

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 25th January 2017 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR17/01/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received.

There were no members absent.

GR17/01/2 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.

GR17/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR17/01/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR17/01/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 8TH JUNE 2016 AND THE CHAIRMAN TO SIGN THEM

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

GR17/01/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 8th June 2016 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR17/01/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Page 116 – GR16/06/19.2 – the draft health questionnaire would be on the agenda for the February meeting.

GR17/01/7 TO RECEIVE INFORMATION ON BANK HOLIDAY ENTITLEMENT FOR PART-TIME EMPLOYEES AND AGREE ANY FUTURE ACTIONS

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

GR17/01/7.2 RESOLVED: to NOTE the information on Bank Holiday entitlement for part-time employees and to ratify the current arrangements.

On a vote being taken the matter was approved unanimously.

GR17/01/8 TO REVIEW THE ANNUAL APPRAISAL PROTOCL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/8.2 RESOLVED: that the Annual Appraisal Protocol has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/01/9 TO REVIEW THE GRANT APPLICATION POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/9.2 RESOLVED: that the Grant Application Policy has been reviewed and that the typo on page 1 is corrected.

On a vote being taken the matter was approved unanimously.

GR17/01/10 TO REVIEW THE QUOTATION AND TENDERS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/10.2 RESOLVED: that the Quotations and Tenders Policy is reviewed and that the following amendments are made:

- **Page 2 – Tenders – ii- last sentence amended to read 'A public notice of the tender will be placed on the Council's notice boards ...'**

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- **Page 3 – Other – 3rd bullet point – amend to read 'Invite contractors to register an interest ...'**

On a vote being taken the matter was approved unanimously.

GR17/01/11 TO REVIEW THE HEALTH AND SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- GR17/01/11.2 RESOLVED: that the Health and Safety Policy has been reviewed and that the typo on page 4 is corrected.**

On a vote being taken the matter was approved unanimously.

GR17/01/12 TO REVIEW THE TREE SAFETY POLICY, AGREE ANY FUTURE ACTIOS AND ANY ASSOCIATED EXPENDITURE

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

- GR17/01/12.2 RESOLVED: that the Tree Safety Policy has been reviewed and that the following amendments are made:**

- **Page 1 – last sentence of 1st paragraph – amend to read 'This policy will cover Manningham Wood and all other areas that contain trees for which the Council is responsible.'**
- **Page 1 – last sentence of 3rd paragraph – amend to read 'As lessees it is Illogan Parish Council's responsibility to reasonably protect members of the public, contractors and staff who enter the wood.'**
- **Page 2 – Detailed Inspections – 1st paragraph amend to read 'The Council will commission a full tree survey by a suitably qualified person annually.'**
- **Page 2 – Detailed Inspections – delete 3rd paragraph.**
- **Page 2 – Formal Inspections – 1st paragraph amend to read 'Annual tree inspections will be completed by the Cornwall Council Tree Officer; all findings will be recorded.'**

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- **Page 3 – 2nd paragraph amend to read 'The Cornwall Council Tree Officer will also ...'**
- **Page 3 – delete 3rd paragraph.**
- **Page 4 – Trees within falling distance of the road – 2nd paragraph amend to read 'The Cornwall Council Tree Officer will also inspect ...'**

On a vote being taken the matter was approved unanimously.

GR17/01/13 TO REVIEW THE ELECTRICAL EQUIPMENT AND PLANT POLICY, REVIEW THE FREQUENCY OF PAT TESTING AND ITEMS TO BE TESTED, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/13.2 RESOLVED: that the Electrical Equipment and Plant Policy has been reviewed and that the following amendments are made:

- **Page 2 – Testing – the typo in the first paragraph is corrected;**
- **Page 2 – Testing – last paragraph is amended to read 'All electrical equipment will be Portable Appliance Tested (PAT) by a suitably qualified, competent person in line with Appendix 1.'**
- **Appendix 1 will be an extract from the HSE website.**

On a vote being taken the matter was approved unanimously.

GR17/01/14 TO REVIEW THE WORK EQUIPMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/14.2 RESOLVED: that the Work Equipment Policy has been reviewed and that the following amendments are made:

- **Page 1 – 1st paragraph, 2nd sentence – amend to read 'All of the equipment provided by Illogan Parish Council for use by employees and any equipment the**

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Council allows employees to provide for their own use ...'

- **Page 1 – New Work Equipment – 1st sentence – amend to read 'Illogan Parish Council will ensure that all new work equipment conforms with the essential requirements of appropriate statute law ...u**

On a vote being taken the matter was approved unanimously.

GR17/01/15 TO REVIEW THE RISK ASSESSMENT POLICY/ARRANGEMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/15.2 RESOLVED: that the Risk Assessment Policy and Arrangements have been reviewed and that the typo on page 1 is corrected.

On a vote being taken the matter was approved unanimously.

GR17/01/16 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

GR17/01/16.2 RESOLVED: that the Display Screen Equipment Policy has been reviewed and that there are no changes made.

On a vote being taken the matter was approved unanimously.

GR17/01/17 TO REVIEW THE FIRE AND EMERGENCY PROCEDURES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/17.2 RESOLVED: that the Fire and Emergency Procedures Policy is reviewed and that no changes are made.

On a vote being taken the matter was approved unanimously.

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GR17/01/18 TO REVIEW THE FIRST AID POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/18.2 RESOLVED: that the First Aid Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/01/19 TO REVIEW THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH) POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/19.2 RESOLVED: that the Control Of Substances Hazardous to Health (COSHH) Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/01/20 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

GR17/01/20.2 RESOLVED: that the Management of Contractor Policy has been reviewed and that the following amendments are made:

- **Page 1 – 1st sentence – amend to read 'A contractor is anyone Illogan Parish Council engages to do paid work for them that is not an employee.'**

On a vote being taken the matter was approved unanimously.

GR17/01/21 TO REVIEW THE EMPLOYEE CONSULTATION POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/21.2 RESOLVED: that the Employee Consultation Policy has been reviewed and that there are no changes to be made.

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On a vote being taken the matter was approved unanimously.

GR17/01/22 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

GR17/01/22.2 RESOLVED: that the Lone Working Policy has been reviewed and that there are no changes to be made. That the Clerk obtains quotes for the completion of an independent Lone Working Risk Assessment.

On a vote being taken the matter was approved unanimously.

GR17/01/23 TO RECEIVE THE DRAFT LONE WORKING REPORTING PROCEDURES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/23.2 RESOLVED: that the Draft Lone Working Reporting Procedures are independently reviewed at the same time as the risk assessment is being completed.

On a vote being taken the matter was approved unanimously.

GR17/01/24 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 Pavey and

GR17/01/24.2 RESOLVED: that the Work Related Stress Policy has been reviewed and the incorrect spelling of practices on page 1 is corrected.

On a vote being taken the matter was approved unanimously.

GR17/01/25 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 Ford and

GR17/01/25.2 RESOLVED: that the Reporting of Accidents and Incidents Policy has been reviewed and that there are no changes to be made.

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On a vote being taken the matter was approved unanimously.

GR17/01/26 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 Crabtree and

GR17/01/26.2 RESOLVED: that the Dignity at Work Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/01/27 TO REVIEW THE FLEXIBLE WORKING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/27.2 RESOLVED: that the Flexible Working Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR17/01/28 TO REVIEW THE GENERAL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/28.2 RESOLVED: that the General Risk Assessment has been reviewed and that the following amendments are made:

- **Page 1 – No Councillors – Additional Controls Required – include ‘To seek advice from CALC and other advisory bodies as and when necessary’.**
- **Page 3 – Loss of Council Records – Measures Taken – amend to read ‘Computer backup procedures are in place – a full backup is completed daily to an external hard-drive which remains in the office, there is also a daily backup to the Amazon cloud. The backups are reviewed’**
- **Pages 10 and 11 – update the Council’s IT Support contractor to iCT4 Limited.**

- **Page 10 – Emergency Repairs ... - Controls/Recommendations – delete ‘– currently being looked at (18.01.16)**
- **Page 19 – Personal accident... - Controls/Recommendations – add ‘Contractors to provide the Clerk with a copy of their insurance certificate annually.’**

On a vote being taken the matter was approved unanimously.

GR17/01/29 TO RECEIVE THE DRAFT SAFEGUARDING POLICY AND ADDITIONAL INFORMATION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/29.2 RESOLVED: that the Safeguarding Policy is received and approved.

On a vote being taken the matter was approved unanimously.

GR17/01/30 TO RECEIVE THE DRAFT BUSINESS CONTINUITY PLAN AND ADDITIONAL INFORMATION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/30.2 RESOLVED: that the Business Continuity Plan is received and approved with the following amendments:

- **That the Council’s IT support contractor is updated from Focus Technology Europe Limited to iCT4 Limited everywhere it is included in the plan.**
- **Page 17 – Meetings – Becomes disruptive – Response and Actions – number 3 – amend to read ‘Adjourn the meeting ...’**
- **Page 18 and 19 – amend the typos**
- **Page 18 – Office – Response and Actions – number 5 – amend to read ‘Contact the Chair and Vice Chair of the Council’**
- **Amend all instances of Chairmen and Vice Chairmen to Chair and Vice Chair.**
- **Pages 20 to 23 – Utilities – rewrite so that it is impersonal.**

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On a vote being taken the matter was approved unanimously.

GR17/01/31 TO RECEIVE THE DRAFT LIST OF APPROVED CONTRACTOR FOR USE IN CASE OF AN EMERGENCY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR17/01/31.2 RESOLVED: to receive and approve the approved contractor list as detailed below. That the Clerk would look into the services offered by Plumbtastic and Cllr Pavey would contact DC Electrical with the potential of including them on the approved contractor list.

Emergency Work	Contractor	Contractor
Tree Works	Kernow Tree Surgery Andrew Bastiani Tel: 01209 842793 Mobile: 07980 329519	Greens Grounds and Trees David Green Tel: 01209 613489 Mobile: 07773 380604
Plumbing	Colin Pascoe Plumbing and Heating Colin Pascoe Tel: 01209 218638 Mobile: 07878 571806	
Electrical		
Locksmith	A Richards Locksmith & Security Specialists Alan Richards Tel: 01209 714616 Mobile: 07885 909227	
Play Equipment Repairs	DJM Gardening and Groundworks Solutions Dennis Moore Tel: 01209 842089 Mobile: 07966 598513	

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General Maintenance	Litter Picking and General Maintenance Contractor	Ben Daddow Tel: 01209 843303 Mobile: 07830 384912
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On a vote being taken the matter was approved unanimously.

GR17/01/32 DATE AND TIME OF NEXT MEETING

Members asked that there was an item on the next agenda to consider Councillors receiving CPR (Cardiopulmonary resuscitation) training.

The next meeting would be held on the Wednesday 8th February 2017, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.09pm.

Signed: Chairman

Date: