

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 27th April 2016 at 7.00pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

Cllr Mrs Thompson explained the safety procedures.

GR16/04/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Loxton

There were no members absent.

GR16/04/2 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.

GR16/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR16/04/4 PUBLIC PARTICIPATION (MAXIMUM OF 15 MINUTES – EVERY SPEAKER A LIMIT OF 3 MINUTES UNDER COUNCIL STANDING ORDERS)

There were no comments from the public.

GR16/04/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 24TH FEBRUARY 2016 AND THE CHAIRMAN TO SIGN THEM

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

GR16/04/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 24th February 2016 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR16/04/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR16/04/7 TO RECEIVE A COPY OF THE PRESENTATION SLIDES ON 'GOOD GOVERNANCE FOR TOWN AND PARISH COUNCILS' FROM THE COMMUNITY NETWORK MEETING AND AGREE ANY FUTURE ACTIONS

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

GR16/04/7.2 RESOLVED: that the Clerk would draft a 'Good Governance' document; that the Clerk forwards a copy of the Cornwall Council presentation slides and strategy to CALC and that the Clerk invites Richard Williams, Cornwall Council's Head of Governance and Information to give a presentation to the Full Council.

On a vote being taken the matter was approved unanimously.

GR16/04/8 TO RECEIVE THE HEALTH AND SAFETY AUDIT REPORT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/8.2 RESOLVED: that the Health and Safety Audit report is received; that the actions are included on the Health and Safety Plan to be completed; to recommend to the Finance and Resources Committee that a quarterly 'Performance Management' and 'Health and Safety' audit is completed; that the fire evacuation procedures are tested at a meeting of the Council at both the Council Office and in Penwartha Hall and that the Council goes out to tender for the completion of the next Health and Safety audit at the appropriate time.

On a vote being taken the matter was approved unanimously.

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GR16/04/9 TO RECEIVE A REPORT ON THE REAR DOOR EMERGENCY LIGHT, RECEIVE A QUOTE AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/9.2 RESOLVED: that in view of the report received on the rear emergency door light that no further action is taken.

On a vote being taken the matter was approved unanimously.

GR16/04/10 TO REVIEW THE TRAINING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/10.2 RESOLVED: that the Training Policy has been reviewed and that there are no alterations to be made. That consideration is given on how to encourage members to attend training and how they maintain an appropriate CPD log; advice to be sought from CALC ready for the 2017 elections.

On a vote being taken the matter was approved unanimously.

GR16/04/11 TO REVIEW THE ABSENCE MANAGEMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/11.2 RESOLVED: that the Absence Management Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/04/12 TO REVIEW THE ANNUAL LEAVE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR16/04/12.2 RESOLVED: that the Annual Leave Policy has been reviewed and that the 'e' is removed from page 2. That there is an item on the next Staffing Committee agenda to review bank holiday entitlement for part-time employees

and that a report is forward back to this Committee to review the Policy.

On a vote being taken the matter was approved unanimously.

GR16/04/13 TO REVIEW THE CHRISTMAS EVENTS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/13.2 RESOLVED: that the following amendments are made to the Christmas Events Risk Assessment:

- **Page 2 – Who is at risk - amend to read 'Community Liaison Committee and delete members of the public.**
- **Page 2 – Additional controls – amend to read 'All persons involved in manually handling the trees will wear steel toe capped footwear that is in a good condition'.**
- **Page 5 – Control measures already in place – amend to read 'Persons with muscular or skeletal injuries i.e. bad back are not expected to partake in any manual handling'.**
- **Page 5 – Additional controls – amend to read 'All persons involved in the use of hand tools will wear steel toe capped footwear that is in a good condition'.**
- **Page 14 - Control measures already in place – amend to read 'Persons with muscular or skeletal injuries i.e. bad back are not expected to partake in any manual handling'.**
- **Page 23 - Control measures already in place – amend to read 'Persons with muscular or skeletal injuries i.e. bad back are not expected to partake in any manual handling'.**
- **Page 33 – Controls already in place – amend to read 'All persons involved in manually handling road signs and cones will wear steel toe capped footwear that is in a good condition'.**
- **Page 34 - Control measures already in place – amend to read 'Persons with muscular or skeletal injuries i.e. bad back**

are not expected to partake in any manual handling’.

- **Page 37 – amend ‘Camborne Youth Band’ to ‘The Band’.**
- **Page 43 - Control measures already in place – amend to read ‘Persons with muscular or skeletal injuries i.e. bad back are not expected to partake in any manual handling’.**
- **Update completed dates appropriately.**

On a vote being taken the matter was approved unanimously.

GR16/04/14 TO REVIEW THE COUNCIL OFFICE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/14.2 RESOLVED: that the following amendments are made to the Office Risk Assessment:

- **Page 3 - Control measures already in place – amend to read ‘Persons with muscular or skeletal injuries i.e. bad back are not expected to partake in any manual handling’.**
- **Page 4 – Action when – delete ‘30.04.14’**
- **Page 9 – Action when – delete ‘31.05.14’**
- **Update completed date appropriately.**

On a vote being taken the matter was approved unanimously.

GR16/04/15 TO REVIEW THE LONE WORKING AT THE COUNCIL OFFICE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/15.2 RESOLVED: that the following amendments are made to the Lone Working at the Council Office Risk Assessment:

- **Page 1 – Additional controls – a poster is to be erected on the inside officer door advertising that verbal abuse and physical violence will not be tolerated – poster to be erected by 31.05.16.**

- **Page 1-2 – Clerk to look into customer service and complaint handling training for Council employees.**
- **Page 2 – Additional controls required – delete ‘Consider installing a controlled entry or intercom system on the front door’.**
- **Page 2 – Additional controls required – Clerk to draft a process/procedure for reporting verbal and physical abuse whilst lone working.**
- **Page 2-3 - Additional controls required – include on the ‘Action list’ reviewing the processes and procedures in for illness whilst lone working.**
- **Page 4 – Additional controls required – Clerk to draft a process/procedure for reporting lone working, illness whilst lone working and accident/injury whilst lone working.**
- **Page 4 - Additional controls required – include on the ‘Action list’ reviewing the processes and procedures in for accident/injury whilst lone working.**
- **Update completed dates appropriately.**

On a vote being taken the matter was approved unanimously.

GR16/04/16 TO REVIEW THE LONE WORKING AWAY FROM THE COUNCIL OFFICE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/16.2 RESOLVED: that the following amendments are made to the Lone Working Away from the Council Office Risk Assessment:

- **Page 1 – Additional controls – a poster is to be erected on the inside officer door advertising that verbal abuse and physical violence will not be tolerated – poster to be erected by 31.05.16.**
- **Page 1-2 – Clerk to look into customer service and complaint handling training for Council employees.**
- **Page 2 – Additional controls required – Clerk to draft a process/procedure for**

reporting verbal and physical abuse whilst lone working.

- **Page 2 – Additional controls – re-word ‘Adopt the Violence at Work Policy’ to ‘Violence at Work Policy adopted’ and move to Control measures already in place.**
- **Page 2-3 - Additional controls required – include on the ‘Action list’ reviewing the processes and procedures in for illness whilst lone working.**
- **Page 5 – Additional controls required – Clerk to draft a process/procedure for reporting lone working, illness whilst lone working and accident/injury whilst lone working.**
- **Page 6 - Additional controls required – include on the ‘Action list’ reviewing the processes and procedures in for accident/injury whilst lone working.**
- **Update completed date appropriately.**

On a vote being taken the matter was approved unanimously.

GR16/04/17 TO REVIEW THE VIOLENCE AT WORK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/17.2 RESOLVED: that the following amendments are made to the Violence at Work Risk Assessment:

- **Page 1 – Additional controls – a poster is to be erected on the inside officer door advertising that verbal abuse and physical violence will not be tolerated – poster to be erected by 31.05.16.**
- **Page 1-2 – Clerk to look into customer service and complaint handling training for Council employees.**
- **Page 2 – Additional controls required – delete ‘Consider installing a controlled entry or intercom system on the front door’.**
- **Page 2 – Additional control required – Clerk to process/procedure for reporting verbal and physical abuse**

- **Page 3 – Additional controls required – add 'look into a small safe for storage of the petty cash tin'.**

On a vote being taken the matter was approved unanimously.

GR16/04/18 TO REVIEW THE ILLOGAN PARISH FAIR RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- GR16/04/18.2 RESOLVED: that the following amendments are made to the Illogan Parish Fair Risk Assessment:**
- **Page 3 - Control measures already in place – amend to read 'Persons with muscular or skeletal injuries i.e. bad back are not expected to partake in any manual handling'.**
 - **Page 5 – Control measures already in place – delete ' The site is located near to Redruth Ambulance Station'.**
 - **Page 7 – Control measures already in place – delete ' The site is located near to Redruth Ambulance Station'.**
 - **Page 8 – Control measures already in place – delete ' The site is located near to Redruth Ambulance Station'.**
 - **Update completed date appropriately.**

On a vote being taken the matter was approved unanimously.

GR16/04/19 TO REVIEW THE PARSONAGE WELL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- GR16/04/19.2 RESOLVED: that the following amendments are made to the Parsonage Well Risk Assessment:**
- **Page 1 – correct spelling of Aviary.**

On a vote being taken the matter was approved unanimously.

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GR16/04/20 TO REVIEW THE CODE OF PRACTICE FOR HANDLING COMPLAINTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/20.2 RESOLVED: that the Clerk would update the policy in line with changes in legislation and to ensure consistency throughout that if there is a complaint about an officer the policy should be followed and if it is a complaint about a Councillor the Code of Conduct should be followed and the complaint submitted to Cornwall Council. The amended policy would be considered at the next meeting.

On a vote being taken the matter was approved unanimously.

GR16/04/21 TO REVIEW THE PUBLICATION SCHEME AND FREEDOM OF INFORMATION ACT POLICY FOR HANDLING REQUESTS FOR INFORMATION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR16/04/21.2 RESOLVED: that the Publication Scheme and Freedom of Information Policy has been reviewed and that there are no alterations to be made.

On a vote being taken the matter was approved unanimously.

GR16/04/22 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 6th June 2016, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.27pm.

Signed: Chairman

Date: