

NEATH TOWN COUNCIL – PERSONNEL & POLICY COMMITTEE
Minutes of the hybrid meeting on Thursday, 27th October 2022 at 6pm

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

- PP2022/19 To receive apologies for absence**
Apologies for absence were received from Cllr. Mrs L. Jones
- PP2022/20 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct**
None.
- PP2022/21 To review and agree IRP Payments for 2022/23**
Discussions took place regarding the 'draft' 2023/24 IRP Report. Members discussed the future payments which would assist with NTCs budget setting. After discussions the following was agreed. **RESOLVED:** Basic payment for extra costs of working from home – mandatory. Set payment for consumables was agreed, either a set payment of providing stationery. **RESOLVED:** Mayor – payment of £750 was agreed. Deputy Mayor – payment of £500 was agreed. These payments would be paid on a 'pro rata' basis if the role is vacated mid term. **RESOLVED:** All expenses and claims were agreed and receipts must be provided for reimbursement of the claim. Additional information from One Voice Wales was requested in relation to the 'Senior Role' mandatory payment. **RESOLVED:** The final report when released would be circulated and presented to P&P for agreement.
- PP2022/22 To review and agree Citizenship Award applications for 2022/23**
Members reviewed the Citizenship Awards submitted. **RESOLVED:** Six applications were accepted.
- PP2022/23 To receive and discuss Youth Representative application**
Members reviewed the application for a youth representative. **RESOLVED:** Members rejected the application as it was out of the Neath Town Council ward area.
- PP2022/24 To receive an update on Operation Menai Bridge and link with NPTCBC to update Protocol/Process**
The Clerk confirmed that the local NTC policy for Operation Menai Bridge had been updated as instructed. The overall NPTCBC policy was still awaited. **RESOLVED:** Once the NPTCBC policy had been received, the NTC local arrangements would be added and passed via P&P in the appropriate manner for review.
- PP2022/25 To receive items for the next Agenda from Members**
Clerk to confirm the next policies to be updated under review.
- PP2022/26 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.
- PP2022/27 To receive an update on the Job Evaluation process**
The Clerk confirmed that there was 1 outstanding JAQs to be returned which had been chased. Staff have been updated on the timeline and the hope that this could be finalised as soon as possible and within the next two weeks. **RESOLVED:** The results of the JE process would be presented to a future P&P meeting for review.
- PP2022/28 To receive an update on Staffing**

a) Report 1

Report 1 was received by Members and discussed with recommended updates. **RESOLVED:** Members agreed the process as suggested by One Voice Wales/NTCs Legal Advisors.

PP2022/29

To discuss staffing statistics

a) Café Data Capture Information

b) Van Tracking Information

d) General Staff Information

The Clerk stated that these could not be provided in printed format and gave a verbal update.

PP2022/30

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

The Chair advised that the next meeting will be held on Thursday, 24th November 2022. An agenda would be circulated in due course.

There being no further business, the meeting was closed.

Signed: S. M. Parny

Dated: 3 - 11 - 2022