**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

**DRAFT MINUTES**

HR and Training Committee Meeting, of Pontarddulais Town Council

Thursday 16th January 2025 at 7pm

**Present**; Cllr. Jane Harris – chair; Cllr. Alison Wilson (AW) – Mayor; Cllr. Gary Chambers (GC); Cllr. Andrew Owen (AO)  
  
**Apologies:** Cllr. Huw Roberts (HR); Cllr. Catherine Evans

1. **Motion to exclude public and press for items 2 and 3.**

*It is proposed* *under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of item 10 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This was seconded and agreed unanimously.*

1. **To discuss and agree recommendation to Full Council for employee to join NALC/NJC Salary Scale.**It was agreed that the employee should join the same salary scale as the other employees and from 1st April 2025, they will be remunerated at SCP 2 on the payscale.
2. **To discuss and agree recommendation to Full Council for increase in hours and salary spine point for employee.**The Clerk presented the SLCC job evaluation criteria and provided reasons why the contracted hours and current salary point were too low for the role under consideration.   
   The Committee unanimously agreed to increase the hours of the role to 37 and to SCP 34 for recommendation to full council.
3. **Review of HR Policies**Moved to future meeting
4. **To review the Council training plan for Councillors and Employees and agree any changes.**Moved to a future meeting
5. **To agree to make representations to Full Council to appoint a Community Engagement and Development Officer subject to funding applications.**This was discussed and agreed unanimously
6. **To note application to Mynydd y Gwair Grant fund.**This was noted
7. **To discuss and agree HR and training budget 2025/26 for recommendation to Full Council.**

The committee updated the salaries according to the recommendations they will make to Full Council. The Clerk presented the remainder of the sheet to the committee. It was proposed, seconded and agreed by all to recommend the HR budget to Full Council.