

Clerk: Mrs Sarah Rimell

Illogan Parish Council Community Office, Trevelyan Road, Illogan, TR16 4RG



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**Disclaimer: The public is reminded that these are DRAFT minutes, which means that they are not approved at the time of publication and may be subject to amendment before final approval at the next Parish Council meeting. The agreed minutes will be uploaded once they have been agreed by the Council at the appropriate meeting.**

**DRAFT Minutes of the Governance Review Committee held in Illogan Parish Council Community Office, Trevelyan Road, Illogan on Wednesday 25<sup>th</sup> March 2026 at 7pm.**

**PRESENT:**

Councillors Graham Ford (Chairman), Maggie Thompson (Vice Chairman), Anne Edwards, Paul Holmes, and Jean Pollock.

**ALSO PRESENT:**

Mrs S Rimell, Clerk

The Chairman explained the safety procedures.

**GR26/03/1. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE AND AGREE ANY FUTURE ACTIONS**

Apologies were received from Cllr Crabtree.

Cllr Hodge was absent.

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**GR26/03/2. 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.

**GR26/03/3. TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS**

There were no applications from members for dispensations.

**GR26/03/4. PUBLIC PARTICIPATION**

There were no members of the public present.

**GR26/03/5. TO RECEIVE AND APPROVE THE MINUTES OF THE MEETINGS OF THE GOVERNANCE REVIEW COMMITTEE HELD ON THE 25<sup>th</sup> FEBRUARY 2026 AND THE CHAIRMAN TO SIGN THEM**

**GR26/03/5.2** It was proposed by Councillor Holmes, seconded by Councillor Mrs Edwards and **RESOLVED that the minutes of the meeting of the Governance Review Committee held on the 25<sup>th</sup> February 2026, are received and approved with minute number GR26/04/2 being amended to read 'There were no members of the public present' and the correction of the typo and signed by the Chairman.**

On a vote being taken the matter was approved unanimously.

**GR26/03/6. MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY**

There were no matters arising.

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**GR26/03/7. TO RECEIVE AND APPROVE THE DRAFT WORK RELATED DRIVING POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/7.2** It was proposed by Councillor Mrs Thompson, seconded by Councillor Mrs Edwards and **RESOLVED to receive and approve the Work-Related Driving Policy with the following amendments:**

- **Title – amend to read ‘Council-Related Driving Policy (Personal Vehicle Use Only).**
- **Purpose – amend to read ‘This policy sets out the requirements and expectations for employees and Councillors who use their personal vehicles for Council related...’**
- **Scope – amend to read ‘This policy applies to all employees and Councillors who operate personal vehicles while performing Council related...’**
- **Driver Eligibility – amend to read ‘Employees and Councillors...’**
- **Notification Requirement: Employees must immediately notify the Council if they: - amend to read ‘Notification Requirement: Employees and Councillors must immediately notify the Council if they:’**
- **Vehicle Use – 2<sup>nd</sup> bullet point – amend to read ‘Employees and Councillors...’**
- **Reporting Requirements – amend to read ‘Employees and Councillors...’**
- **Insurance and Liability – both bullet points – amend to read ‘Employees and Councillors...’**
- **Violations and Disciplinary Action – 1<sup>st</sup> bullet point change ‘work’ to ‘Council’.**

On a vote being taken the matter was approved unanimously.

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**GR26/03/8. TO RECEIVE DRAFT BUILDING CHECKS DOCUMENT AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/8.2** It was proposed by Councillor Mrs Edwards, seconded by Councillor Holmes and **RESOLVED to receive and approve the Building Checks document with the following amendments:**

- **Structural and External Checks – 1<sup>st</sup> bullet point – amend to read 'Visually inspect walls, roofs, ceilings, and foundations for cracks, dampness, or structural damage – weekly and as soon as practical after storms or extreme weather by employees...'**
- **Documentation and Records – 1<sup>st</sup> bullet point – amend to read 'Maintain logs including and photographs ...'**

On a vote being taken the matter was approved unanimously.

**GR26/03/9. TO RECEIVE THE DRAFT USE OF OPEN SPACES POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/9.2** It was proposed by Councillor Mrs Edwards, seconded by Councillor Ford and **RESOLVED to receive the Use of Open Spaces Policy with the following amendments:**

- **Insurance and Liability – amend to read 'Event organisers must provide proof of liability insurance covering the event as Illogan Parish Council will not be ...'**

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**GR26/03/10. TO REVIEW THE ABSENCE MANAGEMENT POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/10.2** It was proposed by Councillor Ford, seconded by Councillor Mrs Edwards and **RESOLVED to defer the review of the Absence Management Policy until the next meeting to enable it to be reviewed taking into account the template received from South West Councils.**

On a vote being taken the matter was approved unanimously.

**GR26/03/11. TO REVIEW THE LEAVE POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/11.2** It was proposed by Councillor Ford, seconded by Councillor Miss Pollock and **RESOLVED that the Leave Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR26/03/12. TO RECEIVE A REPORT ON THE ANNUAL APPRAISAL PROTOCOL, REVIEW THE 360-DEGREE ANNUAL APPRAISAL PROTOCOL AND THE DRAFT ANNUAL APPRAISAL PROTOCOL, AGREE WHICH PROTOCOL TO ADOPT, AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/12.2** It was proposed by Councillor Mrs Edwards, seconded by Councillor Ford and **RESOLVED to defer the Annual Appraisal Protocol until the next meeting for further consideration on the wider implications on Council procedures.**

On a vote being taken the matter was approved unanimously.

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**GR26/03/13. TO REVIEW THE TRAINING AND DEVELOPMENT POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/13.2** It was proposed by Councillor Ford, seconded by Councillor Holmes and **RESOLVED that the Training and Development Policy has been reviewed and the following amendments made:**

- **Councillor Training and Development – 1<sup>st</sup> line amend to read 'All new Councillors will be provided with an induction pack.'**
- **Staff Training and Development – Amend to read 'Staff training may include, depending on the employee's role, but is not limited to:'**
- **Staff Training and Development – amend First Aid to First Aid at Work and add bullets Fire Warden, Operational Play Inspection Training, Traffic Management for Community Events, Certificate in Local Council Administration (CiLCA), and Legionella Control for Responsible Persons.**

On a vote being taken the matter was approved unanimously.

**GR26/03/14. TO REVIEW THE EQUALITY AND DIVERSITY POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/14.2** It was proposed by Councillor Ford, seconded by Councillor Mrs Thompson and **RESOLVED that the Equality and Diversity Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR26/03/15. TO REVIEW THE EMPLOYEE EXPENSES FORM AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/15.2** It was proposed by Councillor Ford, seconded by Councillor Miss Pollock and **RESOLVED that the Employee Expenses Form has been reviewed and the following amendments made:**

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- **General procedure – 2<sup>nd</sup> sentence – delete ‘on the claim form’.**
- **General procedure – 3<sup>rd</sup> sentence – amend to read ‘.If employees are unsure whether an expense can be claimed, prior written authorisation should be sought...’**
- **Use of an Employees Own Car – 1<sup>st</sup> paragraph, last sentence – amend to read ‘Any use of an employee’s own car on business must be in accordance with the Work-Related Driving Policy.’**

On a vote being taken the matter was approved unanimously.

**GR26/03/16. TO REVIEW THE ANTI-BULLYING AND HARASSMENT POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/16.2** It was proposed by Councillor Holmes, seconded by Councillor Ford and **RESOLVED that the Anti-Bullying and Harassment Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR26/03/17. TO REVIEW THE FLEXIBLE WORKING POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/17.2** It was proposed by Councillor Mrs Thompson, seconded by Councillor Ford and **RESOLVED that the Flexible Working Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

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**GR26/03/18. TO REVIEW THE POLICY AND PROCEDURES FOR THE TREATMENT OF ALCOHOL AND DRUG MISUSE AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/18.2** It was proposed by Councillor Mrs Edwards, seconded by Councillor Mrs Thompson and **RESOLVED that the Policy and Procedures for the Treatment of Alcohol and Drug Misuse has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR26/03/19. TO REVIEW THE CAPABILITY PROCEDURE AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/19.2** It was proposed by Councillor Mrs Thompson, seconded by Councillor Holmes and **RESOLVED that the Capability Procedure has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR26/03/20. TO REVIEW THE GRIEVANCE POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/20.2** It was proposed by Councillor Ford, seconded by Councillor Mrs Thompson and **RESOLVED that the Grievance Policy has been reviewed and the following amendments made:**

- **Page 1 – item 4i – 3<sup>rd</sup> sentence – amend to read ‘The companion will be permitted to address the grievance/appeal meetings, to present the employee’s case for the...’**
- **Page 1 – item 4i – 4<sup>th</sup> sentence – amend to read ‘The companion cannot answer questions put to the employee, address the meeting against the employee’s wishes or prevent the employee from explaining their...’**

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- **Page 2 – numeral ii - 1<sup>st</sup> sentence – amend to read ‘The Council will give employees at least 10 working days’ notice of...’**
- **Page 2 – numeral ii - 2<sup>nd</sup> sentence – amend to read ‘If the employee or the...’**
- **Page 2 – numeral ii - add sentence at end to read ‘Where possible meetings will be held between the hours of 9am and 4pm.’**
- **Page 2 – numeral iv – change ‘his/her’ to ‘the’.**
- **Page 3 – delete bullet points x, xi and replace with and new numeral x to read ‘If the grievance is against a Councillor, a Code of Conduct complaint can be raised. The grievance procedure cannot be used by employees about councillors.’**
- **Page 2 – Informal Grievance Procedure – change all references to ‘his/her’ to ‘their’.**
- **Page 4 – Notification – 1<sup>st</sup> sentence – amend to read ‘Within ten working days of the Council receiving the employee’s grievance (this may be longer if there is an investigation), all parties involved in the grievance...’**
- **Page 4 – Notification – numeral ii – 2<sup>nd</sup> sentence – amend to read ‘The employee will be given at least 10 working days’ notice...’**
- **Page 4 – numeral v – amend to read ‘Confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee’s behalf and that the employee should provide the names of their witnesses as soon as possible and at least two working days...’**
- **Page 5 – The Grievance Meeting – numeral iii – amend to read ‘iii. Members of the Sub-Committee will ask the employee questions about the information presented and will want to understand what action they want...’**
- **Page 6 – The Appeal – amend ‘his/her’ to ‘their’ and ‘he/she’ to ‘they’.**
- **Page 6 – The Appeal – 2<sup>nd</sup> paragraph – 1<sup>st</sup> 2 sentences – amend to read ‘The appeal will be heard by a panel of two members of the Staffing Committee and either the Chaiman or Vice Chairman of the Council, who have not**

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**previously been involved in the case. There may be insufficient members of the Staffing Committee, the Chaiman or Vice Chairman of the Council...’.**

On a vote being taken the matter was approved unanimously.

**GR26/03/21. TO REVIEW THE DISCIPLINARY POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/21.2** It was proposed by Councillor Mrs Thompson, seconded by Councillor Holmes and **RESOLVED that the Disciplinary Policy and the following amendments made:**

- **Page 6 – 1<sup>st</sup> paragraph – amend to read ‘If the employee’s manager believes there may be a disciplinary case to answer, the Council may initiate a more detailed investigation to be...’**

On a vote being taken the matter was approved unanimously.

**GR26/03/22. TO REVIEW THE MATERNITY RISK ASSESSMENT AND POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/22.2** It was proposed by Councillor Mrs Thompson, seconded by Councillor Mrs Edwards and **RESOLVED that the Maternity Risk Assessment has been reviewed and the following amendments made:**

- **The typos are corrected.**
- **Informal contact – amend to read ‘Line Managers should ensure...’**

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**GR26/03/23. TO REVIEW THE ADOPTION LEAVE POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/23.2** It was proposed by Councillor Holmes, seconded by Councillor Miss Pollock and **RESOLVED that the Adoption Leave Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR26/03/24. TO REVIEW THE PATERNITY LEAVE AND MATERNITY SUPPORT LEAVE POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/24.2** It was proposed by Councillor Ford, seconded by Councillor Holmes and **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.

**GR26/03/25. TO REVIEW THE WORKING TIME POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/25.2** It was proposed by Councillor Ford, seconded by Councillor Miss Pollock and **RESOLVED that the Working Time Policy has been reviewed and no amendments made.**

On a vote being taken the matter was approved unanimously.

**GR26/03/26. TO REVIEW THE MENOPAUSE POLICY AND AGREE ANY FUTURE ACTIONS.**

**GR26/03/26.2** It was proposed by Councillor Mrs Edwards, seconded by Councillor Mrs Thompson and **RESOLVED that the Menopause Policy has been reviewed and no amendments made.**

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On a vote being taken the matter was approved unanimously.

**GR26/03/27. DATE AND TIME OF NEXT MEETING**

The next meeting would be held on the 29<sup>th</sup> April 2026, 7pm in the Illogan Parish Council Community Office.

**GR26/03/28. 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.**

**GR26/03/28.2** It was proposed by Councillor Miss Pollock, seconded by Councillor Holmes and **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.

**GR26/03/29. TO RECEIVE A COMPLAINT AND AGREE ANY FUTURE ACTIONS**

**GR26/03/29.2** It was proposed by Councillor Ford, seconded by Councillor Mrs Thompson and **RESOLVED to receive the complaint and send the following response to the complainant:**

**Thank you for your correspondence regarding the incident in Illogan Park on Sunday 8<sup>th</sup> March 2026, which was considered at the Governance Review Committee meeting on Wednesday 25<sup>th</sup> March 2026.**

**We are sorry to hear about this incident and understand the concern it has caused.**

**We greatly appreciate you taking the time to share your thoughts with us. Your comments have been noted and will be considered when planning and designing future projects and works within the park.**

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**The Climate, Environment and Planning Committee will consider your suggestions regarding dividing the park at their next meeting on 1<sup>st</sup> April 2026 at 7pm, held in Illogan Parish Council Community Office.**

**If you would like to discuss this further, please do not hesitate to contact us.**

On a vote being taken the matter was approved unanimously.

There being no further business the Chairman closed the meeting at 8.20pm.

Signed (Chairperson): \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT