

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 27th February 2019 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR19/02/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

GR19/02/2 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.

GR19/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR19/02/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR19/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 30TH JANUARY 2019 AND THE CHAIRMAN TO SIGN THEM

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

GR19/02/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 30th January 2019 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR19/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR19/02/7 TO CONSIDER HOW TO REPORT ON THE WORK OF THE COMMITTEE AND THE POLICIES AND PROCESSES OF THE COUNCIL TO FULL COUNCIL AND AGREE ANY FUTURE ACTIONS

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

GR19/02/7.2 RESOLVED: that as all Councillors receive copies of the agendas and minutes for the Governance Review Committee meetings and all members have access to all background papers and could attend the meetings if they wanted to; that there was no need to report on the work of this Committee to Full Council.

On a vote being taken the matter was approved unanimously.

GR19/02/8 TO RECEIVE CORRESPONDENCE FROM CORNWALL COUNCIL REGARDING THIS COUNCIL'S QUERIES WITH THE PRIVACY POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/8.2 RESOLVED: to receive the correspondence from Cornwall Council regarding this Council's queries with the Privacy Policy and that in view of the advice there are no amendments made to the Privacy Policy.

On a vote being taken the matter was approved unanimously.

GR19/02/9 TO RECEIVE AND APPROVE THE DRAFT RIGHT OF ACCESS, RECTIFICATION AND ERASURE (RARE) REQUEST FORM AND AGREE ANY FUTURE ACTIONS

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

GR19/02/9.2 RESOLVED: that the Right of Access, Rectification and Erasure (RARE) Request Form is received and approved with the amendment to the email address on page 6 to dpo@illoganparishcouncil.gov.uk

On a vote being taken the matter was approved unanimously.

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GR19/02/10 TO RECEIVE THE COMPILED APPLICATION FOR THE LOCAL COUNCIL AWARD SCHEME. AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR19/02/10.2 RESOLVED: that the compiled application for the Local Council Award Scheme is received; that Cllr Ford would meet with the Clerk to draft an action plan for consideration at the next meeting; and that the Clerk would investigate how to record CPD points and would report to the next meeting of this Committee.

On a vote being taken the matter was approved unanimously.

GR19/02/11 TO CONSIDER A POLICY/PROCEDURE FOR DELIVERING AND REVIEWING PROJECTS AND AGREE ANY FUTURE ACTIONS

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

GR19/02/11.2 RESOLVED: that consideration of a policy/procedure for delivering and reviewing projects will be deferred until the Council has an action plan in place.

On a vote being taken the matter was approved unanimously.

GR19/02/12 TO REVIEW ALL COUNCIL RISK ASSESSMENTS AND CONSIDER WHETHER TO RE-WRITE THEM TO BE MORE GENERIC AND AGREE ANY FUTURE ACTIONS

Cllr Mrs Share felt that the Council's Risk Assessments were very repetitive and that there were some inconsistencies in them. She felt that due to the low levels of risk the Risk Assessments could be done differently in a more simplified format. She also felt that it should be clarified who should be completing Risk Assessments for contractors.

Cllr Pavey queried the time it would take the Clerk to re-write all the risk assessments. He suggested that the reviewing and re-doing of the risk assessments could be included in the Council's action plan.

It was noted that when the Council's Health and Safety Audit was completed the auditor had stated in his report that the risk assessments were comprehensive and well thought out.

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

- GR19/02/12.2 RESOLVED: that the review and potential re-writing of all of the Council's risk assessments in a different format would be included in the action plan.**

On a vote being taken the matter was approved unanimously.

- GR19/02/13 TO REVIEW THE HEALTH AND SAFETY POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR19/02/13.2 RESOLVED: that the Health and Safety Policy has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

- GR19/02/14 TO REVIEW THE TREE SAFETY POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR19/02/14.2 RESOLVED: that the Tree Safety Policy has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

- GR19/02/15 TO REVIEW THE DISPLAY SCREEN EQUIPMENT POLICY AND AGREE ANY FUTURE ACTIONS**

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

- GR19/02/15.2 RESOLVED: that the Display Screen Equipment Policy has been reviewed and that there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

- GR19/02/16 TO REVIEW THE DISPLAY SCREEN EQUIPMENT CHECKLISTS AND AGREE ANY FUTURE ACTIONS**

The Clerk reported that since the Display Screen Equipment Checklist had been completed, her chair had become uncomfortable, seemed to tilt to one side and had a hole in it. The Clerk asked whether the chair

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could be replaced. It was noted that the Clerk's chair was about 6 years old. The Clerk had obtained a couple of quotes for an office chair and an orthopaedic office chair.

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

GR19/02/16.2 RESOLVED: that the Display Screen Equipment Checklists are reviewed and that the Clerk's chair is replaced with the orthopaedic office chair at a cost of £169.

On a vote being taken the matter was approved unanimously.

GR19/02/17 TO REVIEW THE RISK ASSESSMENT POLICY/ARRANGEMENTS AND AGREE ANY FUTURE ACTIONS

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

GR19/02/17.2 RESOLVED: that the Risk Assessment Policy/Arrangements are reviewed and that there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/18 TO REVIEW THE WORK EQUIPMENT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/18.2 RESOLVED: that the Work Equipment Policy has been reviewed and that there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/19 TO REVIEW THE FIRST AID POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/19.2 RESOLVED: that the First Aid Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/20 TO REVIEW THE MANUAL HANDLING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/20.2 RESOLVED: that the Manual Handling Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/21 TO REVIEW THE MANAGEMENT OF CONTRACTORS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/21.2 RESOLVED: that the Management of Contractors Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/22 TO REVIEW THE EMPLOYEE CONSULTATION POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/22.2 RESOLVED: that the Employee Consultation Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/23 TO REVIEW THE WORK-RELATED STRESS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/23.2 RESOLVED: that the Work-Related Stress Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/24 TO REVIEW THE REPORTING OF ACCIDENTS AND INCIDENTS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/24.2 RESOLVED: that the Reporting of Accidents and Incidents Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/25 TO REVIEW THE DIGNITY AT WORK POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/25.2 RESOLVED: that the Dignity at Work Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/26 TO REVIEW THE FLEXIBLE WORKING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/26.2 RESOLVED: that the Flexible Working Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/27 TO REVIEW THE GENERAL RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/02/27.2 RESOLVED: that the General Risk Assessment has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

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GR19/02/28 TO REVIEW THE GRANT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/28.2 RESOLVED: that the Grant Policy has been reviewed and that bullet point 7 on page 2 is amended to read 'The applications will be presented to the Council and discussed at the January, April, July and October meetings of ...'.

On a vote being taken the matter was approved unanimously.

GR19/02/29 TO REVIEW THE ANNUAL APPRAISAL PROTOCOL AND AGREE ANY FUTURE ACTIONS

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

GR19/02/29.2 RESOLVED: that the Annual Appraisal Protocol has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/30 TO REVIEW THE BUSINESS CONTINUITY PLAN AND AGREE ANY FUTURE ACTIONS

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

GR19/02/30.2 RESOLVED: that the Clerk would update the Business Continuity Plan to reflect the changes to the Council's contractors and the Plan will be considered at the April meeting of the Governance Review Committee meeting.

On a vote being taken the matter was approved unanimously.

GR19/02/31 TO REVIEW THE SAFEGUARDING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/31.2 RESOLVED: that the Safeguarding Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/32 TO REVIEW THE GUIDELINES FOR BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS AND AGREE ANY FUTURE ACTIONS

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

GR19/02/32.2 RESOLVED: that the Guidelines for Broadcasting or Using Social Media at Council Meetings has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/33 TO REVIEW THE GRIEVANCE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/33.2 RESOLVED: that the Grievance Policy has been reviewed and there are no amendments to be made and that the Clerk makes a diary note that the Policy will need to be reviewed again before the end of the year due to potential changes due to the Code of Conduct.

On a vote being taken the matter was approved unanimously.

GR19/02/34 TO REVIEW THE DISCIPLINARY POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/34.2 RESOLVED: that the Disciplinary Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/35 TO REVIEW THE CAPABILITY PROCEDURE AND AGREE ANY FUTURE ACTIONS

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

GR19/02/35.2 RESOLVED: that the Capability Procedure has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

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GR19/02/36 TO REVIEW THE USE OF IT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/36.2 RESOLVED: that the Use of IT Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/37 TO REVIEW THE WEBSITE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/02/37.2 RESOLVED: that the Website Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/02/38 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 27th March 2019, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 7.59pm.

Signed: Chairman

Date: