**CYNGOR DREF PONTARDDULAIS TOWN COUNCIL**

HR and Training Committee Meeting, of Pontarddulais Town Council

Thursday 13th February 2025 at 7pm

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

**Declarations of Interest**: None  
**Questions from the Public:** None

**DRAFT MINUTES**

1. **Review of HR Policies**The Committee and Clerk discussed the current suite of policies and agreed the Clerk will contact SLCC to ask for a list of required HR policies and if they have any model policies which align with the Green Book as Council have agreed to follow. It was also agreed there is a requirement for a clear separation between which policies fall under the remit of this committee, and which fall to the Policy, Compliance and Finance Committee.  
   Proposed, Seconded and agreed unanimously.
2. **To review the Council training plan for Councillors and Employees and agree any changes.**The training policy and matrix both require updating and the Clerk has been tasked with contacting One Voice Wales for the most recent model plan.  
   Proposed, seconded and agreed by all.
3. **To agree motion to exclude public and press for the remainder of the meeting***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 proposed, seconded and agreed unanimously.
4. **To agree employee appraisals and contract review**It was agreed the Clerk will ask SLCC for suitable appraisal forms and Green Book compliant model contracts of employment for all staff to be brought back to this committee for review.

**Meeting closed 20.04**