

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Council Office, Tolvaddon Energy Park on 26th February 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.

GR20/02/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr L Pavey

There were no members absent.

GR20/02/2 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.

GR20/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR20/02/4 PUBLIC PARTICIPATION

There were no members of the public.

GR20/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 29th JANUARY 2020 AND THE CHAIRMAN TO SIGN THEM

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

GR20/02/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 29th January 2020 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

GR20/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

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

GR20/02/7 ACTION LOG

Agreed that this would go out with the agenda in future

GR20/02/8 CORRESPONDENCE

None

GR20/02/9 TO NOTE THE REQUIREMENT IN APRIL 2020 TO INCLUDE IN CONTRACTS OF EMPLOYMENT THAT WORKING HOURS AND TRAINING ARRANGEMENTS MUST BE CLEARLY STATED AND THAT THE CONTRACT MUST BE ISSUED ON DAY ONE

The Vice-chairman ran through details of this matter. It was suggested that members should each have a copy of the article in LCR (NALC publication).

It was proposed by Cllr Ford seconded by Cllr Crabtree and

GR20/02/9.2 RESOLVED that this matter be referred to staffing committee with a recommendation that it go to Full Council in April

On a vote being taken the matter was approved unanimously.

GR20/02/10 TO RECEIVE A REPORT AS TO THE ALLOCATION OF POLICIES AND RISK ASSESSMENTS TO A SERIES OF CATEGORIES AS LAID OUT

The Chairman thanked the Vice-chairman and the Clerk for their work. The Vice-chairman explained the new format. All members were happy with the document.

GR20/02/11 TO ADOPT A REVIEW CYCLE OF THE POLICIES AND RISK ASSESSMENTS BY WAY OF THE CATEGORIES AND THEIR ASSIGNMENT OF THEM TO MEMBER COUNCILLORS IN TURN

Resolved that this should commence as soon as possible.

GR20/02/12 TO CONFIRM THAT ANY DRAFT REVISION OF A GIVEN POLICY OR ASSESSMENT BE FIRSTLY IDENTIFIED WITH THE REVIEWING MEMBER IN CONSULTATION WITH THE CLERK FOR DEBATE AND ADOPTION AT THE NEXT SUBSEQUENT MEETING OF THE COMMITTEE

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Noted that this had been overtaken by other decisions.

GR20/02/13 TO RECOMMEND TO THE COUNCIL THAT THE FOLLOWING POLICIES BE MERGED INTO ONE, NAMELY PATERNITY, MATERNITY AND ADOPTION AND THAT THIS BE REFERRED IN THE FIRST INSTANCE TO THE STAFFING COMMITTEE

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

GR20/02/13.2 RESOLVED that paternity, maternity and adoption Policies be merged into one and that this be referred in the first instance to the staffing committee

On a vote being taken the matter was approved unanimously.

GR20/02/14 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

These to be considered in full at the next meeting.

GR20/02/15 TO CONSIDER AGENDA ITEMS FOR THE NEXT MEETING

Supervision policy and parental leave policy. It was suggested that all councilors should have policies issued at the annual meeting along with the review of policies document and copies of LCR.

GR20/02/16 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 11th March 2020 at 7pm in the Council Office.

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

Signed: Chairman

Date: