

NEATH TOWN COUNCIL – PERSONNEL & POLICY COMMITTEE
Minutes of the hybrid meeting on Monday 26th September at 2pm

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

PP2022/11 To accept apologies for absence from Members

Apologies for absence were received from Cllr. M. Protheroe.

PP2022/12 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

None.

PP2022/13 To review Operation London Bridge/Menai Bridge Policy

Members discussed the recent events from the London Bridge arrangements and it was noted that NPTCBC has instructed NTC to follow their arrangements for the Proclamation at Port Talbot. After discussion, the following recommendations were **RESOLVED**: a) Continue with the local flag arrangements; b) continue with the local social media/website arrangements; c) Deputy Mayor to attend any future Proclamation at Port Talbot Civic Centre d) Mayor to give the official Proclamation at Neath Square, with the Town Crier present e) wreath laying to remain. All other arrangements as outlined in the updated NPTCBC Policy would be followed as appropriate.

PP2022/14 To confirm the maximum age allowed for Children's Parties in Community Centres

The meeting discussed the hall hire bookings from children for 16+ birthday parties. After consideration, Members proposed that children's birthday parties would be classed as such from the ages of 0-13. It was noted that no alcohol was permitted in any community centre, except for the Town Hall. **RESOLVED**: 0-13 age group classed as children's parties, with adults present, 14-16 year old parties must have reassurance that adults present and/or carer present in all cases or hall will not be released.

PP2022/15 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.

PP2022/16 To discuss staffing issues relating to:-

a) Emergency Call Out – Members discussed the call out rates. **RESOLVED**. Call out payment of £30 plus USH payments of time and a half up to 12midnight and double time after midnight and weekends. It was also suggested that the rota for Emergency Call Outs be dedicated onto the 'on duty' caretaker on a rotational basis.

b) Bank Holiday Working - Members discussed the rates. **RESOLVED**. Any bank holiday working would be remunerated at double time.

c) Sickness - Sickness data was shared.

d) Job Evaluation Process - An update on JE process was provided. Closing date was 30th September. It was noted how many had been completed.

PP2022/17 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. Concerns continued to be raised on staffing and escalating costs. To be kept on Agenda for monthly review.

b) Annual Leave and Sickness Data – Noted.

c) Van Tracking Information – Noted with no issues.

d) Clocking In/Out Data – Noted.

e) General Staff Information – Noted. Christmas closure was confirm from Friday 23rd December (full day) to Tuesday 3rd January 2023. Staff annual leave was discussed and agreed for this period.

PP2022/18 To fix a date and agree an Agenda for the next Meeting

October 2022

Signed: S. M. Penney

Dated: 6-10-2022