

Ogmore Valley Community Council

Cyngor Cymuned Cwm Ogwr



MINUTES OF THE POLICY & STRATEGY COMMITTEE MEETING COFNODION Y CYFARFOD Y PWYLLGOR POLISI A STRATEGAETH

Tuesday 20 April 2021, 6.30 pm at Zoom
Dydd Mawrth 20 Ebrill 2021, 6.30 pm yng Zoom

Members Present

Cllr Lee-Anne Hill (Chair)
Cllr Dhanisha Patel (Vice Chair)
Cllr Janet Harris
Cllr Margaret Lloyd
Cllr Andrew Davies
Cllr Andrew McKay - joined meeting late – University commitments

Scott Allin – Clerk of the Council

1 Apologies for Absence

None

2 Declarations of Personal/Prejudicial Interests in accordance with the Council's Code of Conduct & Section 106 of the Local Government Finance Act 1992

No declarations.

3 To discuss and agree the Strategy and action Plan 2022-27 report from Gareth Kiddie (Gareth Kiddie Associates)

- Part 1 – Research Results
- Part 2 – Final Report
- Part 3 – Appendices

The report included recommendations for four main projects that would benefit residents as well as a lot of background and contextual information. The Council noted that it already had some plans in these areas that had been progressed but had been delayed by the pandemic but that the report provided an important evidence base to take forward the four projects. Specific comments and actions included:-

- A Volunteer Scheme and Time Credit project – agreed that this was a good idea and that the Council had been discussing and would be actioned by the drafting of a Community Recognition Policy would be drafted although the Time Credit project needs further work.
- A Virtual Noticeboard – agreed that the Clerk would liaise with the Council's Website provider about developing the OVCC Website to include a one-stop shop for all Ogmores Valley community services and facilities. It was also noted that an Events Calendar for the Ogmores Valley would be useful to ensure there were no clashes.
- Ogmores Valley Area Providers Forum – this recommendation needed further discussion as the Council had tried similar events previously with limited success. However, the Council would develop the Website and discuss with providers the appetite for a forum.
- Summer Festival – this was agreed in principle although it should not compete with other festivals that already existed. It was agreed that this Summer a smaller event such as the Silver Band touring the Valley may be appropriate as the pandemic recedes.

The final recommendation was the establishment of a full time Development Officer. It was agreed that a Warden was the immediate priority for the Council but that the Development Officer role would be reviewed in September 2021 prior to the 2022/23 precept being set in order to decide on resources. In the meantime, the Clerk would sound out potential funders regarding their appetite for funding a Development Officer.

Resolved – To take forward report recommendations as outlined above.

4 To discuss and agree the Ogmores Washeries Project

- **Appraisal from Suryiah Evans (NCompass Solutions)**

The options outlined in the report were discussed and it was agreed that option 1 (do nothing) or option 2 (basic warden led maintenance) were the appropriate starting points for the Council. It was noted that options 3 and 4 which laid the foundations for a bigger vision should be continually reviewed to see if they could be progressed as and when resources were available.

It was agreed that there was a need for a Warden but that this appointment should be part time and seasonal in the first instance with the potential for working longer hours kept open. It was also noted that the work of the Warden would need to be complementary to the excellent work already being undertaken by organisations such as Ogmores Priide and Blackmill Bravos.

The job description of the Warden would need to be detailed by the Personnel Committee but could include odd jobs around the BYCC, weed cutting, bin emptying and litter picking.

It was also agreed that the post should cover the whole of the Ogmores Valley CC area rather than be restricted to the Washeries site alone.

Approved - Appointment of a Part Time Seasonal Warden to cover the whole of the Ogmores Valley CC area.

- Request from Margaret Lloyd for Further Investment in Washeries Site

It was noted that BCBC would be installing 5 sitting benches on the Washeries site before the end of June 2021. However, the site would benefit from some further CC investment namely 2 further picnic benches, one fire pit, 2 waste bins and a memorial plaque for Ann James.

The location and details of the purchases were to be agreed between BCBC, the Clerk and Cllr Lloyd following a site visit to decide appropriate locations and construction materials.

It was noted that until the appointment of a CC Warden that volunteer groups would be sounded out regarding emptying the bins.

Approved purchase of 2 picnic benches, fire pit and 2 bins following a purchasing exercise and site visit.

5 Update from 'The Planka' Review – Oral update

The review is currently consulting with local clubs and will report back when the information is collected and options are identified.

6 To confirm policies and procedures.

It was noted that the Standing Orders would be reviewed at the Council's Annual Meeting in May 2021 and that the Supporting Policies and Procedures approved today would be linked to Standing Orders. Where there were gaps in supporting policies these would be developed during 2021.

Policies that appeared to be missing included:-

- Lone Working Policy
- Safeguarding Policy
- Recruitment Procedure
- Social Media Policy.

It was noted that when the policies are approved by Council then they would be loaded onto the Council's Website so that it was transparent which policies were currently extant.

The following detailed policies and procedures were reviewed:-

- Anti Bribery Fraud and Corruption Policy

Approved subject to amending Responsible Finance Officer to Responsible Officer.

- Anti Harassment and Bullying Policy

Approved

- Capability Policy

Approved

- Disciplinary Procedure

Approved

- Disciplinary Rules

Approved

- Environmental Policy

Approved

- Equality & Diversity Policy

Approved

- Grievance Procedure

Approved

- Health and Safety Policy

Approved

- Freedom of Information Policy

Approved

- **Performance Review Policy**

Approved

- **Risk Assessment and Hazard Identification Procedures**

Approved

- **Self Appraisal Form**

Approved

- **Sickness Absence Policy**

Approved

- **Special Leave of Absence Policy**

Approved subject to including Miscarriage as a separate item.

- **Stress Management Policy**

Approved

- **Welsh Language Policy**

Approved

- **Whistleblowing Policy**

Approved subject to a further review of whether compliance with the procedures are too onerous

7 Recommendations to Full Council

The meeting closed at 8.15pm

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Signature of the Chairperson, Cllr Lee- Anne Hill

Date

Scott Allin - Clerk of the Council