

**The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.**

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on 11<sup>th</sup> March 2020 at 7 pm

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

ALSO PRESENT: Mr M Mills, Locum Clerk

The Chairman explained the safety procedures.

**GR20/03/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr L Pavey

There were no members absent.

**GR20/03/2 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.

**GR20/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR20/03/4 PUBLIC PARTICIPATION**

There were no members of the public.

**GR20/03/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 26<sup>th</sup> FEBRUARY 2020 AND THE CHAIRMAN TO SIGN THEM**

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

- GR20/03/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 26<sup>th</sup> February 2020 are received and approved and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR20/03/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

NALC Cyber Security guidance to be issued May or June 2020.  
Clerk to chase wiring certificate and key box.

**GR20/03/7 ACTION LOG**

Agreed that this would go out with the agenda in future

**GR20/03/8 CORRESPONDENCE**

E Mail from NALC re coronavirus and web accessibility regulations. So far as the coronavirus was concerned appropriate arrangements would be put in place to protect staff and visitors to the parish office. Consideration would also be given to additional measures for bus shelters, the play area and any other areas controlled by the Parish Council.

**GR20/03/9 TO NOTE THE REVISED REVIEW SCHEDULE OF POLICIES AND RISK ASSESSMENTS**

This had now been completed. Cllr Mrs Share said that the Chairman of the appropriate committee would allocate it and it would then come back to the Governance Committee when reviewed. The Clerk would circulate the final document appropriately. Christmas lights would be done by the Community Liaison Committee.

**GR20/03/10 TO CONSIDER THE CREATION OF A NEW SINGLE POLICY COVERING THE EXISTING MATERNITY, PATERNITY AND ADOPTION POLICIES**

It was proposed by Cllr Crabtree seconded by Cllr Weatherburn and

- GR20/03/10.2 RESOLVED that the new paternity, maternity and Adoption policy be adopted.**

On a vote being taken the matter was approved unanimously.

**GR20/03/11 TO INVITE EXPRESSIONS OF INTEREST FROM APPROPRIATE EXTERNAL PARTIES TO MAKE ANNUAL ASSESSMENTS OF THE**

**FOLLOWING POLICIES AND ASSESSMENTS OF THE COUNCIL,  
NAMELY HEALTH AND SAFETY AND HUMAN RESOURCES ON A  
BIENNIAL RETENTION BASIS**

The Committee noted the expressions of interest received but resolved to take no further action until the Clerk returned from maternity leave.

**GR20/03/12 TO CONSIDER FINANCIAL REGULATIONS IN RELATION TO  
CONTRACTS AND THE QUOTATIONS AND TENDER POLICY**

The Chairman understood that a revision of the template was being prepared by NALC. The Clerk had asked CALC for advice but this was not yet available. This would now be referred to the Finance and Resources Committee.

**GR20/03/13 CONSIDERATION OF REVISED DISCIPLINARY AND GRIEVANCE  
POLICIES (NATIONAL ASSOCIATION OF LOCAL COUNCILS  
LEGAL TOPIC NOTE 22 APPLIES)**

The Committee considered LTN22 and the draft policies and instructed the Chairman to prepare some revised wording for the disciplinary policy.

**GR20/03/14 CONSIDERATION OF PROCEDURES FOR SETTING AGENDAS**

The Chairman withdrew this item from the agenda.

**GR20/03/15 TO RESOLVE THAT UNDER THE PUBLIC BODIES (ADMISSION  
TO MEETINGS) ACT 1960, THE PUBLIC AND REPRESENTATIVES  
OF THE PRESS AND BROADCAST MEDIA BE EXCLUDED FROM  
THE MEETING DURING THE CONSIDERATION OF THE  
FOLLOWING ITEMS OF BUSINESS AS PUBLICITY WOULD BE  
PREJUDICIAL TO THE PUBLIC INTEREST BECAUSE OF THE  
CONFIDENTIAL NATURE OF THE BUSINESS TO BE TRANSACTED**

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

**GR20/03/15.2 RESOLVED that under the Public Bodies (Admission to  
Meetings) Act 1960, the public and  
representatives of the press and broadcast  
media be excluded from the meeting during  
the consideration of the following items of  
business as publicity would be prejudicial to  
the public interest because of the confidential  
nature of the business to be transacted**

On a vote being taken the matter was approved unanimously.

**GR20/03/16 TO CONSIDER QUOTATIONS FOR HEALTH AND SAFETY SUPPORT DURING THE CLERK'S MATERNITY LEAVE**

This had been overtaken by events.

**GR20/03/17 TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING**

Revised policy (GR20/03/16)  
There would be a standing item on coronavirus as long as required

**GR20/03/18 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the 22<sup>nd</sup> April 2020 at 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.30 pm

Signed: ..... Chairman

Date: .....

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