

NEATH TOWN COUNCIL – PERSONNEL & POLICY COMMITTEE
Minutes of the hybrid meeting on Tuesday, 24th January 2023 at 5pm

Present: Cllr. Mrs J. L. Lockyer (Chair), Cllr. M. Protheroe (Vice Chair), Cllr. Mrs. Penry, Cllr. R. Price

PP2023/1 To receive apologies for absence

Apologies for absence were received from Cllr. Mrs L Jones

PP2023/2 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

There were no declarations of interest received from Members.

PP2023/3 To review Grant Aid Policy

Members were provided with an updated Grant Aid Policy to reflect the amendment to payment and inclusion of the Community Event arrangements in January of each year. **RESOLVED:** Agreed.

PP2023/4 To receive an update on the JE Process

The Clerk stated that the JAQs were ready to be submitted for evaluation. Once the feedback had been received it would be presented to this Committee for consideration.

PP2023/5 To review Staff Sickness and Timelines for referral to OHU assessment

The Clerk provided a draft policy regarding reporting sickness. **RESOLVED:** Members agreed the policy in its entirety.

PP2023/6 To review Anti-Bullying and Harassment Policy

Members were provided with the draft policy in advance. **RESOLVED:** Policy agreed with one addition.

PP2023/7 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.

PP2023/8 To receive usual Staff Stats for:-

Annual Leave and Sickness - The Clerk advised that all staff had been reminded to take annual leave before 31st March for it not to be lost. Staff Sickness data was shared.

Van Tracking Data – Noted

Clocking in/Out Data – Noted

PP2023/9 To receive an update on Staff Appraisals and Performance

The Clerk stated that annual staff appraisals were in the process of being established and staff performance would be linked to a development pathway.

PP2023/10 To fix a date for the next Meeting

TBC

Signed: S. M. Penry

Dated: 2. 2. 2023.