

**Agenda item OC 06/21 a)**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 1<sup>st</sup> June 2021**

**PURPOSE OF REPORT:**

To update the committee on recommended amendments made to the Incident plan.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to approve Incident plan 2021 as current incident plan policy.**
- 3. That the Committee agrees for this to continue to be reviewed on an annual basis.**

**MAIN ISSUES AND CONSIDERATIONS:**

No major changes to be reported, apart from **Section 5** which lists current councillors who have agreed to be involved, Cllr Tina El-Shabrawy has now been removed as she is no longer a serving member.

**5. Parish Councillors**

The following Councillors have agreed to be involved in operating this plan:

<b>Name</b>	<b>Ward</b>	<b>Telephone</b>
Donna Fuller – Coffee Hall		01908 476311 07925 237282
Tina El-Shabrawy - Beanhill		01908 509339 07864308560
Phil Hopcraft – Coffee Hall		07956 809969
John Orr – Peartree Bridge		07565922368
Nick Scott – Coffee Hall		01908 606559 07956 253328
Sue Smith – Peartree Bridge		01908 476043 07526 317057
Pam Wilson - Eaglestone		01908 607264 <b>for public</b> (Home) 07943055105
Alan Williamson - Beanhill		07963888837 01908 234821
Jordan Coventry - Eaglestone		07749 962558
New councillors to be added once agreed for inclusion.		

Any new councillors who wish to be included should indicate this so their details may be added to the incident plan.

**Appendix C** also remains blank:

APPENDIX C - RESOURCES - SKILLS

Name	Experience/Qualification	Full Address	Tel Numbers

I would suggest that any useful skills councillors who have agreed to be included have are submitted to me in writing so this can be amended where necessary. This also falls into a wider piece of work in which training and development may prove vital to improving our response to emergency situations, therefore any training that may be helpful should also be requested via the Operations manager so this can be reviewed, and booked if seen as necessary.

Version control has been added to this document as per formatting requirements on all policy documents.

**FINANCIAL IMPLICATIONS:**

None Perceived.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

**Agenda item OC 06/21 b)**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 1<sup>st</sup> June 2021**

**PURPOSE OF REPORT:**

To update the committee on the latest amendments to the Regeneration policy for 2021.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to approve Incident plan 2021 as current incident plan policy.**
- 3. That the Committee agrees for this to continue to be reviewed on an annual basis.**

**MAIN ISSUES AND CONSIDERATIONS:**

The title has been amended from 'proposed regeneration policy' to 'Regeneration policy 2021' no further changes are necessary at this point.

Formatting has been completed to ensure consistency across all internal policies.

I will continue to review as per indicated via version control (annually).

**FINANCIAL IMPLICATIONS:**

None Perceived.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough

RFO

**Agenda item OC 06/21 c)**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 1<sup>st</sup> June 2021**

**PURPOSE OF REPORT:**

To update the committee to any amendments made to the social media policy for 2021.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to approve social media 2021 as current social media policy.**
- 3. That the Committee agrees for this to continue to be reviewed on a two-yearly basis.**

**MAIN ISSUES AND CONSIDERATIONS:**

No amendments suggested and can I recommend this policy in its nature can continue on a two-yearly review. Formatting has been completed to ensure consistency across all internal policies.

**FINANCIAL IMPLICATIONS:**

None Perceived.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

None.

**AUTHOR**

Samone Winsborough  
RFO

**Agenda item OC 06/21 e)**

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 1<sup>st</sup> June 2021**

**PURPOSE OF REPORT:**

To agree and adopt the draft Whistleblowing policy.

**RECOMMENDATION:**

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to the amendments made in the staff handbook under whistleblowers.**
- 3. That the Committee agree to approve Whistleblowing policy 2021 as current whistleblowing policy.**
- 4. That the Committee agrees for this to continue to be reviewed on a two-yearly basis.**

**MAIN ISSUES AND CONSIDERATIONS:**

The handbook has been revised to support our whistleblowing procedure.

***C) THE PROCEDURE***

- 1) In the first instance you should report any concerns you may have to the Operations Manager who will treat the matter with complete confidence. If you are not satisfied with the explanation or reason given to you, you should raise the matter with the appropriate official organisation or regulatory body.
- 2) If you do not report your concerns to the Operations Manager, you should take them direct to the appropriate organisation or body.

Wording has been amended to:

It is preferable for allegations to be made to an employee's immediate manager to whom they report. However, this may depend on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if the whistleblower believes that (line) management is involved it would be inappropriate to raise it directly with them. The whistleblower may then make an allegation direct to any of the following:

- Operations Manager
- Council Manager
- Chair of the Council
- Leader of the Council

A written report should be taken including key details to assist with any investigation, should the whistleblower be unsatisfied with the explanation/outcome or reason given, they should raise the matter with the appropriate external official organisation or regulatory body.

A standalone policy has been created to sit alongside this extract. Please note the attached policy, upon committee agreement this will be updated on Brightpay (both revised handbook and new policy).

**FINANCIAL IMPLICATIONS:**

None Perceived.

**STAFFING IMPLICATIONS:**

None Perceived.

**OTHER IMPLICATIONS:**

None perceived.

**BACKGROUND PAPERS:**

Whistleblowing policy – May 2021.

**AUTHOR**

Samone Winsborough  
RFO

**WOUGHTON COMMUNITY COUNCIL**

**Operations Committee**

**Tuesday 1<sup>st</sup> June 2020**

**PURPOSE OF REPORT:**

To update on the WCC planning for 'Operation London Bridge' and recommend a course of action.

**RECOMMENDATION:**

- 1. That the committee notes this report and attached guidance from SLCC.**
  - a. Guidance Note**
  - b. Action Plan**
  - c. Calendar**
  - d. Suppliers List**
  
- 2. That the committee agrees to the actions proposed below, specifically:**
  - a. That the offices and services close upon the announcement of the death of the Queen.**
  - b. That the council operates a 10-day mourning period, in line with guidance and the legal implications of this period (e.g. not considered to be 'clear days' for issuing summonses to meetings), to include not holding any meetings or events that maybe considered inappropriate.**
  - c. That the website is change in accordance with guidance.**
  - d. That council provides a book of condolence that will be placed in our offices. This should be obtained in advance (i.e. now) in preparation, as well as preparing an official portrait photograph to sit next to the book. That after the official period of mourning, that this is stored in the archive and a message sent to officials to state as such.**
  - e. That council considers a suitable place for any floral tributes to be placed – this could be within the remembrance garden, under the flags or another suitable space suggested. It is recommended that a suitable banner is also obtained in advance for the area in question, with suitable wording and condolence.**
  - f. That floodlights on any of the buildings that WCC is responsible for are turned off during the mourning period or that a purple filter is attached.**
  - g. That the CMSO liaises with our colleagues across the city to identify any plans that may include local councils and, where appropriate, arrange for the Chair, Leader or Ambassador to attend on behalf of WCC.**
  
- 3. That the committee agrees to WCC obtaining all relevant paraphernalia, such as black armbands and ribbons for the mourning period, as well as**

**book of condolence, picture and frame, purple filters for lights, a banner for the floral displays and any other such equipment as is felt necessary by the Council Manager, within the delegated powers in place.**

- 4. It should also be noted that the day of the funeral will be classed as a public holiday (except if on a Saturday) and as such, offices will be closed.**

#### **MAIN ISSUES AND CONSIDERATIONS:**

Following the death of the Duke of Edinburgh, it was felt that a review of our plans and actions relating to notable deaths was important. This includes a number of Royals, but the main focus is on the death of Her Majesty, The Queen. The plans relating to this are known as 'Operation London Bridge'.

Whilst the main duties will sit with other organisations, there is significant guidance for how local councils (parish, town and community) should act in the immediate aftermath of the news. This paper aims to give an overview of this guidance with recommendations for immediate action as well as agreement for the future.

For ease of reading and in line with the other guidance in place, the day that the Queen dies will be known as 'D Day', with further days known as 'D+1' through to 'D+11'.

In advance, there are a range of preparations that should be made:

- Upon the announcement (D Day), the website home page should be changed to include the news and a picture of the Queen, a statement from the Chair of Council and any relevant links (e.g. online book of condolence). It should also detail any events that are happening and those that are cancelled. The whole page should be black except where pictures or links are placed, and this should replace our usual homepage with a link provided to our usual homepage. This page should be prepared in advance, ready to change when needed.
- A book of condolence is expected to be provided, alongside a framed portrait of the deceased in a blue (NOT BLACK) frame – this should be obtained and be ready when needed.
- Agreement should be reached on a suitable place for floral displays, if felt appropriate, alongside plans for disposal of any flowers after the mourning period is complete.
- Councillors and council staff who are visible to the public during mourning and especially during any formal events, should wear a black armband or a black ribbon. Guidance appears to suggest that men should wear armbands and women (or ladies, as the guidance states) should wear ribbons. It is recommended that the option for either is open to all.
- The guidance states that any floodlights on buildings should be given a purple filter or switched off during the 10 day mourning period – if it is felt that the floodlights on the MUGA at Eaglestone, the lights on the external walls of the Hub, No 95 and NFMP courts are 'floodlights', suitable filters should be

obtained or agreement to switch off (the ability to switch off is unclear on some of these, so further investigations are needed).

On D Day, guidance suggests that the offices should close upon hearing the news and staff sent home. **It is recommended that offices close and staff are given the option of leaving if this is what is wanted.**

The website should have a page prepared in advance. **It is recommended that the Council Manager ensures that this page is created, that the Chair of Council prepares a statement for inclusion on that page and that this page sits ready to be utilised when needed.**

On D Day, flags should be adjusted in line with guidance – when the Duke of Edinburgh passed, WCC did not own any flags other than the WCC branded ones, but CHRA stepped in and provided a flag.

flag which they flew on the WCC flagpole. **It is recommended that WCC works with CHRA to ensure suitable flag processes are in place.**

WCC currently does not have a supply of armbands or ribbons, not a book of condolence or a framed picture of Her Majesty. **It is recommended that these are obtained now and stored for use as and when needed.**

Purple filters may be needed for lights where these cannot be switched off. **It is recommended that the Operations Manager arranges for investigations into lights and then, if necessary, obtains suitable filters (purple heat resistant film).**

As and when necessary, a decision will be made regarding any events or activities that may need to be postponed. **It is recommended that most activities continue as 'essential', even during the period of mourning, but NOT on D-Day or the day of the funeral. This should EXCLUDE anything that may be considered a celebration and / or that may cause controversy.**

#### **FINANCIAL IMPLICATIONS:**

There will be a cost relating to the provision of armbands, book of condolence, etc. but this should be relatively affordable – armbands are around £8 each (probably need around 30 of them), book of condolence between £30 - £200, picture frame a few pounds, etc. Lighting filters will depend on the number assessed, but a roll of film is under £20. **It is recommended that the Council Manager is tasked with obtaining necessary supplies, in line with delegated powers and WCC Financial Regulations.** It is very likely that the total cost will be within agreed spending limits (i.e. under £500).

#### **STAFFING IMPLICATIONS:**

Staff should be given the option to leave work on D-Day, in line with guidance. Additionally, staff will be awarded an additional day off for the funeral, which will be a public holiday.

**OTHER IMPLICATIONS:**

None.

**BACKGROUND PAPERS:**

AD402 – Operation London Bridge  
GN111 - Operation London Bridge Calendar  
GN112 - Operation London Bridge Action Plan

**AUTHOR**

Steve McNay – Council Manager

Agenda item: OC 08/21

## WOUGHTON COMMUNITY COUNCIL

Tuesday 1<sup>st</sup> June 2021

Operations Committee

### PURPOSE OF REPORT:

To update the committee on the website, options and potential change of provider.

### RECOMMENDATION:

1. That the committee notes this report, reviews the 'new' site' and considers the feedback that has been offered.
2. That the committee looks at alternative options via the 'screen share' option within the meeting, including other local parish council websites.
3. That the committee consider the things that they would like to see on the website, anything that is currently there that shouldn't be, anything missing – what does the committee want the website to offer?
4. That the committee considers whether a full tendering / procurement process and newly designed site, with associated costs (of approx. £2000) that is more compliant with both accessibility requirements AND the WCC local procurement approach is suitable.

### MAIN ISSUES AND CONSIDERATIONS:

A paper came to Operations in March (O/C111/21) that discussed the website and suggested feedback and updates prior to swapping over to the new site in May. Since that time, additional work has been undertaken to address issues and investigate all possible options.

There has been no feedback with regard to the site, so it is assumed that the site includes everything that councillors want to see. This follows a request for anything that was felt to be missing to be passed to CM – nothing was offered.

There are still a number of councillors who have not provided a biography for inclusion on the site.

Since the meeting in March, the Council Manager has undertaken further exploration of options and challenges regarding the site, including the potential for including 'apps' within the framework that would enable:

- Reporting of concerns around the public realm (see <https://www.campbell-park.gov.uk/landscape-services/report-a-landscaping-issue-in-the-parish/>) – this could be altered to include more than simply landscaping issues
- Planning updates and reports, street cleaning issues. etc.. see - <https://www.cloudyit.co.uk/challenge-cloudy/> (scroll down to see screenshots)
- Bookings system, that will link to the new accounting software (this is being finalised, but should be ready shortly and can then be added to the site)

There may be other addons that we would like to see, but this gives some further ideas about what people may want to have included.

The current site is provided by Pink Fish, based in Swindon. Whilst there have been no issues with them as a provider, they fall outside our policy around 'buying local' and the site and upkeep have not been 'tendered' since prior to the current Council Managers arrival – this means no review within the past 4 years at least.

The Council Manager was approached by a provider who has produced other council sites locally (Great Linford PC, Shenley Church End, Broughton and MK). This would be an alternative option, with a new site costing around £2000 with a reduced price monthly (saving of around 18% on monthly price).

There are also other companies, including our current IT provider, Cloudy IT, who would also be options if the choice were to look at an alternative. In the event that there was a decision to renew, this would be undertaken in line with the procurement policies - three quotes, etc.

There are other issues that remain of concern – the WCAG compliance rules that came into force in September last year remain only partially met – whilst we have taken the immediate steps necessary for urgent compliance, the site remains only partially accessible, and this will need to be managed at some point. One option is to buy an 'add on' (see below) – this is around £30 per month.

The current site is not especially 'user friendly' in terms of officers updating and uploading – whilst key officers have understanding of their specific areas (CM, CMSO, BRO are the three that do almost everything), this means that the site remains patchy and is not updated as often as it should be.

We currently have 104 pages on the website. Some of these are unnecessary and have been 'binned' or unpublished. Some are currently helpful (e.g. the coronavirus pages – there are 6 of these) but will not be need long term. Some are dated (e.g. the estate information pages, the Welcome Letter) and some are in need of more regular updating. There are some pages that will be needed in the longer term (e.g. a Planning page).

## **FINANCIAL IMPLICATIONS:**

The current site is okay and any additions would be relatively affordable – we can add apps as and when required (somewhere between £10 - £40 per month) and the ongoing costs are small.

Any full redesign would have a significant up front cost but would then be a similar (or slightly cheaper, depending on options) monthly cost.

WCAG compliance is a cost that will have to be met at some point – there are 'add on's that can be used (such as the one that is used on the Cloudy IT site – a stand alone add on that can be installed on any site for £30 a month\*) or, in the event that we were to have a new site, this would be built in from the start.

## **STAFFING IMPLICATIONS:**

At the moment, much of the website work is undertaken by the Council Manager, as the current set up is hard to use, needs an understanding of HTML and involves oversight of the whole site / organisation. This is not ideal and would be better served by an easier, more accessible site where

editing and updating duties (and access) could be passed to individual officers / councillors (this is possible with some of the alternative providers).

## **OTHER IMPLICATIONS:**

There will be further updates and changes needed as things move on – the bookings system will be needed once development is completed and, as with all things technology, further updates and upgrades will be necessary as new rules, regulations and technological possibilities increase.

The website is the same basic design as the one created 5 plus years ago. Whilst there have been additions and upgrades (for example, the inclusion of the Facebook feed onto the homepage of the updates site), the site looks dated, is relatively hard to maintain and feedback from users is that it needs to be updated.

It is recommended that this committee considers what is wanted / needed from a website and whether the current site meets the needs of the organisation.

## **BACKGROUND PAPERS:**

None.

## **AUTHOR**

Steve McNay – Council Manager