

**NEATH TOWN COUNCIL – PERSONNEL & POLICY COMMITTEE**  
**Minutes of the hybrid meeting on Monday, 27<sup>th</sup> March 2023 at 6pm**

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

- PP2023/20 To receive apologies for absence**  
Cllr. Mrs Sheila Penry, Cllr Mrs Leanne Jones
- PP2023/21 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct**  
None.
- PP2023/22 To review Council workforce clothing allowance**  
The Town Clerk suggested a format for recording clothing allowance for staff and include an anticipated renewal/replacement date for each item. **RESOLVED:** Members agreed this was a sensible approach. Town Clerk to bring schedule to next meeting.
- PP2023/23 To review an update Training Policy for 2023/24**  
The Town Clerk asked Members to review the Policy for 2023/24. Members discussed the Policy and agreed its contents with the addition of Councillor and Staff Competencies which would be added. **RESOLVED:** Town Clerk to update policy and share with Members and staff and upload into the Members Area via the website. Members agreed not to list individual Members training. Mandatory Code of Conduct Training requirements was also updated.
- PP2023/24 To confirm Council wish to continue to fund School Crossing Patrol Officers**  
**RESOLVED:** Agreed.
- PP2023/25 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.
- PP2023/26 To receive update from Seasons Task & Finish Group meetings and confirm any actions**  
Members received notes from the T&FGs in advance of the meeting. **RESOLVED:** See Confidential Report 1
- PP2023/27 To consider replacement IT to support paperless approach for Council business**  
The Town Clerk explained the need to review the current IT provided to Members which was issued in 2018/19. The Town Clerk suggested that it would be a good time to review the equipment/software to ensure that any replacements required, would be appropriate and future proofed. This also supports the Council's recent declaration of a Climate Emergency and 'going paperless' would need to be considered. **RESOLVED:** Town Clerk to review current equipment and provide costings.
- PP2023/28 To review 'Members Area' documentation via website**  
Covered above with IT.
- PP2023/29 To review caretaker hours/workload in relation to current rota and increased hall bookings**  
The Town Clerk stated that the hall bookings were increasing and capacity of caretakers needed to be reviewed. The Town Clerk shared an average hourly week with Members. It was also noted that a double split shift was in place for Tuesday/Wednesday bookings as the busiest days of the hall hire week. It was agreed to appoint a third caretaker and create a three-week rota which included weekends. **RESOLVED:** Agreed.  
Members asked for the views of both caretakers to be considered in any future rotas and also raise the awareness of the impact of paid hours. **RESOLVED:** Town Clerk to action.
- PP2023/30 To receive an update on the Job Evaluation Process**

The Town Clerk updated Members and advised that the Job Evaluation was underway by One Voice Wales. Results would be shared at the next meeting for consideration.

19.13 - Cllr. Bob Price left the meeting

**AT THIS POINT THE MEETING WAS NO LONGER QUORATE AND ENDED**

- PP2023/31 To receive usual staff stats for:**
- a) Annual leave and sickness data
  - b) Van Tracking Data
  - c) Clocking In/Out Data
  - d) Receive feedback from outstanding staff appraisals

**PP2023/32 To fix a date for the next Meeting**  
27<sup>th</sup> April 2023

Signed: S. M. Penny

Dated: 6-4-2023