27th October 2026

Dear Councillor.

Pursuant to the requirements of **Section 47 of the Local Government and Elections (Wales) Act 2021**, you are hereby summoned to attend the Council Personnel and Establishment Committee meeting which will be held on a hybrid basis in the Council Chamber at **101, High Street, Blaenavon** and remotely on **Wednesday the 4th of November 2026 commencing at 6:30pm** for the purpose of transacting the business shown in the agenda set below.

Should you wish to attend the meeting remotely, you should contact the Chief Officer to the Council to request a remote invitation.

Members of the public have the right to ask questions at Council meetings and to speak in Welsh or English, provided that at least three working days' notice in writing of the question has been provided to the Chief Officer.

Agenda

1. To receive any questions from the public.
2. To receive and note apologies.
3. **Declarations of Interest:** Members are invited to declare any interests they may have in any items on the agenda.
4. **Council Meetings**: To confirm the minutes of the Council Personnel and Establishment Committee meeting held on the 1st of July 2026.
5. To discuss and make any relevant determinations relating to building premises management.
6. To receive, discuss and make any relevant determinations relating to the Employment Rights Act 2025.
7. To discuss and make any relevant determinations relating to Blaenavon Town Council's Training Plan 2022/27.
8. To discuss and make any relevant determinations relating to internal communications between Town Council Officers and Councillors.

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.

9. To receive, discuss and make any relevant determinations relating to sickness absence in respect of Council staff.

10. To review and make any relevant determinations relating to current staff contracts of employment, job descriptions, and review of salaries.

11. To discuss, review and make any relevant determinations relating to staff working conditions ensuring that all relevant health and safety policies and risk assessments are being implemented.

Yours Sincerely

K. Warren

Kevin Warren MIoL. FCMI.
Chief Officer & Responsible Finance Officer.
Blaenavon Town Council.