



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 Monday, 27th March 2023 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.

K Charles

Kathryn Charles - Town Clerk
22nd March 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 Council issued workforce clothing allowance	Tabled
4. To review and update Training Policy for 2023/24	1
5. To confirm Council wish to continue to fund School Crossing Patrol officers	2
6. 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	
7. To receive update from Seasons Task & Finish Group meetings and confirm actions	3
8. To consider replacement IT to support paperless approach for Council business (in connection with Climate Emergency Declaration)	4
9. To review 'Members Area' documentation via website	
10. To review caretaker hours/workload in relation to current rota and increased hall bookings	
11. To receive an update on JE process via One Voice Wales.	
12. To receive usual Staff Stats for:	
a) Annual Leave and Sickness Data (OHU Report attached) b) Van Tracking Data	5
c) Clocking In/Out Data d) Receive feedback from outstanding staff appraisals (attached)	6
12. To fix a date for the next Meeting April (Easter Holidays) TBC	



