

Tuesday 24<sup>th</sup> August 2021

**To: All members of the Operations Committee**

**Cllrs Jordan Coventry (Chair), Elina Apse (Vice-Chair), Maggie Ferguson, Donna Fuller, Ruth McMillan, Amber McQuillan, Liz Simpkins, Sue Smith, Yvonne Tomlinson, Alan Williamson**

### **NOTICE OF MEETING**

You are hereby summoned to attend a meeting of the Operations Committee to be held on **Tuesday 31<sup>st</sup> August 2021** commencing **6:00pm** at the **Woughton Community Council Hub, 60, Garraways, Coffee Hall, MK6 5EG.**

**Please note the change of venue.**

**Due to the ongoing impact of coronavirus, meeting attendees are encouraged to consider the following guidelines for the meeting:**

- **If you or anyone in your household have any symptoms (i.e. high temperature, continuous cough, or changes to sense of smell or taste), please do not attend the meeting, and get tested.**
- **Please sanitise your hands on arrival at the meeting.**
- **Please note that windows will be open throughout the meeting and dress accordingly.**

**Members of the public are welcome to view proceedings live via the Woughton Community Council Facebook Page.**

Steve McNay  
Parish Manager

**Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.**

## **AGENDA**

### **OC 12/21 Apologies:**

To record apologies from members unable to attend the meeting.

### **OC 13/21 Declarations of Interest:**

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

### **OC 14/21 Chairs Announcements:**

To receive announcements from the Chair.

### **OC 15/21 Questions from the public (Max. 10 minutes):**

To receive questions/statements from members of the public.

### **OC 16/21 Minutes of the previous meeting:**

To receive and approve as a true and correct record the minutes of the Operations Committee meeting held on:

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

**(Attached)**

### **OC 17/21 To update the meeting on the Landscape Operatives/Team and contract terms:**

**(Report attached)**

### **OC 18/20 To update the meeting on the revised Officer Induction, recruitment and exit process:**

**(Report attached)**

### **OC 19/21 To agree the following new policies:**

- a) Officer code of conduct
- b) Anti-Bullying & harassment/Dignity at work.

**(Reports & policies attached)**

### **OC 20/21 To review and amend, if necessary and to approve the following policies as delegated to this committee at the Annual Meeting of Council:**

- a) Lone Working
- b) Driving at Work
- c) Training and Development
- d) Equal Opportunities and diversity
- e) Recruitment and Retention

**(Reports & policies attached)**

### **OC 21/21 To consider a 2021/2022 training calendar for Woughton Community Council / Officers and Councillors:**

**(Report attached)**

**OC 22/21 That the committee considers the full review of all aspects of the re-opening of the Hub:  
(Report attached)**

**OC 23/21 To update the committee on the provision of a new website:  
(Verbal report)**

**Date of next meeting:**

Tuesday 2<sup>nd</sup> November 2021, Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes.