

NEATH TOWN COUNCIL – PERSONNEL & POLICY COMMITTEE
Minutes of the hybrid meeting on Monday 4th July 2022 at 6pm

Present: Cllr. Mrs J. L. Lockyer (Chair), Cllr. M. Protheroe, Cllr. Mrs S. M. Penry (Kathryn Charles – Town Clerk)

- PP2022/1 To elect a Chairman for the Personnel & Policy Committee**
Cllr. M. Protheroe nominated Cllr. Mrs J. L. Lockyer for the position of Chair of the Personnel & Policy Committee. This was seconded by Cllr. Mrs S. M. Penry.
RESOLVED: Agreed.
- PP2022/2 To elect a Vice Chairman for the Personnel & Policy Committee**
Cllr. Mrs S. M. Penry nominated Cllr. M. Protheroe for the position of Vice Chair of the Personnel & Policy Committee. This was seconded by Cllr. Mrs. J.L. Lockyer.
RESOLVED: Agreed.
- PP2022/3 To accept apologies for absence from Members**
Apologies for absence were received from Cllr. B. Price.
- PP2022/4 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct**
None.
- PP2022/5 To review the Terms of Reference for the Committee to ensure they are accurate and up to date**
RESOLVED: Reviewed with an update to quorum.
- PP2022/6 To review and update Neath Town Councils Constitution which includes:-**
Code of Conduct for Community and Town Councils – No Change.
Standing Orders - Updated to reflect New Council. Additional information on Members attendance figures being published to aid transparency of all Council proceedings.
Financial Regulations - Agreed in June Finance Committee.
Clerk’s Scheme of Delegated Powers - No Change.
Role & Duties of ‘Chairman’ of Council - Section to be removed and ‘Mayors Handbook’ to be created separately.
Composition & Cycle of Meetings - Changes made to Composition of Meetings and quorum to assist with regular meetings (also see SO above).
Code of Conduct for Employees and Members - No Change.
RESOLVED: Once updated to be served to all Members.
- PP2022/5 Confidential matters – To consider passing a resolution under the provisions of the Public Bodies (Admission to Meetings) Act 1960 to temporarily exclude the public in view of the nature of the business to be transacted.**
The resolution was duly passed.
- PP2022/6 To review and confirm % salary uplift via NPTCBC**
Members were provided with the updated information from NPTCBC for 2021/22 which would be backdated accordingly. Awaiting further information on 2022/23 uplift from NPTCBC. One JE process is completed and transferred onto NJC payscales, backdated pay for NPTCBC payrates (once received) would be applied for the period from 1st April 2022 until transfer date. **RESOLVED.** Agreed.

- PP2022/7 To review the final JE arrangements and process from One Voice Wales**
One Voice Wales JE information and Appeals process was provided to Members and the next steps outlined. The Clerk reminded Members of the Council's decision to transfer staff onto the National Joint Council (NJC) Pay Scales which would be in line with those pay scales followed by all surrounding town and community councils and recommended by One Voice Wales. Annual updates and recommendations would be received from the NJC in reviewing staff salaries. The Clerk reminded Members that the entire process had included and been supported by NPTCBC and UNISON via regular meetings with no concerns raised. **RESOLVED:** Members discussed the process and approved the draft Appeals process as recommended. **RESOLVED.** Members asked that the JE process to be undertaken by One Voice Wales as soon as possible.
- PP2022/8 To receive a report on Staffing:-**
a) Report 1 – Members were provided with a report in advance. **RESOLVED:** Action agreed.
b) Report 2 - Members were provided with a report in advance. Action agreed. **RESOLVED:** To be reviewed in September.
- PP2022/9 To Review Staff Stats**
a) Café Data Capture Information – Members noted the information. **RESOLVED:** The same information was being presented to Finance Committee for consideration of pricing. To be kept on Agenda for September review.
b) Van Tracking Information (tabled) – Noted with no issues.
c) General Staff Information (tabled) – Noted with no issues.
- PP2022/10 To fix a date and agree an Agenda for the next Meeting**
Thursday, 22nd September 2022 at 6pm

Signed: _____

Dated: _____