

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Wednesday 14th August 2019 at 7pm

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

ALSO, PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR19/08/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Crabtree.

There were no members absent.

GR19/08/2 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.

GR19/08/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR19/08/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR19/08/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 31ST JULY 2019 AND THE CHAIRMAN TO SIGN THEM

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

GR19/08/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 31st July 2019 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR19/08/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

GR19/08/7 TO RECEIVE AND APPROVE THE RE-DRAFTED DISPLAY SCREEN EQUIPMENT (DSE) POLICY AND RISK ASSESSMENT CHECKLISTS AND AGREE ANY FUTURE ACTIONS

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

GR19/08/7.2 RESOLVED: to receive and approve the re-drafted Display Screen Equipment (DSE) Policy and Risk with the correction of typos and the following amendments:

- **Page 1 – 2nd paragraph – amend to read ‘It will identify employees that are considered as essential users of ...’;**
- **Page 4 – Display screen – Control measures – 1st bullet point – amend to read ‘Characters of the screen must be clear and legible’; and**
- **Page 4 – Using mouse – Control measures – 4th bullet point – amend to read ‘Is the mouse close enough to the user with stretching/overreaching’.**

On a vote being taken the matter was approved unanimously.

GR19/08/8 TO RECEIVE AND APPROVE THE RE-DRAFTED ILLOGAN PARISH FAIR RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/08/8.2 RESOLVED: to receive and approve the re-drafted Illogan Parish Fair Risk Assessment with the correction of the typos and the following amendments:

- **Page 1 – Injury from manual handling... - Further action – include ‘None’ – Risk Rating – include ‘Low’.**
- **Page 2 – Adverse weather... - Further action – include ‘None’ – Risk Rating – include ‘Low’.**

- **Page 2 – Slips, Trips and Falls - Further action – include ‘None’ – Risk Rating – include ‘Low’.**
- **Page 2 – Medical emergency... - Further action – include ‘None’ – Risk Rating – include ‘Low’.**
- **Page 2 – Medical emergency ... - Existing control measures – 1st bullet point – amend to read ‘Councillors should be aware of ...’.**

On a vote being taken the matter was approved unanimously.

GR19/08/9 TO RECEIVE AND APPROVE THE RE-DRAFTED VIOLENCE AT WORK POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/08/9.2 RESOLVED: to receive and approve the re-drafted Violence at Work Policy and Risk Assessment with the correction of the typo and the following amendment; and that the policy and risk assessment are included during the employee induction process with a tick/signing off sheet to record that employees are aware of it:

- **Page 2 – Support following violent, distressing incident – 2nd bullet point – amend to read ‘The incident must be recorded and reported to the line manager without delay using the attached form which is then retained in the Council Office’.**

On a vote being taken the matter was approved unanimously.

GR19/08/10 TO RECEIVE AND APPROVE THE RE-DRAFTED MANAGEMENT OF CONTRACTORS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/10.2 RESOLVED: to receive and approve the re-drafted Management of Contractors Policy with the following amendments:

- **Page 3 – 4th line – amend to read ‘Have you achieved a relevant accreditation with a Safety Scheme in Procurement**

- (SSIP) i.e. The Contractors Health and Safety Assessment Scheme (CHAS); Safety Management Advisory Services (SMAS); or similar? If yes, please provide copies of the certificates.'
- Page 4 – 4th line – amend to read 'Please provide a copy of your written Health and Safety Policy.'
 - Page 4 – 5th line – amend to read 'Please provide copies existing risk assessments done for similar jobs.'

On a vote being taken the matter was approved unanimously.

GR19/08/11 TO RECEIVE AND APPROVE THE RE-DRAFTED WORK-RELATED STRESS POLICY AND RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/08/11.2 RESOLVED: to receive and approve the re-drafted Work-Related Stress Policy and Risk Assessment with the following amendments:

- Page 1 – 2nd paragraph – 1st sentence – amend to read 'This policy applies to everyone in the Council including employees and Councillors.'
- Page 1 – Policy – 3rd paragraph – amend to read 'The Council's advice is that anyone who feels they are ...'
- Page 4 – Demands of job – Existing control measures – 3rd bullet point – amend to read 'Employees are made aware how to deal with aggressive ...'
- Page 4 – Demands of job – Existing control measures – 4th bullet point – amend to read 'Employees are made aware of how to deal with complaints ...'
- Page 4 – Support – Existing control measures – amend to read 'Phased return to work after period off sick or with ...'

On a vote being taken the matter was approved unanimously.

GR19/08/12 TO RECEIVE AND APPROVE THE RE-DRAFTED LAND AT THE END OF WOODBINE LANE RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/08/12.2 RESOLVED: to receive and approve the re-drafted Land at the End of Woodbine Lane Risk Assessment with the following amendments:

- **Page 3 – Slips, Trips and Falls - Further action – include ‘None’ – Risk Rating – include ‘Low’.**
- **Page 4 – Fences ... - Further action – include ‘None’ – Risk Rating – include ‘Low’.**
- **Page 4 – Vandalism - Further action – include ‘None’ – Risk Rating – include ‘Low’.**
- **Page 5 – Dangers from falling trees ... - Further action – include ‘None’ – Risk Rating – include ‘Low’.**
- **Page 5 – Adverse weather ...- Further action – include ‘None’ – Risk Rating – include ‘Low’.**

On a vote being taken the matter was approved unanimously.

GR19/08/13 TO RECEIVE AND APPROVE THE BUSINESS CONTINUITY PLAN MATRIX (FORMERLY TITLED GENERAL RISK ASSESSMENT’), REVIEW THE BUSINESS CONTINUITY PLAN AND AGREE ANY FUTURE ACTIONS

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

GR19/08/13.2 RESOLVED: that the Clerk would re-draft and reformat the Business Continuity Matrix and plan into one logical, user friendly document and that the re-drafted document would be considered at the next meeting of this Committee.

On a vote being taken the matter was approved unanimously.

GR19/08/14 TO RECEIVE AND APPROVE THE MATERNITY POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/14.2 RESOLVED: to note that the Maternity Policy was drafted using information from a sample policy from South West Councils; documents from the Cornwall Council handbook sent by CALC; the Green book and Cllr Mrs Share's draft document and previous experience. To receive and approve the Maternity Policy with the following amendments:

- **Page 1 – Purpose – 3rd paragraph – amend to read 'The Policy applies to all pregnant employees whether working full or part time irrespective of length of service. However, some provisions ...'**
- **Page 6 – Return to work – 1st paragraph – 1st sentence – amend to read 'The employee will normally ...'**
- **Page 6 – Return to work – 2nd paragraph – amend to read 'If the employee does not wish to return to work following maternity leave, they must give the Council notice in accordance with their terms of employment.'**

On a vote being taken the matter was approved unanimously.

GR19/08/15 TO RECEIVE THE AMENDED MANUAL HANDLING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/15.2 RESOLVED: to receive the amended Manual Handling Policy with the following amendments:

- **That the 'Duties of the Council' and 'Duties of Employees' sections will be moved to follow on from the 'Summary of Duties' section.**
- **Duties of the Council – 5th bullet point – amend to read 'Employees and Councillors adhere to ...'**

ILLOGAN PARISH COUNCIL

- **Consequences of incorrect handling – 16th bullet point – amend to read ‘Prolapse disc’**
- **Consequences of incorrect handling – add a bullet point to read ‘Prolapse uterus’**

On a vote being taken the matter was approved unanimously.

GR19/08/16 TO RECEIVE THE AMENDED WORKING AT HEIGHT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/16.2 RESOLVED: to receive the amended Working at Height Policy.

On a vote being taken the matter was approved unanimously.

GR19/08/17 TO RECEIVE THE AMENDED WORK-RELATED DRIVING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/17.2 RESOLVED: to receive the amended Work-Related Driving Policy with the following amendment:

- **7th bullet point – amend to read ‘Not put themselves ...’**

On a vote being taken the matter was approved unanimously.

GR19/08/18 TO REVIEW THE HEALTH AND SAFETY POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/18.2 RESOLVED: that the Health and Safety Policy has been reviewed and the following amendments are made, and actions completed:

- **Page 3 – bullet point 7 – amend to read ‘Illogan Parish Council encourages employees and Councillors to complete first aid training.’**
- **That the Administration Assistant is asked if they are willing to complete First Aid training.**

- **That a notice is erected by the First Aid box.**
- **That the Clerk asks all Councillors whether they would be willing to complete First Aid training.**
- **That the Clerk obtains quotes for First Aid training.**

On a vote being taken the matter was approved unanimously.

GR19/08/19 TO REVIEW THE EMPLOYEE CONSULTATION POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/19.2 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.

GR19/08/20 TO REVIEW THE ASBESTOS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/20.2 RESOLVED: that the Asbestos Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/08/21 TO REVIEW THE HEALTH AND SAFETY TRAINING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/21.2 RESOLVED: that the Health and Safety Training Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/08/22 TO REVIEW THE NOISE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/22.2 RESOLVED: that the Noise Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/08/23 TO AGREE THAT THE MANUAL HANDLING RISK ASSESSMENT IS NO LONGER REQUIRED AND AGREE ANY FUTURE ACTIONS

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

GR19/08/23.2 RESOLVED: that the Manual Handling Risk Assessment is no longer required as it has been incorporated into other risk assessments.

On a vote being taken the matter was approved unanimously.

GR19/08/24 TO AGREE THAT THE SLIPS, TRIPS AND FALLS RISK ASSESSMENT IS NO LONGER REQUIRED AND AGREE ANY FUTURE ACTIONS

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

GR19/08/24.2 RESOLVED: that the Slips, Trips and Falls Risk Assessment is no longer required as it has been incorporated into other risk assessments.

On a vote being taken the matter was approved unanimously.

GR19/08/25 TO REVIEW THE GOOD GOVERNANCE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/25.2 RESOLVED: that the Good Governance Policy has been reviewed and that the following amendments are made, and actions completed:

- **Page 3 – Greater Ownership ... – amend title of last set of bullet points to read ‘To aid in this process it is expected that:’**
- **Page 3 – Increasing Knowledge ... - amend title of second set of bullet points to read ‘We aim to’ and re-word the start of each bullet point appropriately**
- **Page 3 – Increasing Knowledge ... – amend title of third set of bullet points to read ‘To aid in this process it is expected that:’**

- **Page 4 – Increased Community ... - We will achieve our aim by – add a bullet point to read ‘Implementing the Community Engagement Policy’**
- **Page 4 – Increased Community ...– amend title of last set of bullet points to read ‘To aid in this process it is expected that:’**

On a vote being taken the matter was approved unanimously.

GR19/08/26 TO REVIEW THE DEALING WITH REQUESTS FOR MAINTENANCE AND AGREE ANY FUTURE ACTIONS

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

- GR19/08/26.2 RESOLVED: that the Dealing with Requests for Maintenance has been reviewed and there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

GR19/08/27 TO REVIEW THE USE OF OPEN SPACES (OWNED OR MANAGED BY ILLOGAN PARISH COUNCIL) FOR EVENTS POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR19/08/27.2 RESOLVED: that the Use of Open Spaces (Owned or Managed by Illogan Parish Council) for Events Policy has been reviewed and the following amendment is made:**

- **Page 1 – How to book ... - 2nd sentence – amend to read ‘The Council requests 2 months’ notice for the ...’**

On a vote being taken the matter was approved unanimously.

GR19/08/28 TO REVIEW THE BUDGET SETTING PROCESS AND AGREE ANY FUTURE ACTIONS

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

- GR19/08/28.2 RESOLVED: that the Budget Setting Process has been reviewed and there are no amendments to be made.**

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

GR19/08/29 TO REVIEW THE PLANNING PROCESS AND AGREE ANY FUTURE ACTIONS

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

GR19/08/29.2 RESOLVED: that the Planning Process has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/08/30 TO REVIEW THE REPAIR AND MAINTENANCE OF ROADS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/30.2 RESOLVED: that the Repair and Maintenance of Roads Policy would be re-drafted to include more detail and would be considered at the next meeting of this Committee.

On a vote being taken the matter was approved unanimously.

GR19/08/31 TO REVIEW THE CORNISH LANGUAGE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/31.2 RESOLVED: that the Cornish Language Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/08/32 TO REVIEW THE COMMUNITY ENGAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/08/32.2 RESOLVED: that the Community Engagement Policy has been reviewed and there are no amendments to be made.

On a vote being taken the matter was approved unanimously.

GR19/08/33 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Monday 16th September 2019, 7pm in the Council Office.

ILLOGAN PARISH COUNCIL

GR19/08/34 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 Mrs Share, seconded by Cllr Pavey and

GR19/08/34.2 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.

GR19/08/35 TO RECEIVE THE DRAFT TENDER SPECIFICATION FOR THE COMPLETION OF A FULL HEALTH AND SAFETY AUDIT AND AGREE ANY FUTURE ACTIONS

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

GR19/08/35.2 RESOLVED: to receive the Tender Specification for the completion of a full health and safety audit with the deadline for the return of completed tenders to be Friday 6th September 2019.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.14pm.

Signed: Chairman

Date: