

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, 8th February 2022.**

PRESENT:

COUNCILLORS: **R Martin (Chair)**
P Jenkins, R Penhale-Thomas and I Williams.

APOLOGIES: C Reeves

DECLARATION OF INTEREST: NONE

449. CHAIRS ADDRESS TO THE COMMITTEE

At the beginning of the meeting the Chair referred to the queries made by a member at the recent Full Council Meeting regarding GDPR and the lack of training. Clerk advised that both the Clerk and the Deputy Clerk had now completed SLCC online GDPR training and a copy of the online slides are available in the office.

It was noted that contracts of employment should have a clause for confidentiality and that members should also sign a confidentiality policy when elected. Members agreed to recommend that the Personnel Committee look into this.

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

- a) Code of Conduct – MTC current policy dated 2018
- b) BCBC Model Code of Conduct Town & Community Councils dated 2018
- c) Local Government Model Code of Conduct
- d) Health and safety policy
- e) First Aid policy
- f) Display screen equipment policy
- g) Policy and procedure for the control of asbestos
- h) Policy on reducing health and safety risks of workplace equipment
- i) Policy and procedure on manual handling
- j) Form to record reportable injuries, diseases and dangerous occurrences
- k) Reporting of injuries, diseases and dangerous occurrences
- l) Policy and procedure on risk assessment and hazard identification
- m) Emergency protocol/business continuity plan
- n) Retention and Disposal Policy
- o) Appendix A: List of Documents for Retention or Disposal

Members were provided with copies of the above and went through each document separately.

Items a – c related to Code of Conduct. Members agreed to recommend that we keep the current Code of Conduct dated 2018 and for the incumbent Council in May 2022 to adopt and sign the new policy.

Items d – m related to H&S, were read and it was agreed to recommend to Council to adopt these model policies.

Items j & k the forms were identical and should be printed and stored in a file in readiness to be used for reporting of injuries, diseases and dangerous occurrences.

It was noted that specific H&S training for staff would need to be completed and that these should also be on their training plans to be completed over 6 – 12 months and include the following training:

- First Aid Training for Clerk and Deputy Clerk
- Fire Safety Training for Clerk, Deputy Clerk and CMO

With regard to item k - Emergency protocol/business continuity plan it was agreed that the incumbent Council look at completing a Business Continuity Management Plan.

Item n – o related to Archiving – were read and it was agreed to recommend to Council to adopt these model policies.

451. RECOMMENDATIONS

- Personnel Committee look at Confidentiality clause to employment contracts
- Personnel Committee look at confidentiality policy for members
- The Policy Committee recommend that the following policies are adopted and placed onto the website:
 - a) Code of Conduct Policy – keep the 2018 and for the incumbent Council in May to adopt a new Code of Conduct Policy.
 - b) Health and safety policy
 - c) First Aid policy
 - d) Display screen equipment policy
 - e) Policy and procedure for the control of asbestos
 - f) Policy on reducing health and safety risks of workplace equipment
 - g) Policy and procedure on manual handling
 - h) Form to record reportable injuries, diseases and dangerous occurrences
 - i) Policy and procedure on risk assessment and hazard identification
 - j) Emergency protocol/business continuity plan
 - k) Retention and Disposal Policy
 - l) Appendix A: List of Documents for Retention or Disposal
- Incumbent Council in May to adopt a new Code of Conduct Policy

- Incumbent Council look at completing a Business Continuity Management Plan
- H&S training for staff to be completed over 6 – 12 months and include the following training:
 - First Aid Training for Clerk and Deputy Clerk
 - Fire Safety Training for Clerk, Deputy Clerk and CMO

Minutes emailed to all Councillors to Read on 9th February 2022

Minutes accepted at a remote meeting of the Council held on 1st March 2022

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Mayor