

NEATH TOWN COUNCIL – PERSONNEL & POLICY COMMITTEE
Minutes of the hybrid meeting on Tuesday, 25th April 2023 at 6pm

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

PP2023/33 To receive apologies for absence

Apologies for absence were received from Cllr. Mrs L. Jones, Cllr. Mrs Sheila Penry

PP2023/34 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

None.

PP2023/35 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.

PP2023/36 To review and consider Job Description for Office Administrator and Additional Caretaker

A draft updated Office Administrator job description was provided and discussed. Explanations on the changes in the job description were discussed and agreed. **RESOLVED:** To be advertised.

The job description for the additional caretaker was discussed with no changes made which would mirror the current caretaker job descriptions. **RESOLVED:** To be advertised.

PP2023/37 To review Job Evaluation outcomes from One Voice Wales

The Clerk outlined the report from One Voice Wales on the outcome of the JE process. **RESOLVED:** Members agreed to proceed with all recommendations. See Confidential Report 1.

PP2023/38 To receive process in relation to Seasons Café from One Voice Wales

The Clerk outlined the information received from One Voice Wales with recommendations. **RESOLVED:** Members agreed to proceed. See Confidential Report 2.

PP2023/39 To consider renewing the Council's GPoC status in May Full Council

The Clerk explained that there was no requirement to renew the General Power of Competence status as this continued until the Council were no longer eligible. **RESOLVED:** Agreed.

PP2023/40 To discuss staffing statistics

- a) Annual Leave and Sickness Data - Noted.
- b) Clocking In/Out Data for all staff - Noted.
- c) Van Tracking Statistics – No exceptions to report.

PP2023/41 To fix a date and agree an Agenda for the next Meeting

25th May 2023

Signed: S. M. Penry

Dated: 4 - 5 - 2023