

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 13<sup>th</sup> January 2016 at 7.00pm.

PRESENT: Councillors Mrs Thompson (Chairman), Crabtree (Vice Chairman), Ekinsmyth (not a member of this Committee), Ford, Mrs Loxton and Pavey

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Loxton explained the safety procedures.

**GR16/01/1 TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies were received; all members were present. There were no members absent.

**GR16/01/2 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.

**GR16/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR16/01/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR16/01/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 8<sup>TH</sup> JULY 2015 AND THE CHAIRMAN TO SIGN THEM**

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

**GR16/01/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 8<sup>th</sup> July 2015 are received and approved and signed by the Chairman with the amendment to the typos.**

On a vote being taken the matter was approved unanimously.

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**GR16/01/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**GR16/01/7 TO RECEIVE THE RECOMMENDATIONS FROM THE STAFFING COMMITTEE ON AMENDMENTS TO THE ANNUAL APPRAISAL PROTOCOL, REVIEW THE PROTOCOL AND AGREE ANY FUTURE ACTIONS**

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

**GR16/01/7.2 RESOLVED: that the recommendations from the Staffing Committee are received and approved and that the typo on the 2<sup>nd</sup> paragraph is corrected and the first sentence is amended to read that the appraisals will be completed in February.**

On a vote being taken the matter was approved unanimously.

**GR16/01/8 TO RECEIVE AND APPROVE THE REVISED GRANT APPLICATION POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/8.2 RESOLVED: that the revised Grant Application Policy is received and approved with the following amendment:**

- Page 4 – General Conditions – 5<sup>th</sup> bullet point – amend to read 'Organisations must attend the annual council meeting in May...'**

On a vote being taken the matter was approved unanimously.

**GR16/01/9 TO REVIEW THE QUOTATION AND TENDER POLICY, AGREE WHERE TO ADVERTISE IN THE FUTURE AND ANY FUTURE ACTIONS**

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

**GR16/01/9.2 RESOLVED: that the Quotation and Tender Policy is amended as follows:**

- **That due to the decommissioning of the Tenders In Cornwall website, future tenders will be advertised on Contract Finder; the policy will be updated accordingly and the change will be advertised in the Illogan Review, Councils website and Facebook page.**
- **Page 2 – Quotations – ii – amend to read 'A quotation pack will be compiled which will consist of a minimum of a job specification, health and safety requirements, a copy of the Councils Management of Contractors Policy and any other appropriate policies, timescales and all appropriate deadlines, quotation return sheet, details of how, when and where to return the quote. Any quotations that are not received in the specified format will be excluded and not considered by the Council.**
- **Page 2 – Quotations – iii – amend to read 'A public notice of quotes expected to be above £100 will be placed ...'**
- **Page 2 – Quotation – iv – amend to read 'Once received the quotes will be assessed by the Full Council or relevant Committee.'**
- **That the Clerk would ask members of the Council to send details of any contractors that they have received a good service from that could be entered onto a list for use in urgent situations; the list would be considered and agreed at the next meeting of this Committee.**

On a vote being taken the matter was approved unanimously.

**GR16/01/10 TO REVIEW THE HEALTH AND SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/10.2 RESOLVED: that the Health and Safety Policy is amended as follows:**

- **Page 1 – 4 – 2<sup>nd</sup> bullet point – amend to read 'providing appropriate safe systems**

- of work, equipment and safe healthy working conditions’
- **Page 8 – Duties to Non-Employees (including contractors) – last paragraph – 2<sup>nd</sup> sentence – amend to read ‘Illogan Parish Council has contracts for the provision of services ...’**
- **The Clerk would ask the Administration Assistant for a copy of the record of checks on the first aid box and would report to the next meeting of this Committee.**

On a vote being taken the matter was approved unanimously.

**GR16/01/11 TO REVIEW THE TREE SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/11.2 RESOLVED: that the Tree Safety Policy has been reviewed and that there are no alterations to be made.**

On a vote being taken the matter was approved unanimously.

**GR16/01/12 TO REVIEW THE ELECTRICAL EQUIPMENT AND PLANT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/12.2 RESOLVED: that the Electrical Equipment Policy is amended as follows:**

- **Page 1 – Risks – 4<sup>th</sup> bullet point – amend to read ‘If the person working with the equipment is not trained or experienced on the use of that equipment.’**
- **Page 1 – Risks – 12<sup>th</sup> bullet point – amend to read ‘Plugs are fitted with the wrong fuse or wires incorrectly.’**
- **Page 2 – Electrical Equipment – last sentence of 1<sup>st</sup> paragraph – amend to read ‘All electrical equipment will be visually inspected by the user before use, the inspection will include cables, plugs and casing; if there is any doubt as to the integrity or safety of the equipment it will**

**not be used until it has been fully inspected by a suitably qualified competent person and deemed safe.**

On a vote being taken the matter was approved unanimously.

**GR16/01/13 TO REVIEW THE WORK EQUIPMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/13.2 RESOLVED: that the Work Equipment Policy has been reviewed and that there are no alterations to be made.**

On a vote being taken the matter was approved unanimously.

**GR16/01/14 TO REVIEW THE RISK ASSESSMENT POLICY/ARRANGEMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/14.2 RESOLVED: that the Risk Assessment Policy/Arrangements if amended as follows:**

- Page 1 – last sentence of 1<sup>st</sup> paragraph – amend to read ‘The law does not expect all risks to be eliminated but requires that people are protected as far as is reasonably practicable.’**

On a vote being taken the matter was approved unanimously.

**GR16/01/15 TO REVIEW THE DISPLAY SCREEN EQUIPMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/15.2 RESOLVED: that the Display Screen Equipment Policy has been reviewed and that there are no alterations to be made. The Clerk double check that the Administration Assistant is aware of the policy.**

On a vote being taken the matter was approved unanimously.

**GR16/01/16 TO REVIEW THE FIRE AND EMERGENCY PROCEDURES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/16.2 RESOLVED: that the Fire and Emergency Procedures Policy is amended as follows:**

- **Second paragraph first sentence – amend to read ‘Sources of ignitions ...’**
- **Second paragraph second sentence – amend to read ‘All heaters will usually be ...’**

On a vote being taken the matter was approved unanimously.

**GR16/01/17 TO REVIEW THE FIRST AID POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/17.2 RESOLVED: that the First Aid Policy has been reviewed and that there are no alterations to be made.**

On a vote being taken the matter was approved unanimously.

**GR16/01/18 TO REVIEW THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/18.2 RESOLVED: that the Control of Substances Hazardous to Health (COSHH) Policy has been reviewed and that there are no alterations to be made.**

On a vote being taken the matter was approved unanimously.

**GR16/01/19 TO REVIEW THE MANAGEMENT OF CONTRACTORS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/19.2 RESOLVED: that the Management of Contractors Policy is amended as follows:**

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- **Page 3 – Consult the workforce – first paragraph – amend to read ‘Illogan Parish Council will regularly consult its employees on health and safety matters to help the Council make better decisions on the actual risks and the measures to control them. Employees will be ...’**
- **Page 3 – Manage and supervise work – last sentence of last paragraph – amend to read ‘The Clerk will inform the Chairman and Vice Chairman and any other appropriate persons promptly and will report to the Full Council as soon as is reasonably practicable.’**

On a vote being taken the matter was approved unanimously.

**GR16/01/20 TO REVIEW THE EMPLOYEE CONSULTATION POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/20.2 RESOLVED: that the Employee Consultation Policy is amended as follows:**

- **Page 1 – 3<sup>rd</sup> bullet point – amend to read ‘The information the Council must give its employees ...’**
- **Page 2 – amend to read ‘The arrangements contained within this policy will be reviewed regularly to ensure that they are appropriate for Illogan Parish Council.’**

On a vote being taken the matter was approved unanimously.

**GR16/01/21 TO REVIEW THE LONE WORKING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/21.2 RESOLVED: that the Lone Working Policy has been reviewed and that there are no alterations to be made.**

On a vote being taken the matter was approved unanimously.

**GR16/01/22 TO REVIEW THE WORK RELATED STRESS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/22.2 RESOLVED: that the Work Related Stress Policy is amended as follows:**

- **Page 2 – 7<sup>th</sup> bullet point – amend to read ‘Ensure that bullying and harassment are not tolerated.’**

On a vote being taken the matter was approved unanimously.

**GR16/01/23 TO REVIEW THE REPORTING OF ACCIDENTS AND INCIDENTS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/23.2 RESOLVED: that the Reporting of Accidents and Incidents Policy has been reviewed and that there are no alterations to be made.**

On a vote being taken the matter was approved unanimously.

**GR16/01/24 TO REVIEW THE DIGNITY AT WORK POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/24.2 RESOLVED: that the Dignity at Work Policy has been reviewed and that there are no alterations to be made.**

On a vote being taken the matter was approved unanimously.

**GR16/01/25 TO REVIEW THE FLEXIBLE WORKING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/25.2 RESOLVED: that the Flexible Working Policy has been reviewed and that there are no alterations to be made.**

On a vote being taken the matter was approved unanimously.



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**GR16/01/26 TO REVIEW THE GENERAL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR16/01/26.2 RESOLVED: that the Clerk would re-write the General Risk Assessment for the next meeting of this Committee to accommodate the following points:**

- **The change in procedure and equipment for backing up the Councils electronic files;**
- **The Chairman of the Council will annually remind members to ensure their Register of Interests forms are up to date;**
- **That minutes, meeting dates etc are uploaded to the Council website and a notice is posted on Facebook;**
- **That the measures and controls are in the correct boxes; and**
- **That the risk descriptions are correctly written/worded.**

On a vote being taken the matter was approved unanimously.

**GR16/01/27 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the 10<sup>th</sup> February 2016, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.23pm.

Signed: ..... Chairman

Date: .....