

**MINUTES OF THE  
PERSONNEL AND POLICY COMMITTEE MEETING  
HELD VIA VIDEO CONFERENCING UNDER THE LOCAL AUTHORITIES  
(CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020  
ON TUESDAY, 18<sup>th</sup> JANUARY 2022 AT 6PM**

**PRESENT: CHAIRMAN:           CLLR. MRS J. L. LOCKYER**

**COUNCILLORS:                B. MACCATHAIL  
                                      MRS S. MILLER  
                                      MRS S. M. PENRY  
                                      R. PRICE  
                                      A. SIMS**

**536 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**537 TO RECEIVE DECLARATIONS OF INTEREST**

There were no declarations of interest received.

**538 TO RECEIVE AND UPDATE ON THE JOB EVALUATION PROCESS**

The Clerk confirmed that they had repeatedly chased NPTCBC for an update on the process. **RESOLVED:** Members agreed that communication should now be with Head of HR.

**539 TO DISCUSS HOW FUTURE COUNCIL MEETINGS SHOULD BE MANAGED TO INCLUDE HYBRID AND PUBLIC PARTICIPATION AS SET OUT IN THE LOCAL GOVERNMENT & ELECTIONS (WALES) ACT 2021**

Members discussed the Regulations in depth with various versions of how meetings could be managed in the future. Members discussed NTC passing its own resolution to make some meetings mandatory and also to stipulate the attendance in person of a number of meetings within a calendar year (May to May). It was also noted current COVID Regulations which were expected to ease in the coming months and issues with those Members attending, having their screens off which was causing confusion in communicating the request to speak and voting. It was also noted that Members were on mobile phones which was distracting and therefore attention to the meeting was laboured. Options were discussed regarding physical attendance at Council meetings with a possible priority given to the Annual Council Meeting in May (Mayoral Changeover) plus one other Full Council meeting.

Various Resolutions were made:-

**RESOLVED:** Agreed to trial the hybrid system during Committee meetings in February (Estates, Events, Finance and P&P), up to a maximum of 5 in Chambers. Feedback from the February meetings would be provided at P&P and a way forward would be recommended via a NTC Policy.

**RESOLVED:** Chair of each meeting must be present in Chambers.

**RESOLVED:** All screens in the future to be 'on' during meetings.

**RESOLVED:** Chair to stipulate that mobile phones should be off or on silent during the meeting.

**RESOLVED:** Chambers would be used with a capacity of 5 Members. As COVID Regulations are relaxed, this will be reviewed.

**RESOLVED:** Public Participation would be via notification of Council meeting and those who wished to join remotely would need to speak to the Clerk to gain link. If a member of the public wished to discuss an agenda item, it would be at the discretion of the Chair.

**540 TO RECEIVE MINUTES OF A STAFF MEETING HELD ON 5<sup>TH</sup> JANUARY 2022 WHICH COVERED UPDATED HEALTH & SAFETY PROCESSES AND GENERAL REMINDER OF POLICIES AND PROCESSES IN PLACE**

Duly noted.

**541 TO RECEIVE ITEMS FOR THE NEXT AGENDA**

Policy Updating – Clerk to confirm which Policies would need review by their dates.

**542 CONFIDENTIAL MATTERS – TO CONSIDER PASSING A RESOLUTION UNDER THE PROVISIONS OF 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**

The resolution was duly passed.

**543 TO RECEIVE AN UPDATE ON STAFFING MATTERS**

Report A – Noted and members thanked the Clerk for following the correct procedures.

Report B – Noted and members thanked the Clerk for following the correct procedures. The Clerk asked for an appliance to be returned to the member of staff. Welfare Officers had been approached. Feedback to be provided by the Clerk. This issue was confirmed as closed.

Report C – Noted.

General – Members asked for feedback on general staff behaviour post COVID which was noted.

**544 TO DISCUSS STAFFING STATISTICS**

**a) COMMUNITY CAFÉ**

Updated and detailed stats were provided with days of the week highlighted which were quiet. It was hoped that this would change post COVID and after the launch of Seasons on 1<sup>st</sup> March 2022. **RESOLVED:** To keep recording stats and to be reviewed monthly.

**b) ANNUAL LEAVE AND SICKNESS DATA**

Staff reminded to take A/L up to March 2022. Sickness records were noted.

**c) VAN TRACKING**

Data reviewed and reduction of use noted.

**d) CLOCKING IN/OUT DATA**

Date reviewed and noted.

**e) GENERAL**

- 1) Confirmation of a resignation received. **RESOLVED:** To review the need for a replacement at future meeting.
- 2) Confirmation of appraisal process for all staff underway. Feedback provided by the Clerk.
- 3) UNISON strike action notification discussed.
- 4) Youth Representative applicant discussed. **RESOLVED:** Clerk to progress application and invite to future FC meeting. **RESOLVED:** Clerk to contact Jeremy Miles for Youth Representative contact details.
- 5) PAT Testing – Clerk provided an update. **RESOLVED:** Agreed with a way forward.

**545 TO FIX A DATE AND AGREE AN AGENDA FOR THE NEXT MEETING**

TBC