

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 13th June 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.

GR18/06/1 TO RECEIVE APOLOGIES FOR ABSENCE

No apologies were received; all members were present.

GR18/06/2 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.

GR18/06/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR18/06/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR18/06/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 30TH MAY 2018 AND THE CHAIRMAN TO SIGN THEM

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

GR18/06/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 30th May 2018 are received and approved with the correction of the typos on page 152 and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

**GR18/06/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON
PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Page 149 – Minute GR18/05/10.2 – the Clerk reported that she was in the process of obtaining quotes for an external GDPR consultant and a DPO; she was also in the process of obtaining advice from the ICO; the recommendation to Full Council was on the agenda for the June meeting.

Page 150 – Minute GR18/05/12.2 – the Clerk confirmed that the letter had been sent to Illogan School and a response had been received.

Page 150 – Minute GR18/05/13 – the Clerk was in the process of confirming the information on Privacy Impact Assessments.

Page 152 – Minute GR18/05/19.2 – the Display Screen Equipment Assessments were scheduled to be completed.

Page 153 – Minutes GR18/05/24 – the Administration Assistant had obtained quotes for gas and electrical safety checks and for a Fire Risk Assessment the facilities at Illogan Park.

Page 154 – Minute GR18/05/28.2 – the personal alarms had been delivered and provide to employees.

Page 155 – Minute GR18/05/29.2 – the safe had been delivered.

**GR18/06/7 TO RECEIVE THE AMENDED PARISH FAIR RISK ASSESSMENT,
AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED
EXPENDITURE**

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

**GR18/06/7.2 RESOLVED: that the Parish Fair Risk Assessment is
received and approved with the following
amendments:**

- **Page 3 – Illness from standing around in hot or inclement weather – Action by whom – delete 'A competent person'**

On a vote being taken the matter was approved unanimously.

GR18/06/8 TO REVIEW THE DIGNITY AT WORK POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/8.2 RESOLVED: that the Dignity at Work Policy has been reviewed and that there are no changes to be made. That the Dignity at Work Policy would be presented to the Staffing Committee at the start of each municipal year for them to note to ensure that they are fully aware of the policy.

On a vote being taken the matter was approved unanimously.

GR18/06/9 TO REVIEW THE FLEXIBLE WORKING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/9.2 RESOLVED: that the Flexible Working Policy has been reviewed and that there are no changes to be made. That the Clerk would make a note for when the Standing Orders are reviewed that at the start of each municipal year all Committees would be presented with all relevant policies for them to note to ensure that they are fully aware of the policy.

On a vote being taken the matter was approved unanimously.

GR18/06/10 TO REVIEW THE GENERAL RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/10.2 RESOLVED: that the General Risk Assessment has been reviewed and that the following amendments and actions will be completed:

- **Correction of minor typos.**
- **Page 1 – 3rd and 4th rows – Additional controls required – amend to read ‘Clerk to compile a ‘how to’ list and ‘daily tasks list to be stored safely in the office and regularly updated.’ Clerk to compile a ‘where to seek advice’ list to assist replacements to include any actions etc in**

relation to the GDPR, this will be included as appendixes to the General Risk Assessment.'

- **Page 9 – 1st row – Measures Taken – include 'The Council has compiled a list of contractors which can be called upon in case of an emergency who are willing to invoice the Council after the work has been completed.'**
- **Page 9 – 1st row – Measures Taken – include 'Signs have been erected in Illogan Park and near the children's play equipment with the address, postcode and relevant phone numbers.'**
- **Page 9 – 1st row – Controls/Recommendations – amend to read 'Consider out of hours contact in case of emergency – who, how and advertising. Note that it's only Councillors contact details that are readily available to the public/emergency services out of office hours and that not all members have the Clerk's personal contact details.'**
- **Page 15 – 3rd row – Measures Taken – 2nd paragraph – amend to read 'Two members complete an internal audit quarterly.'**
- **Page 16 – 1st row – Measures Taken – last paragraph – amend to read 'The Council does not have the facility for electronic payments to be made other than to the HMRC.'**
- **Page 18 – 1st row – Controls/Recommendations – include 'Consider changing access requirements to Illogan Park to ensure that a Fire Engine could get in if required.'**
- **The Clerk would contact South West Council and enquire whether there is a legal definition of short and long term in employment law**
- **To recommend to Full Council that all members of the Council receive a copy of the LCR.**
- **To recommend to the Planning and Environmental Services Committee that they should consider access**

arrangements for a fire engine to be able to enter Illogan Park if required and that they should seek advice and guidance from the Fire Service and ask them to complete an assessment of the area.

On a vote being taken the matter was approved unanimously.

GR18/06/11 TO REVIEW THE GRANT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/11.2 RESOLVED: to recommend to Full Council that grant applications are considered quarterly during January, April, July and October each year.

On a vote being taken the matter was approved unanimously.

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

GR18/06/11.3 RESOLVED: that the Grant Policy has been reviewed and that the following amendments are made:

- **That the minor typos are corrected.**
- **Page 1 – Application Process – bullet point 1 – amend to read ‘All applications for grants must be made using Illogan Parish Council’s grant application form; grant application forms are available by request from the Council Office or to download from the Council’s website.’**
- **Page 3 – 6th bullet point from the top – amend to read ‘Organisations which are not based in the Parish of Illogan, unless they can clearly demonstrate community benefits to the Parish of Illogan.’**
- **Page 3 – Who Can Apply? – 1st bullet point – amend to read ‘Operate within the Parish of Illogan or be able to provide evidence of significant benefits to the community within the Parish of Illogan;’**
- **Page 3 – Who Can Apply? – 9th bullet point – amend to read ‘Complete the application form ...’**
- **Page 4 – General Conditions – 2nd bullet point – amend to read ‘Annual applications**

from the same organisation for the same purpose may not ...'

- **Page 5 – Decision Making Process – 1st bullet point – amend to read 'Grant applications will be considered quarterly in January, April, July and October during Full Council meetings as previously stated'**

On a vote being taken the matter was approved unanimously.

GR18/06/12 TO REVIEW THE ANNUAL APPRAISAL PROTOCOL, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/12.2 RESOLVED: that the Annual Appraisal Protocol has been reviewed and that the following amendments are made:

- **Page 1 – 1st sentence of 1st paragraph – amend to read 'All employees of the Council will have an appraisal annually in February where possible or as soon as practicable thereafter.'**

On a vote being taken the matter was approved unanimously.

GR18/06/13 TO REVIEW THE QUOTATIONS AND TENDERS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/13.2 RESOLVED: that the Quotations and Tenders Policy has been reviewed and that the following amendments are made:

- **Page 3 – Other – 1st paragraph – amend to read 'The Council will compile a list of contractors who would be interested in tendering or quoting and what areas of work they cover and that they would be able to comply fully with all health and safety requirements, any other relevant legislation and Council policies.'**
- **The Clerk would draft a section headed 'Tender Days' which would explain that at certain times the Council may hold tender**

days and would explain what a tender day was and what would happen.

On a vote being taken the matter was approved unanimously.

GR18/06/14 TO REVIEW THE BUSINESS CONTINUITY PLAN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/14.2 RESOLVED: that the Business Continuity Plan has been reviewed and that the following amendments are made:

- **Page 1 – Scope – 1st sentence of first paragraph – amend to read ‘The Civil Contingencies Act 2004 places a duty on a ...’**
- **Page 2 – 1st row – Response and Actions- 1st bullet point – amend to read ‘Contact Cornwall Council and report the issue ...’**
- **Page 3 – 1st row – Response and Actions – bullet point 6 – amend to read ‘Keys to the locked filing cabinets will be placed in the safe.’**
- **Page 5 - 1st row – Response and Actions – bullet point 7 – amend to read ‘Keys to the locked filing cabinets will be placed in the safe.’**
- **Page 6 - 1st row – Response and Actions – bullet point 7 – amend to read ‘Keys to the locked filing cabinets will be placed in the safe.’**
- **Page 12 – 2nd row – Response and Actions - bullet point 1 – amend to read ‘Consider how to continue the work of the Council.’**
- **Page 12 – 2nd row – Response and Actions - bullet point 2 – amend to read ‘Complete a risk assessment on the loss of the contractor and any implications there could be for the Council and consider how to reduce the impact now and measures to put in place to prevent from happening again in the future.**
- **Page 18 – 3rd row – Response and Actions – bullet point 1 – amend to read ‘Contact the Council’s IT support contractor ...’**

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On a vote being taken the matter was approved unanimously.

GR18/06/15 TO REVIEW THE SAFEGUARDING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/15.2 RESOLVED: that the Safeguarding Policy has been reviewed and that there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR18/06/16 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 Pavey and

GR18/06/16.2 RESOLVED: that the Guidelines for Broadcasting or Using Social Media at Council Meetings has been reviewed and that the Clerk will amend the notice that is displayed at Council Meetings to include a precis of points 11 and 12 of the Policy.

On a vote being taken the matter was approved unanimously.

GR18/06/17 TO REVIEW THE GRIEVANCE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/17.2 RESOLVED: that the Grievance Policy has been reviewed and that the following amendments are made:

- Page 2 – 2nd bullet point from the top – last sentence – amend to read 'The employee's grievance records will be held by the Council in accordance with the Data Protection Act 1998 and the GDPR;'**

On a vote being taken the matter was approved unanimously.

GR18/06/18 TO REVIEW THE DISCIPLINARY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/18.2 RESOLVED: that the Disciplinary Policy has been reviewed and that the typo on page 4 will be corrected.

On a vote being taken the matter was approved unanimously.

GR18/06/19 TO REVIEW THE CAPABILITY PROCEDURE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/19.2 RESOLVED: that the Capability Procedure has been reviewed and that there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR18/06/20 TO REVIEW THE USE OF IT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/20.2 RESOLVED: that the Use of IT Policy has been reviewed and that the typo on page 1 will be corrected.

On a vote being taken the matter was approved unanimously.

GR18/06/21 TO REVIEW THE WEBSITE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/06/21.2 RESOLVED: that the Website Policy has been reviewed and that the following amendments are made:

- **Page 3 – Purpose – 1st paragraph – amend to read 'This Privacy Policy is for the website – www.illogaparishcouncil.gov.uk and served by iCT4 Limited ...'**

- **Page 3 – Use of Cookies – 1st paragraph – 3rd sentence – amend to read ‘This complied with legislation ...’**
- **Page 4 – Contact and Communication – 1st paragraph – 3rd sentence – amend to read ‘Every effort has been made to ensure a safe and secure form to email submission process but advises users ...’**
- **Page 5 – Resources and Further Information – include at the top of the list ‘General Data Protection Regulation (GDPR).’**

On a vote being taken the matter was approved unanimously.

GR18/06/22 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 9th July 2018, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.25pm.

Signed: Chairman

Date: