

**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, 28<sup>th</sup> February 2023.**

**PRESENT:**

**COUNCILLORS:**           **R Martin (Chair)**  
R Collins and C Knight.

**APOLOGIES:** Cllrs R Lewis and R Penhale-Thomas

**DECLARATION OF INTEREST:** NONE

**502. TO READ, APPROVE/CREATE THE FOLLOWING POLICIES RECEIVED FROM OVW:**

Members read and agreed to recommend adopting the below model policies from OVW with the exception of 5) Model Complaints Policy which requires further investigation.

- 1) Accident and Investigation Policy
- 2) Adverse Weather Policy (clerk has adapted an adverse weather policy from Falkirk Council <https://www.falkirk.gov.uk/employees/policies/adverse-weather.aspx#:~:text=Adverse%20weather%20is%20defined%20as,getting%20to%20and%20from%20work> as no model policy provided by OVW)
- 3) Volunteering Policy
- 4) Anti Bullying and Harassment Policy
- 5) Model Complaints Policy
- 6) Vexatious Complaints Policy (provided by SLCC)
- 7) Email and internet use policy
- 8) Protocol between Members and Officers
- 9) Stress Management Policy

**503. ANNUAL REVIEW OF PREVIOUS ADOPTED POLICIES**

Members reviewed the below policies and agreed to recommend that the review dates are changed to be reviewed during the year following an election unless any issues arise.

- a) Code of Conduct
- b) Disciplinary Policy
- c) FOI
- d) ICO model publication scheme
- e) Grievance Procedure
- f) Information & Data protection
- g) Information Security Policy
- h) Policy for dealing with the Press and Media
- i) Standing Orders

#### **504. RECOMMENDATIONS**

**A.** Council adopt the below model policies from OVW with the exception of 5) Model Complaints Policy which requires further investigation:

- 1) Accident and Investigation Policy
- 2) Adverse Weather Policy (clerk has adapted an adverse weather policy from Falkirk Council <https://www.falkirk.gov.uk/employees/policies/adverse-weather.aspx#:~:text=Adverse%20weather%20is%20defined%20as,getting%20to%20and%20from%20work> as no model policy provided by OVW)
- 3) Volunteering Policy
- 4) Anti Bullying and Harassment Policy
- 5) ~~Model Complaints Policy~~
- 6) Vexatious Complaints Policy (provided by SLCC)
- 7) Email and internet use policy
- 8) Protocol between Members and Officers
- 9) Stress Management Policy

**B.** Council agree the below policies and that the review dates are changed to be reviewed during the year following an election unless any issues arise.

- a) Code of Conduct
- b) Disciplinary Policy
- c) FOI
- d) ICO model publication scheme
- e) Grievance Procedure
- f) Information & Data protection
- g) Information Security Policy
- h) Policy for dealing with the Press and Media
- i) Standing Orders

**Minutes emailed to all Councillors to Read on 2<sup>nd</sup> March 2023**

**Minutes accepted at a remote meeting of the Council held on 7<sup>th</sup> March 2023**

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**Mayor**