



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, 29<sup>th</sup> June 2023 held in Neath Town Council Chambers, 1<sup>st</sup> 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  
22<sup>nd</sup> June 2023

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**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 draft updated Constitution <i>(Draft Financial Regulations agreed in Finance Committee)</i>	1
4. To receive an overview of the Community Engagement Officer progress to date and determine next steps	2
5. To discuss and review the continued support of 'A Shared Community' Community Charter Agreement from NPTCBC and provide feedback, where appropriate	3
6. Confidential Matters – <i>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</i>	
7. To confirm definition of 'Senior Role' for IRP purposes	
8. To consider seconding a motion from Pontardawe Town Council regarding IRP payments	4
9. To receive an update on recruitment process for two vacancies	
10. To confirm job description and vacancy process for replacement Maintenance	5
11. To discuss previous Finance Officer position notice period and to consider an email received regarding estimated TOIL	6
12. To receive a general update on staffing issues plus: a) Annual Leave, Sickness Data and clocking in/out data for all staff b) Van Tracking Data	
13. To fix a date for the next Meeting July 2023 - tbc	