

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on Monday 16th September 2019 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

GR19/09/1 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies received; all members were present.

GR19/09/2 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.

GR19/09/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR19/09/4 PUBLIC PARTICIPATION

There were no members of the public present.

GR19/09/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 14TH AUGUST 2019 AND THE CHAIRMAN TO SIGN THEM

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

GR19/09/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 14th August 2019 are received and approved and signed by the Chairman with the inclusion of Cllr Mrs Thompson proposing and Cllr Mrs Share seconding resolution number GR19/08/24.2 on page 186.

On a vote being taken the matter was approved unanimously.

GR19/09/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

In response to a question the Clerk confirmed that she was in the process of organising quotes for first aid training.

GR19/09/7 TO RECEIVE AND APPROVE THE RE-DRAFTED BUSINESS CONTINUITY PLAN AND AGREE ANY FUTURE ACTIONS

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

GR19/09/7.2 RESOLVED: that the re-drafted Business Continuity Plan is received and approved with the following amendments; that a copy of the Business Continuity Plan is kept in the safe in the Council Office and by the Chairman and Vice Chairman of the Council:

- That the typos are corrected;
- Page 3 – Theft ... - Response and Actions Required – amend 1st point to read 'Report to the Police and follow any instructions they give. Request and record an incident number'.

On a vote being taken the matter was approved unanimously.

GR19/09/8 TO RECEIVE AND APPROVE THE RE-DRAFTED MAINTENANCE OF ROADS POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/09/8.2 RESOLVED: that the re-drafted Maintenance of Roads Policy is received and approved with the following amendments:

- The title is amended to read 'Policy for the Inspection and Repair of the Road Owned and Managed by Illogan Parish Council'
- The first sentence is amended to read 'For the road leading to Illogan Park (An Vownder) that has ...'
- The third sentence is amended to read 'This road will...'
- That the last paragraph is amended to read 'This Policy will be revised if the Council takes on any responsibilities for other ...'

On a vote being taken the matter was approved unanimously.

GR19/09/9 TO RECEIVE THE NEW NALC MODEL FINANCIAL REGULATIONS AND THE COMPARISON TO THE COUNCIL'S ADOPTED FINANCIAL ...REGULATIONS AND AGREE ANY FUTURE ACTIONS

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

GR19/09/9.2 RESOLVED: that the new NALC model Financial Regulations are received; that the comparison between the Council's Adopted Financial Regulations and the new NALC model has been made and that the resultant re-draft will be an agenda item for the October Full Council meeting.

On a vote being taken the matter was approved unanimously.

GR19/09/10 TO RECEIVE THE EMPLOYEE INDUCTION PACK INCLUDING SIGN OFF SHEETS AND AGREE ANY FUTURE ACTIONS

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

GR19/09/10.2 RESOLVED: that the Employee Induction Pack including sign off sheet is received and approved with the following amendments; and that the CALC, SLCC and ALCC Induction and Probationary Guide is forwarded to the Staffing Committee for consideration:

- **Section 2 – Admin – 9th bullet point – include 'Committee Terms of Reference'**
- **Section 3 – Introduction – 4th bullet point – amend to read 'Private use of phones'**
- **Page 3 – Introduction – 7th bullet point – amend to read 'Briefing on the background and structure of the Council'**
- **Section 6 – Key Policies - include 'Committee Terms of Reference'**
- **Sign off sheet – Document – include 'The Council would expect this section to be completed within 3 months of your start date'**
- **Sign off sheet – Document – Priority Policies and Risk Assessments – include 'Committee Terms of Reference'**

On a vote being taken the matter was approved unanimously.

GR19/09/11 TO RECEIVE AND APPROVE THE WORKING TIME POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/09/11.2 RESOLVED: to receive and approve the Working Time Policy.

On a vote being taken the matter was approved unanimously.

GR19/09/12 TO RECEIVE AND APPROVE THE DRAFT PATERNITY POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/09/12.2 RESOLVED: to receive and approve the draft Paternity Policy.

On a vote being taken the matter was approved unanimously.

GR19/09/13 TO RECEIVE AND APPROVE THE DRAFT ADOPTION POLICY AND AGREE ANY FUTURE ACTIONS

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

GR19/09/13.2 RESOLVED: to receive and approve the draft Adoption Policy.

On a vote being taken the matter was approved unanimously.

GR19/09/14 TO RECEIVE THE SLCC ADVICE NOTE ON PROCUREMENT AND AGREE ANY FUTURE ACTIONS

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

GR19/09/14.2 RESOLVED: that the SLCC advice note on procurement is noted.

On a vote being taken the matter was approved unanimously.

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GR19/09/15 TO CONSIDER IDENTIFICATION FOR OFFICERS AND COUNCILLORS AND AGREE ANY FUTURE ACTIONS

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

GR19/09/15.2 that the Clerk would make laminated photo identification for Officers and Councillors, the identification will include the Council Office telephone number and the Council logo.

On a vote being taken the matter was approved unanimously.

GR19/09/16 TO CONSIDER A PROCEDURE/PROCESS TO ENSURE THAT POLICIES AND RISK ASSESSMENTS ARE APPROPRIATELY AND PROPERLY REVIEWED AND AGREE ANY FUTURE ACTIONS

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

GR19/09/16.2 RESOLVED: that for each Governance Review Agenda the policies will be evenly allocated between members; those members will closely scrutinise the documents they are allocated and report the meeting on any amendments that need to be made; risk assessments and the business continuity plan must be reviewed with the Clerk.

On a vote being taken the matter was approved unanimously.

GR19/09/17 TO RECEIVE THE ADVICE PUBLISHED BY THE INFORMATION COMMISSIONER'S OFFICE (ICO) FOR LOCAL COUNCILS ON GDPR AND AGREE ANY FUTURE ACTIONS

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

GR19/09/17.2 RESOLVED: that the advice published by the Information Commissioner's Office (ICO) is noted.

On a vote being taken the matter was approved unanimously.

GR19/09/18 DATE AND TIME OF NEXT MEETING

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

ILLOGAN PARISH COUNCIL

GR19/09/19 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 Weatherburn and

GR19/09/19.2 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.

GR19/09/20 TO RECEIVE TENDERS FOR THE FULL HEALTH AND SAFETY AUDIT, APPOINT A CONTRACTOR AND AGREE ANY FUTURE ACTIONS

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

GR19/09/20.2 RESOLVED: that JNC Safety Services are appointed to complete the Full Health and Safety Audit as per their tender.

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.22pm.

Signed: Chairman

Date: