

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 26th September 2018 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR18/09/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Crabtree.

There were no members absent.

GR18/09/2 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.

GR18/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR18/09/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR18/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 13TH JUNE 2018 AND THE CHAIRMAN TO SIGN THEM

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

GR18/09/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 13th June 2018 are received and approved and signed by the Chairman with the following amendments:

- **Page 156 – Present – swap Cllr Crabtree’s and Ford’s names as Cllr Ford is Vice Chairman;**
- **Page 158 – Minute GR18/06/10.2 – 2nd bullet point – amend to read *‘Page 1 – 3rd and 4th rows – Additional controls required***

- amend to read 'Clerk to compile a 'how to ...'*
- **Page 159 – 3rd bullet point – 2nd sentence – amend to read 'Note that it's ...'**
- **Page 162 – Minute GR18/06/14.2 – 4th bullet point – amend to read 'Page 5 – 1st row – Response and Actions – bullet point 7 – amend to read 'Keys to the locked filing cabinets will be placed in ...'**
- **Page 162 – Minute GR18/06/14.2 – 5th bullet point – amend to read 'Page 6 – 1st row – Response and Actions – bullet point 7 – amend to read 'Keys to the locked filing cabinets will be placed in ...'**

On a vote being taken the matter was approved unanimously.

GR18/09/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

Page 158 – Minute GR18/06/8.2 - In response to a question the Clerk confirmed that the Dignity at Work policy would be presented to the Staffing Committee when it next met.

Page 159 – The Clerk reported that she had contacted South West Council and enquired if there was a legal definition of short and long term in employment law. South West Councils had responded that there wasn't a cast iron definition, but employers commonly define long-term sickness absence as lasting 28 or more calendar days. It was agreed that this would be reported to the Staffing Committee at their next meeting.

The Clerk reported that a response had been received from Illogan School stating that they would seek parental consent for the use of names for the Christmas Card Competition.

A response had been received from the ICO in regard to the query made re whether Cllrs and Officers need to be registered as data controllers and on Privacy Impact Assessments.

GR18/09/7 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 Pavey, seconded by Cllr Mrs Thompson and

GR18/09/7.2 RESOLVED: that the NALC GDPR Toolkit is noted.

On a vote being taken the matter was approved unanimously.

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GR18/09/8 TO RECEIVE A LIST OF SOME OF THE PERSONAL DATA HELD BY THE COUNCIL, AGREE WHETHER THE DATA SHOULD BE RETAINED, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/8.2 RESOLVED: that for the bottom drawer of the small filing cabinet and the locked case, employment records less than 12 years old would be retained; that hard copies of data would not be retained if there was an electronic copy; that other records outside of their retention periods would not be retained.

On a vote being taken the matter was approved unanimously.

GR18/09/9 TO REVIEW THE PERSONAL DATA INFORMATION SHEET CONTAINED WITH THE INSURANCE RENEWAL AND AGREE ANY FUTURE ACTIONS

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

GR18/09/9.2 RESOLVED: that the Personal Data Information Sheet contained with the insurance renewal is noted.

On a vote being taken the matter was approved unanimously.

GR18/09/10 TO RECEIVE THE UPDATED ROTA OF POLICIES TO BE REVIEWED AND AGREE ANY FUTURE ACTIONS

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

GR18/09/10.2 RESOLVED: that the updated Rota of Policies to be Reviewed is received and approved.

On a vote being taken the matter was approved unanimously.

GR18/09/11 TO RECEIVE AND APPROVE THE AMENDED QUOTATION AND TENDERS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/11.2 RESOLVED: to receive and approve the amended Quotations and Tenders Policy.

On a vote being taken the matter was approved unanimously.

GR18/09/12 TO RECEIVE THE RECOMMENDATIONS FROM THE COMMUNITY LIAISON COMMITTEE REGARDING THE CHRISTMAS RISK ASSESSMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/12.2 RESOLVED: that the recommendations from the Community Liaison Committee and the Christmas Risk Assessments are received and approved.

On a vote being taken the matter was approved unanimously.

GR18/09/13 TO RECEIVE AND APPROVE A FORM FOR THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE FOR MEMBERS TO FOLLOW WHEN REPORTING ON BASIC PLANNING APPLICATIONS, AGREE ANY RECOMMENDATIONS TO THE PLANNING AND ENVIRONMENTAL SERVICES COMMITTEE AND AGREE ANY FUTURE ACTIONS

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

GR18/09/13.2 RESOLVED: that the form for members of the Planning and Environmental Services Committee to follow when reporting on basic planning applications is received and approved with the addition of the following sentence at the end of the form 'Including reference to any specific planning policies'.

On a vote being taken the matter was approved unanimously.

GR18/09/14 TO RECEIVE AND APPROVE THE UPDATED DISPLAY SCREEN EQUIPMENT (DSE) ASSESSMENTS FOR OFFICERS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/14.2 RESOLVED: that the updated Display Screen Equipment (DSE) assessments for Officers are received and approved.

On a vote being taken the matter was approved unanimously.

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GR18/09/15 TO REVIEW THE VIOLENCE AT WORK POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/15.2 RESOLVED: that the Violence 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.

GR18/09/16 TO REVIEW THE FINANCIAL REGULATIONS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/16.2 RESOLVED: that the Financial Regulations have been reviewed and that the following amendments are made:

- **Page 5 – Annual Estimates (Budget) and Forward Planning – 3.1 – amend to read ‘The Council and each Committee shall work towards the preparation of three-year forecasts ...’**
- **Page 7 – Awarding Grants – 5.1 – amend to read ‘Grants will be considered quarterly in January, April, July and October.’**

On a vote being taken the matter was approved unanimously.

GR18/09/17 TO REVIEW THE STANDING ORDERS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/17.2 RESOLVED: that the Clerk would combine the model Standing Orders with the Council current Standing Orders.

On a vote being taken the matter was approved unanimously.

GR18/09/18 TO REVIEW THE CODE OF CONDUCT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/18.2 RESOLVED: that the Code of Conduct has been reviewed and there are no changes to be made.

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On a vote being taken the matter was approved unanimously.

GR18/09/19 TO REVIEW THE WORK-RELATED DRIVING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/19.2 RESOLVED: that the Work-Related Driving Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/09/20 TO REVIEW THE MANUAL HANDLING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/20.2 RESOLVED: that the Manual Handling Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/09/21 TO REVIEW THE WORK AT HEIGHT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/21.2 RESOLVED: that the Work at Height Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/09/22 TO REVIEW THE ASBESTOS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/22.2 RESOLVED: that the Asbestos Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/09/23 TO REVIEW THE HEALTH AND SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

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GR18/09/23.2 RESOLVED: that the Health and Safety Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/09/24 TO REVIEW THE NOISE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/24.2 RESOLVED: that the Noise Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/09/25 TO REVIEW THE POLICY & PROCEDURES FOR THE TREATMENT OF ALCOHOL & DRUG ABUSE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/25.2 RESOLVED: that the Policy & Procedures for the Treatment of Alcohol and Drug Abuse has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/09/26 TO REVIEW THE EQUAL OPPORTUNITIES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/26.2 RESOLVED: that the Equal Opportunities Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/09/27 TO REVIEW THE EMPLOYEE EXPENSES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/27.2 RESOLVED: that the Employee Expenses Policy has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

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GR18/09/28 TO REVIEW THE SCHEME OF DELEGATION, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/28.2 RESOLVED: that the Scheme of Delegation has been reviewed and there are no changes to be made.

On a vote being taken the matter was approved unanimously.

GR18/09/29 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 Pavey and

GR18/09/29.2 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.

GR18/09/30 TO RECEIVE QUOTES FOR AN EXTERNAL GENERAL DATA PROTECTION REGULATION (GDPR) CONSULTANT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/30.2 RESOLVED: that Cornwall Council are appointed as the external General Data Protection Regulation (GDPR) consultant for the Council.

On a vote being taken the matter was approved unanimously.

GR18/09/31 TO RECEIVE QUOTES TO APPOINT AN EXTERNAL DATA PROTECTION OFFICER (DPO), AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR18/09/31.2 RESOLVED: that Cornwall Council are appointed as the Data Protection Officer (DPO) for Illogan Parish Council as per their quote.

On a vote being taken the matter was approved unanimously.

GR18/09/32 DATE AND TIME OF NEXT MEETING

ILLOGAN PARISH COUNCIL

The next meeting would be held on Tuesday 6th November 2018, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.00pm.

Signed: Chairman

Date: