



Agenda

Full Council – Thursday 26th February 2026 @ 6pm (Hybrid Meeting)

Presiding Member: Cllr C. Thomas

Town Mayor: Cllr C. Morgan

1. Apologies for absence.
2. Declaration of Members interests.

To receive disclosures of personal interests from members.

Note: Members are requested to identify the item number and subject matter to which their interest relates and to signify the nature of the personal interest; and where Members withdraw from the meeting as a consequence of the disclosure of a personal interest, they must notify the Chair when they leave.

3. Well-being of Future Generations (Wales) Act 2015.

To note the Well-being of Future Generations (Wales) Act 2015 imposes a duty on public bodies including the Town Council to carry out sustainable development in accordance with the sustainable development principle and to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

4. To allow the public (if present) to speak on any item on the agenda or ask questions (3 mins max).
5. Minutes.

To approve the following minutes:

Council Meeting – 27th January 2026

Environment, Land Use & Planning Committee – 2nd February 2026

Staffing Committee – 9th February 2026

Regeneration, Events & Museum Committee – 10th February 2026

Policy & Finance Committee – 12th February 2026

6. Town Mayor Announcements.
7. Chief Executive's Report (pages 1-77)
 - 7.1 Annual Report 2026
 - 7.2 Updated Policies
8. Planning Applications (pages 78-83)
9. Correspondence (pages 84-112)
 - Local Resolution Protocol Feedback
 - Armed Forces Events RCT 2026
 - Draft Minutes - One Voice Wales Area Committee Meeting on 28.01.26



Tony Graham
Chief Executive/Town Clerk
19th February 2026

***The zoom link for the meeting is available on request by emailing
info@pontypriddtowncouncil.gov.uk***

Please Note

If there are any specific details you wish to raise regarding, for example, background information or require additional detail, it would greatly assist if you could contact the office in advance so that the information and answers can be made available at the Meeting.

Any members of the public wishing to ask questions, may do so by setting out their questions in writing and sending it to the Council at least 3 clear days prior to the Council meeting.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Chief Executive's Report

Council – 26th February 2026

1. Annual Plan 2026 (pages 2-8)

Having considered the report on the 2025 annual plan at the last Council meeting, Members are invited to consider the attached draft plan for 2026. Members are invited to discuss any changes they wish to make and to give approval to an annual plan for 2026.

DECISION REQUIRED:

To note and approve an annual plan for 2026.

2. Updated Policies (pages 9-77)

Members are invited to adopt the attached policies which have been reviewed/amended by the Staffing and Policy & Finance Committees:

Staffing:

- Appraisal Scheme
- Code of Conduct for Employees
- Dignity at Work
- Member-Officer Relations Protocol
- Stress Management
- Training and Development

Policy & Finance:

- FOI & EIR Policy
- Data Protection
- Drug, alcohol and substance misuse

DECISION REQUIRED

To adopt the above policies.

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Pontypridd Town Council – Annual Plan (2026)

This annual plan builds upon the five pillars contained in the Town Council's Forward Development Plan (FDP) published in the Summer of 2023 and the Annual Plans for 2024 and 2025. It sets out key objectives with actions and lead responsibilities.

PILLARS	OBJECTIVES/GOALS	ACTIONS/ LEAD/(TEAM)
<p>1. Be a well-run, accessible, and inclusive organisation.</p>	<p>(i) Review training plan for staff and councillors. As agreed, specific recommendations to be developed following consultation with political group leaders.</p>	<p>Recommendations to be developed by a working group (group leaders and chief executive) and brought forward for approval by Council ideally in May.</p>
	<p>(ii) Continue the review of the governance and finance toolkit and implement recommendations.</p>	<p>Council Leader and the Chief Executive to continue working through the 5 themes (Theme A is completed and it is anticipated at least themes B & C will be completed in 2026) and bring recommendations to Council as required.</p>
	<p>(iii) Continue to review and update existing HR/General policies.</p>	<p>Chief Executive to continue review and updating policies and bring updated and/or new policies to Staffing and Policy & Finance Committees.</p>
	<p>(iv) To improve communication with residents by developing a bi-annual community newsletter.</p>	<p>This work is nearly completed and is being led by Esther Sowerby. It is expected the newsletter will be available electronically and a paper copy produced for distribution at various locations in Pontypridd.</p>
	<p>(v) To continue using the social value reporting tool which allows Members to assess the social value of Town Council projects/events.</p>	<p>Chief Executive to continue use of the tool which will assist in evaluating new festivals being held in 2026.</p>

<p>2. Focus on people and community at the heart of our work.</p>	<p>(i) Ongoing development of 'Ein Cymuned' community programme.</p>	<p>Community Development Manager has drafted an informal strategy document setting out implementation of this programme and beginning joined up working across Council locations. This document which is based on the Forward Development Plan will be used by the management team to guide the Community Team's work.</p> <p>The warm hubs will continue at the Museum and the Graig with a stronger focus on bringing in external partners to offer additional support alongside providing a warm safe space. Since January 110 different people have attended our warm hubs.</p> <p>A partnership is being developed with Trivallis at the Graig alongside a monthly multi-agency hub. A grant of £1k has been received to support this work.</p> <p>Volunteer recruitment will be a focus this year. In January befrienders were recruited for a new older persons/memory loss support initiative (The Bridge). In March, Meadow Street will seek to recruit new volunteers and in June, new youth volunteers will be recruited after last year's successful young people's recruitment programme. We will be signing up to the Tempo Time Credits scheme to reward volunteers for their contributions across the Town Council.</p>
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	<p>(ii) Develop the older person's partnership.</p>	<p>The Community Development Manager is working with local groups to develop an older person's project. This centres around recruiting new volunteers who will meet at the community room and help at care homes and with dementia patients ('The Bridge'). The Town Council will also support the dementia awareness working group with funding raising and projects up to and including dementia awareness week.</p>
	<p>(iii) Continue partnership working on young people's projects.</p>	<p>Community Development Manager to continue to liaise with Police engagement sessions in the Museum alongside Youth Engagement and Participation Service (YEPS) with a view to supporting projects for young people. The young people's volunteering project will be further developed and a new cohort of young volunteers trained and supported by the Town Council in 2026.</p>
<p>3. Improve our environment and biodiversity.</p>	<p>(i) To continue the work to implement the land use management plans.</p>	<p>The Chief Executive to continue to develop a programme to address issues with our open spaces and allotments holdings. A review is currently underway to determine the best staffing/management structure to achieve this ambition. Work has been started at Berw Road and on The Common.</p> <p>It has been agreed that clarity will be sought on the ownership and registration of land thought to be</p>

		owned/overseen by the Town Council (e.g. Coedpenmaen Common).
(ii) Explore feasibility of a community farm and/or other community project(s) at Llandraw site.		Chief Executive to work with Community Development Manager to consult on the feasibility of a community farm at an existing location owned by the Council. Meetings will be held with interested parties in the Spring.
(iii) Continue the development of Meadow Street.		<p>Holly Usher has settled in well to her new role and opening hours have increased. Income from the project in the 25/26 financial year has exceeded budget.</p> <p>New volunteers will be recruited in the Spring. This will enable the continuation of community projects such as the recent USW Lantern Parade which was a great success with over 100 people attending including a number of new families. There will be half term activities and events on key dates throughout the year.</p> <p>A series of community events supported by RCT ('Get Growing') will commence shortly and an 'RCT Can' resilience grant has been obtained.</p>
(v) Continue support for Ponty Green Week		Community Development Manager to work with current group and engage in planned activities.

<p>4. Encourage and fund events, culture and arts that promote well-being.</p>	<p>(i) Develop a full calendar of town centre and community events for 2026.</p> <p>(ii) Produce a new Tymor Yr Haf / Summer /Autumn programme including returning and new festivals.</p> <p>(iii) Work with RCT and PTCP on a 'Town of Culture 2028' proposal.</p>	<p>Chief Executive to meet with Managers and coordinate a calendar of events with external organisations (e.g. Pontypridd Town and Culture Partnership - PTCP).</p> <p>We will ensure adequate resources and financial support are requested and agreed by Council. Chief Executive/Managers to prepare and present for approval a schedule of Summer events.</p> <p>The Town Council working with PTCP (chaired by Chief Executive and attended by the Council Leader) will be supporting a series of Summer Festivals (Choirs – new; Jazz – new in the town; Parti Ponty and a Local Eisteddfod – returning; Brass Bands – returning; Morfydd Owen – returning).</p> <p>The Council Leader and Chief Executive have been invited to join the executive board overseeing the development of an expression of interest in becoming the Town of Culture in 2028. A bid writing team has been put together and the EOI will be submitted by 31st March 2026. Community engagement to determine the story of our town will take place in February. Competition is expected to be fierce to progress to the next round which would lead to receiving a grant of £60k to develop a full bid.</p>
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	<p>(iv) To complete the roof garden and organ restoration projects.</p>	<p>Following the receipt of c.£300k in grant funding from Welsh Government these projects are well advanced and should be complete by Mar/Apr.</p> <p>An additional grant request to refurbish the upper gallery has been submitted but if successful a review will be undertaken in light of the Museum Manager's recent resignation.</p>
	<p>(v) Review potential for online shop offering</p>	<p>This work is ongoing but will be delayed following the recent resignation of Deb Moyle. It is hoped the new team member will continue this work once they are settled into role.</p> <p>A new donations station has been established following receipt of a small capital grant. The income generated will be monitored in the coming year.</p>
<p>5. Continue to invest in the regeneration of our town and surrounding communities.</p>	<p>(i) Continue our partnership with Your Pontypridd Business Improvement District.</p> <p>(ii) Ongoing review and support for Ponty in Bloom.</p>	<p>The Chief Executive to continue a partnership with YP BID although the TC no longer receives meeting invites. However, BID rent an office, and we support each other's events and projects. They are awaiting the result of their 5 yearly ballot to see if the BID will continue in Pontypridd.</p> <p>Funding for this project continues and it is being expanded year on year bringing a colourful and welcome sight in the town centre.</p>

	<p>(iii) Continue our ongoing investment in bus shelters.</p>	<p>We now have in place a programme of inspection and remedial work takes place when required.</p> <p>Contractors inspect and clean the shelters on a bi-annual basis.</p>
	<p>(iv) Review Christmas lights across town and bring forward proposals for further investment.</p>	<p>To meet with lighting consultants to consider new lights and discuss with Your Pontypridd Business Improvement District a partnership/contribution.</p>

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CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Appraisal Scheme Policy
Pontypridd Town Council

Approved by Staffing Committee: 09/02/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL

APPRAISAL SCHEME POLICY

Purpose

This appraisal scheme sets out how Pontypridd Town Council will review, support and develop its employees.

The Council will use appraisals to ensure staff performance aligns with the Council's objectives, values and statutory duties.

This scheme is intended to promote fairness, consistency and continuous improvement.

When this scheme applies

It applies to:

- all employees of Pontypridd Town Council
- full time, part time and permanent staff
- fixed term staff where contracts exceed six months

The scheme does not apply to agency workers or external contractors.

Principles

The Council will apply this scheme in line with good employment practice and ACAS guidance.

The Council will ensure that appraisal is:

- fair and objective
- evidence based
- supportive and developmental
- consistent across the organisation

- proportionate to the role

Purpose of appraisals

Appraisals exist to:

- review performance against agreed objectives
- clarify role expectations and priorities
- identify training and development needs
- support employee wellbeing
- inform workforce planning

Appraisal is not a disciplinary process.

Frequency

Line managers will carry out a formal appraisal annually.

If possible, a mid-year review must take place to monitor progress and update objectives.

New employees must receive a probationary review in line with their contract.

Roles and responsibilities

All employees will:

- engage constructively with the appraisal process
- prepare for appraisal meetings
- reflect honestly on performance and development needs

Line managers will:

- prepare fully for appraisal meetings
- provide clear and evidence-based feedback
- agree realistic objectives with the employee
- identify development and support needs
- keep accurate appraisal records

Chief Executive / Town Clerk

The Chief Executive / Town Clerk will:

- ensure the scheme is applied consistently
- provide advice to managers
- monitor completion and quality of appraisals
- report compliance to the Staffing Committee as required

Objectives

Line managers will set objectives that are:

- clear and specific
- measurable where appropriate
- achievable within the role
- relevant to Council priorities
- time bound

Objectives may be amended during the year where service needs change.

Performance feedback

Line managers will give feedback that is:

- constructive and respectful
- balanced and evidence based
- focused on behaviours and outcomes

Line managers will address performance concerns early and clearly.

Training and development

Line managers will use appraisals to identify learning and development needs.

Development may include:

- formal training
- mentoring or coaching
- shadowing or secondments
- professional development

Training needs will be considered as part of service planning and budget setting.

Pay and grading

Appraisal outcomes may inform pay progression where this is permitted under NJC terms.

Appraisal alone does not determine regrading or contractual change.

Wellbeing and support

Line managers will use appraisals to discuss workload, wellbeing and support needs.

The Council will take reasonable steps to support employees to perform effectively.

Disagreements

If disagreement arises:

- you should attempt to resolve it informally
- unresolved issues may be reviewed by the Chief Executive / Town Clerk

You may attach written comments to the appraisal record.

Confidentiality and records

Appraisal records are confidential.

Records will be held securely in accordance with data protection requirements.

Access to an employee's appraisal is limited to the employee, line manager and the Chief Executive / Town Clerk.

Equality

You must apply this scheme without discrimination.

The Council will make reasonable adjustments where required.

Review of the scheme

The Council will review this appraisal scheme periodically.

Any amendments must be approved by Council.

Example of an Appraisal Form

The attached template will be used by line managers to carry out appraisals and is based on the ACAS recommended model.

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CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Code of Conduct for Employees Pontypridd Town Council

Approved by Staffing Committee: 09/02/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL
CODE OF CONDUCT POLICY FOR EMPLOYEES

This code sets out the standards of conduct that apply to employees of Pontypridd Town Council. It should be read in conjunction with the Code of Conduct for Members, the Member-Officer Relations Protocol, and the Dignity at Work Policy.

It reflects the Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001, which applies to relevant authorities in Wales.

It supports good governance and protects the Council, staff and the public.

Purpose

You must uphold the highest standards of conduct as an employee of Pontypridd Town Council.

You must act lawfully, professionally and with integrity at all times.

You must protect the reputation of the Council and maintain public trust.

When this code applies

It applies when:

- you are at work, including working from home
- you use Council systems, equipment or vehicles
- you deal with Councillors, the public, service users, suppliers or partners
- you represent the Council at meetings or events
- you use social media or communicate in a way that could reasonably be linked to your employment

Private conduct may be covered where it impacts your role or brings the Council into disrepute.

The principles

All employees are expected to:

- serve the Council as a whole
- provide honest and impartial advice
- implement lawful decisions and policies
- deliver services fairly and without bias
- act reasonably and according to the law

Accountability

You work for Pontypridd Town Council.

You are accountable to the Council through the Chief Executive / Town Clerk and your line manager.

You must follow lawful instructions and agreed procedures.

You must raise service risks or failures through management channels, without fear of recrimination.

Standards of behaviour

You must treat everyone with respect.

You must not bully, harass, intimidate or discriminate.

You must behave professionally in person, in writing, by email, by telephone and online.

You must comply with the Council's Equality policies and the law.

Political neutrality

You must serve all Councillors equally.

You must not allow personal political views to influence your work.

You must not use your role or Council resources to promote party political activity.

If your post is politically restricted, you must comply with the statutory restrictions on political activities.

Confidential information and data protection

You must treat Council information with care.

You must not disclose confidential or sensitive information unless authorised or legally required.

You must only share information with those who need it to do their job.

You must not use information gained through your employment for personal benefit, or to benefit others.

If you are unsure, you must seek advice from your line manager or the Chief Executive / Town Clerk before disclosure.

Use of position and Council resources

You must not use your position to secure private advantage.

You must use Council funds, property, equipment, IT systems and facilities responsibly and lawfully.

You must not use Council resources for personal use unless the Council has authorised it.

You must comply with the Council's ICT and records policies at all times.

Relationships with Councillors

Mutual respect between employees and Councillors is essential.

You must keep working relationships professional.

You must not become involved in political disputes.

You must refer inappropriate approaches, pressure, threats or attempts to influence employment matters to the Chief Executive / Town Clerk.

Service to the public

You must provide courteous, efficient and impartial service.

You must act consistently with Council policy and treat people fairly.

You must not show favouritism.

You must not misuse Council status to influence external decisions.

Personal interests and conflicts

You must not allow private interests to conflict with your public duties.

You must declare in writing any financial or non-financial interests that may create a conflict.

You must not misuse your role or information obtained through work to further personal interests, or the interests of family, friends or associates.

Gifts and hospitality

You must treat gifts and hospitality with caution.

You must not accept gifts or hospitality that could reasonably be seen to influence you.

You must declare gifts and hospitality offered or received in line with Council procedures as detailed in the Code of Conduct for Members.

You must refuse significant personal gifts from contractors or suppliers.

You may keep low value token items only where Council rules allow it and if approved by the Chief Executive / Town Clerk.

Procurement and contractors

You must award work and purchases on merit and fair competition.

You must declare any private or domestic relationship with a contractor or potential contractor to your line manager.

You must not give special favour in tendering or purchasing.

You must comply with Council financial regulations and procurement rules.

Recruitment and employment decisions

If you recruit, manage or influence employment decisions, you must act fairly and on merit.

You must not take part in decisions about appointment, discipline, promotion, pay or conditions for anyone you are related to or have a close personal relationship with.

Outside work and other commitments

You must not take outside employment or roles that conflict with Council interests.

You must declare any external work that could create a conflict, affect your availability, or create reputational risk.

You must follow Council rules on intellectual property and copyright created during your employment.

Private work connected to Council matters

You must not undertake private work that relates to matters likely to require Council consideration or approval, unless the Council has given prior written consent.

Social media and public communications

You must act professionally online.

You must not post content that undermines public confidence in the Council, breaches confidentiality, or harasses others.

You must not speak on behalf of the Council unless authorised.

If you identify yourself as a Council employee, your conduct must meet this code.

Whistleblowing and reporting concerns

If you believe conduct is illegal, improper, unethical, or inconsistent with this code, you must report it.

You must use the Council's reporting procedure. If the issue is with your line manager, you should speak to the Chief Executive / Town Clerk. If the matter concerns the Chief Executive, you should contact the Chair of the Staffing Committee or the Council Leader.

You have legal protections when you report qualifying concerns in the public interest.

Investigations and cooperation

You must cooperate with internal investigations.

You must comply with reasonable management instructions during an investigation.

Where a Monitoring Officer is investigating under statutory powers, you must comply with any lawful requirement made in connection with that investigation.

Breaches and enforcement

A breach of this code may result in management action.

Serious breaches may lead to disciplinary action, up to and including dismissal.

Criminal conduct may be reported to the police where appropriate.

The Chief Executive / Town Clerk will ensure staff receive a copy of this code as part of induction and whenever it is updated.

Review

The Council will review this policy periodically.

Any amendments must be approved by Council.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Dignity at Work Policy
Pontypridd Town Council

Approved by Staffing Committee: 09/02/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL

DIGNITY AT WORK POLICY

This policy sets out the Town Council's commitment to maintaining a working environment where everyone is treated with dignity, respect and courtesy. It reflects the Council's established approach and clarifies expectations around behaviour including contact with members of the public.

This policy should be read in conjunction with the Code of Conduct for Members, the Code of Conduct for Employees and the Member-Officer Relations Protocol.

Purpose

Pontypridd Town Council is committed to a working environment where everyone is treated with dignity, respect and courtesy.

You must help create a workplace where people feel safe, supported and able to do their job.

The Council will take concerns seriously and act promptly.

When this policy applies

It applies to:

- all employees of Pontypridd Town Council
- all Councillors of Pontypridd Town Council
- contractors, agency staff and volunteers working for the Council

The policy also applies to interactions with members of the public where they engage with staff as part of Council business.

It applies:

- at the workplace, including Council premises and sites
- at Council meetings and events
- during work related travel

- during training and conferences
- on phone calls, email and messaging
- online and on social media where conduct relates to Council business or working relationships

Bullying and harassment can arise in Councillor and Clerk relationships. Councils must treat this risk seriously as a governance issue.

The standard you must meet

You must:

- treat others with respect
- communicate professionally
- behave fairly and without discrimination
- challenge issues in a lawful and proportionate way
- not engage in conduct that humiliates, undermines or intimidates

Disagreement is acceptable. Bullying, harassment, intimidation or abusive behaviour is not.

What this policy covers

This policy covers:

- bullying
- harassment
- victimisation
- intimidation
- abusive or aggressive behaviour
- misuse of power or position

- online abuse linked to Council roles

It also covers unacceptable behaviour from third parties such as service users, visitors and contractors.

The Council will act to protect staff from third party harassment and abuse.

Definitions

Bullying

Bullying is offensive, intimidating, malicious, insulting or humiliating behaviour. It may be a single incident or a pattern. It often involves an abuse of power.

Harassment

Harassment is unwanted conduct related to a protected characteristic that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment.

Protected characteristics include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

Victimisation

Victimisation is unfair treatment because someone has raised a concern, supported a complaint, or acted as a witness.

Examples of unacceptable behaviour

Examples include:

- shouting, swearing or insults
- personal attacks or ridicule

- spreading rumours or malicious allegations
- repeated unreasonable criticism that is not about performance
- excluding someone from work information or meetings without good reason
- threatening a person's job, reputation, or position
- undermining a person in front of others
- unwanted physical contact
- unwanted sexual comments or conduct
- discriminatory jokes, comments or stereotyping
- hostile or persistent messaging, including out of hours
- posting abusive comments online linked to Council roles

Reasonable management actions are not bullying when done properly.

This includes:

- giving lawful instructions
- setting standards and objectives
- addressing conduct or capability concerns using proper processes
- taking proportionate action to manage performance

Raising concerns

Concerns should be raised as early as possible. The Council encourages informal resolution where appropriate, but serious matters will be addressed formally.

Informal resolution

You should try to resolve concerns early.

Informal steps may include:

- asking the person to stop the behaviour
- a conversation supported by a manager
- agreed ground rules for communication
- a facilitated discussion

Informal resolution is not appropriate where conduct is serious, threatening, discriminatory, or where the employee feels unsafe.

Mediation may be suitable in some cases.

Formal procedure

If informal action is not suitable or has not worked, you may raise a formal complaint.

How to raise a complaint

You should submit a written complaint to the Chief Executive / Town Clerk.

If the complaint concerns the Chief Executive / Town Clerk, you should submit it to the Chair of the Staffing Committee in the first instance.

Your complaint should include:

- what happened
- dates, times and locations
- who was involved
- any witnesses
- any documents, messages, emails, or screenshots
- what outcome you seek

Time limits

You should raise concerns as soon as possible.

As a guide, you should raise concerns within three months of the incident.

The Council may still consider older matters where there is good reason or a continuing pattern.

Initial assessment

The Chief Executive / Town Clerk will assess:

- whether this policy applies
- whether interim measures are needed
- whether the matter should be handled under another policy

The Council may:

- proceed under this policy
- treat the matter as a grievance
- treat the matter as a disciplinary issue
- treat the matter as a safeguarding or criminal concern
- refer to an external adviser where needed

Investigation

The Council will appoint an investigating officer.

The investigation will be proportionate and fair.

The investigator will:

- meet the complainant
- meet the person complained about
- interview witnesses where relevant

- review evidence
- produce a written outcome report

The Council may appoint an external investigator where it is appropriate.

Interim measures

The Council may put interim measures in place to protect people and preserve evidence.

This may include:

- changes to reporting lines
- temporary changes to duties or location
- restricting contact between parties
- instructions about communications
- support arrangements

Interim measures are neutral. They are not a finding.

Outcomes and actions

Possible outcomes include:

- no case to answer
- informal management action
- mediation or facilitated resolution
- training, coaching or supervision
- written expectations and behavioural standards
- disciplinary action for employees, up to and including dismissal

- referral for Councillor conduct issues under the Councillor Code of Conduct process

Bullying and harassment by Councillors may breach the Model Code of Conduct and may be referred for local resolution or to the Public Services Ombudsman for Wales where appropriate.

Confidentiality

You must keep matters confidential.

The Council will share information only where necessary to manage the process and meet legal duties.

Confidentiality does not prevent you from seeking support, such as through a union representative or legal adviser.

Support

The Council will support those involved.

Support may include:

- a workplace supporter
- trade union representation
- wellbeing support and signposting
- adjustments to help someone remain at work

Witnesses

Witnesses must provide truthful accounts.

The Council will support witnesses and will not tolerate intimidation.

You must not pressure a witness.

Victimisation

The Council will not tolerate victimisation.

Any victimisation will be treated as misconduct.

Malicious complaints

The Council will not tolerate deliberately false or malicious complaints.

A complaint that is not upheld is not automatically malicious.

Records and data protection

The Council will keep records securely.

Access is limited to those who need it for governance and HR purposes.

The Council will retain records in line with its retention arrangements and data protection duties.

Roles and responsibilities

All employees

You must:

- treat others with dignity and respect
- report concerns promptly
- cooperate with any process

All Councillors

You must:

- model respectful behaviour
- avoid conduct that intimidates or undermines staff
- follow the Councillor Code of Conduct and local resolution arrangements

Line managers

You must:

- act quickly when concerns are raised
- keep clear notes of actions taken
- seek advice from the Chief Executive / Town Clerk where needed

Chief Executive / Town Clerk

The Chief Executive / Town Clerk will:

- ensure this policy is applied consistently
- appoint an investigator where required
- ensure appropriate support is offered
- report anonymised learning to the Staffing Committee when deemed helpful

Review

The Council will review this policy periodically.

Any amendments must be approved by Council.

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CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Member-Officer Protocol Pontypridd Town Council

Approved by Staffing Committee: 09/02/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL

MEMBER / OFFICER PROTOCOL

This protocol sets out how Councillors and officers will work together. It supports effective governance, mutual respect and clear accountability.

Town and Community Councils across Wales use Member / Officer Protocols to reduce conflict, protect staff and support good decision making.

This policy should be read in conjunction with the Code of Conduct for Members, the Dignity at Work Policy and the Code of Conduct for Employees.

Purpose

This protocol explains what Councillors and officers can expect from each other.

You must follow this protocol to ensure the Council operates lawfully, professionally and effectively.

The protocol supports the Councillor Code of Conduct and the Employee Code of Conduct.

When this protocol applies

It applies when:

- Councillors and officers work together on Council business
- Councillors contact officers inside or outside meetings
- officers provide advice, reports or information
- Councillors engage with officers by email, phone, messaging or social media
- Councillors and officers represent the Council externally

It applies at all times when acting in your Council role.

Principles

You must work together in line with these principles:

- mutual respect
- trust and professionalism
- clarity of roles
- political neutrality of officers
- collective responsibility of the Council
- accountability through proper channels

Roles of Councillors

Councillors:

- set the strategic direction of the Council
- make decisions at properly convened meetings
- represent the community
- scrutinise performance and outcomes
- act collectively, not individually

You must not:

- direct officers in their day to day work
- involve yourself in operational management
- attempt to influence employment matters
- give instructions to officers outside agreed processes

Roles of officers

Officers:

- provide impartial, professional advice
- implement lawful Council decisions
- manage services and staff
- support the Council as a whole
- act with integrity and political neutrality

Officers must not:

- favour one Councillor or political view
- act outside delegated authority
- withhold relevant professional advice

The role of the Chief Executive / Town Clerk

The Town Clerk is the Council's chief officer.

They will:

- advise the Council on law, governance and procedure
- manage staff and resources
- implement Council decisions
- be the proper channel between Councillors and officers

All officers are accountable to the Chief Executive / Town Clerk.

Councillors must not bypass the Chief Executive / Town Clerk on staffing or management matters.

Respect and behaviour

You must treat each other with courtesy and respect.

You may challenge ideas and decisions. You must not attack individuals.

Bullying, harassment or intimidation is unacceptable.

Raising your voice, aggressive language, personal criticism or threats are breaches of this protocol.

Communication

You must communicate clearly and professionally.

Councillors should:

- make requests for information through the Chief Executive / Town Clerk or relevant manager when advised to do so by the Chief Executive / Town Clerk
- give reasonable time for responses
- respect officers' working hours

Officers should:

- respond promptly and helpfully
- explain constraints or limitations
- provide clear and accurate information

Persistent or excessive contact may be addressed as a conduct issue.

Advice and reports

Officers must provide honest and objective advice.

Advice may include professional opinion, options and risks.

Councillors must consider officer advice when making decisions.

If you choose not to follow advice, you must give clear reasons.

Decision making

Decisions are made by the Council or its committees.

Individual Councillors have no authority unless formally delegated.

Officers must not implement decisions that are unlawful.

Where legality or procedure is in doubt, the Chief Executive / Town Clerk will advise the Council.

Access to officers

Councillors should, in the first instance contact the Chief Executive / Town Clerk but when advised to do so they may contact officers for information relevant to their role.

Requests must relate to Council business.

Officers may decline requests that are:

- outside Council business
- unreasonable in scope
- operationally inappropriate
- contrary to this protocol

Any concerns should be referred to the Chief Executive / Town Clerk.

Confidentiality

You must respect confidentiality.

Officers must not disclose confidential information without authority.

Councillors must not pressure officers to disclose confidential matters.

Breach of confidentiality may be a disciplinary or conduct issue.

Political neutrality

Officers must remain politically neutral.

Councillors must not place officers under pressure to act politically.

Officers must not be drawn into political debate.

Employment matters

Only the Council, acting through proper procedures, may make employment decisions.

Councillors must not:

- attempt to discipline officers
- influence recruitment or pay decisions
- become involved in grievances or investigations

Any concerns about officers must be raised with the Chief Executive / Town Clerk.

External representation

When working with external bodies:

- Councillors represent Council policy

- officers support with professional advice

You must not present personal views as Council decisions.

Raising concerns

If issues arise between Councillors and officers:

- you should attempt informal resolution
- unresolved or serious issues should be raised with the Chief Executive / Town Clerk
- any matters that involve the Chief Executive / Town Clerk should be raised with the Chair of the Staffing Committee

Concerns about Councillor behaviour may be addressed under the Local Resolution Protocol or referred externally where appropriate.

Breaches

A breach of this protocol may result in:

- informal action
- training or mediation
- referral under the Councillor Code of Conduct
- disciplinary action for officers

This protocol does not replace statutory or contractual procedures.

Review

The Council will review this protocol periodically.

Any amendments must be approved by Council.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Stress Management Policy Pontypridd Town Council

Approved by Staffing Committee: 09/02/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL
STRESS MANAGEMENT POLICY

This policy sets out how Pontypridd Town Council will prevent, manage and reduce work related stress.

It reflects good practice used by Town and Community Councils across Wales and aligns with health and safety duties.

The Council recognises that unmanaged stress affects wellbeing, performance and service delivery.

Purpose

The Council is committed to promoting mental wellbeing at work and will take reasonable steps to prevent stress and support staff who experience it.

Stress will be treated as a health and safety issue, not a personal failing.

What is work related stress?

Work related stress occurs when the demands of work exceed a person's ability to cope.

Stress is not the same as pressure. Reasonable pressure can be positive. Prolonged or unmanaged pressure is harmful.

When this policy applies

It applies to:

- all employees of Pontypridd Town Council
- full time and part time staff
- permanent and fixed term staff

It applies to work undertaken on Council premises, remotely or at external locations.

Legal duties

The Council has a duty to:

- assess risks to health, including stress
- take reasonable steps to reduce those risks
- consult with employees on health and safety matters

Employees also have duties to take reasonable care of their own health and that of others.

Principles

You must manage stress through:

- early identification
- open communication
- reasonable workload management
- fair and supportive management
- timely intervention

The Council will act proportionately and reasonably.

Common causes of work related stress

Stress may arise from:

- excessive workload or unrealistic deadlines
- lack of role clarity
- change without support

- poor communication
- conflict or poor working relationships
- bullying or harassment
- lack of control over work
- lone working or high public contact roles

Stress can also be affected by factors outside work.

Responsibilities

Employees

You must:

- raise concerns about stress early
- engage in discussions about workload and support
- follow safe working practices
- make use of support offered

Line managers

You must:

- monitor workload and working hours
- hold regular one to one meetings
- encourage open discussion
- identify early signs of stress
- take concerns seriously
- take reasonable steps to reduce stressors

- keep appropriate records

Chief Executive / Town Clerk

The Chief Executive / Town Clerk will:

- ensure this policy is implemented consistently
- ensure stress risk assessments are carried out where required
- support managers in managing stress
- review trends and learning
- report relevant issues to the Staffing Committee where appropriate

Recognising signs of stress

Signs may include:

- fatigue or low energy
- changes in behaviour or mood
- increased absence or lateness
- reduced performance or concentration
- irritability or withdrawal
- physical symptoms such as headaches or sleep problems

A single sign does not confirm stress. Patterns matter.

Risk assessment

The Council will carry out stress risk assessments where:

- stress is reported

- sickness absence is stress related
- workload or roles change significantly

Risk assessments will focus on work factors and practical actions.

Managing workload

Managers must ensure:

- workloads are reasonable
- priorities are clear
- deadlines are realistic
- staff take breaks and leave
- overtime is monitored

You must not routinely rely on excessive hours to deliver services.

Support and adjustments

Support may include:

- temporary adjustment of duties
- flexible working arrangements
- prioritisation of work
- additional supervision
- training or development
- referral to occupational health where appropriate

Adjustments will be considered on a case by case basis.

Sickness absence related to stress

Stress related absence will be managed sensitively.

The Council will maintain appropriate contact during absence.

Return to work discussions will focus on support and prevention.

Bullying and harassment

Bullying and harassment are known causes of stress.

Concerns must be addressed under the Dignity at Work Policy where appropriate.

The Council applies zero tolerance to bullying and harassment.

Confidentiality

Discussions about stress will be treated sensitively.

Information will be shared only where necessary to provide support or meet legal duties.

Raising concerns

You should raise concerns with:

- your line manager
- the Chief Executive / Town Clerk
- a trade union representative

If you feel unable to raise concerns with your manager, you may approach the Chief Executive / Town Clerk directly.

Training

Managers will receive guidance on managing stress and wellbeing.

Employees will be encouraged to develop resilience and healthy working practices.

Review

The Council will review this policy periodically.

Any amendments must be approved by Council.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Training and Development Policy Pontypridd Town Council

Approved by Staffing Committee: 09/02/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL
TRAINING AND DEVELOPMENT POLICY

This policy sets out how Pontypridd Town Council will plan, deliver and review training and development.

It supports effective governance, high quality services and staff wellbeing.

The policy operates alongside the Council's approved Training Plan, which sets out priority learning needs and budgets.

Purpose

The Council is committed to investing in training and development.

Training will be used to ensure staff and Councillors have the skills, knowledge and confidence to carry out their roles effectively.

Training supports service delivery, compliance and continuous improvement.

Scope

This policy applies to:

- all employees of Pontypridd Town Council
- all Councillors of Pontypridd Town Council
- temporary staff where appropriate to the role

Different training requirements apply to different roles.

Principles

Training and development will be:

- aligned to Council priorities and the approved Training Plan

- proportionate to role and responsibility
- planned and budgeted
- fair and consistent
- regularly reviewed

Training is an investment and it should deliver value.

Training plan

The Council has approved a Training Plan.

The Training Plan:

- identifies statutory, mandatory and priority training
- aligns training to Council objectives and risks
- sets budget provision
- supports workforce planning and succession

You must have regard to the Training Plan when approving or requesting training.

Mandatory training

Mandatory training is training required by law, regulation or Council policy.

This may include:

- health and safety
- safeguarding
- data protection
- equality and dignity at work
- financial and governance training

- code of conduct training

You must complete mandatory training when required.

Role specific training

Role specific training supports effective performance.

This may include:

- professional qualifications
- technical skills
- management and leadership development
- specialist operational training

Role specific training must relate directly to duties.

Councillor training

Councillors are expected to undertake training relevant to their role.

This may include:

- induction training
- code of conduct training
- governance and finance
- committee specific training
- chairing and decision making

Failure to attend required training may be taken into account when allocating roles or responsibilities.

Responsibilities

Employees

You must:

- engage positively with training
- identify development needs through appraisal
- apply learning in the workplace
- share learning where appropriate

Line managers

You must:

- identify training needs through supervision and appraisal
- support staff development
- ensure training requests align with the Training Plan
- monitor impact of training

The Chief Executive / Town Clerk

They will:

- oversee implementation of this policy
- manage the training budget
- approve training in line with the Training Plan
- ensure statutory training is delivered
- report training activity to the Staffing Committee and Council as required

identifying training and/or development needs

Training and/or development needs will be identified through:

- appraisal and supervision
- service planning
- legislative or regulatory change
- audit or inspection findings
- new projects or responsibilities

Not all development needs require formal training.

Types of training

Training may include:

- formal courses
- workshops and seminars
- e-learning
- coaching or mentoring
- shadowing or peer learning
- conferences and briefings

The Council will select cost effective options where appropriate.

Approval of training

Training requests must be approved in advance.

Approval will consider:

- relevance to role

- alignment with the Training Plan
- cost and budget availability
- service impact

Attendance at training during working hours is subject to operational needs.

Funding and costs

The Council will fund approved training costs.

This may include course fees, travel and accommodation where agreed.

Where training leads to a qualification or significant investment, the Council may require a training agreement.

Evaluation

You must evaluate training to ensure it is effective.

Evaluation may include:

- feedback from attendees
- evidence of learning applied
- service improvement outcomes

Learning will inform future training plans.

Records

The Council will keep training records.

Records will be used to:

- monitor compliance
- plan future training

- demonstrate governance and workforce development

Records will be held securely.

Equality

Training opportunities will be offered fairly.

The Council will make reasonable adjustments to support access to training.

Review

The Council will review this policy periodically.

The Training Plan will be reviewed regularly and updated as required.

Any amendments to this policy must be approved by Council.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Freedom of Information and Environmental
Information Regulations Policy
Pontypridd Town Council

Approved by Policy & Finance Committee:

12/02/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL

FREEDOM OF INFORMATION AND ENVIRONMENTAL INFORMATION POLICY

This updated policy replaces the draft reviewed in May 2024 but not adopted.

It reflects current Information Commissioners Office (ICO) guidance for Community Councils, Welsh sector practice and the Council's capacity.

1. Purpose

We are committed to openness and accountability.

You have a right to access recorded information held by the Council under:

- Freedom of Information Act 2000
- Environmental Information Regulations 2004

Requests for personal information are dealt with under Data Protection legislation, not Freedom of Information (FOI).

2. Scope

This policy applies to recorded information in any format:

- paper records
- emails and correspondence
- policy documents
- contracts and financial records
- drawings, photographs and plans
- social media posts and messages created in the course of council business
- information received from third parties

The Council will not create new information in order to answer a request.

3. Publication Scheme

The Council maintains an ICO-approved Model Publication Scheme for town and community councils.

We will publish:

- meeting agendas and minutes
- policies and governance documents
- audited accounts and financial statements
- basic Councillor details
- land and asset information
- tenders, procurement notices and awarded contracts
- grants and community funding

The website is the main publication platform.

Charges for printed or large volume copies will be at the Chief Executive's discretion but no more than 1p per page for black/white and 2p per page for colour copies.

4. Making a request

Freedom of Information requests must:

- be in writing
- include the requester's real name
- describe the information clearly
- provide an address for reply

Requests do not need to mention the Act.

Environmental Information Requests (EIRs) may be made verbally or in writing.

5. Timeframes

The Council will respond within 20 working days.

Complex environmental requests may take up to 40 working days.

The time limit pauses if clarification is requested.

6. Advice and assistance

We will help applicants to:

- clarify unclear requests
- narrow broad requests
- understand the categories of information held

If a request exceeds the cost limit, we will explore alternative formats or reduced scope.

7. Fees

Access to information is normally free.

We may charge for:

- photocopying
- printing
- postage
- large document packages
- specialist formats

We will not charge for time spent considering exemptions or preparing responses.

8. Third party information

We may consult third parties where disclosure affects them.

Commercially sensitive information will be considered under lawful exemptions.

9. Personal data

Personal information about council staff, volunteers or members of the public will not be disclosed unless:

- the law allows it
- there is a clear lawful basis
- disclosure is necessary and proportionate

Subject Access Requests follow the separate Data Protection Policy.

10. Refusing a request

We may refuse a request if:

- the cost exceeds legal limits
- the request is vexatious
- the request repeats a previous resolved request
- disclosure would breach data protection law
- an exemption applies

When refusing, we will issue a refusal notice explaining:

- the reason
- the exemption relied upon
- how to request an internal review

11. Unacceptable behaviour

We will not tolerate:

- abusive or aggressive communications
- repetitive requests with no new purpose
- personal campaigns against councillors or staff

- requests designed to disrupt Council business

Vexatious decisions will be evidence based, not personal.

12. Record keeping

We will:

- log all FOI/EIR requests
- record deadlines
- track communication
- securely store response files

The Council will maintain accurate records in line with its Document Retention Policy.

13. Responsibilities

All Councillors and officers share responsibility for locating and supplying information.

Key roles:

- Councillors. Ensure compliance and support transparency.
- Democratic Services Manager. Manages FOI/EIR process under Clerk direction.
- Town Clerk. Logs requests, directs searches and issues responses.

The Clerk will also conduct internal reviews when requested.

14. Internal Review

If an applicant challenges a response, the Clerk will complete a review within 20 working days.

Where necessary, a senior Councillor and/or panel may assist.

If you remain dissatisfied, you may contact the ICO.

15. Environmental Information

Environmental Information includes:

- air, water, soil, noise, biodiversity
- plans affecting land or natural resources
- emissions and waste
- policies or actions affecting the environment

EIR is broader than FOI.

We will default to disclosure unless an exception applies and the public interest supports withholding.

16. Preservation and deletion

The Council will not delete, destroy or alter records to avoid release.

Retention decisions follow the Document Retention Policy.

17. Equality and accessibility

We will make reasonable adjustments for disability or language needs.

Requests may be responded to in Welsh or English where practicable.

18. Review

This policy will be reviewed every three years or earlier if legal or sector guidance changes.

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CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Data Protection Policy
Pontypridd Town Council

Approved by Policy & Finance Committee:

12/02/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL

DATA PROTECTION POLICY

1. Purpose

Pontypridd Town Council collects and uses personal information about residents, Councillors, volunteers, staff and contractors. This policy protects those individuals. It ensures the Council meets its legal duties under the UK General Data Protection Regulation and the Data Protection Act 2018.

The Council will:

- collect only what is needed
- use information lawfully and fairly
- keep information secure
- delete or archive information when it is no longer needed
- respect individual rights

2. Roles and responsibilities

The Council is the data controller. The Town Clerk is responsible for day-to-day compliance. All Councillors and staff must follow this policy.

3. Lawful basis for processing

The Council will process personal data only when one of the following applies:

- consent has been given
- it is necessary to carry out a public task
- it is required by law
- it is needed to perform a contract
- it protects vital interests
- it is in the public interest

Council business is normally carried out on the lawful basis of public task or legal obligation. Consent will only be used when no other lawful basis is available.

4. How personal data is used

We hold data to:

- respond to enquiries
- manage allotments, bookings, events and community facilities
- deliver projects and administer grants
- meet employment, payroll and pension duties
- manage procurement and contracts
- manage civic functions
- fulfil legal obligations such as HMRC, insurance and audit

Data must never be used for political purposes or personal advantage.

5. Special category data

Some information is more sensitive. For example:

- health
- disability
- ethnicity
- religious belief
- trade union membership

Special category data will only be collected when necessary and where an additional legal condition applies. Examples include employment law requirements or safeguarding.

6. Data minimisation

We will only collect what is relevant and adequate.

We will avoid duplicates and remove old information as soon as it is no longer needed.

7. Storage and security

Paper records:

- locked cabinets
- controlled access
- no unattended papers in public areas

Digital records:

- secure servers or authorised cloud services
- password protection
- no use of personal email or private messaging for Council business
- shared drive permissions based on role

Councillors must not store Council files on personal devices without password protection.

8. Sharing data

We may share data with:

- public bodies when required by law
- contractors delivering a service
- police or safeguarding agencies
- payroll, pension, insurance or audit services

We will never sell personal data.

Any contractor handling data must sign a written agreement confirming confidentiality and compliance.

9. Retention and disposal

We retain information only for as long as necessary.

Retention follows the Council's Document Retention Policy.

Records are reviewed and securely deleted or archived.

10. Rights of individuals

You have rights. You may:

- access your data
- correct errors
- request deletion where appropriate
- object to processing in limited cases
- request restriction of use
- request data portability in employment or contract contexts

Requests will be answered within one month.

11. Subject Access Requests

You may ask for copies of the personal data held about you.

Requests must be made in writing.

We may ask for proof of identity.

We will not disclose data about other individuals in response.

12. CCTV and photography

CCTV footage is personal data.

Where CCTV exists, signage will be displayed.

Images will be stored securely and deleted within set time periods unless required for legal reasons.

Photography at events:

- consent will be requested
- individuals may opt out

- images will not be published in a way that identifies a child without parental consent

13. Breaches

A breach is the loss, alteration or unauthorised access to personal data.

All breaches must be reported to the Clerk.

Serious breaches will be reported to the Information Commissioners Office(ICO) within 72 hours.

Individuals may also be notified if there is a high risk to their rights or freedoms.

14. Reviewing this policy

The Clerk will review this policy every three years or earlier if legislation or guidance changes.

15. Complaints

If you are unhappy with how your information has been handled:

- contact the Town Clerk in writing
- you may then contact the Information Commissioner's Office if unresolved



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Drug, Alcohol and Substance Abuse Policy Pontypridd Town Council

Approved by Policy & Finance Committee:

12/02/26

Adopted by Council:

PONTYPRIDD TOWN COUNCIL
DRUG, ALCOHOL AND SUBSTANCE MISUSE POLICY

This policy reflects current good practice used by Community Councils in Wales.

It promotes a supportive approach but protects staff, the public and the Council.

1. Purpose

The Council must provide a safe workplace.

Working while impaired due to alcohol, drugs or other substances risks injury, reputational damage, poor service and safeguarding concerns.

This policy aims to:

- support staff who have a substance misuse problem
- set clear standards of behaviour at work
- protect colleagues and the public
- ensure fair and consistent management

2. Scope

This policy applies to:

- all employees
- agency workers
- volunteers
- contractors working on behalf of the Council

Councillors are expected to model the same standards. Where a Councillor reports for duties under the influence, complaints will be handled under the Code of Conduct.

3. Definitions

- Substance misuse. Any use of alcohol, illegal drugs or medication that impairs the ability to work safely and effectively.
- Dependency. A psychological or physical reliance.
- Prescribed or over-the-counter medication. Medicines that may lawfully be taken but can impair judgement or performance.
- Inappropriate use. Using a substance in a way that impacts work, safety or public trust.

These definitions replace the previous lengthy diagnostic-style list and focus on practical workplace impact.

4. Standards at work

You must not:

- report for work impaired by alcohol or drugs
- consume alcohol or illegal drugs while on duty
- possess, supply or distribute illegal substances on Council premises or during Council duties
- misuse prescribed or over-the-counter medication

Any breach may result in disciplinary action up to dismissal for gross misconduct.

Alcohol at official functions may be permitted with prior consent of the Chief Executive / Town Clerk and only in moderation. No employee should return to work impaired after such events.

5. Medication and fitness to work

Some medication affects reaction time, alertness or coordination.

You must notify your manager confidentially if prescribed medication may impair your work.

The Council may seek Occupational Health advice and adjust duties temporarily if required.

6. Early support

Substance misuse can be an illness. The Council encourages early disclosure.

Employees may voluntarily request support at any time.

Support may include:

- referral to Occupational Health
- external specialist services
- temporary adjustment of duties
- counselling

Voluntary disclosure will be treated confidentially. No disciplinary action will follow solely because a member of staff requests help.

7. Management action

Managers must act if they believe a member of staff is impaired at work.

Action may include:

- immediate removal from duty
- arranging safe transport home
- referral to Occupational Health
- formal investigation

Managers must not ignore concerns. They must treat the matter sensitively and record actions taken.

8. Substance misuse identified through misconduct

Where an incident involves health and safety or brings the Council into disrepute, disciplinary action may be taken.

Support may continue alongside disciplinary processes.

Repeated breaches after treatment may result in capability or disciplinary procedures.

9. Drivers and use of Council vehicles

If duties include driving, any impairment is unacceptable.

Driving under the influence of alcohol, drugs or medication that impairs ability will lead to removal from driving duties and may result in dismissal.

Employees must inform the Clerk immediately if they lose their driving licence.

10. Contractors and third parties

Contractors must work safely.

If a contractor is suspected of being under the influence:

- work will be stopped
- they may be removed from site
- contracts may be reviewed or terminated

11. Confidentiality

Medical or support information will be treated confidentially and stored securely.

Managers may only share information when:

- health and safety requires it
- legal duties apply
- Occupational Health needs it for assessment

12. Safeguarding and public-facing roles

If impairment affects safeguarding or public service, immediate action is required.

Employees may be suspended from duties pending assessment.

13. Return to work

After treatment or occupational health advice, a return-to-work plan may include:

- phased return
- temporary duty restrictions

- follow-up reviews

Where reasonable adjustments cannot make a role safe, redeployment may be considered.

14. Refusal of support

If an employee refuses to acknowledge a problem or withdraws from treatment, performance standards still apply.

Failure to improve may trigger capability or disciplinary procedures.

15. Education and awareness

The Council will provide:

- access to information on support agencies
- induction awareness
- signposting to medical guidance

16. Review

This policy will be reviewed every two years or sooner if legislation changes.



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

February 2026 Ward: Graig and Pontypridd West

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
26/0029/RVOC	Renewal and variation of conditions s73. Variation of condition 2 (Approved plans) of planning permission 25/0209/FUL to allow for relocation of the fire escape.	Players Bar 2 & 3 The Broadway Pontypridd CF37 1BA	Mr Brian Mead	Mr Gareth Richards



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

January 2026 Ward: Hawthorn and Lower Rhydfelen

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
26/0018/LDO	Part demolition of the building and formation of hardstanding, external alterations/replacement of building rooflights, revised access arrangements, addition of loading bays and landscaping.	Block G Treforest Industrial Estate Treforest Pontypridd CF37 5YP		Anisha Ahmed
26/0050/FUL	Householder Development. Two storey side extension.	43 Hawthorn Road Rhydyfelin Pontypridd CF37 5AT	Mr Patrick Lewis	Mr Luke Brennan



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

February 2026 Ward: Pontypridd Town

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
26/0049/ADV	Advertisement Content. Shop front signage, installation of a new fascia sign and a projecting sign to clearly display the business name and improve visibility from the street.	Timpson Ltd 6E Taff Street Pontypridd CF37 4UL	Mr Anh Duc Hoang	



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

**February 2026
Ward: Trallwng**

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
26/0037/FUL	Householder Development. Remove defective asbestos cement roof off existing single storey extension. Build first floor extension over existing ground floor extension and re-roof in warm flat roof. Construction with EPDM single ply membrane. Relocate existing bathroom currently in ground floor extension into existing bedroom in main house.	40 Bonvilston Road Pontypridd CF37 4RE	Stephen Port	



CYNGOR TREF
PONTYPRIDD
TOWN COUNCIL

Planning Applications

February 2026 Ward: Treforest

Planning Number	Proposed Development and Proposal	Location	Applicant's Name and Address	Agent's Name and Address
26/0035/LBC	Listed Building. Targeted structural investigations to assess the condition of the reinforced concrete elements of Machine Bridge. The works comprised a series of targeted survey interventions which required temporary opening-up of the bridge fabric at specified locations. All interventions were temporary and have been reinstated using appropriate repair mortar. No permanent alterations, extensions, or demolitions are proposed. The locations and	Footpath Machine Bridge Treforest Pontypridd	Rhondda Cynon Taff County Borough Council	Ruth Jones

Planning Applications

	<p>methodology have been agreed with Cadw prior to undertaking the works, and this application is to regulate the works.</p>			
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Summary of the Local Resolution Protocol Workshops – Autumn 2025

Executive Summary

This summary brings together the feedback from workshops held on 26th and 27th November, and 3rd December 2025 looking into the operation of the Local Resolution Protocol (LRP) in community and town councils.

A range of key challenges were identified and a number of suggestions proposed to improve the process for local complaints handling.

[Section 1](#) captures the feedback on discussions about behaviour-based issues.

[Section 2](#) captures the feedback on discussions about process-based issues.

Below is an overview of the main challenges and suggestions proposed during the workshops.

The key challenges

- Many councils struggle to distinguish between robust political debate and inappropriate behaviour, and there is low engagement with existing behavioural tools such as the Code of Conduct, civility pledges and training.
- The Declaration of Acceptance of Office is often signed and forgotten, with little effect on members' behaviour.
- There is often a reluctance to tackle cultural and behavioural issues directly, with some adopting a "tick-box" approach to pledges about civility and respect.
- Clerks often face bullying, harassment, and feelings of isolation due to a lack of support.
- The Ombudsman process is widely viewed as slow and ineffective, while the LRP is not utilised enough.
- Although many councils have adopted the LRP, its actual use is inconsistent, with some clerks unaware of its existence and numerous complaints being escalated to the Ombudsman unnecessarily.
- Barriers to the use of the LRP include low confidence, unclear expectations, and lack of enforcement.

- There are concerns about the impartiality of chairs and clerks in handling complaints in which they are involved, leaving councillors and the public without effective recourse.
- Clerks often feel unprepared to handle complaints due to limited training, unclear roles, and limited working hours. Confidence and experience among clerks vary, and support from councils is inconsistent.
- Complainants often have unrealistic expectations about what outcomes are possible.

The suggestions for change

- Improving standards and outcomes in local councils through stronger leadership, formalised behavioural expectations, and enhanced training for all members and clerks.
- Mandatory induction and refresher training.
- Embedding behavioural requirements in Standing Orders.
- Making declarations of office more formal with annual reaffirmations.
- Visible culture statements.
- Early intervention in conflicts.
- Encouragement of positive engagement among councillors.
- Specific measures to support clerks such as peer networks, clearer communication, accredited training, and welfare initiatives.
- Stricter and more consistent complaint resolution processes, including –
 - set timeframes
 - mandatory use of the Local Resolution Process
 - independent panels for addressing conflicts of interest
 - better management of complainant expectations
 - mandatory training, and
 - sanctions for non-compliance with the protocols.

A full summary of the questions asked during the workshops and the feedback received is below.

SECTION 1: BEHAVIOUR-BASED ISSUES

1. Understanding Appropriate Behaviour

Questions:

- How confident do you think members are in knowing what constitutes appropriate behaviour in their roles? Do members recognise when behaviour is inappropriate – or verging on the inappropriate?
- Would strengthening the Declaration of acceptance of office help reinforce behavioural expectations?
- What types of training (e.g. workshops, online modules, peer-led sessions) would be most effective in promoting civility and respect?
- What is the level of familiarity with the Civility and Respect pledge, and would adoption and implementation support understanding behaviour?
- How can we get people to reflect on their own behaviours?
- What could help members feel confident in calling out inappropriate behaviour?

Understanding Appropriate Behaviour - feedback:

- Ongoing confusion among members about what constitutes appropriate behaviour, especially distinguishing robust debate from disrespect.
- Political speech and personal comments often blur boundaries; Ombudsman sometimes dismisses complaints as 'hustle and bustle of politics'.
- Tolerance for questionable behaviour in some councils; banter and informal norms carried over from previous work cultures.
- Definitions of inappropriate behaviour are inconsistent; clearer and more prescriptive guidance is needed, particularly around member-to-member and member-to-clerk interactions.
- Personal factors like mental health and neurodiversity can shape how behaviour is perceived, and upcoming guidance aims to address these nuances.
- Solutions suggested: Chairs leading by example, enforcing standing orders, reading Nolan Principles, recording meetings for accountability, and mandatory induction/refresher training.
- Challenges: Resistance to training, rural councils struggle with digital access, behavioural expectations often ignored despite signing declarations.
- There is a perception that while the code of conduct contains the necessary standards, the challenge is ensuring councillors take it seriously and that there are meaningful consequences for breaches.

- Some members mimic adversarial styles seen in parliamentary settings, which can spill over into council meetings and create tension, especially for clerks as employees.
- Early intervention and escalation routes, such as the model LRP or Ombudsman, are inconsistently applied, leading to frustration among staff and councillors.
- There is a need to embed civility and respect as part of council culture, not just as a compliance exercise or “tick-box”.
- Research integrating behavioural science theories into councillor training, aiming to tackle entrenched attitudes and enhance engagement and behavioural standards.
- Civility and Respect Pledge Implementation: Awareness and adoption of the Civility and Respect Pledge are variable. Some councils have adopted it with minimal discussion, while others use it as a basis for team building or as a cultural anchor, but concern remains about it becoming a “tick-box” exercise.
- Training Pathways and Induction: There is consensus on the need for both initial and refresher code of conduct training for all councillors, with ideas including embedding training in standing orders, developing separate courses focused on behaviour, and formal officer-led induction processes.

Declaration of Acceptance of Office – feedback:

Current Practice:

- Every councillor must sign the declaration before participating in council business.
- It includes a commitment to abide by the Code of Conduct.
- Often treated as a simple signing exercise and filed away without much emphasis.

Issues Identified:

- Signing process lacks meaning; councillors may not fully absorb the responsibilities.
- Behavioural expectations are not reinforced through the declaration.
- Some councils report that members ignore the Code of Conduct despite signing the declaration.
- Mixed views exist on strengthening the declaration; some see it as a potential nudge towards improved behaviour, while others feel it is redundant if the code of conduct itself is not respected or enforced.

Suggestions for Improvement:

- Make the signing process more formal and ceremonial to emphasize importance.
- Include **Nolan Principles** and explicit behavioural expectations in the declaration.
- Consider **annual reaffirmation** of the declaration linked to refresher training.
- Read the declaration aloud in meetings and have it witnessed by other councillors.
- Align declaration content with induction sessions for new members.
- Explore adding references to social media guidelines and civility pledges.

Concerns Raised:

- Without enforcement or cultural change, strengthening the declaration may have limited impact.
- Some participants felt that simply signing does not change behaviour; processes and training need to reinforce it.

2. Denial of Culture Issues / Lack of Engagement

Questions:

- Would having a shared identification or acknowledgment of behavioural issues within individual community town councils support a positive culture?
- Would developing and agreeing on a vision or culture statement help foster accountability?
- How might mandatory and refresher training be received by members?
- If training is mandatory what approaches to sanctions could be taken?
- How might involving political parties (where relevant) help reinforce behavioural standards?

Denial of Culture Issues / Lack of Engagement – feedback:

- Councils often avoid addressing poor behaviour or cultural issues, creating cycles of conflict and animosity in meetings.
- Suggested interventions: Vision or culture statements displayed in meeting rooms, reminders at start of meetings, informal opportunities for councillors to meet outside formal sessions, and leadership by example.
- Encouraging quieter members to speak and complimenting contributions to foster positive culture.
- Civility and Respect Pledge Implementation: Concerns around superficial adoption suggest low engagement with deeper cultural change.

Deeper dive into solutions to combat denial and lack of engagement – feedback:

Vision and Culture Statements

- Develop and display shared vision or culture statements in meeting rooms.
- Use cards or posters as visible reminders of expected behaviours.
- Regularly review and align these statements with council plans.

Reading Behavioural Principles

- Read out Nolan Principles or a civility statement at the start of meetings.
- Some councils already do this, but participants noted it can become routine and lose impact unless reinforced meaningfully.

Leadership by Example

- Chairs should model respectful behaviour and enforce standing orders.
- Actively intervene when behaviour crosses boundaries.
- Compliment positive contributions and encourage quieter members to speak.

Recording Meetings

- Recording meetings (e.g., via Zoom) was highlighted as highly effective for accountability.
- Councillors tend to moderate behaviour when meetings are recorded.

Informal Engagement Opportunities

- Organize informal sessions or workshops where decisions are not made.
- Allow councillors to discuss agenda items before formal meetings to reduce tension and animosity.

Training and Induction

- Mandatory induction and refresher training on Code of Conduct and meeting etiquette.
- Include real-life anonymized examples to show impact of poor behaviour.
- Ideas around embedding training in standing orders, formal induction processes, and refresher training all contribute to addressing disengagement with standards and culture.

Annual Reaffirmation of Commitment

- Strengthen the Declaration of Acceptance of Office by making it more formal and requiring annual reaffirmation.
- Link reaffirmation to training sessions for added emphasis.

3. Intimidation and Welfare of Clerks

Questions:

- Have clerks experienced intimidation or felt unsupported during complaints processes?
 - What helped if they have?
- Would clearer support mechanisms from Monitoring Officers or Standards Committees improve clerk welfare, especially when they are the complainant?
- What kind of ongoing welfare support would be most helpful for clerks during prolonged complaint resolution periods?

Intimidation and Welfare of Clerks – feedback:

- Clerks frequently experience bullying and harassment from councillors, sometimes chairs, leading to stress and resignations.
- Isolation and lack of support exacerbate vulnerability; difficulty contacting monitoring officers noted.
- Proposed solutions: Peer support networks, clerk-only forums, toolkits for complaint handling and recruitment, assertiveness/confidence-building training, and clear duty of care obligations for councils toward clerks.
- Clerk Welfare and Intimidation: Clerks often experience intimidation and lack of support during complaints processes. Rapid intervention and external support from organisations such as One Voice Wales and SLCC are seen as crucial, and there is a call for robust support mechanisms and timelier complaint resolution.
- Mentoring and buddying systems for clerks are recommended to build confidence and ensure continuity, with backup arrangements such as shared mailboxes encouraged to avoid single points of failure.
- Mentorship from experienced clerks or neighbouring councils is valued, but care should be taken to avoid overextension, as seen in cases where clerks serve multiple councils.

4. Delays in Complaint Resolution

Questions:

- How have you successfully addressed reasons for delays in progressing complaints?
- What practices should be considered to support timely participation and reduce stalling or refusal to engage in the process?

- What mechanisms or incentives could encourage timely and constructive engagement where there is reluctance?

Delays in Complaint Resolution – feedback:

- Ombudsman process seen as slow and ineffective for minor disputes; complainants lose confidence.
- Local resolution underused, causing escalation of low-level issues to Ombudsman.
- Suggestions: Set timeframes for responses, treat refusal to engage as disciplinary, encourage informal resolution early (e.g., coffee conversations), and Ombudsman requiring evidence of LRP attempt before accepting complaints.
- Timeliness of complaint resolution is a concern, with participants advocating for measures to reduce the duration and stress of investigations.
- Complaint Timeliness and Monitoring Officer Role: Delays in Ombudsman investigations and limited capacity among Monitoring Officers are major concerns. Suggestions include the use of regional monitoring officers or intermediary support to bridge the gap for town and community councils.

SECTION 2: PROCESS-BASED ISSUES

1. Inconsistent Use of Local Resolution Process (LRP)

Questions:

- From your experience, have you seen the Local Resolution Process (LRP) being used consistently across cases?
- Would making LRP mandatory improve fairness and consistency?
 - What difficulties could there be in implementing this?
- What kind of training would help ensure LRP is understood and applied correctly?

Inconsistent Use of LRP – feedback:

- Many councils adopt LRP but fail to implement it, some clerks unaware of its existence.
- Examples: Councils with 14–16 complaints to Ombudsman without using LRP.
- Barriers: Lack of confidence, unclear expectations, absence of enforcement.
- Ideas for improvement: Make LRP mandatory, link to audits, Ombudsman to insist on LRP before investigating, and provide sanctions for non-compliance (e.g., suspension).

- Concerns: Mandatory use without enforcement or support may be ineffective; small councils lack capacity.
- There is a call for richer guidance and more detailed flowcharts, with explicit examples, to assist inexperienced clerks and chairs in applying the LRP effectively.
- Practical people-management experience is considered as important as formal qualifications for clerks in handling complaints and conflict.

2. Independence of Chair and Clerk

Questions:

- What are your thoughts on introducing a panel with varied composition help support or improve the complaint-handling process?
- What difficulties could arise if a panel were to be made up from more than one community town council?
- What other practical implications should be considered around establishing panels?
- What alternative approaches could help address limited ability or independence in progressing complaints?

Independence of Chair and Clerk – feedback:

- Chairs and clerks are often involved in the complaints, undermining impartiality, example of collusion leaving members and public with no recourse.
- If both chair and clerk are implicated, other councillors have no clear route for resolution. Political affiliations or personal relationships can influence decisions.
- Only chairs and clerks can contact advisory bodies like One Voice Wales, leaving others without support.
- Proposed solutions: Independent panels (regional or cross-council), use of Standards Committees or monitoring officers for mediation, and external mediators via One Voice Wales (cost implications noted). Consider formal guidance on escalation routes when chair/clerk are conflicted.
- Standards Committees: Suggested as a practical option since committees already deal with ethical issues. It could involve one or two trained members. Standards Committee members felt this would be positive.

- **Issues** Small councils lack capacity; monitoring officers overstretched; confidentiality concerns when regional collaboration suggested. Cost implications highlighted of external mediation.
- **Role of External Mediation and Independence:** Independence of complaint handling is a recurring concern, with debates around the feasibility of involving Standards Committees, county councillors, or external mediation panels. Each option presents challenges regarding independence, capacity, and privacy.
- Concerns exist over the privacy of individuals when expanding panels or involving external mediators, highlighting the need for appropriate information boundaries.

3. Clerk Confidence

Questions:

- What helps clerks to feel equipped and confident to handle complaints?
- Would practical guidance, case studies, or visits from Monitoring Officers or Standards Committees help build confidence?
- What else should be considered to support clerks in handling the process?

Clerk Confidence – feedback:

- Some clerks feel ill-equipped to manage complaints and enforce protocols; underlying causes include limited training, unclear role expectations, and isolation.
- Not all clerks are equal in terms of confidence levels and experience.
- Clerks often work very limited hours (e.g., 10–20 hours/month), making additional duties unrealistic.
- Support from principal councils and Monitoring Officers is inconsistent across Wales.
- **Examples:** New clerks can be overwhelmed by audit process and lack of guidance.
- **Recommendations:** Mandatory training for clerks (e.g., SLCC-accredited), role-play and scenario-based workshops, clear communication channels with monitoring officers.
- Provide clerks with toolkits and confidence-building training for initial complaint handling. Assertiveness and mediation skills suggested.
- Mentoring and buddying systems for clerks are recommended to build confidence and ensure continuity.
- Mentorship from experienced clerks or neighbouring councils is valued, but careful boundaries are needed to avoid overextension.

- Practical people-management experience helps clerks navigate conflict and complaints, contributing to greater confidence.

4. Unsatisfactory Outcomes of LRP

Questions:

- What do you think about giving complainants the opportunity to express what resolution they are seeking right at the start of the process (e.g. apology, training)?
- What are your thoughts about asking both parties about their willingness to resolve before the process begins improve outcomes?
- How can we better align the process with the expectations of those involved?

Unsatisfactory Outcomes of LRP – feedback:

- Complainants are often unclear on what resolution is possible; expectations mismatch reality (e.g., requests for suspension when only apology possible).
- Suggestions: Manage expectations early, check in throughout process, encourage willingness on both sides; without cooperation, resolution unlikely.
- Observations: Informal approaches are often more effective than formal LRP for minor disputes; cultural issues and egos are often the root cause.
- Sanctions and Enforcement: There is strong support for statutory mandatory training with possible disqualification for non-compliance. The effectiveness of mandatory measures is seen as limited without meaningful sanctions.
- Independence concerns and inconsistent application of the LRP also indirectly contribute to unsatisfactory outcomes.



Llywodraeth Cymru
Welsh Government

Protocol Datrysiad Lleol

Cynghorau Cymuned a Thref

Paul Egan a Shereen Williams

Local Resolution Protocol

Community and Town Councils

Paul Egan & Shereen Williams



Cynnwys Y Gweithdy

- Adolygiad o gynnwys y model protocol penderfyniadau lleol anffurfiol
- Cryfderau a gwendidau'r protocol
- Arolwg Un Llais Cymru a gynhaliwyd yn 2020 ynglŷn â gweithrediad y protocol
- Canllawiau / Dogfennau Ategol

Focus of the workshop

- Review of the content of the model local informal resolution protocol
- Strengths and weaknesses of the protocol
- One Voice Wales 2020 survey on the operation of the protocol
- Supporting Guidance/Documents



Materion o ran y cod ymddygiad a brofwyd gan Gynghorau

- Methiant i ddangos parch ac ystyriaeth
- Bwlio ac aflonyddu
- Anawsterau cynghorau wrth fynd i'r afael â'r cyfrifoldeb yn ymwneud â'r ddyletswydd gofal
- Materion cydraddoldeb

Code of conduct issues experienced by councils

- Failure to show respect and consideration
- Bullying and harassment
- Difficulty in addressing duty of care responsibility by councils
- Equality Issues



Ymchwil gefndirol

Arolwg Un Llais Cymru a gynhaliwyd yn 2020

Background research

One Voice Wales Survey in 2020

- Prif ganfyddiadau:
 - Ymwybyddiaeth o'r protocol
 - Mabwysiadu'r protocol
 - Defnyddio'r protocol
 - Asesu Effeithiolrwydd
- Key findings:
 - Awareness of protocol
 - Adoption of the protocol
 - Use of the protocol
 - Assessment of Effectiveness



Canllawiau / dogfennau ategol

- Datganiad Derbyn Swydd
- Cynlluniau Hyfforddi – Hyfforddiant ar y Cod Ymddygiad
- Hyfforddiant Cyfryngu
- Canllawiau i Gynghorau ar Fwlio ac Aflonyddu
- Yr Addewid Moesgarwch a Pharch – angen fersiwn bwrpasol i Gymru

Supporting guidance/documents

- Declaration of Acceptance of Office
- Training Plans – Code of Conduct Training
- Mediation training
- Bullying and Harassment Guidance to Councils
- Civility and Respect Pledge – need a bespoke version for Wales



Trosolwg o'r cwynion

Mân gwynion gan Aelodau, am
Aelodau

Mân gwynion gan Swyddogion am
Aelodau

Honiadau nad oedd aelodau wedi dangos
parch ac ystyriaeth at eraill – naill ai ar lafar
neu yn ysgrifenedig

NID PROTOCOL DATRYSIAD LLEOL: Clerc
neu aelod o'r cyhoedd yw'r achwynnydd:
Cyfeirio at yr Ombudsmon

Overview of complaints

Minor complaints from
Members about Members

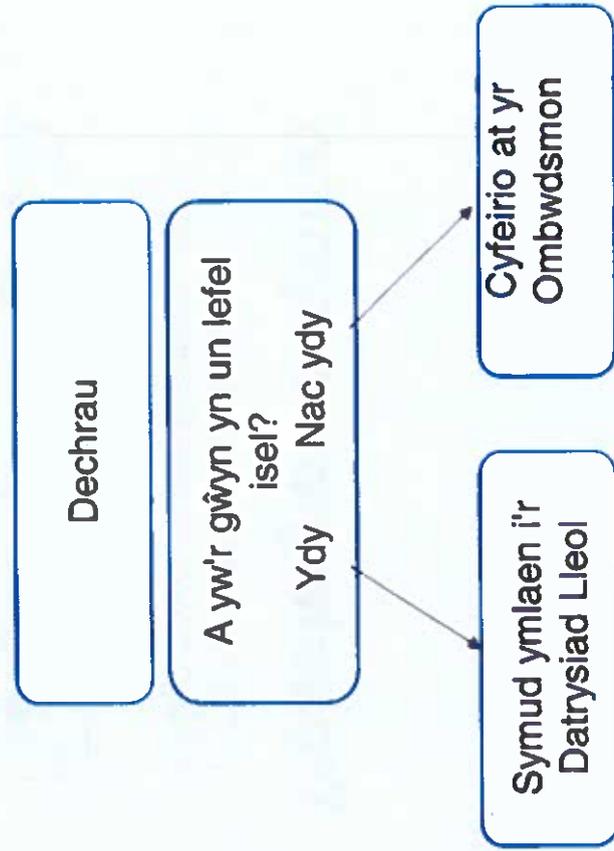
Minor complaints from Officers
about Members

Members alleged to have not shown respect
and consideration for others – either verbally or
in writing

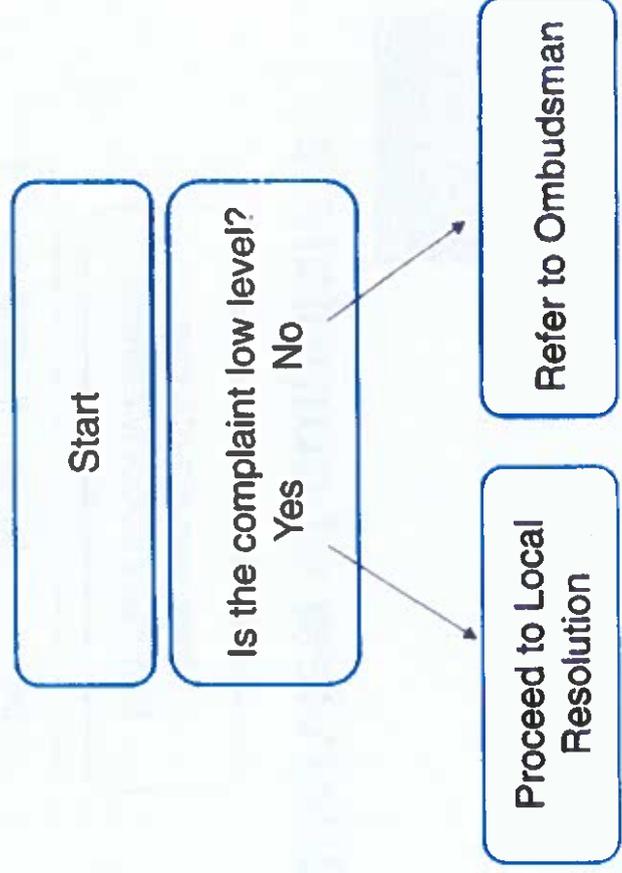
**NOT LRP: Clerk or member of public is
complainant: Refer to Ombudsman**



Trosolwg o'r broses

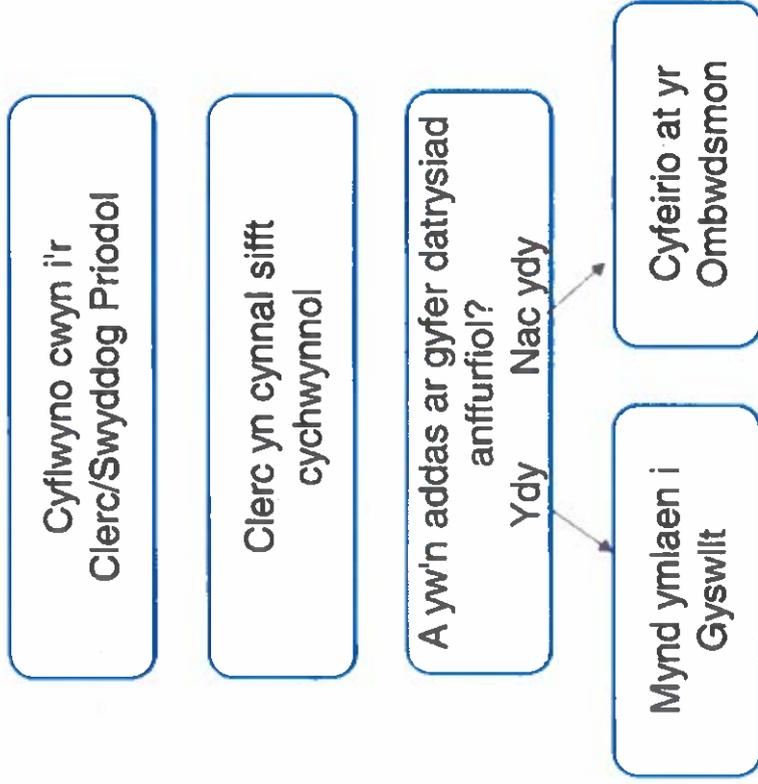


Overview of process

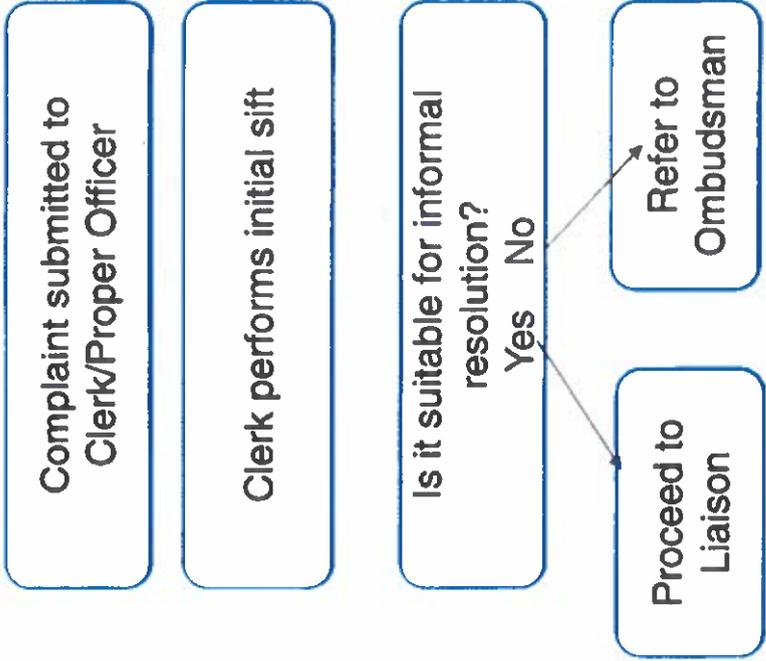




Cyflwyno Cwyn a Sifft Cychwynnol

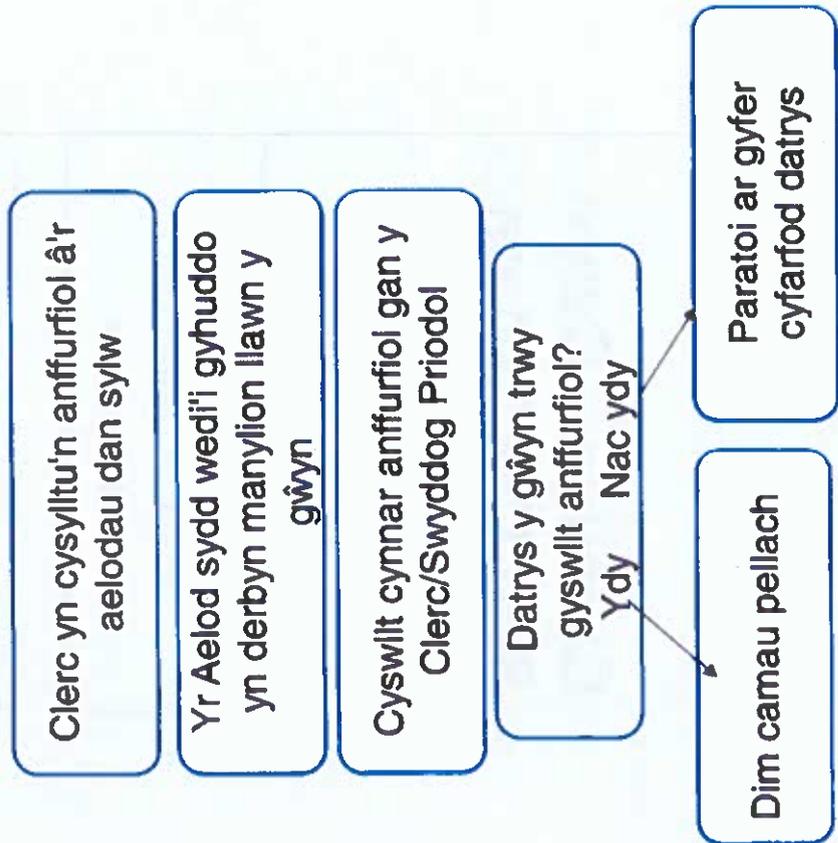


Complaint Submission and Initial Sift

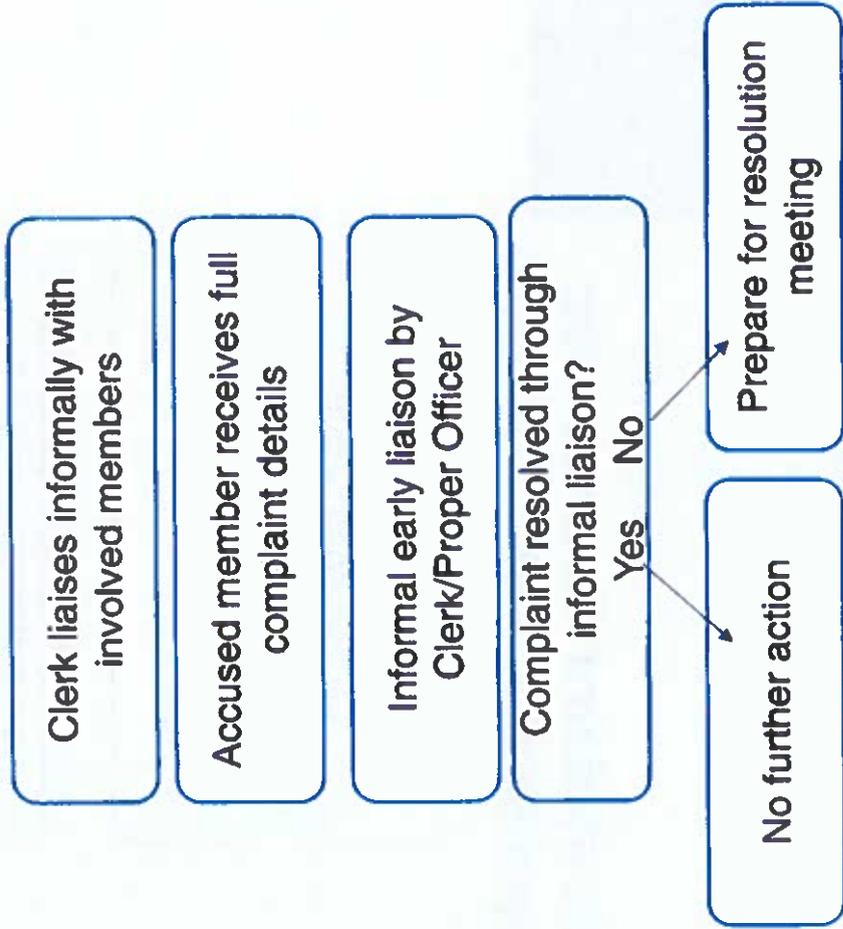




Cyswllt Anffurfiol



Informal Liaison

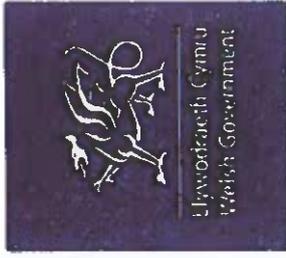




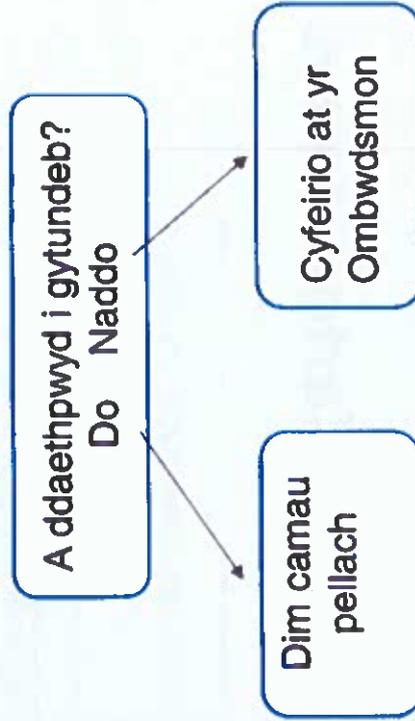
Proses y cyfarfod datrys Resolution meeting process

- Penderfynu pwy fydd yn rhan o'r broses
- Aelod vs Aelod: Clerc + Cadeirydd neu Is-gadeirydd
- Swyddog vs Aelod: Clerc + Cadeirydd neu Is-gadeirydd
- Y clerc yw'r achwynnydd: Cyfeirio at yr Ombudsmon

- Determine Parties involved
- Member vs Member: Clerk + Chair or Vice Chair
- Officer vs Member: Clerk + Chair or Vice Chair
- Clerk is complainant: Refer to Ombudsman

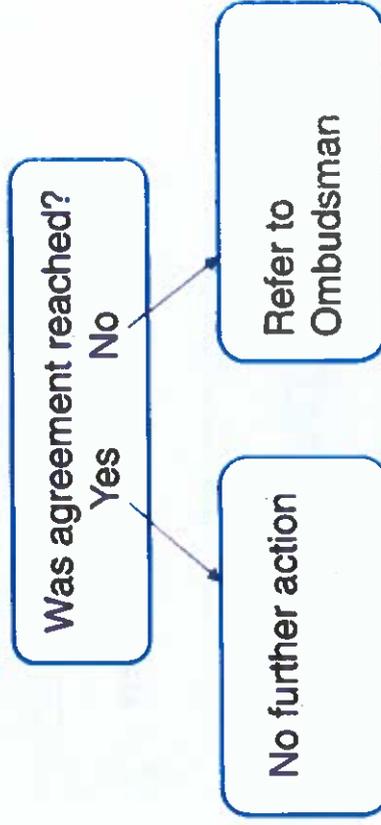


Canlyniadau'r broses



Canlyniadau posibl: ymddiheuriad, ymrwymiad ysgrifenedig, ymrwymiad i ymgymryd â hyfforddiant, dim camau pellach

Results of process



Possible outcomes: apology, written undertaking, commitment to training, no further action

Carol Hindley

From: Jones, Marc <Marc.Jones@rctbc.gov.uk>
Sent: 11 February 2026 11:48
Subject: Parthed: RhCT Achlysuron y Lluoedd Arfog 2026 / RE: Armed Forces Events RCT 2026

Importance: High

Parthed: Achlysuron y Lluoedd Arfog 2026

Annwyl bawb,

Dyma roi gwybod am achlysuron canlynol y Lluoedd Arfog a fydd yn cael eu cynnal yn RhCT yn 2026:

- **Picnic yn y Parc Diwrnod y Lluoedd Arfog**
Dydd Sadwrn 20 Mehefin 2026
- **Dadorchuddio Cofeb Rhyfel Treorci Dydd**
Sul 12 Gorffennaf 2026
- **Cyngerdd Goffa RhCT Dydd Sul 1**
Tachwedd 2026
- **Gwasanaeth a Gorymdaith Sul y Cofio**
Pontypridd
Dydd Sul 8 Tachwedd 2026

Efallai y byddwch chi am nodi'r dyddiad yn eich dyddiadur a bydd rhagor o fanylion am yr achlysur yn cael eu rhannu maes o law.

Cofion gorau.

RE: Armed Forces Events 2026

Dear All,

Please be advised of the following RCT Armed Forces Events that are scheduled to take place in 2026: -

- **Armed Forces Day Picnic in the Park** held on Saturday 20th June 2026.
- **Treorchy War Memorial Unveiling** held on Sunday 12th July 2026
- **The RCT Festival of Remembrance** held on Sunday 1st November 2026.
- **Pontypridd Remembrance Sunday Service and Parade** held on Sunday 8th November 2026

You may want to hold the date in your diary and further details regarding the event will be circulated in due course.

Kind Regards,

Marc Jones

Swyddog Gwasanaethau Democrataidd / Democratic Services Officer
Gwasanaethau Cyfreithiol a Democrataidd / Legal and Democratic Services

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ONE VOICE WALES

**RCT, Merthyr & Caerphilly Area Committee meeting held online at 7pm on Wednesday
28 January 2026.**

Minutes

Present: Members

Councillor Allun Warren	Gilfach Goch Community Council
Councillor M Courtney-Solbach	Hirwaun Community Council
Councillor Rob Smith	Llanharan Community Council
Councillor Mal Davies	Llantrisant Community Council
Councillor Lynda Davies	Pontypridd Town Council
Councillor Sally Davies	Risca Town Council
Councillor Ceirion Skym	Tonyrefail Community Council
Councillor A Broughton-Pettit	Van Community Council
Councillor Elliot Wigfall	Ynysybwl & Coed y Cwm CC

Present: Clerks

Bob Campbell, Clerk	Risca Town Council
Michelle Moore, Clerk	Van Community Council

Apologies for Absence: Members

Councillor Catrin Moss	Bargoed Town Council
	Gelligaer Community Council

One Voice Wales: Officers in attendance

Maria Mulcahy: South Wales Development Officer

RMCAC 2026/01 Welcome by Chair

Due to the Chair and Vice Chair not being present Cllr Mal Davies chaired the meeting and welcomed members.

RMCAC 2026/02 Apologies for Absence

Apologies for absence as set out above.

RMCAC 2026/03 Declarations of Personal Interest

There were none declared.

RMCAC 2026/04 To receive a presentation -

Apologies had been received from Emma Wools – South Wales Police and Crime Commissioner.

Unfortunately, due to late notice it was not possible to arrange for another speaker.

RMCAC 2026/05 To approve the minutes of the meeting held on 15 October 2025

It was **Resolved** that the minutes are approved.

RMCAC 2026/06 Matters arising in respect of the above minutes, not otherwise on the agenda.

It was **Resolved** that there were no matters arising that are not otherwise on the agenda.

RMCAC 2026/07 Cwm Taf Morgannwg University Health Board Stakeholders Group – Report from Cllr Deenik

Unfortunately, Cllr Deenik was unable to attend the meeting.

It was **Resolved** that Maria would ask Cllr Deenik for a written report so that it can be passed to members.

RMCAC 2026/08 Developments in Relation to Charters/Devolution of Services/Asset Transfers

Caerphilly CBC – Due to Welsh Government wishing to standardise Charters in Wales to ensure consistency and clarity, Caerphilly CBC will not progress the revised charter. The three bodies involved in standardizing the Charters are One Voice Wales, Welsh Government and Rhondda Cynon Taff.

Members raised queries relating to why RCT are involved as the Caerphilly Charter had been referenced in previous updates and instrumental in setting up the Charters. RCT member felt the revised Caerphilly Charter is better than the RCT Charter. Cllr Davies would like to see a copy of the Caerphilly Charters.

RCT CBC – No updates

Merthyr Tydfil CBC – No representatives present

It was **Resolved** MM would establish position, and she also asked the Risca Town Clerk to send her a copy of the Caerphilly existing and draft charters which had been prepared.

RMCAC 2026/09 Councillor Training programme and Consultancy Services

Details of the training programme for January to March 2026 have been circulated to all councils via their clerks, chairs and area committee representatives.

Welsh Government have provided additional funded free places on the six core modules as well as two free places on a selected number of additional modules.

Consultancy service is also available to members.

It was **Resolved** that this information be noted.

RMCAC 2026/10 Development of Good Practice Guidance

Since the last meet the following Practice Development notes have been published-

PDN 19 – Copyright

PDN 20 – Participating in webinars

PDN 21 – Annual Meetings

PDN 22 - Member Induction

It was **Resolved** that the information is noted but can also be found on the One Voice Wales website

RMCAC 2026/11 To receive the draft minutes of the National Executive Committee held on 12 December 2025.

Cllr Davies (Area rep on NEC) gave a brief overview of meeting and focused on the concern that not enough representatives are attending the regional and NEC meetings.

It was **Resolved** that the information is noted.

RMCAC 2026/12 To receive the draft minutes of the Larger Councils Committee held on 23 October 2025

Maria advised that an email has already been sent to member councils inviting the chairs and clerks of councils that are going to be affected by the boundary reviews to one of the webinars that are being arranged in conjunction with SLCC to provide important information about the implementation process that will take place over the period up to the May 2027 elections.

Members present advised that they had attended the first webinar and found it very useful.

Members raised the following concerns:

- Who is going to pay the costs involved in the boundary reviews?
- How much information and assistance will be given to non-member councils?

Chair advised that it is a benefit of membership to have assistance such as webinars

It was **Resolved** MM would make enquiries into the concerns raised

RMCAC 2026/13 Guest speakers for Future Meetings.

- Deryck Evans – Audit Wales
- Warm Wales
- The South Wales Police and Crime Commissioner
- Mick Antoniw MS
- Andrew Morgan –Leader of RCT & Chair of WLGA

Members considered proposals for guest speakers at future Meetings and preferably, they would like a speaker to talk about AI at the next meeting.

It was **Resolved** the information be noted

RMCAC 2026/14 Upcoming Conferences and Events:

1. **21 January 26** - One Voice Wales Annual General meeting. MM reported that the AGM took place and was quorate.
2. **1 July 2026** – One Voice Wales National and Awards Conference - MM advised that details will be sent out shortly
3. **30 September 2026** – Innovative Practice Conference

MM also advised that the joint One Voice Wales and Planning Aid Wales Conference “Improving our local places – Welsh case studies and planning updates” will be taking place online on **19th March 2026**

It was **Resolved** that the information is noted.

RMCAC 2026/15 One Voice Wales Cost of Living Crisis Project Update

Members discussed the importance of the work that the Cost-of-Living Crisis are doing.

It was **Resolved** that the information update be noted

RMCAC 2026/16 One Voice Wales Local Places for Nature

Maria gave an update of the Local Places for Nature work which included:

- Biodiversity packages which have been delivered
- A new member of their team is due to start shortly.
- The 3rd reporting round for Section 6 is now complete, and all councils should have completed their 2025 section 6 report.

Information relating to the Teams work can also be found on the One Voice Wales website.

It was **Resolved** that the information is noted.

RMCAC 2026/17 Correspondence and Consultations

MM gave a summary of the information that had been circulated by One Voice Wales since October. Main points –

- Majority of information is now being sent out to members via the bi-monthly ebuletins. Only information that is time sensitive is being send out in individual emails
- Wales Regional Energy Strategic Plans (RESP) – It is important that councils engage in the wider consultation process.
- Equality and Diversity – A new page has been created on the One Voice Wales website, visit: [Equality and Diversity - One Voice Wales](#)
- A Civility and Respect Pledge (Wales) will be launched shortly.

It was **Resolved** that the information is noted.

RMCAC 2026/18 Statutory Consultation on Rhyswg Wind Farm

It was **Resolved** that the information be noted as members are aware of it and it is up to individual councils whether they reply to the consultation.

RMCAC 2026/19 Welsh Government Elections Newsletter – Autumn Edition

It was **Resolved** that the information is noted.

RMCAC 2026/20 Welsh Governance guidance on procurement.

It was **Resolved** that the information is noted.

RMCAC 2026/21 Matters for Referral to the NEC

- Possible referral relating to Charters
- Cost of boundary reviews

It was **Resolved** that Maria advise the OWW CEO of members concerns as updates on these matters may already be included on the NEC agenda

RMCAC 2026/22 News and Reports from Councils

Councils were invited to give a brief description of initiatives that were being planned or had been implemented: Examples reported are set out below

Risca Town Council

- The Councils Christmas event and switching on the lanterns went well.

- Council wishes to know whether any councils in other areas have had to have safety reports including electrical and safety certificates etc in place for hanging Christmas festive lanterns?

Members discussed matter and are aware that Local authorities are requesting annual checks and testing as it is important to ensure safety of the public, contractors, volunteers etc.,.

Vann Community Council

The Community Centre are organising a St Davids Day event. The council did not apply for the Welsh Government funding as they were unaware of it in time to make an application. Council would like to know if this is going to be annual funding so that they can start preparing application in advance.

Pontypridd Town Council

The council hold their Ponty and Bloom initiative every summer. They must get similar permissions to displaying Christmas lights etc. Through experience they have found that the safety checks etc have to start earlier to make sure that all the necessary health and safety conditions are addressed and in place for the permission to be given. Authorisations must be renewed on an annual basis.

Llantrisant CC

- The council held their Christmas on the Hilltop which included a Christmas tree festival and concert. Despite the weather washing out a lot of what they tried to do it went really well.
- The council have taken over the running of the community centre which is now the councils asset. It's been quite successful in the first 8 to 12 months and the member will keep the committee updated

It was Resolved that the information be noted but MM will make enquiries into the Welsh Government fund to see if it will be offered on an annual basis.

RMCAC 2026/23 Any Other Business at the discretion of the Chair

It was Resolved that there was no other business.

RMCAC 2026/24 Date of Next Meeting

It was Resolved that the next meeting will be held in Pontypridd at 7pm on Wednesday 8 April 2026. Cllr Lynda Davies has offered to book venue.