

Woughton Community Council

Operations Committee

Minutes of the meeting held on Monday 17th June 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Jordan Coventry (Chair), Yvonne Tomlinson (Vice Chair), Elina Apse, Margaret Ferguson, Ruth McMillan, Sue Smith.

Also present: Steve McNay (Council Manager), Brian Barton (Committee & Member Services Officer), Samone Winsborough (Financial Responsible Officer / Operations Manager).

In attendance: Cllr Donna Fuller.

OC 01/19 Apologies:

Cllr Tina El-Shabrawry (Holiday).

AGREED

OC 02/19 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 03/19 Chairs Announcements:

The Chair informed the meeting that there will be a training session run by the Buckinghamshire & Milton Keynes Association of Local Councils on Chaining Skills, Thursday 11th July 2019 at the Woughton Community Council Hub.

The Four Bridges Festival will be held on Saturday 13th July 2019 12:00pm - 4:00pm at the Two Halls Park, Rochfords, Coffee Hall.

NOTED

OC 04/19 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 05/19 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Monday 18th March 2019 were **AGREED** and signed by the Chair as a true and correct record.

OC 06/19 To agree the amount and names of delegates from Woughton Community Council to attend the NALC Annual Conference:

The NALC Annual Conference will be held between Monday 28th October 2019 and Tuesday 29th October 2019.

The venue is the DoubleTree by Hilton Hotel, Stadium Way, West Bletchley, Milton Keynes.

The following were appointed as delegates to the NALC Annual Conference by the committee:

- Steve McNay - Council Manager
- Samone Winsborough - Responsible Financial Officer / Operations Manager
- Cllr Elina Apse
- Cllr Jordan Coventry
- Cllr Maggie Ferguson
- Cllr Donna Fuller
- Cllr Nick Scott
- Cllr Yvonne Tomlinson

RESOLVED

That the following are appointed as delegates to the NALC Annual Conference by the committee:

- **Steve McNay - Council Manager**
- **Samone Winsborough - Responsible Financial Officer / Operations Manager**
- **Cllr Elina Apse**
- **Cllr Jordan Coventry**
- **Cllr Maggie Ferguson**
- **Cllr Donna Fuller**
- **Cllr Nick Scott**
- **Cllr Yvonne Tomlinson**

07/19 To propose the appointment of an Apprentice for the Landscape and Environment Team:

It was proposed to appoint an Apprentice for the Landscape and Environment Team.

RESOLVED

That the committee agrees to the appointment of an apprentice for a period of 18 months, working within the Landscape and Environment Team.

08/19 To update and review maternity policy, in line with legislation and to provide additional benefits to Woughton Community Council employees:

The committee were advised that the maternity policy needed to be updated and reviewed, in line with legislation and to provide additional benefits to Woughton Community Council employees.

The current policy is not in line with the Green Book conditions, which as a council are normally complied with. In addition, the policy leaves a considerable gap between the level of maternity pay stated and what is considered to be a reasonable

level. In addition, shared parental leave, agreement regarding paternity arrangements and providing a scale of benefits that increase with length of service (as with other contractual benefits, such as annual leave, sickness pay, etc) are all covered.

The major changes are:

- Page two 'Statutory Maternity Pay (SMP) / Maternity Allowance (MA)
- Change to 'green book' conditions, extending basic allowances to include 12 weeks paid at 50% plus SMP
- Additional benefits based on length of service, to increase allowances to 12 weeks at 90% after 2 years and 26 weeks at 90% after 5 years.

- Page four 'Paternity Leave Policy and Procedure'
- Increase in paternity payments, in line with length of service, building in higher levels in line with the maternity element of the policy.

There were further discussions regarding shared parental leave, but the policy already covers this sufficiently.

RESOLVED

1. That the committee notes the report and maternity policy document.
2. That the committee agrees to the changes as noted above.
3. That the committee ratifies the maternity policy document.

09/19 To adopt the following policy documents:

1. Lone Working Policy
2. Health and Safety Policy
3. Equal Opportunities and Diversity Policy
4. Training and Development Policy
5. Recruitment and Retention Policy
6. Employment Policy

RESOLVED

To adopt the following policy documents:

1. Lone Working Policy
2. Health and Safety Policy
3. Equal Opportunities and Diversity Policy
4. Training and Development Policy
5. Recruitment and Retention Policy
6. Employment Policy

OC 10/19 To move and second the following resolution:

Public Bodies (Admission to Meetings) Act 1960:

That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

11/19 Caretakers at the Meeting Places:

The Operations Committee was requested to proceed with a change of contract terms for the Caretaker at the Coffee Hall Meeting Place and the Caretaker at the Netherfield Meeting Place.

RESOLVED

1. That the committee notes the report.
2. That the committee agrees to proceed with a change of contract terms for the caretaker at the Coffee Hall Meeting Place and the caretaker at the Netherfield Meeting Place.
3. That the committee agrees to the redundancy for the second caretaker at the Eaglestone Activity Centre.
4. That the committee agrees to reassess the productivity of the Eaglestone Activity Centre in six (6) months' time to ascertain a better understanding of what is needed.

Date of next meeting:

Monday 2nd September 2019, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:52 PM

Chair _____ Date _____