

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Old School Centre, Nance Lane, Illogan on Wednesday 26<sup>th</sup> January 2022 at 7pm.

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

**GR22/01/1 TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies were received, all members were present.

**GR22/01/2 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.

**GR22/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR22/01/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR22/01/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 28<sup>TH</sup> JULY 2021 AND THE CHAIRMAN TO SIGN THEM**

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

**GR22/01/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 28<sup>th</sup> July 2021 are received and approved and signed by the Chairman.**

On a vote being taken on the matter there were 4 votes FOR and 0 votes AGAINST.

**GR22/01/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

**GR22/01/7 TO REVIEW THE HEALTH AND SAFETY POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/7.2 RESOLVED: that the Health and Safety Policy has been reviewed and that the following amendments are made:**

- **Page 2 – 1<sup>st</sup> bullet point – amend to read 'ensuring safety (including health risks) ...'**
- **Page 2 – 2<sup>nd</sup> bullet point – amend to read 'give a high level of commitment to Health and Safety and compliance ...'**
- **Page 2 – As the Council's Safety Officer, the Clerk will – 5<sup>th</sup> bullet point – amend to read 'Ensure that regular assessments of working practices are carried out ...'**

On a vote being taken the matter was approved unanimously.

**GR22/01/8 TO REVIEW THE RISK ASSESSMENT POLICY/ARRANGEMENTS AND AGREE ANY FUTURE ACTIONS**

Members discussed deafness, known as the 'invisible disability', and that it must be considered when completing risk assessments.

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

**GR22/01/8.2 RESOLVED: that the Risk Assessment Policy / Arrangements have been reviewed and there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR22/01/9 TO REVIEW THE EMPLOYEE CONSULTATION POLICY AND AGREE ANY FUTURE ACTIONS**

It was noted that proper records of employee consultations must be maintained.

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

**GR22/01/9.2 RESOLVED: that the Employee Consultation Policy has been reviewed and there are no changes to be made.**

On a vote being taken the matter was approved unanimously.

**GR22/01/10 TO REVIEW THE WORK-RELATED DRIVING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/10.2 RESOLVED: that the Work-Related Driving Policy has been reviewed and that the following changes are made:**

- **The adopted date and minute number are added to the footer**
- **4<sup>th</sup> paragraph – amend to read ‘The Council will ensure that a suitable...’**

On a vote being taken the matter was approved unanimously.

**GR22/01/11 TO REVIEW THE HEALTH AND SAFETY TRAINING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/11.2 RESOLVED: that the Health and Safety Training Policy has been reviewed and that the following amendments are made:**

- **Page 1 – 4<sup>th</sup> paragraph – 2<sup>nd</sup> sentence – amend to read ‘This is expanded by the Management of Health and Safety at Work Regulations 199, which identifies ...’**

On a vote being taken the matter was approved unanimously.

**GR22/01/12 TO REVIEW THE MANAGEMENT OF CONTRACTORS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/12.2 RESOLVED: that the Management of Contractors Policy has been reviewed and that the following amendments are made:**

- **Page 1 – Illogan Parish Council will: - bullet point 3 – amend to read ‘The Council will satisfy themselves that the contractor will carry out the task ...’**
- **Page 1 – Illogan Parish Council will: - include as new bullet point 5 – ‘Complete a VAT Registration check on**

- all contractors via [www.gov.uk/check-uk-vat-number](http://www.gov.uk/check-uk-vat-number)'
- Page 1 – Illogan Parish Council will: - include as new bullet point 6 – 'Complete a Company check via [www.gov.uk/get-information-about-a-company](http://www.gov.uk/get-information-about-a-company) or via Companies House'
- Page 1 – Illogan Parish Council will: - include as new bullet point 7 – 'Complete a financial check on contractors via [www.gov.uk/find-out-if-a-company-is-in-financial-trouble](http://www.gov.uk/find-out-if-a-company-is-in-financial-trouble)'
- Page 1 – Illogan Parish Council will: - include as new bullet point 8 – 'Reserve the right to seek references'
- Page 1 – Illogan Parish Council will: - include as new bullet point 9 – 'Reserves the right to complete any other checks it deems appropriate and necessary'
- Page 1 – Illogan Parish Council will: - bullet point 10 – amend to read 'The Clerk will agree with the contractor the best way to communicate with each other and all verbal communications will be confirmed in writing.'
- Page 1 – Illogan Parish Council will: - bullet point 12 – amend to read 'Any concerns that the Clerk has identified during a site visit will be addressed with the contractor and reported to the Full Council or the appropriate Committee.'
- Page 2 – The Contractor will: - bullet point 2 – amend to read 'Complete the Contractor's Annual Questionnaire on a calendar year basis'
- Page 2 – The Contractor will: - bullet point 3 – amend to read 'Undertake risk assessments on all tasks'
- Page 2 – The Contractor will: - bullet point 4 – amend to read 'Supply the Clerk, as the representative of the Council, with a copy of all risk assessments and other relevant documents and information such as copies of insurance certificates, method statements etc'
- Page 2 – The Contractor will: - add bullet point 7 to read 'Manage any subcontractors including ensuring that

**they comply with site rules, working methods and procedures'**

- **Page 2 – The Contractor will: - add bullet point 8 to read 'Report incidents, near misses and injuries (even minor ones) to the Clerk'**
- **Page 2 – The Contractor will: - add bullet point 9 to read 'Display signage advertising that they are completing work on behalf of Illogan Parish Council'**
- **Page 2 – Managing and supervising the work: - delete paragraphs 1 – 3 and replace with 'The Clerk will liaise with the contractors on the amount of contact and how this will be arranged and managed.**

**The start and finish of the day are important times for going through the job and reviewing progress. However, the contractor should expect to see the Clerk at other unspecified times when they will be looking out for safe working practices.**

**The contact will cover items such as:**

- 1. How is the job going?**
  - i. As planned?**
  - ii. Is the contractor working safely and as agreed?**
  - iii. Any incidents?**
  - iv. Any changes in personnel?**
- 2. Is the work being done as agreed, e.g., using necessary PPE?**
- 3. Have any problems arisen which mean the Council needs to rethink the job?**
- 4. Are any special arrangements needed, e.g., due to changes in timing, out of hours or weekend work?**

**5. Are there changes in workers – new people who haven't been on site before and who need information?**

**In the event of an accident, near miss or ill health associated with the workplace, the Clerk and the contractor will investigate the underlying causes and remedial action to put matters right will be instigated before anyone is hurt. The Clerk will provide a report to the Chairman or Vice Chairman of the Full Council and appropriate Committee promptly.**

On a vote being taken the matter was approved unanimously.

**GR22/01/13 TO REVIEW THE FIRST AID POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/13.2 RESOLVED: that he First Aid Policy has been reviewed and no changes are made.**

On a vote being taken the matter was approved unanimously.

**GR22/01/14 TO REVIEW THE WORK EQUIPMENT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/14.2 RESOLVED: that the Work Equipment Policy has been reviewed and the following changes are made:**

- **Page 2 – 1<sup>st</sup> bullet point – amend to read 'Is CE marked or equivalent'**

On a vote being taken the matter was approved unanimously.

**GR22/01/15 TO REVIEW THE WORK AT HEIGHT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/15.2 RESOLVED: that the Work at Height Policy has been reviewed and no change are made.**

On a vote being taken the matter was approved unanimously.

**GR22/01/16 TO REVIEW THE MANUAL HANDLING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/16.2 RESOLVED: that Manual Handling Policy has been reviewed and the following changes are made:**

- **Page 2 – Duties of the Council – 1<sup>st</sup> bullet point – correct the typo 'where' not 'were'**
- **Page 3 – The Task – 7<sup>th</sup> bullet point – amend to read 'Tasks which involve lifting or carrying should be designed in such a way as to allow for significant rest breaks to ...'**

On a vote being taken the matter was approved unanimously.

**GR22/01/17 TO REVIEW THE FIRE AND EMERGENCY PROCEDURES POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/17.2 RESOLVED: that the Fire and Emergency Procedures Policy has been reviewed and the following amendments are made:**

- **Page 1 – Policy Statement – 2<sup>nd</sup> paragraph – amend to read 'This Policy applies to all premises owned / rented / managed by Illogan Parish Council.'**
- **Page 1 – Policy Statement – add paragraph to read 'Illogan Parish Council will comply with the requirements of the landlord of any rented premises.'**

On a vote being taken the matter was approved unanimously.

**GR22/01/18 TO REVIEW THE TREE SAFETY POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/18.2 RESOLVED: that the Tree Safety Policy has been reviewed and no changes are made.**

On a vote being taken the matter was approved unanimously.

**GR22/01/19 TO REVIEW THE ELECTRICAL EQUIPMENT AND PLANT POLICY AND PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/19.2 RESOLVED: that the Electrical Equipment and Plant Policy has been reviewed and the following amendments are made:**

- **Page 2 – Controls – bullet point 5 – amend to read 'All equipment must be used only for its designated purpose.'**

On a vote being taken the matter was approved unanimously.

**GR22/01/20 TO REVIEW THE REPORTING OF ACCIDENTS AND INCIDENTS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/20.2 RESOLVED: that the Reporting of Accidents and Incidents Policy has been reviewed and no changes are made.**

On a vote being taken the matter was approved unanimously.

**GR22/01/21 TO REVIEW THE ASBESTOS POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/21.2 RESOLVED: that the Asbestos Policy has been reviewed and no changes are made.**

On a vote being taken the matter was approved unanimously.

**GR22/01/22 TO REVIEW THE NOISE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/01/22.2 RESOLVED: that the Noise Policy has been reviewed and the following amendment are made:**

- **Page 1 last paragraph – amend to read 'Illogan Parish Council will require that all contractors have suitable and sufficient risk assessments, procedures to reduce**



**noise exposure. They must provide their employees with information, instruction and training and ensure that suitable and sufficient processes and procedures are ...'**

- **The Clerk would check the exposure values and update them as necessary**

On a vote being taken the matter was approved unanimously.

**GR22/01/23      DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the 23<sup>rd</sup> February 2022, 7pm in The Old School Centre, Nance Lane, Illogan

There being no further business the Chairman closed the meeting at 7.41pm.

Signed: ..... Chairman

Date: .....