

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 28<sup>th</sup> February 2024 at 7pm.

PRESENT: Councillors Ford (Chairman), Mrs Thompson (Vice Chairman), Crabtree, Holmes, and Miss Pollock.

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR24/02/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

There were no apologies received, all members were present.

**GR24/02/2 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.

**GR24/02/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR24/02/4 PUBLIC PARTICIPATION**

There were no comments from the public.

**GR24/02/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 24<sup>TH</sup> JANUARY 2024 AND THE CHAIRMAN TO SIGN THEM**

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

**GR24/02/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 24<sup>th</sup> January 2024 are received and approved and signed by the Chairman.**

On a vote being taken on the matter there were 3 votes FOR and 0 votes AGAINST.

**GR24/02/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

Minute GR24/01/25.2 – the Clerk had contacted Duchy Alarms to ask the decibel levels of the fire and intruder alarms. The systems installed at both the office and changing rooms were required to meet the standards throughout of a minimum of 65db. Wall mounted open area sounders, mainly installed over in the changing rooms had a maximum decibel output of 99db. Ceiling mounted sounder bases over in the office had a maximum decibel output of 87db. Obviously external from the properties through the walls, they doubted a decibel reading of anything more than 60db would be emitted.

**GR24/02/7 TO RECEIVE AND APPROVE THE SPRING 2024 LITTER PICKING EVENT RISK ASSESSMENT, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/02/7.2 RESOLVED: to receive and approve the Spring 2024 Litter Picking Event Risk Assessment.**

On a vote being taken the matter was approved unanimously.

**GR24/02/8 TO RECEIVE AND APPROVE THE AMENDED ANNUAL APPRAISAL PROTOCOL AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/8.2 RESOLVED: to receive and approve the amended Annual Appraisal Protocol with the following amendments:**

- **Page 1 – 4<sup>th</sup> paragraph – amend to read ‘The employee will check the typed and completed Annual Appraisal Form. If they do not think that it is an accurate record, they will query it with the appraisers within one week of receiving it.’**

On a vote being taken the matter was approved unanimously.

**GR24/02/9 TO RECEIVE AND APPROVE THE AMENDED ABSENCE MANAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/9.2 RESOLVED: to receive and approve the amended Absence Management Policy.**

On a vote being taken the matter was approved unanimously.

**GR24/02/10 TO REVIEW THE ANNUAL LEAVE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/10.2 RESOLVED: that the Annual Leave Policy has been reviewed and the following amendments made:**

- **Page 1 – 7<sup>th</sup> paragraph – amend to read 'Normally not more than 10 working days leave may be taken consecutively with the exception of the Christmas period when the Office may close.'**
- **Page 1 – 9<sup>th</sup> paragraph – amend to read 'Additional leave with or without pay may be granted in special circumstances at the discretion of the Staffing Committee.'**
- **Page 1 – 10<sup>th</sup> paragraph – last sentence – amend to read 'All carried over leave must ...'**

On a vote being taken the matter was approved unanimously.

**GR24/02/11 TO REVIEW THE TRAINING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/11.2 RESOLVED: that the Training Policy has been reviewed and the following amendments made:**

- **Page 1 – 1<sup>st</sup> paragraph – 1<sup>st</sup> sentence – amend to read 'Illogan Parish Council expects all Councillors and employees to access appropriate training to equip ...'**

- **Page 1 – 1<sup>st</sup> paragraph – last sentence – amend to read ‘It is also the intention to promote and sustain progression through Continuing Professional Development (CPD) of Members and employees.’**
- **Page 1 – 2<sup>nd</sup> paragraph – 2<sup>nd</sup> line – amend to read ‘The Council encourages employees and Members to ...’**
- **Page 2 – 2<sup>nd</sup> 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 Full Council and Committee meetings.’**
- **Page 2 – Measuring the Impact of the Training Attended – amend to read ‘All Members and employees attending conferences, seminars and training sessions are required to give a report of the event at the next full council meeting. The Council recognises that Continuous Professional Development is not just about attending such events. Continuous Professional Development should be regarded as an activity which has the potential to develop practice through critical reflection. The Clerk will maintain a clear evidence record of all training events attended for both Councillors and employees.’**

On a vote being taken the matter was approved unanimously.

**GR24/02/12 TO REVIEW THE EQUAL OPPORTUNITIES POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/12.2 RESOLVED: that the Equal Opportunities Policy has been reviewed and the following amendments made:**

- **Page 1 – Scope – 2<sup>nd</sup> sentence – amend to read ‘Selection for employment,**

**promotion, training, remuneration or any other benefit will be based on ...'**

- **Page 1 – Our Commitment – 3<sup>rd</sup> paragraph – amend to read 'This Policy is fully supported by all Members of the Council. The Council has adopted the ...'**
- **Page 1 – Our Commitment – 4<sup>th</sup> paragraph – 1<sup>st</sup> sentence – start with 'This' rather than 'The'**

On a vote being taken the matter was approved unanimously.

**GR24/02/13 TO REVIEW THE EMPLOYEES EXPENSES POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/13.2 RESOLVED: that the Employees Expenses Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/02/14 TO REVIEW THE DIGNITY AT WORK POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/14.2 RESOLVED: that the Dignity at Work Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/02/15 TO REVIEW THE FLEXIBLE WORKING POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/15.2 RESOLVED: that the Flexible Working Policy has been reviewed and the following amendments made:**

- **Page 1 – Eligibility – 3<sup>rd</sup> sentence – amend to read 'The employee has a responsibility to think carefully about their desired working pattern when making an application, and the Staffing Committee is ...'**

- **All references to 'Parish Clerk are amended to 'Clerk'**
- **All references to 'Manager' are amended to 'Line Manager'**

On a vote being taken the matter was approved unanimously.

**GR24/02/16 TO REVIEW THE ALCOHOL AND DRUG ABUSE POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/16.2 RESOLVED: that the Alcohol and Drug Abuse Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/02/17 TO REVIEW THE CAPABILITY PROCEDURE AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/17.2 RESOLVED: that the Capability Procedure has been reviewed and the following amendments made:**

- **Page 2 – The Informal Procedure – 1<sup>st</sup> paragraph – amend to read 'The employees line manager should deal with minor issues of poor performance in the first instance – the Clerk for employees and the Chair and another Member of the Staffing Committee for the Clerk.'**
- **Page 2 – The Informal Procedure – 2<sup>nd</sup> paragraph – change all references to 'Parish Clerk' to 'line manager'**
- **Change all references of 'Parish Clerk' to 'line manager'**
- **Page 3 – 3<sup>rd</sup> paragraph – 2<sup>nd</sup> sentence – amend to read 'However, in the absence of such an agreement, the line manager must satisfy themselves that...'**
- **Page 3 – 4<sup>th</sup> paragraph – 1<sup>st</sup> sentence – amend to read 'If the line manager is satisfied at the conclusion of the review that there is a shortfall in performance, the employee will be issued with a**

**formal warning and an action plan, including timescales, to achieve the required performance.'**

- **Page 3 – 8.2 Stage 2 The Capability Review – 2<sup>nd</sup> paragraph – amend to read 'Stage 2 of the Capability Review will be conducted by the line manager.'**
- **Page 4 – 8.3 Stage 3 The Final Capability Review – 1<sup>st</sup> sentence – amend to read 'The Final Capability Review will be heard by three members of the Staffing Committee who have not previously been involved.'**
- **Page 4 – 8.5 The Right of Appeal – 1<sup>st</sup> paragraph – 1<sup>st</sup> sentence - amend to read 'In the event of a formal warning or dismissal, the employee has the right of appeal to the line manager'**

On a vote being taken the matter was approved unanimously.

**GR24/02/18 TO REVIEW THE DISCIPLINARY POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/18.2 RESOLVED: that the Disciplinary Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/02/19 TO REVIEW THE MATERNITY RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/19.2 RESOLVED: that the Maternity Risk Assessment and Policy has been reviewed and the following amendments made:**

- **Amend references to 'manager' to 'line manager'**
- **Amend references to 'Parish Clerk' to 'Clerk'**

On a vote being taken the matter was approved unanimously.

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**GR24/02/20 TO REVIEW THE ADOPTION POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/20.2 RESOLVED: that the Adoption Policy has been reviewed and the following amendments made:**

- **Amend references to 'Parish Clerk' to 'Clerk'**

On a vote being taken the matter was approved unanimously.

**GR24/02/21 TO REVIEW THE PATERNITY POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/21.2 RESOLVED: that the Paternity Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/02/22 TO REVIEW THE WORKING TIME POLICY AND AGREE ANY FUTURE ACTIONS**

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

**GR24/02/22.2 RESOLVED: that the Working Time Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR24/02/23 TO RECEIVE QUOTES FOR LEVEL 1 FOOD HYGIENE, APPOINT A PROVIDER, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE**

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

**GR24/02/23.2 RESOLVED: that the Clerk completes the Level 1 Food Hygiene Certificate online at [www.essentialfoodhygiene.co.uk](http://www.essentialfoodhygiene.co.uk) and that the £10 cost is approved.**

On a vote being taken the matter was approved unanimously.

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**GR24/02/24    DATE AND TIME OF NEXT MEETING**

The next meeting would be held on Wednesday 27th March 2024, at 7pm in Illogan Parish Council Community Office

here being no further business the Chairman closed the meeting at 7.33pm.

Signed: ..... Chairman

Date: .....