NEATH TOWN COUNCIL - PERSONNEL & POLICY COMMITTEE Minutes of the hybrid meeting on Thursday 29th June 2023 at 6pm

Present: Clir. Mrs J. L. Lockyer (Chair), Clir. M. Protheroe (Vice Chair), Clir. Gareth Morgan, Clir. Mrs Sheila Penry, Clir. Mrs Sara Price, Clir. John Warman (Kathryn Charles - Town Clerk)

To receive apologies for absence PP2023/52

None.

To receive any declarations of interest from Councillors in accordance with the Members Code PP2023/53

of Conduct None.

To review the draft updated Constitution PP2023/54

The draft was provided in advance. Members considered all recommended updates by One Voice Wales. RESOLVED: Constitution would be updated and served to Members via the online Portal.

To receive the Community Engagement officer progress to date and determine next steps PP2023/55

Members were provided with the worksheet created by the Community Engagement Officer. Work to

date was noted. RESOLVED: Members agreed for the next steps suggested to be actioned.

To discuss and review continued support of 'A Shared Community' Community Charter PP2023/56 Agreement from NPTCBC

> The document was provided in advance. Clarity was required on reference to LSB, was this Local Service Board and if so, how were Neath Town Council 'linked in'. RESOLVED: Town Clerk to take forward. No other changes were considered. RESOLVED: Agreed to continue to support the Charter.

CONFIDENTIAL MATTERS - To consider passing a resolution under the provisions of Section PP2023/57 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.

PP2023/58 To confirm 'senior role' definition for IRP purposes

This definition was considered by Members and agreed not to proceed with a payment as separate

payments for specific roles were already agreed. RESOLVED: No further action required.

To consider seconding a motion from Pontardawe Town Council regarding IRP payments PP2023/59

Members received the motion from Pontardawe Town Clerk. RESOLVED: The request to provide a

second to the motion was rejected.

To confirm job description and vacancy process for replacement Maintenance PP2023/60

Members were provided with a draft update on the above future vacancy after discussions with the

current postholder. This was agreed. RESOLVED: To Advertise the position asap.

To discuss previous Finance Officer position notice period and to consider an email received PP2023/61

regarding estimated TOIL

See confidential report 1.

To discuss staffing statistics PP2023/62

a) Annual Leave and Sickness Data - Noted.

b) Clocking In/Out Data for all staff - Noted.

c) Van Tracking Statistics - No exceptions to report.

To fix a date and agree an Agenda for the next Meeting PP2023/63

July (tbc by FC)

Signed: 5 Downor

Dated: 06/07/2023