

**MINUTES OF THE
PERSONNEL AND POLICY COMMITTEE MEETING
HELD VIA VIDEO CONFERENCING UNDER THE LOCAL AUTHORITIES
(CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020
ON THURSDAY, 24TH FEBRUARY 2022 AT 6PM**

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

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

546 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Mrs S. M. Penry.

547 TO RECEIVE DECLARATIONS OF INTEREST FROM COUNCILLORS IN ACCORDANCE WITH THE MEMBERS CODE OF CONDUCT

None.

548 TO REVIEW SECTION 47 MULTI LOCATIONS MEETINGS FEEDBACK AND CONSIDER NTC GUIDANCE FOR HUBRID MEETINGS

A report was provided in advance of the meeting. Members debated the various options available to the Council. **RESOLVED:** The following resolutions were proposed and Standing Orders would be updated to reflect the recommendations: -

a) Update Agenda title to include guidance on attending meetings.

b) Zoom 'chat function' to be turned off.

c) During 'Confidential' section, all cameras to be turned on to ensure meeting is held in an appropriate 'confidential' environment. This is a requirement of the Councillors Code of Conduct.

d) Suggested 'NOLAN principles' are applied to meetings.

e) All Council meetings will be held in Chambers on a hybrid basis. Chairs to be present in Chambers.

f) Events Committee will be moved to second Tuesday of the month at 6pm. This will avoid overlap of current meeting cycle. Events Committee will be held via remote access only.

g) Voting will be by 'virtual hand' via the Zoom platform. Only these votes will be counted.

h) Public Questions to be submitted to the Clerk in advance of the meeting, questions should be relevant to the meeting Agenda.

i) Chair, at the start of each meeting, to outline expected behaviour and camera access.

549 TO REVIEW PILOT OF TOOLKIT FOR TOWN AND COMMUNITY COUNCILS (SECTION COMMUNITY ENGAGEMENTS & PARTNERSHIPS)

A report was provided in advance of the meeting. Members shared their views on the collective feedback for their allocated section 'Community Engagement & Partnerships'.

The Clerk confirmed that they had worked through the Toolkit and highlighted areas which could be strengthened. **RESOLVED:** The meeting agreed to review these at a future meeting to determine how to progress with supporting these areas.

550 REVIEW OF COMPLAINTS PROCEDURE (INCLUDING MODEL LOCAL RESOLUTION PROTOCOL FOR COMMUNITY & TOWN COUNCILS)

The current Complaints Procedure was reviewed. **RESOLVED:** Clerk to update and bring back to P&P for approval.

551 TO REIVEW AND CONSIDER APPLICATION FOR GENERAL POWER OF COMPETENCE (5TH MAY ONWARDS)

A report was provided in advance of the meeting. Members discussed the possibility of NTC applying for GPoC Status in depth and the benefits that would bring to the community. The Clerk advised that once the latest Audit Response from WG was received, this would determine whether NTC would be eligible to apply. **RESOLVED:** NTC would apply in March 2022 if they met and were eligible under the three criteria outlined.

**552 TO RECEIVE ITEMS FOR THE NEXT AGENDA
A) ONGOING REVIEW OF NTC POLICES**

Updated Complaints Procedure to be agreed.
Clerk to identify the next 'review' date procedure and add to the future Agenda.

553 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.

554 TO DISCUSS STAFFING STATISTICS

The Clerk provided a general update on staffing and informed them that NPTCBC stated that they could no longer support covering the JE process for NTC. The Clerk had approached One Voice Wales who confirmed that they could cover this process. Discussions took place on NTC following NJC/NPTCBC payscales and comparison with NJC/NALC. **RESOLVED:** After an in-depth debate, Members agreed to compete the JE process with One Voice Wales and follow NJC/NALC payscales.

A) COMMUNITY CAFÉ

In-depth stats were shared in advance of the meeting and explanations provided. It was hoped that from 1st March 2022, profits would increase. **RESOLVED:** Ongoing, stats to be reviewed at each meeting. **RESOLVED:** Members confirmed that a 'sandwich board' for the Café and menus to be placed in all Community Centres.

B) ANNUAL LEAVE AND SICKNESS DATA

All noted.

C) VAN TRACKING STATISTICS

All noted.

D) CLOCKING IN/OUT DATA

All noted.

555 TO FIX A DATE AND AGREE AN AGENDA FOR THE NEXT MEETING
tbc