.

RESOLVED: That the budget monitoring report to 31 August 2026 be received and noted.

R301. DATE OF NEXT MEETING

RESOLVED: That the next meeting of the Personnel Committee will be held on 9 November 2026.

R302. 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.

R303. CEMETERY UPDATE

The Chief Officer provided Members with an update on the report, including recent recruitment activity and changes within the cemetery.

The Chief Officer informed Members that the revised recruitment process had been implemented and that positive feedback had been received to date.

RESOLVED: That Members received and noted the Cemetery update.

The Administrator left the meeting at 7.26pm

R304. STAFFING MATTERS

The Chief Officer provided a verbal update to committee members on current staffing matters.

RESOLVED: Members noted the verbal update provided by the Chief Officer on current staffing matters.

The meeting closed at 7:47pm

Signed …….. Dated ……