

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 22nd March 2023 at 7pm.

PRESENT: Councillors Mrs Thompson (Vice Chairman) Crabtree, Holmes, Miss Kelly (not a member of this Committee), and Miss Pollock

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

GR23/03/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Ford and Ms Kemp.

There were no members absent.

GR23/03/2 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.

GR23/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR23/03/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR23/03/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 22ND FEBRUARY 2023 AND THE CHAIRMAN TO SIGN THEM

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

GR23/03/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 22nd February 2023 are received and approved and signed by the Chairman.

On a vote being taken on the matter was approved unanimously.

**GR23/03/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON
PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

GR23/02/28.2 – the Clerk confirmed that Illogan Park Rugby Club and the New Inn Titans had provided names and contact details for their appointed persons.

**GR23/03/7 TO REVIEW THE ABSENCE MANAGEMENT POLICY AND AGREE
ANY FUTURE ACTIONS**

It was proposed by Cllr Crabtree, seconded by Cllr Miss Pollock and

**GR23/03/7.2 RESOLVED: that the Absence Management Policy has
been reviewed and the following amendments
made:**

- **Page 2 – Reporting – 1st paragraph – 1st and 2nd sentences - amend to read 'If you are unable to work due to illness/injury you must contact your line manager (Assistant to the Clerk would contact the Clerk and the Clerk would contact the Chairman of the Council) as soon as possible or arrange for someone else to do this on your behalf. If your line manager is unavailable, the Assistant to the Clerk should contact the Chairman of the Council or the Vice Chairman if the Chairman is unavailable and the Clerk should contact the Vice Chairman of the Council.'**
- **Page 2 – Reporting – 2nd paragraph – amend to read 'Not later than the fourth day of absence you must contact your line manager ...'**
- **Page 2 – Return to Work Meetings – 1st paragraph – amend to read 'When you return to work after any period of absence which lasts more than three days your line manager ...'**
- **Page 2 – Return to Work Meetings – 1st bullet point – amend to read 'to provide an opportunity to check ...'**
- **Page 4 – General Issues – 1st paragraph – amend to read 'The Parish Clerk is responsible for the management of the**

- Assistant to the Clerk's sickness absence.'**
- **Page 4 – General Issues – add a new 2nd paragraph to read 'The Chairman of the Council is responsible for the management of the Clerk's sickness absence record.'**
 - **Page 4 – General Issues – add a new 3rd paragraph to read 'The Chairman of the Council and the Clerk shall ensure that all employees are aware of, and comply with the Council's procedures for reporting absence from the workplace.'**
 - **Page 5 – add a new paragraph before the heading Long Term Absence to read 'The Council recognises that there are instances where a face-to-face return to work meeting may be potentially difficult during the time frame due to other commitments (work or training etc). A return to work meeting for non-complex cases can, if necessary, be completed by telephone, the paperwork completed and signed shortly after. If during the telephone call it becomes apparent that the case is more complex than first thought, the line manager and employee can arrange a date to complete the meeting face to face.'**
 - **Page 6 – Personal, Domestic or Work - Related Problems – last sentence – amend to read 'Should an employee wish to discuss matters they can with the Clerk, Chairman of the Council, Chairman of the Staffing Committee or other Councillors ...'**
 - **Page 7 – Termination of Employment – 1st sentence – amend to read 'Prior to termination being considered the line manager ...'**
 - **Page 8 – 2nd paragraph – 2nd sentence – amend to read 'The line manager ...'**
 - **Page 8 – Monitoring – 1st paragraph – 4th sentence – amend to read 'The line managers will ...'**
 - **Page 8 – Monitoring – 2nd paragraph – 1st sentence – amend to read 'The**

sickness monitoring system will also enable identification of ...'

- **Page 8 – Monitoring – 3rd paragraph – 1st sentence – amend to read 'The line managers should ...'**
- **Pages 10 to 19 – delete.**

On a vote being taken the matter was approved unanimously.

GR23/03/8 TO REVIEW THE ANNUAL LEAVE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/03/8.2 RESOLVED: that the Annual Leave Policy has been reviewed and the following amendments made:

- **Page 1- 1st bullet point – amend to read 'Up to 5 years' continuous service – twenty three days annual leave, plus two statutory days, plus public holidays.**
- **Page 1 – 2nd bullet point – amend to read 'After 5 years' continuous service – twenty six days annual leave, plus two statutory days, plus public holidays.'**
- **Page 1 – 2nd paragraph – 2nd sentence – amend to read 'Annual leave may only be taken through arrangement made and agreed with the employees line manager.'**
- **Page 1 – 2nd paragraph – delete the last sentence.**
- **Page 1 – 4th paragraph – amend to read 'In the event of the employee leaving ...'**
- **Page 1 – 5th paragraph – 3rd sentence – amend to read 'a written request should be submitted to the employees line manager who will seek approval from the Staffing Committee.'**
- **Page 1 – 5th paragraph – delete last sentence.**
- **Page 1 – 8th paragraph – 1st sentence – amend to read 'A maximum of five days' holiday may be carried over by an employee to the new annual leave year by arrangement with the employees line manager, but must ...'**

- **Page 1 – 8th paragraph – delete last sentence.**

On a vote being taken the matter was approved unanimously.

GR23/03/9 TO REVIEW THE ANNUAL APPRAISAL PROTOCOL AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs Thompson, seconded by Cllr Miss Pollock and

- GR23/03/9.2 RESOLVED: that the Annual Appraisal Protocol has been reviewed and that 'Administration Assistant' should be amended to read 'Assistant to the Clerk'.**

On a vote being taken the matter was approved unanimously.

GR23/03/10 TO REVIEW THE TRAINING POLICY AND AGREE ANY FUTURE ACTIONS

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

- GR23/03/10.2 RESOLVED: that the Training Policy has been reviewed and the following amendments made:**
- **Page 1 – 2nd paragraph – 1st sentence – amend to read 'Illogan Parish Council believes that appropriate training of Councillors and employees is essential to provide the standard of service to which ...'**
 - **Page 1 – Training Needs – last paragraph – amend to read 'Performance, progress and any gaps in development and training needs are identified through formal and informal discussions and through employees' annual appraisals.'**
 - **Page 2 – 2nd paragraph – amend to read 'All Councillors will be made aware of training courses and conferences provided by the Cornwall Association of Local Councils, Cornwall Council and other appropriate organisations via email and at the monthly full council meetings.'**

- **Page 2 – Staff Training – 1st sentence – amend to read 'All new staff will be given in house training, both formal and informal, including health and safety procedures, first aid etc.'**
- **Page 2 – Staff Training – delete 3rd sentence.**

On a vote being taken the matter was approved unanimously.

GR23/03/11 TO REVIEW THE EQUAL OPPORTUNITIES POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/03/11.2 RESOLVED: that the Equal Opportunities Policy has been reviewed and the following amendments made:

- **Page 1 – Scope – last sentence – amend to read 'All employees will be helped and encouraged to develop their full potential.'**
- **Page 1 – Our Commitment – delete 2nd paragraph.**
- **Page 1 – Our Commitment – delete the contents of the brackets and the brackets.**
- **Page 1 – Our Commitments – last paragraph – delete '/bi-annually'.**

On a vote being taken the matter was approved unanimously.

GR23/03/12 TO REVIEW THE EMPLOYEES EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Mrs Thompson, seconded by Cllr Miss Pollock and

GR23/03/12.2 RESOLVED: that the Employees Expenses Policy has been reviewed and the following amendments made:

- **Page 1 – Car Allowances – 1st paragraph – delete the last sentence.**
- **Page 1 – Car Allowances – 2nd paragraph – delete the 4th sentence.**

- **Page 2 – Procedure for Making an Expenses Claim – point 5 – amend to read ‘An online payment will be made to the employee.’**

On a vote being taken the matter was approved unanimously.

GR23/03/13 TO REVIEW THE DIGNITY AT WORK POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/03/13.2 RESOLVED: that the Dignity at Work Policy has been reviewed and the following amendments made:

- **Page 1 – Introduction – 1st bullet point – amend to read ‘establish a climate in which the dignity and rights of everyone ...’**

On a vote being taken the matter was approved unanimously.

GR23/03/14 TOP REVIEW THE FLEXIBLE WORKING POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/03/14.2 RESOLVED: that the Flexible Working Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/03/15 TO REVIEW THE POLICY AND PROCEDURES FOR THE TREATMENT OF ALCOHOL AND DRUG ABUSE AND AGREE ANY FUTURE ACTIONS

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

GR23/03/15.2 RESOLVED: that the Policy and Procedures for the Treatment of Alcohol and Drug Abuse has been reviewed and the following amendments made:

- **Title – amend to read ‘Policy and Procedures for the Treatment of Alcohol and Drug Misuse’**

- **Page 1 – Introduction – bullet point 1.1 – amend to read ‘Illogan Parish Council is committed to providing a safe, healthy and productive working environment for all employees, workers and visitors. This includes ensuring that all personnel are fit to carry out their duties safely, effectively and in a working environment that is free from substance misuse, including misuse of alcohol and drugs whether prescribed, over the counter or illegal.’**
- **Page 1 – Introduction – delete bullet point 1.2.**
- **Page 1 – Introduction – bullet point 1.3a – amend to read ‘To alert employees to the risks associated with alcohol or drug misuse.’**
- **Page 1 – Introduction – bullet point 1.3c – amend to read ‘Where, while invoking the disciplinary procedures it is suspected that an employee’s misdemeanour is due to alcohol or drug misuse ...’**
- **Page 2 – bullet point 2.1 – amend to read ‘The Council recognises that alcohol and drug misuse is primarily a health and social concern.’**
- **Page 2 – bullet point 2.2 – amend to read ‘Alcohol or drug misuse is defined ...’**
- **Page 2 – bullet point 2.3 – amend to read ‘Employees who suspect or know that they misuse alcohol or drugs ...’**
- **Page 2 – bullet point 2.4 – amend to read ‘Employees will be offered ...’**
- **Page 2 – bullet point 2.5b – 2nd sentence – amend to read ‘However, should it not be possible for the employee to resume the same job, or where resumption of the same job would be inconsistent with the long-term resolution, every consideration ...’**
- **Page 2 – bullet point 2.5c – amend to read ‘Having accepted help or treatment, the employee’s ...’**
- **Page 2 – bullet point 2.6 – amend to read ‘Employees who decline to accept the offer of referral for diagnosis and/or treatment ...’**

- **Page 2 – bullet point 2.7 – amend to read ‘Following a return to employment either after or during treatment, should work performance again suffer as a result of alcohol or drug misuse, then each case will be considered on its merits and, if appropriate, a further opportunity to accept and co-operate with treatment ...’**
- **Page 3 – bullet point 2.8 – amend to read ‘The application of this policy is limited to those instances of alcohol or drug misuse that ...’**
- **Page 3 – bullet point 2.9 – amend to read ‘The confidential nature of any records of employees will be strictly preserved.’**

On a vote being taken the matter was approved unanimously.

GR23/03/16 TO REVIEW THE CAPABILITY PROCEDURE AND AGREE ANY FUTURE ACTIONS

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

GR23/03/16.2 RESOLVED: that the Capability Procedure has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/03/17 TO REVIEW THE GRIEVANCE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/03/17.2 RESOLVED: that the Grievance Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/03/18 TO REVIEW THE DISCIPLINARY POLICY AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Crabtree, seconded by Cllr Miss Pollock and

GR23/03/18.2 RESOLVED: that the Disciplinary Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/03/19 TO REVIEW THE MATERNITY RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/03/19.2 RESOLVED: that the Maternity Risk Assessment and Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/03/20 TO REVIEW THE ADOPTION LEAVE POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/03/20.2 RESOLVED: that the Adoption Leave Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/03/21 TO REVIEW THE PATERNITY POLICY AND AGREE ANY FUTURE ACTIONS

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

GR23/03/21.2 RESOLVED: that the Paternity Leave and Maternity Support Leave Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR23/03/22 TO REVIEW THE WORKING TIME POLICY AND AGREE ANY FUTURE ACTIONS

It was proposed by Cllr Holmes, seconded by Cllr Miss Pollock and

GR23/03/22.2 RESOLVED: that the Working Time Policy has been reviewed and the following amendments made:

- **Page 1 – Hours of Work – 1st paragraph – amend to read 'The Council Offices are open between 9am and 12 noon Monday to Friday and afternoons by appointment.'**

On a vote being taken the matter was approved unanimously.

ILLOGAN PARISH COUNCIL

GR23/03/23 DATE AND TIME OF NEXT MEETING

The date of the next meeting would be reviewed and the Clerk would contact members as the current scheduled date of the 26th April 2023 clashes with an important Camborne, Pool, Illogan, Redruth (CPIR) meeting.

There being no further business the Chairman closed the meeting at 7.27pm.

Signed: Chairman

Date: