

Cyngor Tref
Castell-nedd



Neath
Town Council

Pursuant to the requirements of **Section 47 of the Local Government & Elections Act 2021** Members of Neath Town Council are hereby summoned to attend a Hybrid Meeting of

PERSONNEL & POLICY COMMITTEE

at 6.00pm on Thursday, 30th June 2022 held in Neath Town Council Chambers,
1st Floor, 10 -12 Orchard Street, Neath and virtually via Zoom

Members should submit all apologies directly to the Town Clerk.

Please note that should any member of the public wish to join virtually, they will need to email the Town Clerk in advance of the meeting in order that a link can be provided. Those who wish to attend the meeting in Council Chambers will also need to notify the Town Clerk to gain access. Public attendance will be in an observer capacity.

Kathryn Charles - Town Clerk
24th June 2022

A G E N D A

1. To elect a Chairman for the Personnel & Policy Committee
2. To elect a Vice Chairman for the Personnel & Policy Committee
3. To accept apologies for absence from Members
4. To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct
5. To review the Terms of Reference for the Committee to ensure they are accurate and up to date
6. To review and update Neath Town Councils Constitution which includes:-
 - Code of Conduct for Community and Town Councils
 - Standing Orders
 - Financial Regulations (follow up from Finance Committee)
 - Clerk's Scheme of Delegated Powers
 - Role & Duties of Chairman of Council
 - Composition & Cycle of Meetings
 - Code of Conduct for Employees and Members
7. To receive items for the next Agenda from Members

Att.

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| 8. | Confidential matters – <i>To consider passing a resolution under the provisions of the Public Bodies (Admission to Meetings) Act 1960 to temporary exclude the public in view of the nature of the business to be transacted.</i> | |
| 9. | To review and confirm % salary uplift via NPTCBC | 2 |
| 10. | To review the final JE arrangements and process from One Voice Wales | 3 |
| 11. | To receive a report on Staffing:- | |
| | a) Report 1 | 4 |
| | b) Report 2 | 5 |
| 12. | To Review Staff Stats | |
| | a) Cafe Data Capture Information | |
| | b) Van Tracking Information (tabled) | |
| | c) General Staff Information (tabled) | 6 |
| 13. | To fix a date and agree an Agenda for the next Meeting
September | |

