

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Tuesday 7th October 2014 at 7.00pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Thompson explained the safety procedures.

GR14/10/1 TO RECEIVE APOLOGIES FOR ABSENCE

No apologies were received.

GR14/10/2 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.

GR14/10/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR14/10/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR14/10/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 11TH JUNE 2014 AND THE CHAIRMAN TO SIGN THEM

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

GR14/10/5.2 RESOLVED: that the minutes of the Governance Review Committee meeting held on the 11th June 2014 are received and approved with £500 being struck through on page 58, fifth bullet point and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR14/10/6 TO CONSIDER THE 2015/16 HEALTH AND SAFETY BUDGET AND MAKE RECOMMENDATIONS TO THE FINANCE AND RESOURCES COMMITTEE

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

GR14/10/6.2 RESOLVED: to recommend to the Finance and Resources Committee that the Health and Safety Budget for 2015/16 is £2,000.

On a vote being taken the matter was approved unanimously.

GR14/10/7 TO RECEIVE THE AMENDED STANDING ORDERS AND AGREE RECOMMENDATIONS TO FULL COUNCIL

Members discussed the amended Standing Orders.

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

GR14/10/7.2 RESOLVED: to defer the Standing Orders until further advice had been received regarding the recording of children and vulnerable adults.

On a vote being taken the matter was approved unanimously.

GR14/10/8 TO RECEIVE AND APPROVE THE CALC MODEL POLICY GUIDELINES FOR BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS AND AGREE ANY FUTURE ACTIONS

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

GR14/10/8.2 RESOLVED: to defer the CALC Model Policy Guidelines for Broadcasting or Using Social Media at Council Meetings until the next meeting of this Committee.

On a vote being taken the matter was approved unanimously.

GR14/10/9 TO RECEIVE AND APPROVE THE DRAFT ANNUAL APPRAISAL PROTOCOL AND AGREE ANY FUTURE ACTIONS

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

GR14/10/9.2 RESOLVED: to receive and approve the Annual Appraisal Protocol.

On a vote being taken the matter was approved unanimously.

GR14/10/10 TO REVIEW THE ABSENCE MANAGEMENT POLICY, RECEIVE RECOMMENDATIONS FROM THE STAFFING COMMITTEE AND AGREE ANY FUTURE ACTIONS

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

GR14/10/10.2 RESOLVED: to receive the recommendations from the Staffing Committee and to update the Absence Management Policy as follows:

- **Page 3 – Return to Work Meetings – first sentence – amended to read ‘When you return to work after any period of absence which last more than three days the Parish Clerk will arrange to meet with you unless there is regular absence’.**
- **Page 11 – Return to Work Meetings – first sentence – amended to read ‘When you return to work after any period of absence which last more than three days the Chairman will arrange to meet with you unless there is regular absence’.**

On a vote being taken the matter was approved unanimously.

GR14/10/11 TO REVIEW THE ANNUAL LEAVE POLICY, RECEIVE RECOMMENDATIONS FROM THE STAFFING COMMITTEE AND AGREE ANY FUTURE ACTIONS

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

GR14/10/11.2 RESOLVED: that there are no changes made to the Annual Leave Policy.

On a vote being taken the matter was approved unanimously.

GR14/10/12 TO REVIEW THE GRIEVANCE POLICY, RECEIVE RECOMMENDATIONS FROM THE STAFFING COMMITTEE AND AGREE ANY FUTURE ACTIONS

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

- GR14/10/12.2 RESOLVED:** to receive the recommendations from the Staffing Committee and to update the Grievance Policy as follows:
- **Page 4 – The Appeal – 12 – amend to read ‘The Appeal will be heard by a panel of three members of the Staffing Committee who have not previously been involved in the case. There may be insufficient members of the Staffing Committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members which should include any members of the Staffing Committee not previously involved. The appeal panel will appoint a Chairman from one of its members.**

On a vote being taken the matter was approved unanimously.

GR14/10/13 TO REVIEW THE DISCIPLINARY POLICY, RECEIVE RECOMMENDATIONS FROM THE STAFFING COMMITTEE AND AGREE ANY FUTURE ACTIONS

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

- GR14/10/13.2 RESOLVED:** to receive the recommendations from the Staffing Committee and to update the Disciplinary Policy as follows:
- **Page 7 – The Appeal – 20 – amend to read ‘The Appeal will be heard by a panel of three members of the Staffing Committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Staffing Committee who have not previously**

been involved. If so, the appeal panel will be a committee of three Council members which should include any members of the Staffing Committee not previously involved. The appeal panel will appoint a Chairman from one of its members.

On a vote being taken the matter was approved unanimously.

GR14/10/14 TO RECEIVE AND APPROVE THE DRAFT FLEXIBLE WORKING POLICY, RECEIVE THE RECOMMENDATIONS FROM THE STAFFING COMMITTEE AND AGREE ANY FUTURE ACTIONS

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

GR14/10/14.2 RESOLVED: to receive and approve the Draft Flexible Working Policy.

On a vote being taken the matter was approved unanimously.

GR14/10/15 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Thursday 16th October 2014, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.35pm.

Signed: Chairman

Date: