

**MINUTES OF THE HYBRID PERSONNEL AND POLICY COMMITTEE MEETING
HELD ON THURSDAY 24TH MARCH 2022 AT 6.30PM**

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

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

556 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

B. MacCathail

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

None.

558 TO WELCOME MEMBERS OF THE PUBLIC TO THE MEETING AND RECEIVE ANY QUERIES RELEVANT TO THE AGENDA

None.

559 TO REVIEW NEATH CASTLE OPENING TIMES

The Clerk asked Members to confirm their requirements as Post COVID a more permanent sign was required including a listing for an out of hours contact. **RESOLVED:** Agreed. Clerk to proceed x2 A4 signs. **RESOLVED:** Members also requested that new gels for Neath Castle lights be purchased to determine effectiveness. **RESOLVED:** External Plaque to be cleaned. The issue of continued vandalism was discussed. **RESOLVED:** To reinstate regular Police attendance at future Full Council meetings.

560 TO RECEVE THE UDPATED DRAFT COMPLAINTS PROCEDURE

Members reviewed the updated policy. **RESOLVED:** Agreed.

561 TO CONSIDER & REVIEW LONE WORKER POLICY

Members reviewed and discussed the policy. **RESOLVED:** Agreed with no amendments.

562 TO REVIEW THE UPDATED NEATH TOWN COUNCIL LETTERHEAD

The Clerk stated that the letterhead needed to be updated to correspond with Welsh Language Policy and to align the font used on all NTC correspondence. **RESOLVED:** Agreement was reached.

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

Clerk to identify the next 'review' date procedure and add to the future Agenda.

564 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.

565 TO RECEIVE AN UPDATE ON THE JOB EVALUATION PROCESS

The Clerk provided an update on the JE Process via One Voice Wales. The Clerk outlined the process going forward with a pre meeting with unions followed by a staff meeting outlining the process.

566 TO REVIEW SEASONS STAFF ROTA

(Linked to Seasons Café below). Members questioned the statistics provided and voiced concern regarding sales compared to staff hours. It was hoped that 'Seasons' launch would encourage sales. It was noted there was a slight increase in sales, mainly based on weather. **RESOLVED:** Review in three months on an ongoing basis, staff rota will be confirmed after this period as Seasons opening hours may change. **RESOLVED:** Clerk and P&P Member to meet with staff to explain concerns regarding sales. **RESOLVED:** Tea and Teacake offer from 10.30am – 11.45am to be released immediately.

567 TO REVIEW USUAL STAFFING STATISTICS

The Clerk provided a general update on all staff. **RESOLVED:** Home visit to be arranged for current staff member on sick leave.

A) COMMUNITY CAFÉ

Covered above.

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

April – tbc (due to Easter Break)