

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 25th April 2018 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR18/04/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pavey.

There were no members absent.

GR18/04/2 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 as it was agreed that the agenda item relating to IT, iCT4 and the GDPR would be deferred until another meeting.

GR18/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR18/04/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR18/04/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 14TH MARCH 2018 AND THE CHAIRMAN TO SIGN THEM

It was agreed that this item would be deferred to the next meeting.

GR18/04/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

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- GR18/04/7 TO CONSIDER THE IT ARRANGEMENTS AND IMPLICATIONS FOR THE FUTURE GENERAL DATA PROTECTION REGULATION (GDPR) PRACTICES WITH ICT4 LIMITED. AGREE ANY FUTURE ACTIONS AND IDENTIFY POSSIBLE COSTS**

It was agreed that this item would be deferred until the next meeting of this Committee.

- GR18/04/8 TO RECEIVE FURTHER INFORMATION ON THE GDPR EFFECTIVE FROM 25TH MAY 2018, INCLUDING THE NALC TOOLKIT**

It was agreed to defer this item until the next meeting of this Committee.

- GR18/04/8b RECEIVE A REPORT FROM THE SLCC CONFERENCE HELD ON 18TH APRIL**

It was agreed to defer this item until the next meeting of this Committee.

- GR18/04/8c TO CONSIDER THE LATEST GUIDANCE FROM CALC IN TERMS OF PRACTICAL IMPLICATION**

It was agreed to defer this item until the next meeting of this Committee.

- GR18/04/8d TO CONSIDER FURTHER INFORMATION RECEIVED SINCE THE ISSUE OF THIS AGENDA**

It was agreed to defer this item until the next meeting of this Committee.

- GR18/04/8e AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

- GR18/04/8e.2 RESOLVED: to Cllr Ford would be booked onto the CALC GDPR Training session to be held on the 16th May 2018, 10am-4pm in the Penventon Hotel.**

On a vote being taken the matter was approved unanimously.

GR18/04/9 TO REVIEW THE TRAINING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/04/9.2 RESOLVED: that the Training Policy has been reviewed and that the following amendments are made:

- **Page 1 – Introduction – 1st sentence – amend to read ‘Illogan Parish Council expects all Councillors as well as employees to access appropriate training this equipping themselves with the relevant skills and experience to meet both present and future needs.’**
- **Page 2 – Councillor Training – 1st paragraph – 1st sentence – amend to read ‘All new Councillors will be provided with an induction pack and offered mentoring.’**
- **Page 2 – Councillor Training – 3rd Paragraph – add ‘There will be regular agenda items for Full Council meetings regarding training availability with the opportunity for members to register and attend.’**

On a vote being taken the matter was approved unanimously.

GR18/04/10 TO REVIEW THE ABSENCE MANAGEMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/04/10.2 RESOLVED: that the Absence Management Policy has been reviewed and that the following amendments are made:

- **Page 11 – Return to Work Meetings – 1st sentence – amend to read ‘When you return to work after any period of absence which lasts more than three days the Chairman of the Council or a member of the Staffing Committee will arrange to meet with you unless there is regular absence.’**

On a vote being taken the matter was approved unanimously.

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GR18/04/11 TO REVIEW THE ANNUAL LEAVE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/04/11.2 RESOLVED: that the Annual Leave Policy has been reviewed and that there are no amendments to be made subject to there having been no changes to statutory legislation or advice from any advisory bodies.

On a vote being taken the matter was approved unanimously.

GR18/04/12 TO REVIEW THE CHRISTMAS EVENTS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/04/12.2 RESOLVED: that the Christmas Events Risk Assessment would be referred to the Community Liaison Committee for comment in relation to the 2018 event and they would report back to this Committee. That the Clerk would confirm that the Council had an emergency plan as referred to on page 33 on the risk assessment.

On a vote being taken the matter was approved unanimously.

GR18/04/13 TO REVIEW THE COUNCIL OFFICE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/04/13.2 RESOLVED: that the Council Office Risk Assessment has been reviewed and that the following amendments are made:

- **Page 2 – 3rd point in Control measures already in place – amend to read 'No trailing leads or cables';**
- **Page 7 – delete 2nd paragraph in 'Additional Controls Required'.**

On a vote being taken the matter was approved unanimously.

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GR18/04/14 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 Ford and

GR18/04/14.2 RESOLVED: that the Lone Working at the Council Office Risk Assessment has been reviewed and that the following amendments are made in line with Keith Uren's recommendations in his Health and Safety Audit. There would also be the addition in the 'Additional Controls Required' column that 'All employees would be issued with personal alarms.

On a vote being taken the matter was approved unanimously.

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

GR18/04/14.3 RESOLVED: that the Clerk would get quotes for personal alarms to be issued to the Clerk and the Administration Assistant.

On a vote being taken the matter was approved unanimously.

GR18/04/15 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 Crabtree, seconded by Cllr Ford and

GR18/04/15.2 RESOLVED: that that the Lone Working Away From the Council Office Risk Assessment has been reviewed; that a first aid kit is ordered for the Administration Assistant's car; and that the following amendments are made in line with Keith Uren's recommendations in his Health and Safety Audit.

On a vote being taken the matter was approved unanimously.

GR18/04/16 TO REVIEW THE VIOLENCE AT WORK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/04/16.2 RESOLVED: that the Violence at Work Risk has been

Reviewed. That the Clerk would obtain quotes for a small safe. That the following amendments are made:

- **Page 1 – Initial Hazard Rating – amend to ‘B’**
- **Page 2 – Additional Controls Required – include ‘All employees will be issued with personal alarms.’**

On a vote being taken the matter was approved unanimously.

GR18/04/17 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 Ford and

- GR18/04/17.2 RESOLVED: that the Illogan Parish Fair Risk Assessment would be re-written due to the different activities the Councillors will be completing at this years Fair; the re-written risk assessment would be considered at the next meeting of the Committee.**

On a vote being taken the matter was approved unanimously.

GR18/04/18 TO REVIEW THE CODE OF PRACTICE FOR HANDLING COMPLAINTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- GR18/04/18.2 RESOLVED: that the Code of Practice for Handling Complaints has been reviewed and that the following amendments are made:**
- **Page 2 – Verbal Complaints – Point 2 – correct the typo of ‘complainant’**
 - **Page 2 – Written Complaints – Point 1 – amend to read ‘On receiving a written complaint, in the first instance the Clerk shall try to settle the matter in a timely manner.’**

On a vote being taken the matter was approved unanimously.

GR18/04/19 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 Mrs Thompson, seconded by Cllr Crabtree and

- GR18/04/19.2 RESOLVED:** that the Publication Scheme has been reviewed and that there are no changes to be made. That the review of the Freedom of Information Act Policy for Handling Requests for Information will be deferred until further work has been completed on the GDPR.

On a vote being taken the matter was approved unanimously.

GR18/04/20 TO REVIEW THE COUNCILLORS EXPENSES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- GR18/04/20.2 RESOLVED:** that the Councillors Expenses Policy has been reviewed and that the following amendments are made:
- Page 1 – Introduction – last paragraph – amend to read ‘Councillors are responsible for the payment of all expenses they incur.’
 - Page 1 – Car Allowances – 2nd sentence of 2nd paragraph – amend to read ‘If a Councillor carries any other employees and/or Councillor(s) in their own vehicle on business travel, that Councillor can claim at the recommended rate per passenger per business mile.’
 - Page 2 – Travel by Train – 2nd paragraph – amend to read ‘Train travel is only acceptable with the approval of the Council. Councillors should retain all tickets and credit card vouchers.’

On a vote being taken the matter was approved unanimously.

GR18/04/21 TO REVIEW THE CO-OPTION PROTOCOL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

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GR18/04/21.2 RESOLVED: that the Co-Option Protocol has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/04/22 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 30th May 2018, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.12pm.

Signed: Chairman

Date: