



NARBERTH / ARBERTH

TOWN COUNCIL / CYNGOR TREF

All replies to the Clerk / Danfoner Pob gohebiaeth at y Clerc:

Narberth Town Council Office C/O Narberth Community Library,
3 The Town Moor Mews, Pembrokeshire, SA67 7DF

Tel/Ffôn: 01834 504020 / **Email/Ebost:** clerk@narberthtowncouncil.co.uk

Mayor/Maer

Cllr/Cyngh. Christopher Walters

Town Clerk/Clerc Y Dref

Ms A Martin

2nd April 2025

Dear Sir or Madam

I hereby give notice that the Meeting of the Personnel Committee of Narberth Town Council will be held via Zoom on **Wednesday 9th April 2025 at 7.30 p.m.** If you require the information to join remotely, please email the Clerk before 1pm on the day of the meeting.

All members are summoned to attend for the purpose of considering and resolving the business to be transacted as set out hereunder.

Yours faithfully

Cllr. Chris Walters
Town Mayor

BUSINESS TO BE TRANSACTED

1. To receive Apologies for Absence.
2. Declaration of Personal Interest.
3. To adopt OVW recommendation of Employment Policies
 - I. Absence management
 - II. Adoption and paternity policy
 - III. Alcohol, drugs and substance misuse policy
 - IV. Annual leave policy
 - V. Appraisal scheme
 - VI. Bullying and harassment
 - VII. Capability policy
 - VIII. Code of conduct for employees
 - IX. Dignity at work policy
 - X. Discipline and grievance policy and procedure
 - XI. Equality and diversity policy
 - XII. Flexible working policy
 - XIII. Homeworking policy
 - XIV. Maternity leave policy
 - XV. Member / officer relations protocol
 - XVI. Recruitment procedure
 - XVII. Shared parental leave policy

- XVIII. Attendance management policy
- XIX. Staff handbook
- XX. Stress management policy
- XXI. Time off in lieu policy
- XXII. Training policy
- XXIII. Whistleblowing policy

- 4. To adopt OVW recommendation of Complaints procedures, including a vexatious complaints and persistent complainant policy

To consider excluding the public from the meeting for this item of business, when necessary, in accordance with Section 100A (4) of the Local Government Act 1972, as the report involves the likely disclosure of confidential information, as defined in Paragraph 19 of Part 4 of Schedule 12A to the Act.

CONFIDENTIAL ITEMS:

- 5. Town Clerk's Absence