



Neath Town Council

Cyngor Tref Castell-nedd

You are hereby summoned to attend a Meeting of the

PERSONNEL & POLICY COMMITTEE

at 6pm on Tuesday 18th January 2022 held via Video Conferencing under the Local Authorities (Coronavirus) (Meetings) (Wales) Regulations 2020

Kathryn Charles - Town Clerk
11th January 2022

Please submit all apologies in advance to the Clerk.

Members of the public and press are welcome to attend. Please contact the Clerk in advance to ensure access is given.

AGENDA

- | | Att. |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| 1. To accept apologies for absence from Members | |
| 2. To receive any Declarations of Interests from Members | |
| 3. To receive an update on the Job Evaluation process | 1 |
| 4. To discuss how future Council meetings should be managed to include hybrid and public participation as set out in the Local Government & Elections (Wales) Act 2021 | 2 |
| 5. To receive minutes of Staff meeting held on 5 th January 2022 which covered updated Health & Safety processes and general reminder of policies and processes in place | 3 |
| 6. To receive items for the next Agenda | |
| 7. 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 | |
| 8. To receive an update on Staffing matters:- | |
| a) Report 1 | 4 |
| b) Report 2 | 5 |
| c) Report 3 | 6 |



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| 9. | To receive and discuss usual Staff Stats for: | |
| | a) Community Café | 7 |
| | b) Annual Leave and Sickness Data | |
| | - update on long term sick leave | 8 |
| | c) Van Tracking Data | |
| | d) Clocking In/Out Data | 9 |
| 10. | To fix a date and agree an Agenda for the next Meeting | |
| | TBC | |



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