

Cyngor Tref
Castell-nedd



Neath
Town Council

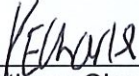
Pursuant to the requirements of **Section 47 of the Local Government & Elections Act 2021** Members of Neath Town Council are hereby summoned to attend a Hybrid Meeting of

PERSONNEL & POLICY COMMITTEE

at 6.00pm on Tuesday, 25th April 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.


Kathryn Charles - Town Clerk
20th April 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. 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	
4. To review and consider Job Description for Office Administrator and Additional Caretaker	1
5. To consider outsourcing Payroll services	2
6. To review Job Evaluation outcomes from One Voice Wales	3
7. To receive process in relation to Seasons Café from One Voice Wales	4
8. To consider renewing the Council's GPoC status in May Full Council	5
9. To receive a general update on staffing issues plus: a) Annual Leave and Sickness Data for all staff b) Clocking In/Out Data for all staff c) Van Tracking Data	
10. To fix a date for the next Meeting - tbc	



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