

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

**Present:** Cllr. Mrs J. L. Lockyer (Chair), Cllr. M. Protheroe (Vice Chair), Cllr. Mrs Sheila Penry, Cllr. John Warman, Cllr. Gareth Morgan

**PP2023/42 To receive apologies for absence**  
None.

**PP2023/43 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct**  
None.

**PP2023/44 To consider adopting the Councillors Good Employment Guide**  
The Town Clerk stated that the guide was put forward as an example of good practice. Members went through the Guide page by page and the Town Clerk identified processes which were in place to support it. All of the recommendations within the Guide were already being met, except one which would be addressed and therefore Members agreed to adopt the Guide as part of its employment processes. **RESOLVED:** Agreed.

**PP2023/45 To review the Draft Annual Return**  
Members reviewed and discussed the draft. **RESOLVED:** Agreed.

**PP2023/46 To review the draft Constitution**  
The Town Clerk stated that updated model Standing Orders had been received (since issuing the P&P papers) from One Voice Wales. It was therefore agreed that the Town Clerk review the new model Standing Orders, compare them to the current version, track changes and present the updated draft to the next P&P. **RESOLVED:** Agreed.

**PP2023/47 To confirm the committee membership of the previous Mayor**  
The membership was confirmed. **RESOLVED:** Previous Mayor to be a member of the Estates Committee.

**PP2023/48 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.

**PP2023/49 To receive process in relation to Seasons Café from One Voice Wales**  
The Town Clerk and Chair relayed the content of the meeting held with Seasons staff. It was noted that the Trade Union representative did not attend, despite reminders from the Town Clerk and staff. The meeting went ahead as planned.

Members reviewed the information provided from the staff meeting that morning with them. A considerable debate took place and an agreement was reached of the proposal to put forward. **RESOLVED:** Members agreed to proceed. See Confidential Report 1.

**PP2023/50 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.

**PP2023/51 To fix a date and agree an Agenda for the next Meeting**  
29<sup>th</sup> June 2023

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

