

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, 22nd February 2024 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
16th February 2024

A G E N D A

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 progress against Governance Toolkit – Part 2 – members to complete
4. To review updated Staff Handbook
5. To review the updated Contract of Employment
6. To review suggested letter to staff outlining updated Handbook and Contract of Employment
7. To receive items for the next Agenda from Members
8. 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
9. To receive an update relating to any:
 - a) General staffing issues
 - b) Including:-
 - i) Overview of Staff Appraisals
 - ii) Review of Gardener position and suggested solution
 - iii) Update on Office Assistant Vacancy
 - iv) Annual Leave, sickness, clocking in and out and van tracking
10. To fix a date for the next Meeting
TBC

Att.



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