

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 30th May 2018 at 7pm

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR18/05/1 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2018/19

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

GR18/05/1.2 RESOLVED: that Cllr Mrs Thompson is elected Chairman of the Governance Review Committee for the 2018/19 municipal year.

On a vote being taken the matter was approved unanimously.

GR18/05/2 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2018/2019

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

GR18/05/2.2 RESOLVED: that Cllr Ford is appointed Vice Chairman of the Governance Review Committee for the 2018/19 municipal year.

On a vote being taken the matter was approved unanimously.

GR18/05/3 TO RECEIVE APOLOGIES FOR ABSENCE

No apologies were received; all members were present.

GR18/05/4 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.

GR18/05/5 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR18/05/6 PUBLIC PARTICIPATION

There were no comments from the public.

GR18/05/7 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 14TH MARCH 2018 AND THE 25TH APRIL 2018 AND THE CHAIRMAN TO SIGN THEM

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

GR18/05/7.2 RESOLVED: that the minutes of the meetings of the Governance Review Committee held on the 14th March 2018 and the 25th April 2018 are received and approved with the correction of the typo's and page numbers and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR18/05/8 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Page 131 - Minute GR18/03/8.2 – In response to a question the Clerk reported that a representative from iCT4 Limited and CALC had been invited to attend a meeting of this Committee. Both parties were willing to attend but would charge a fee. There should have been a short Governance Review Committee meeting held for the Committee to agree if they wanted to incur the expenditure of the representatives attending a meeting. Unfortunately, due to the Clerk's absence due to illness the meeting did not take place and therefore the expenditure had not been agreed.

Page 143 – Minute GR18/03/17.2 – the re-written Parish Fair Risk Assessment would be on the agenda for consideration at the next meeting.

GR18/05/9 TO RECEIVE A REPORT FROM THE CLERK FOLLOWING THE GDPR TRAINING, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

The Clerk reported that she had attended the CALC GDPR training on the 16th May 2018. Unfortunately, due to ill health she missed the last 2 hours of the training. The Clerk had circulated the slides, additional information and her handwritten notes from the training.

Since the training the Clerk had emailed both CALC and Cornwall Council with queries regarding GDPR. The email response from Cornwall Council was circulated to members.

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The Clerk recommended that the following points are carefully considered:

- Outsourcing GDPR compliance work – she recommended that the GDPR compliance work was outsourced to an external contractor – it would provide a fresh pair of eyes to the Council’s processes and procedures – if the Council outsourced the GDPR work there would need to be careful consideration of the contractor to appoint and the terms and conditions etc – it would be a benefit considering the current staffing levels, time restraints due to the work load and the Clerk’s illness, lack of training of Councillors and lack of available courses etc
- Data Protection Officer (DPO) – consider whether to appoint a DPO; consider how to appoint a DPO; the Clerk had concerns that if a DPO was not appointed, the work of the DPO would fall to the Clerk with none of the statutory protection afforded to the DPO
- Consider which guidance to follow i.e. ICO, CALC/NALC, SLCC etc as they all vary slightly
- Creating an action plan of GDPR work that needed to be completed to ensure the Council was compliant and how to continue to review the processes and procedures to ensure ongoing compliance
- How the Council dealt with personal data – i.e. anonymise all correspondence, the Council should be dealing with the issue and not the person
- Consider what data Councillors hold, what data they should hold, the security of the data being held by Councillors, whether Councillors are data controllers in their own right (a Councillor was currently being prosecuted for processing data when they weren’t registered as a data controller), email contact between Councillors, Officers and the public, appropriate training to ensure that breaches are recognised, reported and dealt with.

It was noted that a DPO could be shared between multiple Councils. Cllr Ford reported that a lot of work was being completed by outside and advisory bodies for the local government sector and that there would be advice notes circulated as and when they had been prepared. Members considered insurance cover in relation to the DPO/GDPR

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

GR18/05/9.2 RESOLVED: that the report from the Clerk is received and that the points raised by the Clerk would be considered with the next agenda item.

On a vote being taken the matter was approved unanimously.

GR18/05/10 TO RECEIVE INFORMATION ON THE GENERAL DATA PROTECTION REGULATION WHICH CAME INTO FORCE ON THE 25TH MAY 2018, CONSIDER THE IMPLICATIONS FOR THE COUNCIL AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs Roberts seconded by Cllr Mrs Thompson and

GR18/05/10.2 RESOLVED: that the information on the General Data Protection Regulation is received and that:

- **The Clerk would obtain quotes for an external GDPR Consultant;**
- **That it is noted that advice and guidance was expected from NALC/CALC/SLCC etc;**
- **That the Clerk would obtain quotes and further information regarding appointing a Data Protection Officer (DPO);**
- **That it is noted that the Council is registered with the ICO as a data controller;**
- **That further information and advice would be sought as to whether Councillors are data controllers in their own right and whether they need to be registered with the ICO and the requirements of registration if required;**
- **That it is noted that an initial data audit has been completed; and**
- **To recommend to Full Council that used personal data is identified and isolated with a view to GDPR compliance and that the Governance Review Committee would receive lists of data that has been isolated and the Committee would agree whether the data should be retained.**

On a vote being taken the matter was approved unanimously.

GR18/05/11 TO RECEIVE THE NALC GDPR TOOLKIT AND AGREE ANY FUTURE ACTIONS

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

GR18/05/11.2 RESOLVED: that the NALC GDPR Toolkit is received and that members would retain it for future reference.

On a vote being taken the matter was approved unanimously.

GR18/05/12 TO RECEIVE THE DRAFT LETTER TO ILLOGAN SCHOOL REGARDING THE CHRISTMAS COMPETITION AND THE GDPR, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/12.2 RESOLVED: that the letter to Illogan School regarding the Christmas Competition and the GDPR is received with the following amendments and is sent to the School:

- **1st paragraph – amend to read ‘Illogan Parish Council are currently working on implementing all of the requirements under the General Data Protection Regulation (GDPR) which are now in force.’**
- **3rd paragraph – amend to read ‘Members are seeking clarification on whether the onus for the GDPR compliance is with the School ...’**

On a vote being taken the matter was approved unanimously.

GR18/05/13 TO RECEIVE INFORMATION ON PRIVACY IMPACT ASSESSMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was noted that the information circulated on Privacy Impact Assessments was last updated prior to the GDPR. It was agreed that the Clerk would contact the ICO and ask if the document published under the Data Protection Act is still relevant or whether it has been superseded by the GDPR and, if it has been superseded, if there was any up to date guidance available.

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GR18/05/14 TO REVIEW THE MANUAL HANDLING RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/14.2 RESOLVED: that the Manual Handling Risk Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/05/15 TO REVIEW THE SLIPS, TRIPS AND FALLS RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/15.2 RESOLVED: that the Slips, Trips and Falls Risk Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/05/16 TO REVIEW THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/16.2 RESOLVED: that the Control of Substances Hazardous to Health (COSHH) Risk Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/05/17 TO REVIEW THE ELECTRICAL AND WORK EQUIPMENT RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/17.2 RESOLVED: that the Electrical and Work Equipment Risk Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

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GR18/05/18 TO REVIEW THE PENWARTHA HALL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/18.2 RESOLVED: that the Penwartha Hall Risk Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/05/19 TO REVIEW THE DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/19.2 RESOLVED: that the Display Screen Equipment Risk Assessment will be re-done; the Clerk will complete the Administration Assistant's and the Administration Assistant will complete the Clerk's. That where there is a policy and a risk assessment that relate to the same topic that they would be included on the same agenda.

On a vote being taken the matter was approved unanimously.

GR18/05/20 TO REVIEW THE PRESS/MEDIA POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/20.2 RESOLVED: that the Press/Media Policy has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/05/21 TO REVIEW THE MARY'S WELL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/21.2 RESOLVED: that the Mary's Well Risk Assessment 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.

GR18/05/22 TO REVIEW THE MANNINGHAM WOOD AND THE PATH TO THE CHURCHYARD RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/22.2 RESOLVED: that the Manningham Wood Risk Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/05/23 TO REVIEW THE ILLOGAN PARK RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/23.2 RESOLVED: that the Illogan Park Risk Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/05/24 TO REVIEW THE FIRE RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/24.2 RESOLVED: that quotes are obtained for the completion of a Fire Risk Assessment and for gas and electrical safety checks/certificates.

On a vote being taken the matter was approved unanimously.

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

GR18/05/24.3 RESOLVED: that the Fire Risk Assessment for the Office has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

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GR18/05/25 TO REVIEW THE LEGIONELLA RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/25.2 RESOLVED: that the Legionella Risk Assessment has been reviewed and that there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/05/26 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the Wednesday 13th June 2018, 7pm in the Council Office.

GR18/05/27 THAT UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT THE PRESS AND PUBLIC ARE EXCLUDED DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

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

GR18/05/27.2 RESOLVED: that under the 1960 Public Bodies (Admission to Meetings) Act the press and public are excluded due to the confidential nature of the business to be discussed.

On a vote being taken the matter was approved unanimously.

GR18/05/28 TO RECEIVE QUOTES FOR PERSONAL ALARMS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/28.2 RESOLVED: that two Helix Personal Attack Alarms with Torch Silver PS2070 are ordered as per the quote.

On a vote being taken the matter was approved unanimously.

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GR18/05/29 TO RECEIVE QUOTES FOR A SMALL SAFE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/05/29.2 RESOLVED: that a Vela Home and Office Security Safe Size 1 is ordered as per the quote.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.20pm.

Signed: Chairman

Date: