

**NEATH TOWN COUNCIL – PERSONNEL & POLICY COMMITTEE**  
**Minutes of the hybrid meeting on Thursday 23<sup>rd</sup> February 2023 at 6pm**

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

**PP2023/11 To receive apologies for absence**  
None.

**PP2023/12 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct**  
None.

**PP2023/13 To review the following Policies and Procedures**

- a) Lone Worker Policy – Members reviewed this policy. **RESOLVED:** Approved
- b) Removable Media Policy – Members reviewed this policy. **RESOLVED:** Approved
- c) Mobile Device Policy – Members reviewed this policy. **RESOLVED:** Approved
- d) Vulnerable Adults & Child Protection Policy – Members reviewed this policy. **RESOLVED:** Approved
- e) Annual Leave Policy – members reviewed this policy with the 5 day c/f rule based on a wte. **RESOLVED:** Approved

**PP2023/14 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.

**PP2023/15 To receive an update on the Job Evaluation Process**  
The Town Clerk confirmed the next steps from a meeting on 23.02.23. The submitted JAQs would be reviewed and then interviews will take place on Monday, 20<sup>th</sup> March. The outcome report would be shared and reviewed with Members, once received. This should be finalised by early April.

**PP2023/16 To receive an update on Staff Appraisals & Performance reviews undertaken**  
The Town Clerk provided an update on all staff appraisals which had been undertaken. One was outstanding. The Clerk gave an update on each member of staff's performance and development pathway.

**PP2023/17 To receive an update from Seasons T&FG review to date**  
The meeting discussed the meeting with Seasons staff and considered the next steps. An additional meeting would be arranged to discuss its future – this would take place on 7<sup>th</sup> March at 5pm (Hybrid). Members asked for staff to offer the full menu at all times throughout the day as it was currently noted the staff were stating that they only offered certain foods at certain times. **RESOLVED:** To be revised immediately.

**PP2023/18 To receive applications for the Internship c/d 17<sup>th</sup> February 2023**  
The Town Clerk shared applications received for the above p/t vacancy. Members discussed the vacancy and agreed that 13<sup>th</sup> March 2023 at 10am be scheduled for the interview date. **RESOLVED:** Agreed.

**PP2023/19 To fix a date for the next Meeting**  
23<sup>rd</sup> March 2023

Signed: \_\_\_\_\_ *S. M. Penry*

Dated: \_\_\_\_\_ *2-3-2023*