


NEATH TOWN COUNCIL – PERSONNEL & POLICY COMMITTEE
Minutes of the hybrid meeting on Thursday 22nd February 2024 at 6pm

- Present:** Cllr. Mrs J. L. Lockyer (Chair), Cllr. M. Protheroe (Vice Chair), Cllr. J. Warman, Cllr. G. Morgan (Kathryn Charles – Town Clerk)
- PP2024/10 To receive apologies for absence**
Apologies for absence were received from Cllr. Mrs. S Price.
- PP2024/11 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct**
None.
- PP2024/12 To review progress against Governance Toolkit – Part 2 – members to complete**
Members discussed the Toolkit at length. The Town Clerk stated that the traffic light system of review could be undertaken to correspond with Part 1. Members then progressed to review each section and highlight progress or note that progress needs to be made. The Town Clerk confirmed that they would update Part 2 and present to the next meeting to determine the next steps in the areas of progress. **RESOLVED:** Agreed.
- PP2024/13 To review updated Staff Handbook**
Members discussed the new Handbook at length and agreed that it was very comprehensive and offered additional support with the new legislation which was included. **RESOLVED:** The Town Clerk to update the various areas where Members had requested and a final draft be presented to the next meeting.
- PP2024/14 To review the updated Contract of Employment**
Members discussed the updated Contract of Employment. It was noted that no changes to any current staff contracts would be undertaken. The new contract was including additions for ease of reference only. **RESOLVED:** The Town Clerk to update the various areas where Members had requested and a final draft be presented to the next meeting.
- PP2024/15 To review suggested letter to staff outlining updated Handbook and Contract of Employment**
Members discussed the letter. It was noted that this was a recommendation from Croner and no further action was requested. **RESOLVED:** Letter to be issued once handbook and contract had been agreed.
- PP2024/16 To receive items for the next Agenda from Members**
Updated Part 2 of Governance Toolkit
Updated final draft Staff Handbook
Updated final draft Contract of Employment
- PP2024/17 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**
This was duly passed.
- PP2024/18 To receive an update relating to any:**
a) General staffing issues,
Community Engagement officer position (See confidential report 1).
b) including:-
a) Overview of Staff Appraisals – The Town Clerk confirmed that most of the staff had now undertaken a staff appraisal. Feedback from each appraisal was provided. **RESOLVED:** To complete the process and action any outstanding issues.
b) Review of Gardener position and suggested solution – **RESOLVED:** Members agreed with the suggested way forward as a trial for 6 months (*See confidential report 2*).
c) Update on Office Assistant Vacancy – The Town Clerk provided an update on applications. Closing date was 29.02.24.
d) Annual Leave, sickness, clocking in and out and van tracking – all covered in one section – no issues to report.

PP2024/19 To fix a date for the next Meeting
28th March 2024 at 6pm

Signed: 

Dated: 7 / 3 / 24