

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held at The Old School Centre, Nance Lane, Illogan on Wednesday 23<sup>rd</sup> February 2022 at 7pm.

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

ALSO PRESENT: Ms. S Willsher, Clerk

The Chairman explained the safety procedures.

**GR22/02/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Pavey.

There were no members absent.

**GR22/02/2 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.

**GR22/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR22/02/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR22/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 26<sup>TH</sup> JANUARY 2022 AND THE CHAIRMAN TO SIGN THEM**

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

**GR22/02/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 26<sup>th</sup> January 2022 are received and approved with the correction of the typo on page 231 and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

Cllr Ford thanked the Clerk for the helpful way she had grouped the topics on the agenda.

**GR22/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

The Clerk confirmed she had checked the noise level values and no amendments were required to the Noise Policy.

**GR22/02/7 TO REVIEW THE ANNUAL QUESTIONNAIRES COMPLETED BY CONTRACTORS AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/7.2 RESOLVED: to receive the Annual Questionnaires completed by DJM Gardening and Groundwork Solutions; Greens (Cornwall) Ltd; and Kestrel Guards**

On a vote being taken the matter was approved unanimously.

**GR22/02/8 TO REVIEW THE ABSENCE MANAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/8.2 RESOLVED: that the Absence Management Policy has been reviewed and the following amendments are made:**

- **Page 10 – Reporting – delete second paragraph**
- **Page 12 – General Issues – insert a new paragraph under the 1<sup>st</sup> paragraph to read 'The Chairman or Vice Chairman of the Council, depending on who has been contacted, will inform any other employees scheduled to be at work of the Clerk's absence.'**
- **Page 15 – Attendance Hearing is amended to start with a capital letter.**

On a vote being taken the matter was approved unanimously.

**GR22/02/9 TO REVIEW THE ANNUAL LEAVE POLICY AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Crabtree, seconded by Cllr Mrs. Thompson and

**GR22/02/9.2 RESOLVED: that the Annual Leave Policy has been reviewed and the following amendments are made:**

- **Page 1 – 3<sup>rd</sup> paragraph – 1<sup>st</sup> sentence – amend to read 'Usually at least four weeks' notice of annual leave is required unless the request is due to exceptional circumstances. Annual leave may only ...'**

On a vote being taken the matter was approved unanimously.

**GR22/02/10 TO REVIEW THE ANNUAL APPRAISAL PROTOCOL AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/10.2 RESOLVED: that the Annual Appraisal Protocol has been reviewed and no amendments are made.**

On a vote being taken the matter was approved unanimously.

**GR22/02/11 TO REVIEW THE TRAINING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/11.2 RESOLVED: that the Training Policy has been reviewed. That the Clerk will ensure that the Induction Pack is updated and kept up to date; in future, a named mentor will be allocated to any new Cllrs; and that the following amendments are made:**

- **Page 2 – Councillor Training – 2<sup>nd</sup> paragraph- amend to read 'All new and existing Councillors should take up opportunities to attend ...'**

On a vote being taken the matter was approved unanimously.

**GR22/02/12 TO REVIEW THE EQUAL OPPORTUNITIES POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/12.2 RESOLVED: that the Equal Opportunities Policy has been reviewed and no changes are made.**

On a vote being taken the matter was approved unanimously.

**GR22/02/13 TO REVIEW THE EMPLOYEES EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/13.2 RESOLVED: that subject to confirmation on the monetary values for mileage and eye tests the Employees Expenses Policy is reviewed and no amendments are made.**

On a vote being taken the matter was approved unanimously.

**GR22/02/14 TO REVIEW THE DIGNITY AT WORK POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/14.2 RESOLVED: that the Dignity at Work Policy has been reviewed and the following amendments made:**

- **Page 1 – Introduction – 2<sup>nd</sup> paragraph – amend to read ‘This Policy is designed to accord with the current terms of the code ...’**
- **Page 1 – Introduction – 3<sup>rd</sup> paragraph – amend to read ‘The current code ...’**
- **Page 1 – Introduction – 4<sup>th</sup> paragraph – amend to read ‘The current code of practice recommends ...’**

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

**GR22/02/15 TO REVIEW THE FLEXIBLE WORKING POLICY AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Crabtree, seconded by Cllr Mrs. Thompson and

**GR22/02/15.2 RESOLVED: that subject to clarification from South West Councils, the Flexible Working Policy has been reviewed and no amendments are made.**

On a vote being taken the matter was approved unanimously.

**GR22/02/16 TO REVIEW THE POLICY & PROCEDURES FOR THE TREATMENT OF ALCOHOL & DRUG ABUSE AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/16.2 RESOLVED: that The Policy & Procedures for the Treatment of Alcohol & Drug Abuse is reviewed, and no amendments are made.**

On a vote being taken the matter was approved unanimously.

**GR22/02/17 TO REVIEW THE CAPABILITY PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/17.2 RESOLVED: that subject to clarification from South West Councils, the Capability Procedure is reviewed, and no amendments are made. The Clerk would make enquiries about training courses available on training in capability.**

On a vote being taken the matter was approved unanimously.

**GR22/02/18 TO RECEIVE THE AMENDED DRAFT GRIEVANCE PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/18.2 RESOLVED: that the amended Grievance Policy is received and approved with the correction of the typos.**

On a vote being taken the matter was approved unanimously.

**GR22/02/19 TO RECEIVE THE AMENDED DRAFT DISCIPLINARY PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/19.2 RESOLVED: that the Clerk would confirm that the 2015 ACAS Code of Practice is the most current; and that the Amended Disciplinary Procedure is received approved with the correction of the typos.**

On a vote being taken the matter was approved unanimously.

**GR22/02/20 TO REVIEW THE MATERNITY RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/20.2 RESOLVED: that the Maternity Risk Assessment and Policy has been reviewed and the following amendments are made:**

- **Page 6 – Return to Work – replace ‘you’ with ‘they’**
- **Page 11 – 1<sup>st</sup> bullet point – amend to read ‘Individual encouraged to ...’**

On a vote being taken the matter was approved unanimously.

**GR22/02/21 TO REVIEW THE ADOPTION LEAVE POLICY AND AGREE ANY FUTURE ACTIONS**

It was proposed by Cllr Mrs. Thompson, seconded by Cllr Crabtree and

**GR22/02/21.2 RESOLVED: that the Adoption Leave Policy has been reviewed subject to clarification from South West Councils on the period of notification for an early return to work and the correction of the typos**

On a vote being taken the matter was approved unanimously.

**GR22/02/22 TO REVIEW THE PATERNITY LEAVE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/22.2 RESOLVED: that the Paternity Leave Policy has been**

ILLOGAN PARISH COUNCIL

**reviewed and the following amendments are made:**

- **Page 1 – Maternity Support Leave – delete last sentence**
- **The typos are corrected**

On a vote being taken the matter was approved unanimously.

**GR22/02/23 TO REVIEW THE WORKING TIME POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/23.2 RESOLVED: that the Working Time Policy is reviewed and the following amendments are made:**

- **Page 1 – Hours of work – amend to read ‘The Council Office is generally open ...’**

On a vote being taken the matter was approved unanimously.

**GR22/02/24 TO CONSIDER WHETHER TO RESPOND TO THE CABINET OFFICE SURVEY ON DOMAINE SECURITY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/02/24.2 RESOLVED: that the consideration of the Cabinet Office Survey on Domaine Security is deferred until the next meeting for further information.**

On a vote being taken the matter was approved unanimously.

**GR22/02/25 DATE AND TIME OF NEXT MEETING**

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

There being no further business the Chairman closed the meeting at 7.53pm.

Signed: ..... Chairman

Date: .....