

ILLOGAN PARISH COUNCIL

Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 22nd January 2025 at 7pm.

PRESENT: Councillors Ford (Chairman), Crabtree, Hodge, Holmes, Jobson, Mrs O'Donnell and Miss Pollock.

ALSO PRESENT: Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

GR25/01/1 TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS

There were no apologies received; all members were present.

GR25/01/2 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.

GR25/01/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications from members for dispensations.

GR25/01/4 PUBLIC PARTICIPATION

There were no comments from the public.

GR25/01/5 TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 17th SEPTEMBER 2024 AND THE CHAIRMAN TO SIGN THEM

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

GR25/01/5.2 RESOLVED: that the minutes of the meeting of the Governance Review Committee held on the 17th September 2024 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.

GR25/01/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

The appointment of a Vice Chairman would be an agenda item for the February meeting.

Minute No GR24/09/26.2 – the GDPR Audit was in progress.

GR25/01/7 TO RECEIVE AND APPROVE THE DRAFT ANTI-BULLYING AND HARASSMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/7.2 RESOLVED: to receive and approve the Draft Anti-Bullying and Harassment Policy.

On a vote being taken the matter was approved unanimously.

GR25/01/8 TO RECEIVE AND APPROVE THE DRAFT EQUALITY AND DIVERSITY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Holmes, seconded by Cllr Mrs O'Donnell and

GR25/01/8.2 RESOLVED: to receive and approve the Draft Equality and Diversity Policy.

On a vote being taken the matter was approved unanimously.

GR25/01/9 TO RECEIVE AND APPROVE THE DRAFT OPEN SPACE MANAGEMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was felt that the aims and objectives of the Council could be better advertised to the wider community.

It was proposed by Cllr Mrs O'Donnell, seconded by Cllr Jobson and

GR25/01/9.2 RESOLVED: to receive and approve the Draft Open Space Management Policy.

On a vote being taken the matter was approved unanimously.

GR25/01/10 TO RECEIVE AND APPROVE THE DRAFT HOMEWORKING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/10.2 RESOLVED: to receive and approve Draft Homeworking Policy with the following amendments:

- **Page 2 – Facilities and Equipment – 1st paragraph – amend to read ‘The Council will consider providing you with the following equipment should you be required to complete the majority of your work from home ...’**
- **Page 2 – Facilities and Equipment – delete the 6th bullet point.**

On a vote being taken the matter was approved unanimously.

GR25/01/11 TO RECEIVE AND APPROVE THE DRAFT WHISTLEBLOWING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/11.2 RESOLVED: to receive and approve the draft Whistleblowing Policy.

On a vote being taken the matter was approved unanimously.

GR25/01/12 TO RECEIVE AND APPROVE THE DRAFT MENOPAUSE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs O’Donnell, seconded by Cllr Holmes and

GR25/01/12.2 RESOLVED: to receive and approve the draft Menopause Policy with all references to ‘trans men’ being amended to read ‘trans people’

On a vote being taken the matter was approved unanimously.

GR25/01/13 TO RECEIVE AND APPROVE THE AMENDED LONE WORKING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/13.2 RESOLVED: to receive and approve the amended Lone Working Policy. That the Clerk would investigate Pebbles for Officers. Cllr Hodge would assist the Clerk in sourcing additional radios that are compatible with the existing radios.

On a vote being taken the matter was approved unanimously.

GR25/01/14 TO REVIEW THE HEALTH AND SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Crabtree, seconded by Cllr Mrs O'Donnell and

GR25/01/14.2 RESOLVED: that the Health and Safety Policy has been reviewed and the following amendments made:

- **Page 1 - Health and Safety Policy Statement – bullet point 1 – amend to read 'Illogan Parish Council (referred to as the Council in the Health and Safety Policy) will conduct its operations in a manner which will ensure the health, safety, welfare and protection of all those affected by its undertaking. The Council is committed to a responsible attitude to the protection of the environment.'**
- **Page 1 - Health and Safety Policy Statement – bullet point 2 – amend to read 'The Council has overall responsibility for health and safety and may call in competent persons from time to time to monitor specific areas of activity. The Council is also responsible for ensuring that the arrangements resulting from this policy are carried out and updated when necessary.'**
- **Page 2 – 1st bullet point – delete last sentence.**

- **Page 2 – 11th bullet point – amend to read 'Report accidents, incidents, hazardous incidents and near misses to the Council Office and Governance Review Committee.'**
- **Page 2 – bullet point no 6 – amend to read 'The Council will regularly review its arrangements for Councillors, staff, visitors, neighbours, contractors, and the public ensuring that it complies with any existing or new Regulations that are relevant to health and safety issues.'**
- **Paged 4 – 2nd line of table – Action/Arrangements – last sentence - amend to read 'We will ensure that suitable arrangements are in place to cover employees engaged in lone and remote working.'**

On a vote being taken the matter was approved unanimously.

GR25/01/15 TO REVIEW THE RISK ASSESSMENT POLICY/ARRANGEMENTS, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/15.2 RESOLVED: that the Risk Assessment Policy/Arrangements have been reviewed and the following amendments made:

- **Page 1 – 1st paragraph – amend to read 'A Risk Assessment is an important step in protecting the Council and those affected by undertakings as well as complying with the law. It helps the Council focus on the hazards and risks and ...'**
- **Page 1 – 2nd paragraph – delete 'to people'**
- **Page 1 – Step 1 – delete 'the workplace'**
- **Page 2 – Step 4 – add 'and contractors' at the end of the first sentence.**
- **Page 2 – Step 5 – replace 'work place' with 'environment'.**

On a vote being taken the matter was approved unanimously.

GR25/01/16 TO REVIEW THE EMPLOYEE CONSULTATION POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/16.2 RESOLVED: that the Employee Consultation Policy has been reviewed and the following amendments made:

- **Page 1 – 3rd paragraph – last sentence – amend to read ‘Illogan Parish Council will listen to their employees during the consultation process and consider ...’**
- **Page 1 – 4th paragraph – delete ‘them with’**

On a vote being taken the matter was approved unanimously.

GR25/01/17 TO REVIEW THE WORK-RELATED DRIVING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

It was proposed by Cllr Mrs O’Donnell, seconded by Cllr Hodge and

GR25/01/17.2 RESOLVED: that the Work Related Driving Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR25/01/18 TO REVIEW THE HEALTH AND SAFETY TRAINING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/18.2 RESOLVED: that the Health and Safety Training Policy has been reviewed and the following amendments made:

- **Page 1 – 4th paragraph – 3rd sentence – amend to read ‘The Clerk and Proper Officer to the Council will be NEBOSH qualified ...’**

On a vote being taken the matter was approved unanimously.

GR25/01/19 TO REVIEW THE MANAGEMENT OF CONTRACTORS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/19.2 RESOLVED: that the Management of Contractors Policy has been reviewed and the following amendments made:

- **Page 1 – bullet point 1 – amend to read ‘Specify the job and clearly identify all aspects of the work to be completed.’**
- **Page 1 – bullet points 4, and 10 – amend ‘Clerk’ to ‘Council Office’**
- **Page 1 – bullet point 1 – amend ‘Clerk’ to ‘Council Office potentially’**
- **Page 1 – bullet point 12 – amend to read ‘Any concerns that are identified ...’**
- **Page 2 – bullet point 4, and 8 – amend to read ‘Supply the Council Office, with a ...’**
- **Page 2 – bullet point 8 – amend ‘Clerk’ to ‘Council Office’**
- **Page 2 – delete bullet point 9**
- **Page 2 – Managing and supervising the work – amend ‘Clerk’ to ‘Council Officers’**

On a vote being taken the matter was approved unanimously.

GR25/01/20 TO REVIEW THE FIRST AID POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/20.2 RESOLVED: that the First Aid Policy has been reviewed and the following amendments made:

- **Page 1 – 1st paragraph – 2nd sentence – amend to read ‘Whether the injury or ...’**

On a vote being taken the matter was approved unanimously.

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GR25/01/21 TO REVIEW THE WORK EQUIPMENT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/21.2 RESOLVED: that the Work Equipment Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR25/01/22 TO REVIEW THE WORK AT HEIGHT POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/22.2 RESOLVED: to receive and approve the amended Work at Height Policy.

On a vote being taken the matter was approved unanimously.

GR25/01/23 TO REVIEW THE MANUAL HANDLING POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/23.2 RESOLVED: that the Manual Handling Policy has been reviewed and the following amendments made:

- **Page 2 – The elimination of hazardous manual handling activities – 1st paragraph – 1st sentence - amend to read 'The Council will endeavour to eliminate tasks which involve manual handling, so far as is reasonably practicable.'**
- **Page 4 – 1st bullet point – amend to read 'Constant interruptions must ...'**

On a vote being taken the matter was approved unanimously.

GR25/01/24 TO REVIEW THE FIRE AND EMERGENCY PROCEDURES POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/24.2 RESOLVED: that the Fire and Emergency Procedure Policy

has been reviewed and the following amendments made:

- **Page 1 – Policy Statement – 5th paragraph – amend to read 'This Policy applies to all employees, Councillors ...'**
- **Page 1 – Procedure – bullet point 1 - amend to read 'Illogan Parish Council engage the services of a competent consultant to undertake all fire risk assessments and advise on any required remedial action.'**
- **Page 1 – Procedure – bullet point 2 - amend to read ' The Governance Review Committee will review the risk assessment and recommendations and take any action necessary.'**

On a vote being taken the matter was approved unanimously.

GR25/01/25 TO REVIEW THE TREE SAFETY POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/25.2 RESOLVED: to receive and approve the amended Tree Safety and Management Policy.

On a vote being taken the matter was approved unanimously.

GR25/01/26 TO REVIEW THE ELECTRICAL EQUIPMENT AND PLANT POLICY AND PROCEDURE, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/26.2 RESOLVED: that the Electrical Equipment and Plant Policy has been reviewed and the following amendments made:

- **Page 1 – 2nd paragraph – add 'volunteers'**

On a vote being taken the matter was approved unanimously.

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GR25/01/27 TO REVIEW THE REPORT OF ACCIDENTS AND INCIDENTS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/27.2 RESOLVED: that the Report of Accidents and Incident Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR25/01/28 TO REVIEW THE ASBESTOS POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/28.2 RESOLVED: that the Asbestos Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR25/01/29 TO REVIEW THE NOISE POLICY, AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/29.2 RESOLVED: that the Noise Policy has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR25/01/30 TO REVIEW THE FIRST AID NEEDS RISK ASSESSMENT AND AGREE ANY FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

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

GR25/01/30.2 RESOLVED: that the First Aid Needs Risk Assessment has been reviewed and no amendments made.

On a vote being taken the matter was approved unanimously.

GR25/01/31 DATE AND TIME OF NEXT MEETING

The next meeting would be held on the 26th February 2025, 7pm in the Council Office.

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There being no further business the Chairman closed the meeting at 8.08pm.

Signed: Chairman

Date: