CYNGOR TREF Y BARRI
BARRY TOWN COUNCIL

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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, 14 SEPTEMBER 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 Meeting of the Personnel Committee held on 15 June 2026.**
   (Pages 965-967)

6. **To appoint to relevant Personnel Committee Panels required as per policy requirements:**

   a) **Appeals Panel**

   b) **Redundancy Panel**

   c) **Complaints Panel**

POLICIES

7. **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**

(Pages 968-995)

FINANCIAL REPORTS

8. **Budget Monitoring Report to August 2026**

(Pages 996-997)

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

9. **Date of Next Meeting**

The next meeting of the Personnel Committee will be held on 9 November 2026.

10. **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.

11. **Cemetery Update** **(Pages 998-999)**

12. **Staffing Matters** **(Verbal Update)**

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 PERSONNEL COMMITTEE HELD ON MONDAY 15 JUNE 2026 AT 7.00 PM

PRESENT: Councillor Perkes (Chair) together with Councillors S Hodges, Johnson (Vice Chair), Payne, Thomas (Ex-officio) and Wiliam.

ALSO PRESENT: Rachel Honey-Jones – Chief Officer
Rachel Williams – Finance Administrator
Councillor Clarke
Councillor N Hodges

R280. APOLGIES FOR ABSENCE

Apologies were received from Councillor Charles.

R281. DECLARATIONS OF INTEREST

Councillor Payne declared a personal interest in the MAR application.

R282. WELL-BEING OF FUTURE GENERATIONS (WALES) ACT 2015

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

R283. STANDING ORDER 3(o)

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

R284. **TO NOTE THE TERMS OF REFERENCE AGREED AT THE ANNUAL MEETING OF COUNCIL**

RESOLVED: That the Terms of Reference be received and noted.

R285. **TO APPROVE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 23 MARCH 2026**

Councillor Johnson noted that he chaired the previous Personnel Committee as Vice Chair until 7.17pm when Councillor Perkes (Chair) arrived at the meeting online.

RESOLVED: That the minutes of the Personnel Committee held on 23 March 2026 be approved and signed as a correct record subject to the amendment above.

R286. **AMENDS TO COMMITTEE MINUTES**

Members were requested to reapprove amended minutes from the Personnel Committee held on 16 June 2025.

RESOLVED: That the amended minutes from the Personnel Committee held on 16 June 2025 be approved and signed as a correct record.

R287. **BUDGET MONITORING REPORT TO 30 APRIL 2026**

Members received the budget monitoring report to 30 April 2026 with the Committee's expenditure in the 2026/27 financial year at the end of April 2026.

RESOLVED: That the budgeting monitoring report to 30 April 2026 be received and noted.

R288. **DATE OF NEXT MEETING**

RESOLVED: That the next meeting of the Personnel Committee will be held on 14 September 2026.

R289. **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.

R290. **SALARY RANGE ADJUSTMENT**

Members received a report to agree the new salary range for postholder 210. Members reviewed the request and agreed the new salary range of SCP 19-22 with this change backdated to 1 April 2026.

1. **RESOLVED: Members agreed the new salary range.**

2. **RECOMMENDATION: That the salary range for post holder 210 be amended to SCP19-22 with the post holder placed on SCP 21 with effect 1 April 2026.**

R291. **HOMEWORKING ALLOWANCE**

Members were presented with a report from the Deputy Chief Officer in relation to the implementation of a homeworking allowance. Members discussed this idea but felt that further information was required. Members decided to defer their decision until more information is presented at the full council committee meeting on 29 June 2029.

RESOLVED: Members deferred their decision until further information is presented at the full council meeting on 29 June 2026.

Councillor Halen Payne left the meeting at 7.31pm

R292. **MAR APPLICATION**

Members were asked to consider an application received for the MAR vacancy at Palmerston Primary School.

RESOLVED: Members agreed the application for the MAR vacancy at Palmerston Primary School.

The meeting closed at 7.35pm

Signed …….. Dated ……

PERSONNEL COMMITTEE	**14 SEPTEMBER 2026**	**AGENDA ITEM: 7**

POLICIES REVIEW AND APPROVAL

Report Author:

Senior Leadership Team

Purpose of Report

To present several updated employment policies to the Personnel Committee for review and make recommendations to the meeting of the Finance, Policy and General Purposes Committee.

Background

Following a review of the Council's Staff Handbook, it became apparent that a significant number of the Council's employment policies were overdue for review.

As part of the review process, the Council's HR advisers have also reviewed the existing employment policies to ensure that they remain appropriate, reflect current employment legislation and provide the Council with a robust and consistent framework for managing employment matters.

This review is particularly timely given the forthcoming changes to employment legislation and the need for the Council to ensure that its policies remain compliant and fit for purpose.

The Senior Leadership Team has worked with Peninsula to review and update the policies presented to this Committee. The updated policies provide greater clarity for employees and managers and ensure that the Council has appropriate procedures in place to support consistent decision-making.

Policies for Approval

The following policies are presented to the Personnel Committee for consideration and approval:

1. Annual Leave Policy
2. Capability Policy
3. Disciplinary Procedure
4. Grievance Policy
5. Neonatal Care Leave Policy

6. Parental Bereavement Leave Policy
7. Probation Policy
8. Sickness Absence Policy
9. Work Permits Policy

A copy of each updated policy is provided with this report for Members' consideration.

Key Considerations

The policy review has been undertaken to:

- Ensure the Council's employment policies reflect current employment legislation and good employment practice.
- Address policies that had become overdue for review
- Incorporate advice and guidance provided by Peninsula as the Council's HR advisers
- Ensure the Council is appropriately prepared for forthcoming changes to employment legislation.
- Provide managers and employees with clear and consistent procedures.
- Strengthen the Council's overall HR governance and reduce the risk associated with outdated or inconsistent employment policies.

Next Steps

Subject to approval, the updated policies will be incorporated into the Council's Staff Handbook and communicated to all employees.

A policy review timetable has also been created to provide a structured and proactive approach to the ongoing review of the Council's employment policies. Each policy has been allocated to a specific member of the Senior Leadership Team who will have responsibility for overseeing its review and ensuring that it is brought forward for consideration within the agreed timetable.

The timetable includes the approval date and next scheduled review date for each policy. This will provide clear accountability and help ensure that policies remain current and do not become overdue for review.

Where future changes in legislation require a policy to be amended before its scheduled review date, the relevant policy will be brought forward for consideration as appropriate.

Recommendation

1. Review and agree the updated employment policies presented with this report.
2. Recommend to the Finance, Policy and General Purposes Committee being held on 12 October 2026 to approve the following policies:

    - 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. Note that the Senior Leadership Team will maintain a central policy review schedule to ensure that employment policies are reviewed within appropriate timescales and in response to changes in legislation or good employment practice.

Current Policy

Annual Leave Procedure
The annual leave year is 1 April to 31 March. All staff are expected to take their full leave entitlement during the holiday year. In exceptional circumstances employees may carry forward a maximum of 5 days leave Pro-rota for part-time staff) into the next holiday year provided that the statutory minimum of 28 days has already been taken. Any holiday entitlement carried forward must be taken by 30 April that year. Part-time employees, or those joining the Council during a leave year, will be entitled to annual leave on a Pro-rota basis

Revised Policy as per PENINSULA

Employees can carry forward 4 weeks of annual leave into the next leave year if the employer doesn’t give them a reasonable opportunity to take leave or encourage them to do so or doesn’t warn them of the risks of losing their untaken annual leave entitlement at the end of the holiday year.

We would recommend updating your statement of main terms encouraging staff to use their annual leave entitlement in the current holiday year.

Please note there are different rules on carry-over of annual leave when the employee cannot take it due to family leave or sickness absence.

BARRY TOWN COUNCIL CAPABILITY PROCEDURE

1. Introduction

The aim of this procedure is to ensure that employees whose performance is unsatisfactory due to lack of skill, knowledge, experience or aptitude are treated fairly, whilst maintaining the high operating standards of the Council.

The Capability procedure should be followed when problems arise which call in to question the capability of an employee to perform the duties which they were employed to undertake.

A clear distinction should be made between sub-standard performance, which is due to negligence, and that which is due to the lack of ability, skill, knowledge, experience or aptitude. Negligence will usually involve some measure of personal blame in that the employee is capable of doing their job, but the level of performance is inadequate, due to lack of motivation or attention. Issues of this nature should be handled through the stages of the disciplinary procedure. Lack of skill, knowledge, experience or aptitude should be treated from a different view point.

The Capability Procedure is intended to compliment the Council's Appraisal Scheme, Sickness Absence Procedure and as part of its Performance Management responsibility.

2. Principles

The Council requires high standards from its employees in order to provide an efficient and effective service to its clients/customers, etc.

Managers have a responsibility to make clear to employees the standards required of them in terms of work performance and objectives. Employees have the responsibility to achieve and maintain these standards.

The Council will endeavour to ensure that all employees are adequately trained and competent to undertake their duties. Where these standards are not satisfied, support will be offered to achieve the appropriate standards where informal methods are not successful.

The procedure provides a framework for dealing with lack of capability related to an individual's competence to meet the required standards of performance, on a fair and consistent basis, and aims to improve individual effectiveness using a problem-solving approach. Help, advice, opportunity and time will be given to the employee in order for them to improve their performance and meet the standards required.

The Procedure applies to all staff directly employed by Barry Town Council.

Unacceptable performance arising from deliberate or wilful lack of care, attention or negligence rather than as a result of the lack of necessary skills or aptitude will be addressed appropriately through the Disciplinary Procedure.

3. Causes of Poor Performance

Unacceptable performance may be due to lack of skill, aptitude, experience, knowledge, poor health (physical and mental health) all of which can affect the capability of the individual to perform in their job satisfactorily. Such problems can occur through:

- Unsatisfactory application of the recruitment and selection process.
- Lack of proper training and development, to allow the employee to achieve the required standards. This should be reviewed regularly at least annually as part of the Appraisal Scheme to meeting changing demands.
- Insufficient understanding of the role the employee is expected to perform due to poor or inadequate guidance or induction.
- The employee not having the range of experience, skills or knowledge necessary to perform effectively in their role.
- The employee's working conditions and/or access to equipment/information which may be such as to impair the efficient performance of their duties.
- Inadequate staffing levels and skill mix.
- Issues associated with health including those related to drug and alcohol misuse. Such problems should be dealt with under the appropriate Council policy.
- Issues associated with an individual's domestic situation. Employee's should be supported appropriately and sensitively depending on the issues.
- Harassment or bullying. Action will be taken under the appropriate Council Policy(s).

NB. This list is not exhaustive

4. Informal Stage

Before resorting to the formal procedure, the manager will ensure that proper guidance, advice and, where appropriate, training has been given and that adequate time has been allowed for the employee to overcome the difficulties that they have been experiencing.

Where an employee's ability to perform the duties of their post satisfactorily is in question, their manager will discuss the matter first at a 1:1 meeting (either a Let's Talk, a Supervision, or an Appraisal).

The nature of the problem will be described and reasons explored. The employee will be given an opportunity to give an explanation for the unsatisfactory performance. An action plan to address unsatisfactory performance will be developed and agreed jointly with the employee. The action plan will address the causes and will include the following:

- Make the employee aware of the standards to be addressed.
- Clarify tasks to be completed.
- Set a realistic timescale for improvement.
- Identify necessary training and/or supervision.

- Include regular monitoring meetings.
- Clarify the appropriate method of monitoring performance.

A Performance Improvement Plan template is below:

Define the Task, skill or competence that needs to be reviewed or improved	**Improvement needed and the standard expected**	**Monitoring period and date for review**	**Additional information, support or training required, by whom, by when**

Signed by employee: _____ Date: _____

Signed by people manager: _____ Date: _____

The broad content of the meeting and the actions required to take will be confirmed in writing, either through notes or email follow up. The employee will also be informed of the possible implications of not achieving the required standards. A record will also be kept of any monitoring meetings as they may need to be referred to at a later stage.

A review meeting will be held at the end of the agreed timescale. If satisfactory improvement is achieved and maintained, no further action will be taken and performance will continue to be monitored as part of the usual 6 month and 12 month Appraisal Scheme.

If standards have not been achieved and/or maintained, the reasons will be explored and consideration given to extending the time period. If appropriate, otherwise the employee will be invited to attend a formal Capability Hearing.

5. Rights of the Employee

The employee will have full access to a copy of the Capability Procedure at the informal stage.

- Senior Leadership Team members or Chair of Personnel (in the case of the Chief Officer) will manage and chair any formal meetings from this point on.
- Employees have the right to be accompanied at formal hearings by a Trade Union Representative, colleague or friend who is not acting in a legal capacity. It is the employee's responsibility to obtain representative, colleague or friend.
- The employee will be given reasonable written notice of the hearing, setting out the date, time, venue, nature of unsatisfactory performance being considered and their right of representation. Al least five working days' notice will be given to enable the employee to prepare their case and to arrange

- The employee will be given copies of all written statements, and relevant documents.
- The employee has the right of appeal against formal warnings imposed

6. Formal Capability Procedure

While the principle objective of the Capability Procedure is to help an employee to overcome their difficulties it is nevertheless essential that they are made fully aware of the consequences of not achieving and maintaining the standards set.

The formal capability procedure will comprise of the following stages:

- Stage 1 - Verbal warning (letter –live for 3 months)
- Stage 2 - First Written warning (kept live on file for 6 months)
- Stage 3 - Final Written warning (kept live on file for 12 months)
- Stage 4 - Dismissal

Consideration will be given to the causes of unacceptable performance together with what help and support has been offered in the past and what more the employee can reasonably expect in order to overcome their difficulties and in what timescales.

In handling unacceptable performance any warnings will normally be issued progressively, however depending on the circumstances a written warning or a final written warning may be issued without any previous action having been taken under the Capability Procedure. This will most commonly occur where the unacceptable performance is likely to have serious consequences on service delivery or the financial security of the Council is at risk and the level of performance cannot be remedied by training in a reasonable period.

Suspension from duty or a temporary transfer to other duties, or redeployment or demotion may be required in such exceptional circumstances.

7. Outcomes

Any warning given will be by a member of the Senior Leadership Team or Chair of Personnel committee in the case of the Chief Officer.

Any warning given should last three months to allow sufficient time for improvement. However, these periods may be longer or shorter depending on the circumstances.

In circumstances where a warning has proved ineffective and an improvement in performance seems unlikely, the employee should be encouraged to seek alternative employment where it is both suitable and available.

Where alternative employment is offered, the employee will receive a formal written offer giving details of the alterative employment and the duties required in it for consideration, before either party commit themselves to the new job contractually. It will be made clear that they are expected to reach the required standard of performance within an agreed period otherwise the Capability Procedure will be once again invoked.

Alternative employment, if offered as an alternative to dismissal, does not have to be equivalent to the current post nor be at the employee's current level/pay. There will be no right for the employee to have their current earnings level protected.

Refusal of redeployment or demotion will result in termination of employment.

All decisions will be confirmed in writing to the employee within 3 working days of the hearing.

Copies must be retained by the Manager for the agreed review period as well as being placed on the personnel file.

No employee will be dismissed for a first discussion about their performance.

8. Review and Monitoring Period

The Senior Manager who issued the warning should ensure that the terms of the review and monitoring period are adhered to. They need to undertake this themselves or delegate it to the employee's manager.

The Review will be conducted in a manner which encourages the employee to improve. The employee will be encouraged to discuss areas of concern as they arise during the course of the review period.

The Manager will ensure that any agreed training is given and its effectiveness discussed with the employee.

At the end of the review and monitoring period, if the manager is satisfied that the employee has reached the required standard of performance, then they will confirm this in writing to the employee, their representative (if applicable) and retain a copy on the employee's personnel file. The letter should contain a reminder that the performance level reached should be maintained.

In the event that the employee still fails to reach the required standard of performance at the end of the review period, then a further formal hearing should be arranged under the terms of the Capability Procedure.

In exceptional circumstances, where it seems obvious to the manager that, in spite of warnings, the employee is never going to be able to reach the required standard of performance, then the review date may be brought forward.

Any records relating to warnings in a personnel file will not be viewed as current after a period of one year from the date they were imposed.

9. Appeals

All employees have the right of appeal against all warnings.

Date adopted by the Council - January 2020
Date last Review - June 2026, date of next review June 2028

Disciplinary Procedures

Disciplinary Offences are summarised in Appendix 1

Wherever possible informal or formal conversations will be undertaken to resolve matters and correct the situation. Where improvement is required the employee will be given clear guidelines as to:-

- What is expected in terms of improving their shortcomings in conduct or performance
- The help and guidance the employee will receive
- The timescales for improvement
- When a review will take place
- The next steps that may be necessary if the required improvements do not take place

A record of the discussions should be given to the employee and a copy placed in their personnel file.

The employee should be regularly monitored over the agreed timescale and improvements recognised and recorded.

Once the objectives have been achieved any records relating to the process should be removed from the employees file and archived.

Where there is a failure to achieve the required improvements within the agreed timescale or where the matter is more serious the following procedure will be followed:

Investigation procedures

- Where an allegation is made, the Town Clerk or member of the Senior Leadership Team will appoint an Investigating Officer to carry out a full and thorough investigation. The Investigating Officer will make recommendations to the officer who requested the investigation on whether there is a case to answer. ACAS template will be used to prepare an investigation report.
- If an allegation is formally made against the Chief Officer / Town Clerk, the Leader and/or Town Mayor will appoint an Investigating Officer externally via One Voice Wales, or other such consultant, to carry out a full and thorough investigation; no officer is able to investigate allegations against the Chief Officer / Town Clerk. The external Investigating Officer will make recommendations to the Leader and / or Town Mayor whether there is a case to answer.
- Statements should be taken from witnesses if appropriate and signed
- All the relevant facts should be gathered promptly and any physical evidence should be preserved and/or recorded
- During the investigation, it may be necessary to suspend an employee to allow a full and thorough investigation and particularly if the employee's

wellbeing is adversely affected; this option should only be implemented where there is a clear case that removing the employee from their place of work would better support a full and fair process. Suspension is not punitive and employees will receive full contractual pay for the period of suspension which will be determined by the people manager.

- Following the investigation, the employee should be given a copy of the investigatory report and all supporting documentation detailing the allegations made. If it is found there may be a case to answer, they should be advised of the intention to convene a disciplinary hearing and of their right to be accompanied by a Trade Union Representative or Colleague.

- If disciplinary action is being contemplated against a trade union representative a summary of the circumstances must be communicated to a senior trade union official or full-time officer of the Trade Union involved

Disciplinary hearing

- The employee should be given sufficient notice in writing of the hearing to allow them to prepare their case, this should be at least 5 working days and an extension may be permitted if the Investigation report is very detailed
- The employee must be advised in writing that they may be accompanied at the hearing by their Trade Union Representative or a work colleague
- At the hearing the Investigating Officer will present their findings and call any witnesses who may be questioned by theHearing Chair holding the Disciplinary Hearing and the employee or their representative
- The employee will present their case, calling witnesses if required who may be questioned by the employee, their representative and the Hearing Chair
- When all the evidence has been heard the employee should be told that they will be advised of the outcome within 5 working days and the hearing ended
- The Hearing Chair will decide on the course of action to be taken
- The employee should be advised in writing of the decision within 5 working days and of their right of appeal which must be made in writing to the Chief Officer / Town Clerk within 10 working days of receipt of the decision
- If an employee fails to attend a Disciplinary Hearing they must advise the Hearing Chair as soon as possible of their reason. The Investigating Manager will arrange a further meeting and advise the employee by recorded delivery
- If the employee fails to attend the re-arranged hearing without explanation the hearing will proceed and the employee's representative may be present

Disciplinary sanctions

Stage	Action	Outcome
1	Performance or behaviour not up to acceptable standard	Verbal warning (recorded) To remain on file for 6 months
2	Performance or behaviour still not up to standard or of a more serious nature	Written warning To remain on file for 12 months
3	Performance or behaviour still not up to standard	Final written warning advising employee that if substantial improvements are not made further action, including dismissal may result To remain on file for 18 months
4	Performance or behaviour still not up to standard or an act of Gross Misconduct committed	Dismissal with or without pay in lieu of notice or Downgrading of disciplinary action in the case of action short of dismissal Or Demotion where this option is available

Appeals

If an employee wishes to appeal against a disciplinary hearing decision they or their representative must inform the Chief Officer /Town Clerk within 10 working days of receipt of the notification of the disciplinary action. The appeal must be in writing and include full details of the reasons supporting the appeal

The Chief Officer / Town Clerk will arrange an appeal meeting at the appropriate level within 15 working days

(See appendix 2)

- A full report of the disciplinary hearing, subsequent action and any other relevant documents must be forwarded to the person/panel hearing the appeal
- The employee or their representative should provide a report setting out the grounds for the appeal and details of any new evidence in support
- Copies of both reports will be forwarded to each party
- Witnesses may be called by either party with the prior agreement of the person/panel hearing the appeal

- The employee or their representative will put forward their case and introduce witnesses
- The employee or their representative may be questioned and re- examined by the Investigating Officer and the person/panel hearing the appeal
- The Investigating Officer will put forward their case and introduce witnesses
- The Investigating Officer and witnesses may be questioned and re-examined by the employee or their representative
- The employee or their representative and the Investigating Officer will sum up but will not introduce new evidence
- Both parties will withdraw, but remain available to return if the person/panel hearing the appeal wish to clarify a point
- The decision will be communicated to the employee in full within 5 working days of the appeal

The decision of the appeal is final

APPENDIX 1 – Disciplinary offences guidelines

Examples of Minor Misconduct

This is a list of examples of misconduct which may warrant either a Verbal Warning or a First Written Warning. It must be stressed that this list is not exhaustive and that on all occasions a full and proper investigation will take place prior to the issue of a warning

- Persistent lateness or poor timekeeping
- Absence from work, including going absent during work, without a valid reason or authorisation
- Smoking in unauthorised areas
- Failure to work to an agreed standard
- Unreasonable standards of dress or personal hygiene

Examples of Gross Misconduct

This is a list of examples of misconduct which may warrant a Final Warning, Demotion or Dismissal. It must be stressed that this list is not exhaustive and that on all occasions a full and proper investigation will take place prior to the issue of a Final Warning, Demotion or Dismissal

- Dishonesty, fraud, theft embezzlement, or any action calculated to assist others in such activities
- Breach of confidentiality or security prejudicial to the interests of Barry Town Council
- Breach of Health and Safety policy, procedures or legislation
- Email or Internet abuse
- Unauthorised possession of, or malicious damage to Property of or in the care of Barry Town Council
- Incapable of carrying out duties due to the influence of illegal drugs or alcohol
- Bullying or harassment
- Criminal offences committed within working hours or on Council premises
- Failure to adhere to Council rules, policies or procedures
- Fighting, assault or attempted assault or breach of the peace

APPENDIX 2 – Levels of responsibility for disciplinary dismissals

MANAGEMENT LEVEL	ACTION	APPEAL
Leader of the Council	Dismissal of Chief Officer /Town Clerk	Unified Appeals Committee
Chief Officer / Town Clerk	All dismissals	Chair or Vice Chair of Personnel
Senior Leadership Team	All dismissals below SLT level	Chief Officer / Town Clerk

LEVELS OF RESPONSIBILITY FOR DISCIPLINARY WARNINGS

MANAGEMENT LEVEL	ACTION	APPEAL
Leader of the Council	Warnings to Chief Officer / Town Clerk	Unified Appeals Committee
Chief Officer (Town Clerk)	Warning to Senior Leadership Team	Chair or Vice Chair of Personnel
Senior Leadership Team	Warnings to all staff below SLT level	Chief Officer /Town Clerk

Date adopted by the Council **Sept 2019**
Date of last review **June 2026**
Date of next review **June 2029**

Grievance Policy

Barry Town Council recognises that there may be occasions or circumstances when an employee has a concern regarding some aspect of their employment or the behaviour of other employees. It is Barry Town Council's policy to encourage staff to resolve these issues at an early stage and, as far as possible, informally. If this fails, or the person affected considers the matter serious enough, it should be raised formally using the Grievance Procedure

Grievance Procedure

Exclusions

The following matters cannot be considered under this procedure, except where the grievance has arisen out of the misapplication of other staff policies or procedures;-

- Disciplinary matters or appeals
- Matters relating to Income Tax, National Insurance, or any other statutory pay deductions
- Appeals against grading
- Grievance against the Council as a whole in relation to Stage 3 of the procedure

Time limits

- The parties to the grievance may, on occasions and only by mutual consent of all the parties, modify the time limits referred to in this procedure
- If a grievance is not dealt with within the time limits laid down or modified, the employee will be entitled to move on to the next stage of the procedure
- All time limits referred to are working days and do not include weekends or public and extra statutory holidays

Informal stage

- An employee who is aggrieved about any matter covered in this procedure should discuss the matter as soon as possible with their supervisor.
- If their supervisor is the alleged offender, the matter should be discussed with their supervisor's people manager.
- If the Chief Officer / Town Clerk is the alleged offender then the matter should be discussed with the Chair of the Personnel Committee
- The supervisor (or in appropriate cases the supervisor's people manager or the Chair of the Personnel Committee) should investigate the grievance and seek to resolve the issue informally
- The employee should be advised verbally as soon as possible but no later than 5 working days

Stage 1

- An employee dissatisfied with the reply to the informal stage should put their grievance in writing (with the assistance of their Trade Union Representative,

or another person of their choice) to their immediate line superior (or the appropriate people managers superior)

- Full details of the occurrence, including the date(s), names of witnesses and the nature of the grievance together with the action the employee would wish to see taken should be provided
- The employee should keep a copy of the submission
- The immediate superior or other appropriate person should meet the employee and their representative within 5 working days and respond to the grievance within 10 working days of the meeting

Stage 2

If the employee remains dissatisfied with the response then they should refer the matter to the Chief Officer /Town Clerk within 5 working days of their formal notification unless:-

(a) The Chief Officer /Town Clerk was the officer present at Personnel Committee when the grievance was discussed

(b) The Chair of the Personnel Committee was the person hearing Stage 1 when the referral should be made to the Leader of the Council

A grievance hearing, where the employee may be represented by a Trade Union Representative or another person of their choice,(not their legal representative), will be arranged within 10 working days

The outcome of the hearing should be advised to the employee within 5 working days of the hearing

Stage 3

If the employee still remains dissatisfied with the response after Stage 2 they should advise the officer hearing Stage 2 in writing within 5 working days of the response who will arrange:-

- A meeting of the Unified Appeals Committee within 15 working days to consider all the paperwork submitted
- The employee and their Trade Union Representative or person of their choice will be entitled to attend and represent the employee
- The Unified Appeals Committee will consider the case and will advise the employee of their decision within 5 working days of the hearing

The Decision of the Unified Appeals Committee is the final stage of the process

Date adopted by the Council

June20

20

Date last Review June 2026

Date next Review June 2028

NEONATAL CARE

For the purposes of neonatal care leave, neonatal care is care of a medical or palliative kind lasting for at least 7 consecutive days which starts within 28 days, beginning with the day after the child's birth. Medical care may be received in hospital, or out of hospital providing the child was originally an inpatient and any care is under the direction of a consultant. Neonatal care also covers babies receiving palliative or end of life care.

Employees will be entitled to take one weeks' leave for each uninterrupted 7-day period the child is receiving neonatal care. This will be subject to a maximum of 12 weeks' leave. For example, if the child receives neonatal care for three weeks, the employee will get three weeks of neonatal care leave. If the child receives neonatal care for 15 weeks, the total neonatal care leave will be 12 weeks.

The leave must be taken before the end of a period of 68 weeks beginning with the child's date of birth or date of placement in cases of adoption. Neonatal care leave can be taken during two periods: a) "tier 1 period" – starts from the day the child starts receiving neonatal care, ending with the 7th day after the child stops receiving neonatal care. Leave taken in this period: cannot be taken before the day after the first 7-day uninterrupted period neonatal care of can be taken in non-consecutive weeks b) "tier 2 period" – any period which is outside of "tier 1" but the employee is entitled to leave. Leave taken in this period must be taken consecutively.

PARENTAL BEREAVEMENT LEAVE	In the unfortunate event that you experience the loss of a child; you may be entitled to parental bereavement leave and pay in accordance with the current statutory provisions. You should discuss your circumstances with your Line Manager and agree on the time off. You are reminded that you have access to the Employee Assistance Programme, a confidential telephone counselling service offered by the Company where you can talk to a trained counsellor about your circumstances. You can access this by accessing online resources or calling the number provided, further details are available from your Line Manager.

Barry Town Council probation policy

Purpose

The purpose of this policy is to provide a clear and consistent framework for people manager to manage the performance employees during their probationary period.

This policy applies to all new employees and to employees who are transferred or promoted into a new role where a probationary period applies.

Probationary periods are used constructively to support employees in integrating into the organisation and achieving the standards required for their role. They also provide the Council with a structured mechanism for assessing an employee's suitability, performance, conduct, attendance and overall capability for the role.

Aim

It is the Council's policy to operate a three-month probationary period for all new staff. The length of probation will be set out in the Written Statement of Particulars and made clear to the employee. A probationary period may also apply where an employee is transferred or promoted into a new role where this has been specified.

Probationary periods will be used constructively to support employees in integrating into the organisation and achieving the standards required for their role. The period provides the Council with a structured mechanism for assessing an employee's suitability, performance, conduct and attendance before confirming their appointment.

This policy provides a framework for managers to assess the performance of new members of staff, provide feedback on performance and address any concerns at an early stage.

Managing the Probationary Period

The people manager is responsible for setting objectives and performance standards for the employee and discussing expectations at the commencement of employment.

As part of the induction process, an induction and training plan should be established. All relevant Council policies, procedures and documentation, including the Staff Handbook, should be provided at the earliest opportunity.

During the probationary period, monitoring of performance and feedback will be provided through a combination of informal and formal management processes and assessments.

Areas for assessment will include:

- Quality of work performance
- Quantity of work
- Flexibility

- Customer care
- Attendance, timekeeping and absence record
- Reliability
- Relationships with colleagues and ability to work as part of a team
- Initiative
- Conduct in the workplace
- Standards of behaviour
- Skills and qualities required for the role
- Achievement of agreed objectives and targets

Providing Support During Probation

The people manager is responsible for providing guidance and support throughout the probationary period.

The level of support required will vary depending upon the employee's experience, the nature of the role and whether they are new to the organisation or undertaking a new role within the organisation.

All reasonable support should be provided to enable the employee to successfully complete their probationary period and continue their employment.

The people manager should ensure that appropriate training and induction are provided at the start of the probationary period. People managers should ensure that praise and recognition are provided for good performance.

Where performance is below the required standard, the people manager will:

- identify the reasons for concern;
- explain the improvement required;
- agree clear objectives and timescales for improvement; and
- identify the support that will be provided.

Support may include:

- additional training;
- refresher training;
- coaching or mentoring;
- increased supervision;
- allocation of a workplace buddy;
- additional guidance on Council procedures; or
- any other reasonable support considered appropriate.

Probationary Review Meetings

People managers will meet with employees throughout the probationary period, ideally as follows:

- End of Week One
- End of Month One
- End of Month Two
- End of Month Three

Notes of each meeting must be made using the Let's Talk Form and a record of agreed actions should be provided to the employee.

At each review meeting, progress against agreed objectives and standards will be discussed, recognising both achievements and any areas requiring improvement.

A Formal Probation Review Meeting must be held at the end of the three-month probationary period.

Providing Support for Disabled Employees

In accordance with the Equality Act 2010, people managers must ensure disabled employees receive appropriate support and are not subjected to unlawful or less favourable treatment during their probationary period.

Reasonable adjustments must be considered and implemented where appropriate to remove barriers faced by the employee in the workplace.

The people manager must discuss support arrangements with the Chief Officer and, where necessary, seek specialist advice from Occupational Health, ACAS, CIPD or other appropriate sources.

Any agreed adjustments will be reviewed regularly throughout the probationary period to ensure they remain effective and continue to meet the employee's needs.

Absence During the Probationary Period

If sickness absence occurs during the probationary period, the employee will be written to expressing concern regarding attendance levels.

The letter will set out:

- the number of occasions or days absent;
- the employee's absence percentage; and
- a summary of the reasons for absence.

The provisions of the Council's Sickness Absence Policy will apply throughout the probationary period.

Where absence has significantly affected the Council's ability to assess the employee's suitability for the role, consideration may be given to extending the probationary period.

Absences related to disability, pregnancy, menopause, endometriosis, parental responsibilities or any other absence covered by separate policies will be managed in accordance with those policies.

Addressing Concerns During the Probationary Period

Throughout the probationary period, the people manager will monitor performance, attendance and conduct.

Where concerns arise, the people manager will clearly explain:

- the concerns identified;
- the standards expected;
- the improvements required;
- the support to be provided; and
- the consequences of failing to improve.

Concerns may be addressed at formal review meetings or through additional meetings arranged as required.

Minutes of meetings should be maintained and confirmed in writing to the employee.

Failing to address concerns in a timely manner could result in the employee not successfully completing their probationary period.

Terminating Employment Before Completion of the Probationary Period

Whilst the Council's aim is for all employees to successfully complete probation, there may be cases where it becomes clear that an employee is unsuitable for the role.

Where sufficient evidence exists that the required standards are not being met and are unlikely to be achieved despite further support, employment may be terminated at any stage during the probationary period.

The people manager must provide supporting evidence to a member of the Senior Leadership Team, excluding the Chief Officer, who may be required to hear any subsequent appeal.

Serious Breach of Discipline

In the event of a serious breach of discipline which, following investigation and a disciplinary hearing, is considered to amount to Gross Misconduct, an employee may be dismissed without notice.

Extension of the Probationary Period

Where the employee has not yet achieved the required standards by the end of the probationary period, but the people manager believes that the employee is likely to

reach the required standard with further time, support and training, the probationary period may be extended.

Any extension must be approved by the Senior Leadership Team and confirmed to the employee in writing.

Any extension would normally be for a period of up to three months, although a shorter extension may be agreed where appropriate.

The extension letter will confirm:

- the length of the extension period;
- the reasons for the extension;
- the standards of performance, conduct or attendance that must be achieved;
- any support, training or reasonable adjustments that will be provided;
- the dates of future review meetings; and
- the consequences of failing to achieve the required improvements.

An employee subject to an extended probationary period will continue to receive regular feedback and support. A further formal review meeting will be held at the end of the extension period.

Following review, the probationary period will either:

- be confirmed as successfully completed; or
- be deemed unsuccessful and employment terminated in accordance with this policy.

Terminating Employment at the End of the Probationary Period

Despite appropriate support, training and opportunities to improve, an employee may fail to meet the required standards by the end of their probationary period.

This may include, but is not limited to:

- failure to meet performance objectives;
- unacceptable attendance;
- persistent lateness;
- inappropriate conduct; or
- failure to demonstrate the skills and behaviours required for the role.

The people manager must provide evidence to the Senior Leadership Team, excluding the Chief Officer, explaining why the employee remains unsuitable for the role.

The people manager and a member of the Senior Leadership Team should meet with the employee to communicate the decision.

Only a member of the Senior Leadership Team may dismiss an employee under this procedure. Where the people manager is also a member of the Senior Leadership Team, a different Senior Leadership Team member must make the dismissal decision.

Confirming Successful Completion of the Probationary Period

Where the employee has met the required standards, the people manager should hold a probation review meeting and inform the employee that they have successfully completed their probationary period.

Employees should not assume they have successfully completed probation until formal written confirmation has been issued.

Future objectives and development goals should be discussed and agreed.

The people manager will confirm successful completion in writing and ensure the confirmation is placed on the employee's HR file.

Notice of Dismissal

Under the Employment Rights Act 1996, an employee with one month's service is entitled to a minimum of one week's notice.

Where dismissal occurs during the probationary period, the employee will receive the appropriate statutory or contractual notice entitlement, unless dismissed for Gross Misconduct.

For employees transferring or being promoted internally, continuous service will be calculated from their original start date with the Council.

Appeals Against Dismissal Following Probation

An employee wishing to appeal must submit written grounds of appeal to the Chief Officer within five working days of receiving notice of dismissal.

Appeal hearings will normally be held within twenty working days of receipt of the appeal.

The employee may be accompanied by a trade union representative or workplace colleague.

The appeal will be heard by the Chief Officer unless the Chief Officer was involved in the dismissal decision, in which case it will be heard by the Chair or Vice-Chair of the Personnel Committee.

The decision of the appeal panel is final and will be confirmed in writing within ten working days of the appeal meeting.

Employment After Probation

Following successful completion of probation, performance concerns will be managed in accordance with the Council's Capability Policy and conduct concerns in accordance with the Council's Disciplinary Policy.

Any breach of these policies will be managed in accordance with the Council's normal procedures, which could result in formal action up to and including dismissal.

Dishonesty During the Recruitment Process

If information comes to light indicating that an employee was dishonest during the recruitment process, the people manager must notify the Senior Leadership Team immediately.

The matter will be investigated and, where dishonesty is established on the balance of probabilities, disciplinary action may be taken up to and including dismissal.

First Adopted: 9 September 2024

Revised: August 2026

Next Review Due: August 2029

Current Policy

CERTIFICATION AND MEDICAL CERTIFICATES

You must complete a sickness self-certification form for every period of sickness absence unless covered by a fit note. Self-certification can only be done for periods of absence covering up to 7 calendar days.

A doctor's or hospital fit note is required for any sickness absence lasting more than 7 calendar days, including weekends. The fit note must be provided on the 8th day of absence. If the absence continues, you must submit consecutive fit notes covering the full period of absence and send each one to your line manager within 2 days of the previous note expiring.

Recommendations to be added to the Policy

Previously only a doctor could issue a medical certificate for an employee to be signed off work for sickness/injury however, now certain other medical professionals can also issue this.

Work permits

We have a legal duty to undertake checks on prospective employees' rights to work in the UK and this is an integral part of our recruitment process. No one will be permitted to take up work for the council if they are unable to provide satisfactory evidence of their right to work in the UK.

Where the right to work in the UK is time-limited, we will undertake follow-up checks and employees will be required to produce evidence of their continuing right to work in the UK. Acceptable evidence is set out in our Work Permits and Eligibility to Work Policy.

In the event that we have a reasonable belief that an employee's right to work in the UK has expired and the employee has not provided evidence of a renewed right to work, we reserve the right to place the employee on unpaid suspension until they are able to provide satisfactory evidence. If an employee is unable to provide satisfactory evidence of their right to work in the UK, the council reserves the right to terminate employment without notice. Employees are required to inform their line HR team of any changes in their situation which may affect their right to work in the UK.

All costs relating to any immigration application must be borne by the employee in question and will be deducted from the employee's salary

PERSONNEL COMMITTEE	14 SEPTEMBER 2026	AGENDA ITEM 8

BUDGET MONITORING REPORT August 2026

Report Author

Denise McCay - Finance Officer

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

Purpose of Report

To provide members with the Committee's expenditure in the 2026/27 financial year at the end of August 2026.

Background Information

On the following page is the budget monitoring report to 31 August 2026, indicating actual expenditure up to the end of month five in the 2026/27 financial year.

Recommendation

Members are requested to receive the budget monitoring report for August 2026 noting the projected out-turn for the year is to be an underspend of £3,415.

Budget Monitoring Report to 31 August 2026.

Gross Expenditure								
Description	**Item No.**	**Budget**	**Expenditure**	**Committed**	**Balance**	**Budget**	**Year End**	**Projected**
		12 Months	**5 Month**	**Expenditure**		**12 Months**	**Projections**	**Variance**
		£	**£**	**£**	**£**	**£**	**£**	**£**
Personnel Committee								
M&S/Salaries	1	554,800	217,798	330,753	6,249	554,800	548,551	6,249
Planning/Salaries	1	0	0	0	0	0	0	0
Merthyr Dyfan Cemetery/Salaries	1	353,720	123,830	229,890	0	353,720	353,720	0
Porthkerry/Salaries	1	15,000	6,250	8,750	0	15,000	15,000	0
Pioneer Hall/Salaries	1	35,750	15,766	19,984	0	35,750	35,750	0
Community Building/Salaries	1	42,500	16,256	26,244	0	42,500	42,500	0
M&S/Equipment	16	5,250	2,066	3,184	0	5,250	5,250	0
Merthyr Dyfan Cemetery/Equipment	9	8,872	4,830	4,042	0	8,872	8,872	0
Pioneer Hall/Equipment	9	1,500	0	1,500	0	1,500	1,500	0
Community Building/Equipment	8	2,000	496	1,504	0	2,000	2,000	0
M&S/General Salaries Contingency	23	40,000	19,400	23,434	-2,834	40,000	42,834	-2,834
M&S/Health and Safety	24	4,000	765	3,235	0	4,000	4,000	0
Corporate/Staff Wellbeing Fund	4	500	0	500	0	500	500	0
Corporate/Councillor Training	6	4,000	650	3,350	0	4,000	4,000	0
Corporate/Staff Training	7	20,000	7,269	12,731	0	20,000	20,000	0
Corporate/Staff Long Service Award	20	0	0	0	0	0	0	0
Total Expenditure		**1,087,892**	**415,376**	**669,101**	**3,415**	**1,087,892**	**1,084,477**	**3,415**

Our budget for the year is £1,087,892 with actual expenditure for 5 months to 31August 2026 of £415,376 with committed expenditure of £669,101.

Our projected out-turn for the year is an underspend of £3,415.