



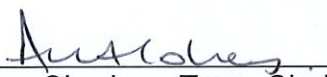
Pursuant to the requirements of **Section 47 of the Local Government & Elections Act 2021** Members of Neath Town Council are hereby summoned to attend a Hybrid Meeting of

**PERSONNEL & POLICY COMMITTEE**

at 6.00pm on Thursday, 23<sup>rd</sup> February 2023 on a hybrid basis.

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  
20<sup>th</sup> February 2023

**A G E N D A**

	Att.
1. To accept apologies for absence from Members	
2. To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct	
3. To review the following Policies and Procedures	
a) Lone Worker Policy	1
b) Removable Media Policy	2
c) Mobile Device Policy	3
d) Vulnerable Adults & Child Protection Policy	4
e) Annual Leave Policy	5
4. 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	
5. To receive an update on the Job Evaluation Process	
6. To receive an update on Staff Appraisals & Performance reviews undertaken	
7. To receive an update from Seasons T&FG review to date	6
8. To receive applications for the Internship c/d 17 <sup>th</sup> February 2023	
9. To fix a date for the next Meeting 23 <sup>rd</sup> March 2023	



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