

ILLOGAN PARISH COUNCIL

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

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

ALSO PRESENT: Ms S Willsher, Clerk

The Chairman explained the safety procedures.

**GR22/03/1 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Crabtree

Cllr Ms. Kemp was absent.

**GR22/03/2 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.

**GR22/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR22/03/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR22/03/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 23<sup>RD</sup> FEBRUARY 2022 AND THE CHAIRMAN TO SIGN THEM**

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

**GR22/03/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 23<sup>rd</sup> February 2022 are received and approved with the amendment to GR22/02/7.2 to change the repeated DJM Gardening and Groundworks Solutions to Kestrel Guards and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR22/03/6            MATTERS ARISING FROM THE MINUTES AND A REPORT ON  
PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

GR22/02/11.2 – Training Policy - Induction Pack has been updated

GR22/02/13.2 – Employee’s Expenses Policy -.gov.uk 45p per mile and 5p per passenger – no amendment to policy required.

HSE website "An employer must provide an eyesight test for a DSE user if they request one. The employer must also pay for the test. This should be a full eye and eyesight test by an optometrist or doctor, including a vision test and an eye examination. It's up to the employer how they provide the test. For example, they could let users arrange the tests and reimburse them for the cost later, or they could send all their DSE users to one optician." The Clerk has amended the policy as per this guidance.

GR22/02/17.2 – Capability Procedure – South West Councils confirmed no changes were required.

GR22/02/19.2 - 2015 ACAS Code of Practice – South West Councils confirmed that this was the most current.

GR22/02/21.2 – Adoption Leave Policy – South West Councils confirmed that the period of notification for an early return to work from adoption leave was 8 weeks unless the employer agrees to less notice.

**GR22/03/7            TO RECEIVE THE AMENDED DRAFT FLEXIBLE WORKING POLICY  
AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/7.2        RESOLVED:            that the amended draft Flexible Working  
Policy is received and approved with the  
following amendments:**

- **Page 2 – Meeting to consider the request – amend Town Clerk to Parish Clerk**
- **Page 3 – Right of Appeal – correct the typo (Parish not Parrish)**

On a vote being taken the matter was approved unanimously.

**GR22/03/8 TO REVIEW THE DATA BREACH PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/8.2 RESOLVED: that the Data Breach Procedure has been reviewed and no changes are made.**

On a vote being taken the matter was approved unanimously.

**GR22/03/9 TO REVIEW THE DPIA – EMPLOYMENT DATA AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/9.2 RESOLVED: that the DPIA – Employment Data has been reviewed and the following amendments are made:**

- **Page 2 – Describe the nature of the processing - 3<sup>rd</sup> paragraph – amend to read 'The data will be stored in a locked filing cabinet in the Council Office. The Clerk has access to the Office and the locked filing cabinet. Certain Cllrs have access to the Office although they don't know where the key to the filing cabinet is.'**
- **Page 2 – Describe the scope of the processing – 6<sup>th</sup> paragraph – amend to read 'Currently there are ....'**
- **Page 4 – Consider how to consult with relevant stakeholders – amend to read 'The Employee Consultation Policy will be followed.'**
- **Page 5 – Describe compliance and proportionality measure – 6<sup>th</sup> paragraph – amend to read 'The Council pays employees by faster payments, details from employees are removed when they leave and are only stored on the banking website.'**
- **Page 7 – enter 'Yes' into the 5 measure approved boxes**

On a vote being taken the matter was approved unanimously.

**GR22/03/10 TO REVIEW THE EIR FEES AND CHARGING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/10.2 RESOLVED: that the EIR Fees and Charges Policy has been reviewed and the following changes are made:**

- **Page 4 – 4<sup>th</sup> paragraph – delete 3<sup>rd</sup> sentence**
- **Page 5 – Public registers and lists of information – 3<sup>rd</sup> paragraph - 2<sup>nd</sup> sentence – amend to read 'In this instance, where providing the information free of charge ...'**

On a vote being taken the matter was approved unanimously.

**GR22/03/11 TO REVIEW THE EIR FEES AND CHARGES AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/11.2 RESOLVED: that the EIR Fees and Charges have been reviewed and that the Clerk will revise the per hour rate and update the Fees and Charges.**

On a vote being taken the matter was approved unanimously.

**GR22/03/12 TO REVIEW THE PRIVACY NOTICE TEMPLATE FOR DATA OBTAINED DIRECTLY FROM DATA SUBJECTS AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/12.2 RESOLVED: that the Privacy Notice Template for Data Obtained directly from data subjects is reviewed and that Row 9 (The existence of automated decision making ...) is deleted.**

On a vote being taken the matter was approved unanimously.

**GR22/03/13 TO REVIEW THE PRIVACY NOTICE TEMPLATE FOR DATA OBTAINED VIA THIRD PARTY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/13.2 RESOLVED: that the Privacy Notice Template for Data Obtained via third party is reviewed and that Row 9 (The existence of automated decision making ...) is deleted.**

On a vote being taken the matter was approved unanimously.

**GR22/03/14 TO REVIEW THE PRIVACY POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/14.2 RESOLVED: that the Privacy Policy has been reviewed and the headings 'Visitors to our website' and 'Use of Cookies' are deleted.**

On a vote being taken the matter was approved unanimously.

**GR22/03/15 TO REVIEW THE RARE DETAILED GUIDANCE AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/15.2 RESOLVED: that the RARE Detailed Guidance has been reviewed and the typo on page 3 is corrected.**

On a vote being taken the matter was approved unanimously.

**GR22/03/16 TO REVIEW THE RARE REQUEST FORM FOR WEBSITE AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/16.2 RESOLVED: that the RARE Request Form for Website is reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR22/03/17 TO REVIEW THE RARE REQUEST PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/17.2 RESOLVED: that the RARE Request Procedure has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR22/03/18 TO REVIEW THE FREEDOM OF INFORMATION ACT (FOIA) AND ENVIRONMENTAL INFORMATION REGULATION (EIR) POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/18.2 RESOLVED: that the Freedom of Information Act (FOIA) and Environmental Information Regulations (EIR) Policy has been reviewed and the following amendments made:**

- **Page 5 – Charging below the appropriate limit (FOIA) – 1<sup>st</sup> paragraph – delete**
- **Page 5 – Charging below the appropriate limit (EIR) – 1<sup>st</sup> paragraph – delete**
- **Page 5 – Charging below the appropriate limit (EIR) – 2<sup>nd</sup> paragraph – amend to read ‘This is subject to a separate Illogan Parish Council Policy 0 “EIR Fees and Charges Policy”.**
- **Page 5 – Charging above the appropriate limit – 1<sup>st</sup> paragraph – 4<sup>th</sup> and 5<sup>th</sup> sentences - delete**

On a vote being taken the matter was approved unanimously.

**GR22/03/19 TO REVIEW THE PUBLICATION SCHEME AND FREEDOM OF INFORMATION POLICY FOR HANDLING REQUESTS FOR INFORMATION AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/19.2 RESOLVED: that the Publication Scheme and Freedom of Information Policy for Handling Requests for Information is received, and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR22/03/20 TO REVIEW THE GUIDELINES FOR BROADCASTING OR USING SOCIAL MEDIA AT COUNCIL MEETINGS AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/20.2 RESOLVED: that the Guidelines for Broadcasting or Using Social Media at Council Meeting has been reviewed and the following amendments made:**

- **Page 2 – bullet point 12 – amend to read ‘The Council insists that those recording proceedings do not edit ...’**

On a vote being taken the matter was approved unanimously.

**GR22/03/21 TO REVIEW THE USE OF IT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/21.2 RESOLVED: that the Use of IT Policy has been reviewed and the following amendment made:**

- **Page 4 – Unacceptable Use – 2<sup>nd</sup> bullet point – 2<sup>nd</sup> sentence – amend to read ‘These include sharing sensitive information outside the Council.’**

On a vote being taken the matter was approved unanimously.

**GR22/03/22 TO REVIEW THE WEBSITE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/22.2 RESOLVED: that the Website Policy has been reviewed and the following amendments are made:**

- **Page 3 – Purpose – 1<sup>st</sup> paragraph – amend to read ‘This Privacy Policy is for the website – [www.illoganparishcouncil.gov.uk](http://www.illoganparishcouncil.gov.uk) and currently served by KernowTek and ...’**
- **Page 4 – Social Media Platforms – 1<sup>st</sup> paragraph – delete**

- **Page 4 – Social Media Platforms – 2<sup>nd</sup> paragraph – 2<sup>nd</sup> sentence amend to read ‘ Neither this website ...’**

On a vote being taken the matter was approved unanimously.

**GR22/03/23 TO CONSIDER WHETHER TO RESPOND TO THE CABINET OFFICE SURVEY ON DOMAIN SECURITY AND AGREE ANY FUTURE ACTIONS**

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

**GR22/03/23.2 RESOLVED: that the Clerk would respond to the Cabinet Office Survey on Domain Security.**

On a vote being taken the matter was approved unanimously.

**GR22/03/24 DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the 27<sup>th</sup> April 2022, 7pm in The Old School Centre, Nance Lane, Illogan.

**GR22/03/25 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 Pavey, seconded by Cllr Mrs. Thompson and

**GR22/03/25.2 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.

**GR22/03/26 TO RECEIVE INFORMATION INCLUDING COSTINGS FOR TRAINING ON CAPABILITY PROCEDURES, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

It was agreed that a decision would be deferred until the CALC training calendar had been released. The Clerk would make a diary note to include an agenda item in a few months’ time.

There being no further business the Chairman closed the meeting at 7.46pm.

Signed: ..... Chairman

Date: .....