

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 24th February 2016 at 7.15pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Thompson explained the safety procedures.

GR16/02/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ford.

There were no members absent.

GR16/02/2 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.

GR16/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR16/02/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR16/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 13TH JANUARY 2016 AND THE CHAIRMAN TO SIGN THEM

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

GR16/02/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 13th January 2016 are received and approved and signed by the Chairman with the following amendments:

- **Page 84 – Minute GR16/02/12.2 – 2nd bullet point – amend to read 'Page 1 – Risks – 12th bullet point – amend to read**

Plugs are fitted with the wrong fuse or wired incorrectly'

- **Page 86 – Minute GR16/02/19 – correct typo of Expenditure**
- **Page 89 – last sentence – delete the 'S'**

On a vote being taken the matter was approved unanimously.

GR16/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR16/02/7 TO CONSIDER HAVING AN HEALTH AND SAFETY AUDIT BY AN INDEPENDENT QUALIFIED PERSON, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/7.2 RESOLVED: that A1 Health and Safety Cornwall are appointed to complete a Health and Safety Audit as per the quote received.

On a vote being taken the matter was approved unanimously.

GR16/02/8 TO REVIEW THE AMENDED GENERAL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/8.2 RESOLVED: that the amended risk assessment is received and approved with the correction of the typos on pages 4, 6, 8, 9, 12, 14 and 15.

On a vote being taken the matter was approved unanimously.

GR16/02/9 TO RECEIVE AN UPDATE FROM THE CLERK ON THE QUOTATIONS AND TENDERS POLICY, REVIEW THE POLICY, AGREE WHERE TO ADVERTISE, ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/9.2 RESOLVED: that the update from the Clerk is received and that quotations and tenders would be advertised on the Council's website and Facebook page and that the following amendments are made to the policy:

ILLOGAN PARISH COUNCIL

- **Page 2 – Tenders – ii- amend to read 'A tender 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. It will also contain relevant timescales and ...'**
- **Page 3 – Other – 2nd paragraph – amend to read 'The Council will, as and when ...'**

On a vote being taken the matter was approved unanimously.

GR16/02/10 TO RECEIVE THE DRAFT CAPABILITY PROCEDURE, CONSIDER ADOPTING THE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/10.2 RESOLVED: that the Capability Procedure is adopted with the following amendments:

- **Page 2 – The Informal Procedure – 4th sentence – amend to read 'The Parish Clerk or an appointed note taker will ...'**
- **Page 3 – 8.1 Stage 1: The Capability Review – last sentence of first paragraph – amend to read 'The Parish Clerk (or Chair of the Staffing Committee, in relation to matters concerning the Parish Clerk) will carry out the Review with a note taker present.'**
- **Page 5 – The Right of Appeal – 3rd paragraph, 1st sentence – amend to read 'The appeal will take place as soon as is practicable.'**

On a vote being taken the matter was approved unanimously.

GR16/02/11 TO RECEIVE THE LEGIONELLA RISK ASSESSMENT FOR ILLOGAN PARK, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/11.2 RESOLVED: that the Legionella Risk Assessment is received and that Coastline Services are appointed to carry out the appropriate on site

monitoring for a maximum of 12 months with a review in 6 months and that Coastline Services Limited will provide the Council with regular reports.

On a vote being taken the matter was approved unanimously.

GR16/02/12 TO REVIEW THE VIOLENCE AT WORK POLICY AND AGREE ANY FUTURE ACTIONS

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

GR16/02/12.2 RESOLVED: that the Violence at Work Policy is reviewed and that the typo is corrected on page 3.

On a vote being taken the matter was approved unanimously.

GR16/02/13 TO REVIEW THE FINANCIAL REGULATIONS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/13.2 RESOLVED: to recommend to Full Council that the following amendments are made to the Financial Regulations:

- **Page 4 – 2.2 – that an explanatory note is compiled for the internal audit procedure to assist members when completing the audit**
- **Page 4 – 2.2 – that an item is added to the Audit Checklist for members to confirm that they have signed the bank reconciliation, the original bank statement or similar document as evidence of verification**
- **Page 6 – that item 4.4 is deleted as it contradicts 4.3.**
- **Page 6 – 4.7 – amended to read 'The salary budgets are to be reviewed at least annually in March for...' – to reflect the change in date for the Annual Appraisals;**
- **Page 6 – 4.8 – amended to read 'In cases of extreme risk to the delivery of Council services, in liaison with the Chairman or Vice Chairman of the Council or if neither available the Chairman of an appropriate Committee, the Clerk may authorise**

- revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500.'**
- **Page 7 – 4.11 – amend to read 'The RFO shall annually, provide the Council...'**
 - **Page 9 – 6.10 –amended to read 'To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and the original invoice.**
 - **Page 9 – 7.5 – amend to read 'To indicate agreement of the details shown on the cheque or order for payment with the counterfoils and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil and the original invoice.**
 - **Page 10 – 7.12 – amend to read 'Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work.**
 - **Page 10 – 7.15 is deleted**
 - **Page 11 – 8.4 is deleted**
 - **Page 13 – 11.3 – amend to read 'All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 12.2 and 12.8 below and the Council's Quotations and Tenders Policy.**
 - **Page 14 – 12.4 – amend to read 'Invitations to tender will be in line with**

the Council's Quotations and Tenders Policy.

- **Page 14 – 12.5 – amend to read 'All sealed tenders shall be opened in line with the Council's Quotations and Tenders Policy.**
- **Page 15 – 14.1 – amend to read 'The Responsible Financial Officers shall be responsible for the care and custody of stores and equipment.'**
- **Page 17 – 19.1 – 1st sentence - amend to read 'It shall be the duty of the Council to review the Financial Regulations of the Council annually.'**

On a vote being taken the matter was approved unanimously.

GR16/02/14 TO REVIEW THE STANDING ORDERS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/14.2 RESOLVED: to recommend to Full Council that the following amendments are made:

- **That Standing Order 30 becomes Standing Order 1**
- **Page 3 – that the following is included as Standing Order 1e – It shall be the duty of the Council to review the Standing Orders of the Council annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Standing Orders.**
- **Page 10 – 6dv – amend to read 'Committee's shall appoint a Chairman at the first meeting of the Committee after the Annual Council Meeting'**
- **Page 13 – 7lvi – is deleted**
- **Page 13 – 7lxv is moved to 7lxii**
- **Page 13 – 7lxiv – amended to read 'To receive a report from the Clerk including Health and Safety'**
- **Page 13 – 7lxv is deleted**
- **Page 17 – 13a – reword to read 'Confidential or sensitive information will**

- be printed on pink paper and marked as confidential.'**
- **Page 19 – 16c – reword to read 'Unless he has been granted a dispensation, a Councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a non-registerable interest if so required by the Council's Code of Conduct. He may return to the meeting after it has considered the matter in which he has the interest.'**
 - **Page 22 – 19a – reword to read 'The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.'**
 - **Page 24 – 21di – amended to read 'A tender pack will be compiled in line with the Council's Quotations and Tenders Policy'**
 - **Page 25 – 22b – amend to read 'Subject to the Council's policy regarding absences from work, the Council's ,most senior member of staff shall notify the Chairman of the Council and the Council Office or, if they are not available, the Vice Chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.'**
 - **Page 25 – 22c – amend to read 'The Chairman of the Council and the Chairman of the Staffing Committee shall annually conduct a review of the performance and appraisal of the Clerk. The Clerk shall annually conduct a review of the performance and appraisal of the Administration Assistant. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Committee.'**

On a vote being taken the matter was approved unanimously.

GR16/02/15 TO REVIEW THE WORK RELATED DRIVING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/15.2 RESOLVED: that the 2nd bullet point is amended to read 'The vehicle is appropriately taxed, has a current MOT and is insured'.

On a vote being taken the matter was approved unanimously.

GR16/02/16 TO REVIEW THE HAND, ARM AND WHOLE BODY VIBRATION POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/16.2 RESOLVED: that the Hand, Arm and Whole Body Vibration Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/02/17 TO REVIEW THE MANUAL HANDLING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/17.2 RESOLVED: that the typos are corrected on pages 1 and 5.

On a vote being taken the matter was approved unanimously.

GR16/02/18 TO REVIEW THE WORK AT HEIGHT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/18.2 RESOLVED: that the Work at Height Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

GR16/02/19 TO REVIEW THE ASBESTOS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/19.2 RESOLVED: that the Asbestos Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/02/20 TO REVIEW THE HEALTH AND SAFETY TRAINING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/20.2 RESOLVED: that the Health and Safety Training Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/02/21 TO REVIEW THE NOISE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/21.2 RESOLVED: that the Noise Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/02/22 TO REVIEW THE POLICY AND PROCEDURES FOR THE TREATMENT OF ALCOHOL AND DRUG ABUSE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/22.2 RESOLVED: that the Policy and Procedures for the Treatment of Alcohol and Drug Abuse has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

GR16/02/23 TO REVIEW THE EQUAL OPPORTUNITIES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/23.2 RESOLVED: that the Equal Opportunities Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/02/24 TO REVIEW THE EMPLOYEE EXPENSES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/24.2 RESOLVED: that the Employee Expenses Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/02/25 TO REVIEW THE CORNISH LANGUAGE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/25.2 RESOLVED: that the Cornish Language Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/02/26 TO REVIEW THE GUIDELINES FOR BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/26.2 RESOLVED: that the typo on page 2 is corrected.

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

GR16/02/27 TO REVIEW THE GRIEVANCE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/27.2 RESOLVED: that the Grievance Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/02/28 TO REVIEW THE DISCIPLINARY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/02/28.2 RESOLVED: that the Disciplinary Policy has been reviewed and that there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR16/02/29 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 13th April 2016, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.42pm.

Signed: Chairman

Date: