

**MAESTEG TOWN COUNCIL  
COUNCIL MEETING**

Minutes of a **POLICY COMMITTEE** meeting of the held remotely via Microsoft Teams and at the Council Meeting Room, Council Offices, Talbot Street, Maesteg, on **Tuesday, 18<sup>th</sup> January 2022.**

**PRESENT:**

**COUNCILLORS:**        **R Martin (Mayor)**  
P Jenkins, C Reeves and I Williams.

**APOLOGIES:** R Penhale-Thomas

**DECLARATION OF INTEREST: NONE**

**407. TO READ AND APPROVE THE FOLLOWING MODEL POLICIES RECEIVED FROM OVW:**

- a) ICO Freedom of Information Act – Guide how to complete publication scheme
- b) ICO Template guide to Information
- c) Information & Data Protection Policy
- d) Information Security Policy
- e) Grievance Procedure
- f) Disciplinary Procedure

Members were provided with copies of the above and went through each document separately. Items a) and b) were linked and the template was completed. A copy of the completed FOI Policy will be available on the website once agreed by Full Council.

Items c), d), e) and f) were read and it was agreed to recommend to Council to adopt these model policies.

Please see attached documents for full Council to adopt.

**408. TO CREATE A POLICY FOR DEALING WITH THE PRESS/MEDIA**

Following the Standing Orders committee recommendations members were asked to create a policy for dealing with the press/media.

Members deliberated and agreed that the following be included in the policy:

- Releases made by Councillors should not be commented on until the minutes have been ratified
- If approached by the press/media Council should agree a response
- If an individual Councillor makes a statement, they must make it clear that it's a personal view/statement and not necessarily the view of the Council unless a response has already been agreed at full Council.

- Access to online meeting links should be provided by the Clerk only; members of public, press and media should send an email with their name and email address to the clerk requesting the link. Only those that have requested a link will be admitted to the online meeting

Following this the Clerk sourced a model policy for dealing with the Press/Media from the SLCC website and amended it to include the above information and excluded a section regarding Facebook as the Council doesn't currently operate a Maesteg Town Council Facebook page.

Please see attached document for full Council to adopt.

**409. RECCOMENDATIONS**

The Policy Committee recommend that the following policies are adopted and placed onto the website:

- a) Freedom of Information Policy
- b) Information & Data Protection Policy
- c) Information Security Policy
- d) Grievance Procedure
- e) Disciplinary Procedure
- f) Press / Media Policy

**Minutes emailed to all Councillors to Read on 19<sup>th</sup> January 2022**

**Minutes accepted at a remote meeting of the Council held on 1<sup>st</sup> February 2022**

.....  
**Mayor**