

## GOVERNANCE COMMITTEE - 29 September 2022

### MINUTES

Present: Councillors: P Hogarth MBE (Chairman), R Grinsell (Vice-Chairman), A Adeyemo, M Allen, J O'Nyons, W Qais, S Rymer, D Pinwell (Substitute) and J Hamilton (Substitute)

Officers: Deborah Merry, Head of Legal and Democratic Services  
Helen Flinter, Policy Development and HR Business Manager  
Mark Wills, Health, Safety & Risk Manager

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Ashraf and Holl-Allen.

#### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3. QUESTIONS AND DEPUTATIONS

There were no questions or deputations.

#### 4. MINUTES

##### RESOLVED:

That the minutes of the meeting held on 27 July 2022 be approved as a correct record.

#### 5. DRIVING AT WORK POLICY

The Health, Safety and Risk Manager presented a revised Driving at Work Policy which had been updated to ensure it was suitable and sufficient for the Council to manage occupational road risk for employees driving for work.

He explained the main changes to the policy, which included updates to the risk assessment process including documentation checks, eyesight tests and employee declarations. In addition, more information had been included on driver risk categories and the use of mobile phones and other equipment.

Members of the Committee asked questions about various aspects of the policy and in particular sought clarification about the application of the policy to elected members, and the use of handheld phones and other devices.

##### RESOLVED:

That subject to

1. Clarification of paragraph 3.7.1 of the policy, in relation to the use of handheld phones or similar devices; and

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2. Removal of all references to elected members in the policy and the provision of separate guidance specifically for Councillors,

the revised Driving at Work Policy be approved.

### **6. TRAVEL, SUBSISTENCE & PERSONAL EXPENSES POLICY**

The Policy Development & HR Business Manager presented a revised Policy which had been reviewed as part of the new Smarter Ways of Working policy review project.

She explained the main changes to the Policy, which were set out in paragraph 3.3 of the report, and she responded to questions from members.

She confirmed that key stakeholders from Human Resources, Audit, Finance, Equalities and the Sustainable Travel Team had been consulted on the proposed changes, as well as the Trade Unions.

#### **RESOLVED:**

That the revised Travel, Subsistence & Personal Expenses Policy be approved.

### **7. CALENDAR OF MEETINGS 2023/24**

The Committee was invited to consider the draft Calendar of Meetings for 2023/24.

Members were advised that the draft Calendar was based on the Council's current governance arrangements and could be subject to change but the Calendar had been prepared to allow planning of meetings to take place for the 2023/24 municipal year.

#### **RESOLVED**

That the calendar of meetings for 2023/24 be recommended to Council for approval.

The meeting closed at 6.40 pm