

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 26th March 2014 at 7.00pm.

PRESENT: Councillors Mrs Thompson (Chairman), Ekinsmyth, Ford, Mrs Loxton and Pavey

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Thompson explained the safety procedures.

GR14/03/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received.

GR14/03/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING THE DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25

There were no interests declared.

GR14/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR14/03/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR14/03/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 26TH FEBRUARY 2014 AND THE CHAIRMAN TO SIGN THEM

Page 34 – Minute GR14/05/6 – the Clerk clarified that the following sentence of the Fire Risk Assessment under emergency lighting meant: "*Disabled evacuation should see peeps and guild lines of disabled means of escape*". Peeps stood for Personal Emergency Evacuation Plan and it was a plan to help disabled people and people who moved differently i.e. heavily pregnant women to evacuate the building.

It was proposed by Cllr Pavey, seconded by Cllr Ekinsmyth and

GR14/03/5.2 RESOLVED: that the minutes of the Governance

Review Committee meeting held on the 26th February 2014 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

In response to a question the Clerk confirmed that Ms Whitmore, the Administration Assistant, had agreed to be the appointed person responsible for First Aid.

GR14/03/6 TO RECEIVE AND APPROVE THE REVISED GRANT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Thompson, seconded by Cllr Pavey and

GR14/03/6.2 RESOLVED: to receive and approve the Revised Grant Policy with the following amendments:

- **Page 1 – last paragraph amend to read 'Given the restricted budget and powers available, the Council's aim is to benefit as many organisations as possible. The Council cannot guarantee'**
- **Page 3 – Last bullet point under 'What cannot be funded?' amend to read 'Organisations which are not based in the Parish of Illogan, unless they can clearly demonstrate community benefits with the Parish of Illogan'.**
- **Page 8 – add at the bottom 'Some of the following questions may not apply to your organisation, if in doubt or you are having any difficulties completing the form, please contact the Clerk for assistance'.**

On a vote being taken the matter was approved unanimously.

GR14/03/7 TO REVIEW THE REVISED EXPENSES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ford, seconded by Cllr Mrs Loxton and:

GR14/03/7.2 RESOLVED: that the Clerk drafts a Councillors Expenses Policy for consideration at the next meeting of this committee.

On a vote being taken the matter was approved unanimously.

It was proposed by Cllr Ekinsmyth, seconded by Cllr Mrs Loxton and:

GR14/03/7.3 RESOLVED: to receive and approve the Expenses Policy with the following amendments:

- **Page 1 – amend the title to read ‘Employees Expenses Policy’**
- **Page 1 – last paragraph, second sentence amend to read ‘If an employee carries any other employees and/or Councillors in their own vehicle on business travel, that employee can claim 5p per passenger per business mile.’**
- **Page 2, first line – amend to read ‘fully and appropriately insured’**
- **Page 2 – Travel by Train – amend to read ‘Employees should book their journeys sufficiently in advance to obtain the best possible prices. First class train travel is only acceptable with the approval of the Council and if the employee needs to work, or at the Council’s discretion, e.g. for very early starts, late returns or where standard class would be exceptionally crowded. Employees should retain all tickets and credit card vouchers.’**

On a vote being taken the matter was approved unanimously.

GR14/03/8 TO RECEIVE AND APPROVE THE DRAFT LONE WORKING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE (deferred from the meeting held on the 26th February 2014)

It was proposed by Cllr Pavey, seconded by Cllr Ford and

GR14/03/8.2 RESOLVED: to receive and approve the draft Lone Working Policy.

On a vote being taken the matter was approved unanimously.

GR14/03/9 TO RECEIVE AND APPROVE THE DRAFT WORK RELATED STRESS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Loxton, seconded by Cllr Ekinsmyth and

GR14/03/9.2 RESOLVED: to receive and approve the draft Work Related Stress Policy with the following amendments and that the Policy would be passed to the Staffing Committee to consider how to implement it:

- **Page 1 – Policy – amend to read ‘Illogan Parish Council will seek to identify workplace stressors and conduct risk assessments to manage the risks from stress. These risk assessments will be regularly reviewed. The Council will consult all employees on all proposed action relating to the prevention of workplace stress. The Council will advise that staff who feel they are affected by stress should discuss this with their GP.’**

On a vote being taken the matter was approved unanimously.

GR14/03/10 TO RECEIVE AND APPROVE THE DRAFT REPORTING OF ACCIDENTS AND INCIDENTS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ekinsmyth, seconded by Cllr Mrs Thompson and

GR14/03/10.2 RESOLVED: to receive and approve the draft Reporting of Accidents and Incidents Policy.

On a vote being taken the matter was approved unanimously.

GR14/03/11 TO RECEIVE AND APPROVE THE DRAFT WORK RELATED DRIVING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Loxton, seconded by Cllr Pavey and

GR14/03/11.2 RESOLVED: to receive and approve the draft Work Related Driving Policy with the following amendments:

- **Page 1 – last paragraph amend to read 'Before an employee completes any work-related driving the Council will satisfy itself that:**
 - **The driver has the appropriate driving license for the class of vehicle they will be driving.**
 - **The vehicle is appropriately taxed, MOT'd and insured.**
 - **The route is thoroughly planned.**
 - **The work schedule is realistic.**
 - **Sufficient time is allowed to complete journeys safely.**
 - **Drivers will not be put at risk from fatigue caused by driving excessive distances without appropriate breaks.**
 - **Sufficient consideration is given to adverse weather conditions, such as snow or high winds, when planning**

journeys and before a journey commences.'

On a vote being taken the matter was approved unanimously.

GR14/03/12 TO RECEIVE AND APPROVE THE DRAFT HAND, ARM AND WHOLE BODY VIBRATION POLICY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ford, seconded by Cllr Mrs Thompson and

GR14/03/12.2 RESOLVED: to receive and approve the draft Hand, Arm and Whole Body Vibration Policy.

On a vote being taken the matter was approved unanimously.

GR14/03/13 TO RECEIVE AND APPROVE THE DRAFT MANUAL HANDLING POLICY, AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Pavey, seconded by Cllr Ekinsmyth and

GR14/02/13.2 RESOLVED: to receive and approve the draft Manual Handling Policy.

On a vote being taken the matter was approved unanimously.

GR14/03/14 TO RECEIVE AND APPROVE THE DRAFT WORKING AT HEIGHT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Thompson, seconded by Cllr Mrs Loxton and

GR14/03/14.2 RESOLVED: to receive and approve the draft Working at Height Policy.

On a vote being taken the matter was approved unanimously.

GR14/03/15 TO RECEIVE AND APPROVE THE DRAFT ASBESTOS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Pavey, seconded by Cllr Ford and

GR14/03/15.2 RESOLVED: to receive and approve the draft Asbestos Policy with the following amendments:

- **Paragraph 3, last sentence– amend to read 'The Council will require all contractors dealing with asbestos materials ...'**
- **The correction of the typo**

On a vote being taken the matter was approved unanimously.

GR14/03/16 TO RECEIVE AND APPROVE THE DRAFT HEALTH AND SAFETY TRAINING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Pavey, seconded by Cllr Mrs Loxton and

GR14/03/16.2 RESOLVED: to receive and approve the draft Health and Safety Training Policy.

On a vote being taken the matter was approved unanimously.

GR14/03/17 TO RECEIVE AND APPROVE THE DRAFT NOISE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Ford, seconded by Cllr Mrs Loxton and

GR14/03/14.2 RESOLVED: to receive and approve the draft Noise Policy with the following amendments:

- **Page 1, last paragraph – amend to read ' Illogan Parish Council will require that all contractors have...'**

On a vote being taken the matter was approved unanimously.

GR14/03/18 TO RECEIVE AND APPROVE THE DRAFT VIOLENCE AT WORK POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was agreed to defer this policy until the next meeting of this Committee. Members asked the Clerk to revise the draft policy to include personal safety, escape, getting help, de-escalation of situations, non-confrontational behavior etc.

ILLOGAN PARISH COUNCIL

GR14/03/19 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 11th June 2014,
7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.40pm.

Signed: Chairman

Date: