

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 24th April 2019 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR19/04/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Pavey.

There were no members absent.

GR19/04/2 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.

GR19/04/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR19/04/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR19/04/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 27TH MARCH 2019 AND THE CHAIRMAN TO SIGN THEM

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

GR19/04/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 27th March 2019 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR19/04/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR19/04/7 TO RECEIVE INFORMATION ON THE GENERAL DATA PROTECTION REGULATION, CONSIDER THE IMPLICATIONS FOR THE COUNCIL AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Members noted the NALC Chief Executives Bulletin which included a section on Data Protection fees regime.

GR19/04/8 TO RECEIVE INFORMATION ON WHERE THE COUNCIL'S CLOUD BACKUPS ARE HELD AND AGREE ANY FUTURE ACTIONS

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

GR19/04/8.2 RESOLVED: it was noted that the Council's cloud backups were stored in the EU west.

On a vote being taken the matter was approved unanimously

GR19/04/9 TO RECEIVE INFORMATION AND CLARIFICATION ABOUT WHETHER COUNCILLORS ARE OFFICE HOLDERS IN RELATION TO ICO REGISTRATION AND AGREE ANY FUTURE ACTIONS

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

GR19/04/9.2 RESOLVED: it was noted that Councillors were not classed as office holders in relation to the ICO Registration and that the Council therefore did not need to pay a fee to the ICO for Councillors as from the 1st April 2019, the Data Protection (Charges and Information) (Amendment) Regulations 2019 exempted the processing of personal data by members of the House of Lords, elected representatives and prospective representatives; 'Elective Representatives are defined by the Data Protection Act 2018 and includes, but is not limited to MPs, MSPs, AMs in Wales, MEPs, elected councillors in county councils, district councils, London boroughs, parish councils, elected mayors and police crime commissioner'.

On a vote being taken the matter was approved unanimously

GR19/04/10 TO RECEIVE ADDITIONAL INFORMATION ON GOOGLE ANALYTICS AND THE PLUGIN, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

- GR19/04/10.2 RESOLVED:** that Google Analytics will be removed from the Councils website and a WordPress plugin installed to provide data on the number of visitors to the website, number of views of the minutes, number of views of the agendas and other general information; that the Finance and Resources Committee will review the statistics every six months; and that if the data received is not suitable the Council will review whether to re-instate Google Analytics or similar.

On a vote being taken the matter was approved unanimously

GR19/04/11 TO RECEIVE NALC LEGAL TOPIC NOTE LTN 9E – COMPLAINTS AND THE COUNCIL’S COMPLAINTS PROCEDURE AND AGREE ANY FUTURE ACTIONS

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

- GR19/04/11.2 RESOLVED:** that the NALC Legal Topic Note LTN 9E – Complaints is noted and that the Clerk will re-draft the Council’s complaints procedure in line with the NALC Legal Topic Note; that the Clerk would circulate a copy of the legal cover included in the Council’s insurance with the re-drafted Complaints Procedure; that the Clerk would re-circulate the NALC Legal Topic Note LTN 9E with the re-drafted Complaints Procedure; and that the Clerk would include the following in an appropriate place when re-drafting the Complaints Procedure ‘Parish Councils are unable to lodge complaints as a public body (section 27(1) of the 1974 Act) about another local authority or public body defined at section 25 of the 1974 Act but this does not prevent individual councillors from making complaints about another local authority or public body in their personal capacity. In their official capacity, if so requested by member(s) of the public, a parish councillor could represent them in making complaints.’

On a vote being taken the matter was approved unanimously

GR19/04/12 TO REVIEW THE TRAINING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/04/12.2 RESOLVED: that the Training Policy has been reviewed and 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 thus equipping themselves with the relevant skills and knowledge ...’; and**
- **Page 2 – Staff Training – 3rd paragraph – amend to read ‘First Aid, Defibrillator and Resuscitation training ...’**

On a vote being taken the matter was approved unanimously

GR19/04/13 TO REVIEW THE ABSENCE MANAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/04/13.2 RESOLVED: that the Absence Management Policy has been reviewed and the following amendments are made:

- **The typos are corrected;**
- **Page 2 – Review – 2nd sentence – amend to read ‘Responsibility for conducting this review lies with the Governance Review Committee.’;**
- **Page 3 – Reporting – 2nd paragraph – amend to read ‘If the Parish Clerk is unavailable you should ensure that contact is made with the Chairman or Vice Chairman of the Council.’;**
- **Page 3 – Certification – 3rd paragraph – 3rd sentence – amend to read ‘This will usually take place at a return to work interview.’;**
- **Page 6 – Long Term Absence – 2nd paragraph – 1st sentence – amend to read ‘In order to ensure that the Council has access to guidance and advice in respect**

- of the best course of action to follow in relation to such cases of absence, employees who have been absent for a continuous period of four weeks may, depending on the nature of the absence in question, be referred to a Occupation Health Physician appointed by the Council.'**;
- **Page 11 – Reporting – 1st sentence – amend to read 'If you are unable to work due to illness/injury you must contact the Chairman of the Council ...'**;
 - **Page 11 – Reporting – 2nd paragraph – amend to read 'If the Chairman is unavailable you should ensure that contact is made with the Office Administration Assistant or Vice Chairman of the Council.'**;
 - **Page 11 – Certification – 3rd paragraph – 3rd sentence – amend to read 'This will usually take place at a return to work interview.'**; and
 - **Page 14 – Long Term Absence – 2nd paragraph – 1st sentence – amend to read 'In order to ensure that the Council has access to guidance and advice in respect of the best course of action to follow in relation to such cases of absence, employees who have been absent for a continuous period of four weeks may, depending on the nature of the absence in question, be referred to a Occupation Health Physician appointed by the Council.'**

On a vote being taken the matter was approved unanimously.

GR19/04/14 TO REVIEW THE ANNUAL LEAVE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/04/14.2 RESOLVED: that the Annual Leave Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously

GR19/04/15 TO REVIEW THE CHRISTMAS EVENTS RISK ASSESSMENTS AND AGREE ANY FUTURE ACTIONS

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

GR19/04/15.2 RESOLVED: that the Christmas Events Risk Assessment has been reviewed and the following amendments are made:

- **Page 1 – 2nd sentence – amend to read ‘The trees are usually delivered by the supplier...’; and**
- **All references to the ‘Events Committee’ are updated to read ‘Community Liaison Committee’;**

On a vote being taken the matter was approved unanimously

GR19/04/16 TO REVIEW THE COUNCIL OFFICE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/04/16.2 RESOLVED: that the Council Office Risk Assessment has been reviewed and the following amendments are made:

- **Page 7 – Personal Injury from Electrical Equipment – Control measures already in place – 1st paragraph – amend to read ‘All portable electrical equipment is appropriately inspected.’**

On a vote being taken the matter was approved unanimously

GR19/04/17 TO REVIEW THE LONE WORKING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/04/17.2 RESOLVED: that the Lone Working Policy has been reviewed and the following amendments are made:

- **That the typos are corrected;**
- **2nd paragraph – add ‘If a Council Officer is completing visits unaccompanied, the**

Chairman or Vice Chairman of the Council or another Councillor must be made aware of all of the details of the visit and notified when the Officer has returned to the Council Office.’; and

- **2nd paragraph – add ‘Councillors that are lone working, i.e. visiting planning application sites, must inform the Council Office of the details of visit and notify the Council Office when they have returned home.’**

On a vote being taken the matter was approved unanimously

GR19/04/18 TO REVIEW THE LONE WORKING AT THE COUNCIL OFFICE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/04/18.2 RESOLVED: that the Lone Working at the Council Office Risk Assessment has been reviewed and the following amendments are made:

- **Page 2 –move ‘Personal alarms will be issued to all employees’ from Additional controls required to Control measures already in place and re-word to ‘Personal alarms have been issued to all employees.’**

On a vote being taken the matter was approved unanimously

GR19/04/19 TO REVIEW THE LONE WORKING AWAY FROM THE COUNCIL OFFICE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/04/19.2 RESOLVED: that the Lone Working Away from the Council Office has been reviewed and the following amendments are made:

- **Page 1 – move ‘If employees indicate that they feel vulnerable then in consultation with them consider providing a personal alarm’ from Additional controls required to Control measures already in place and re-word to ‘Personal alarms have been issued to all employees.’**

On a vote being taken the matter was approved unanimously

ILLOGAN PARISH COUNCIL

GR19/04/20 TO REVIEW THE ILLOGAN PARISH FAIR RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/04/20.2 RESOLVED: that the Illogan Parish Fair Risk Assessment has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously

GR19/04/21 TO REVIEW THE PUBLICATION SCHEME AND AGREE ANY FUTURE ACTIONS

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

GR19/04/21.2 RESOLVED: that the Publication Scheme has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously

GR19/04/22 TO REVIEW THE COUNCILLORS EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/04/22.2 RESOLVED: that the Councillors Expenses Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously

GR19/04/23 TO REVIEW THE CO-OPTION PROTOCOL AND AGREE ANY FUTURE ACTIONS

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

GR19/04/23.2 RESOLVED: that the Co-Option Protocol has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously

ILLOGAN PARISH COUNCIL

GR19/04/24 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Wednesday 26th June 2019, 7pm in the Council Office.

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

Signed: Chairman

Date: