

NEATH TOWN COUNCIL – PERSONNEL & POLICY COMMITTEE
Minutes of the hybrid meeting on Thursday, 25th January 2024 at 4.30pm

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

PP2024/1 To receive apologies for absence
There were no apologies for absence.

PP2024/2 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct
None.

PP2024/3 To review Citizenship Award Policy
Members discussed concerns which were raised during the Citizenship Award process for 2023 and allocation of posthumous awards. This was the first time that this had occurred for the Town Council. Members believed that there were significant members of the community who could be nominated if the Council agreed to submitting posthumous Awards and there were concerns on previous timelines for this. **RESOLVED:** Members agreed that posthumous nominations would not be accepted. If a nomination was received and agreed and only then would it be awarded posthumously in the unlikely event that this would occur from nomination to Award Ceremony.

A member stated that they had already been approached with a suggestion for a Citizenship Award for 2024.

PP2024/4 To review Croner & Bright HR introduction process
The Town Clerk updated the meeting on the introduction of the BrightHR process and explained that updated policies and procedures would be presented to this meeting as they were updated. The trialling of the BrightHR app was underway. The staff handbook and standard contracts had been updated (but not changed) and these would be presented to a future meeting for consideration and approval. **RESOLVED:** Members agreed the process to date.

PP2024/5 To review progress against Governance Toolkit
The Town Clerk updated Members on the current position of the Toolkit. It was explained that NTC had already completed a health check via Part 1 of the Toolkit. The areas were highlighted using the traffic light system and some areas would need to be updated. **RESOLVED:** All issues outlined and needed a colour change were agreed and would be presented at the next meeting for agreement.

RESOLVED: Members agreed to view Part 2 which is to be updated by Members, to be covered in the next meeting.

PP2024/6 To receive items for the next Agenda
Review of Part 2 of the Governance Toolkit, Updated Policies and processes and updated Staff Handbook.

PP2024/7 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.

PP2024/8 To receive an update relating to any:

a) General Staffing Issues

The Town Clerk updated Members on a staff issue. (See confidential note PP2024/8 1 confidential)

- to review Community Engagement Officer position

This position was discussed at length and progress made to date was reviewed. **RESOLVED:** Members agreed to extend the contract and for the Town Clerk to seek guidance from

J Warman 01/02/2024

CronerHR on whether this could be done. **RESOLVED:** Once clarified, the extension timeframe would be confirmed.

- to review Gardener position

Members discussed the job description at length and agreed that the hours and role would need to be considered. Members discussed the possibility of using local contractors as it was believed this was seasonal work. **RESOVLED:** Members asked that three local contractors be approached for quotes to fulfil the gardening role and seek guidance on hours required based over the three NTC sites.

Cllr John Warman left the meeting (via Zoom) during the gardening position review.

The Town Clerk gave an updated on a query from a member of staff. (See confidential noted PP2024/8 2 confidential).

b) Annual Leave and Sickness Data

Covered in CronerHR update above.

c) Staff Clocking In/Out Statistics

Covered in CronerHR update above.

d) Van Tracking Statistics

No update.

PP2024/9 To fix a date and agree an Agenda for the next Meeting
22nd February 2024 at 6pm TBC

Signed: _____

Dated: _____

J Warman
01/02/2024