



BLAENAVON TOWN COUNCIL
DECISIONS OF THE PERSONNEL & ESTABLISHMENT COMMITTEE
MEETING
HELD ON WEDNESDAY THE 16TH of JULY 2025 AT 6.30 PM.

Pursuant to the requirements of Section 47 of the Local Government and Elections (Wales) Act 2021, the meeting was held on a hybrid basis in the Council Chamber at 101, High Street Blaenavon and remotely.

In attendance:

Councillors: L. Evans (In the Chair) M. Wheeler, A. Lewis, J. Hunt.

Officers: Kevin Warren (Chief Officer), Kerry Jones (Assistant Chief Officer).

Visitors: None present

Members of public: None present.

The Personnel & Establishment Committee meeting was opened at 6:30pm by Cllr Evans who welcomed everyone and expressed thanks for attendance.

1. To receive any questions from the public.

None received.

2. To receive and accept apologies.

- Cllr Cowles
- Cllr Parfitt

It was proposed by Cllr Wheeler and seconded by Cllr Hunt that the apologies be accepted.

All members in agreement.

Resolved: Apologies accepted.

3. Declarations of Interest

None received.

4. Council Meetings: To confirm the minutes of the Council Personnel and Establishment Committee meeting held on the 5th of March 2025.

Minutes were read for accuracy with no amendments.

It was proposed by Cllr Lewis and seconded by Cllr Wheeler that the minutes be accepted.

All members in agreement.

Resolved: Minutes approved as a true and accurate record.

5. To appoint a deputy chairperson for the Personnel and Establishment Committee.

A discussion took place regarding the appointment of a Deputy Chairperson for the Committee.

Cllr Wheeler expressed interest to serve as Deputy Chairperson. This was proposed by Cllr Lewis and seconded by Cllr Hunt.

All members in agreement.

Resolved: Deputy Chairperson for the Personnel and Establishment committee will be Cllr Wheeler.

6. To discuss and make any relevant amendments to the previously agreed Terms of Reference for the Personnel and Establishment Committee.

The terms of reference were sent to all members prior to the meeting and displayed on screen.

The terms of reference were discussed by members and remain unchanged.

This was proposed by Cllr Wheeler and seconded by Cllr Lewis.

All members in agreement.

Resolved: Terms of reference to stand as previously agreed.

7. To appoint one Councillor to fulfil a complaints panel vacancy.

A discussion took place amongst members.

Cllr Lewis proposed herself. This was seconded by Cllr Wheeler.

All members in agreement.

Resolved: The complaints panel vacancy was fulfilled with Cllr Lewis.

8. To appoint one Councillor to fulfil a complaints appeals panel vacancy.

A discussion took place amongst members.

Cllr Wheeler proposed himself. This was seconded by Cllr Hunt.

All members in agreement.

Resolved: The complaints appeals panel vacancy was fulfilled with Cllr Wheeler.

9. To discuss and make any relevant determinations relating to Blaenavon Town Council's Training Plan 2022/27.

The Chief Officer presented an overview of the Town Council's current training plan, which was displayed on screen.

As part of this year's audit requirements, councils have been asked to submit training plans.

The existing training plan, ratified in November 2023, is scheduled to be reviewed and updated. This will include the addition of new Cllrs and specific training requests.

Updated cost projections for the 2025/26 and 2026/27 periods will also be included.

It was proposed by Cllr Wheeler that the Chief Officer review the current training documents. This was seconded by Cllr Hunt.

All members in agreement.

Resolved: Chief Officer to review the training plan.

10. To receive and discuss new policies for ratification at the Full Council Meeting on the 23rd of July 2025.

The Chief Officer gave an overview of the process for updating and developing new Town Council policies.

It is anticipated that approximately fourteen policy documents will be brought to the committee over a series of Personnel and Establishment meetings.

Members will review and discuss each policy during these meetings. Once agreed, the policies will be submitted to Full Council for formal ratification.

- **Equality and Diversity Policy**

The policy was forwarded to all committee members prior to the meeting.

The Chief Officer provided an overview of the policy.

Members had a brief discussion. They agreed on the importance of the document and its conciseness.

It was proposed by Cllr Hunt to submit the policy to the Full Council Meeting on the 23rd of July 2025 for formal ratification. This was seconded by Cllr Lewis.

All members in agreement.

Resolved: Equality and Diversity Policy to be submitted to the Full Council Meeting on the 23rd of July 2025 for formal ratification.

- **Scheme of Delegation Policy**

The policy was forwarded to all committee members prior to the meeting.

The Chief Officer provided an overview of the policy.

Members had a brief discussion.

It was proposed by Cllr Wheeler to submit the policy to the Full Council Meeting on the 24th of September 2025 for formal ratification. This was seconded by Cllr Hunt.

All members in agreement.

Resolved: Scheme of Delegation Policy to be submitted to the Full Council Meeting on the 24th of September 2025 for formal ratification.

- **Social Media Policy**

The policy was forwarded to all committee members prior to the meeting.

The Chief Officer provided an overview of the policy.

Members had a brief discussion.

Cllrs asked if the social media policy would also cover email communication.

The Chief Officer confirmed that email will require a separate policy which will be addressed at a later date. However, the Code of Conduct applies to all and must be followed at all times.

It was proposed by Cllr Lewis to submit the policy to the Full Council Meeting on the 24th of September 2025 for formal ratification. This was seconded by Cllr Hunt.

All members in agreement.

Resolved: Social media Policy to be submitted to the Full Council Meeting on the 24th of September 2025 for formal ratification.

Cllr Evans proposed to adhere to the Public Bodies (Admission to Meetings) Act 1960.

This was seconded by Cllr Lewis

All members in agreement.

Resolved: The Public Bodies (Admission to Meetings) Act 1960 was adhered to.

By virtue of the Public Bodies (Admission to Meetings) Act 1960, the press and the public be excluded from the remainder of the meeting on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The Chief Officer confirmed the recording as stopped at 19.04 hrs.

13. To review and make any relevant determinations relating to current staff contracts of employment and review of salaries.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The recording was confirmed as restarted by the Chief Officer at 19.24hrs

Meeting ended at 19:24 hrs