



Mrs Ffion Lewis BSC

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Council Offices

Cwmgors Community Centre

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SA18 1PS

Date: Monday, 14th February 2022

TO: PERSONNEL COMMITTEE OF THE GCG COMMUNITY COUNCIL

Dear Councillor,

You are hereby summoned to attend a **Personnel Committee Meeting** of **Gwaun Cae Gurwen Community Council** to be held online via [Zoom](#) on **Monday, 21st February 2022 at 10.30 am.**

Zoom Link: <https://us02web.zoom.us/j/81514272749?pwd=cGI0M1RXUDE1NFZCN01oTk9BaGxnZz09>

Meeting ID: 815 1427 2749

Passcode: 710070

Yours Faithfully,

Ffion Lewis

Clerk, Proper Officer, Responsible Financial Officer

AGENDA

1. To receive apologies for absence.
2. To affirm the minutes of the previous meeting.
3. To discuss Policies;
 - a. **Expenses Policy**
 - b. **Overtime Policy**
 - c. **Joiners & Leavers Procedure**
 - d. Staff Leave Policy
 - i. **Annual Leave Policy**
 - ii. **Sickness Absence Policy**
 - iii. Adoption Leave Policy
 - iv. **Maternity Leave Policy**
 - v. Paternity Leave Policy
 - vi. **Bereavement Leave**
 - e. Flexible Work Policy
 - f. **Capability & Performance Policy**
 - i. Capability Policy
 - ii. Appraisal Report
 - g. Disciplinary Procedure
 - h. Fraud & Corruption Policy
 - i. **Whistle-Blowing Policy**
 - j. **Equal Opportunity Policy**
 - k. Dignity at Work Policy
 - l. Bullying & Harassment Policy
 - m. Alcohol & Drug Use Policy
 - n. Health & Safety Policy
 - o. **Injury & Assault Policy**
 - p. Accident Investigation Procedure

Missing Policies are in bold