

Tuesday 7th January 2025

To: All members of the Operations & Resources Committee

Cllrs Sue Smith (Chair), Deanna Norris (Vice-Chair), Eamonn Bobey, Tony Coughlan, Donna Fuller, Penny Glasgow, Ruth McMillan, D'Anne Mordecai, April Rennie, Liz Simpkins, Alan Williamson

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations & Resources Committee to be held on **Monday 13th January 2025** commencing **6:00pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

Members of the public can attend in person, submit questions in advance and or watch live via www.facebook.com/woughtoncc.

Please be aware that this meeting is being recorded and broadcast live. Microphones are live at all times – if you are not speaking formally within the meeting, please do keep any additional noise to a minimum and be aware that anything said within this meeting will be in the public domain.

The Calendar of Meetings can be accessed at:

<https://www.woughtoncommunitycouncil.gov.uk/calendars/>

Steve McNay
Council Manager

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

AGENDA

OC 160/24 Apologies:

To record apologies from members unable to attend the meeting.

OC 161/24 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 162/24 Chairs Announcements:

To receive announcements from the Chair

OC 163/24 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public and to consider whether this item should sit prior to the formal agenda in future meetings.

OC 164/24 Minutes of the previous meeting:

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

- Monday 14th October 2024.

(Attached)

OC 165/24 To agree the List of Payments, Bank Reconciliations for the months of October and November 2024

To review, check and agree the payments made under delegated powers, in line with financial regulations.

(List of Payments & Bank Reconciliations to follow – RFO to present)

OC 166/24 To provide an update on external training and potential 'in house' provision

And to consider any training provision for the 2025/26 council year

(Paper attached – Council Manager to present)

OC 167/24 To update the committee on HR issues, based on the December HR update

For information only – updates on HR news that may impact on council delivery

(Paper and full report attached – Council Manager to present)

OC 168/24 To review and agree the following policies

- Employment Policy
- Disciplinary Procedure
- Capability and Sickness Management

(Paper and policies attached – Operations Manager to present)

OC 169/24 To inform the committee of the open letter from the Chair of the National Association of Local Councils

To share the content and consider the included information in a letter sent by Cllr Keith Stevens

(Paper including letter attached – Council Manager to present)

OC 170/24 To inform the committee of the Mayor Awards

To share details of the annual 'Mayors Awards' with a view to supporting nominations for people within the parish

(Paper attached – Council Manager to present).

OC 171/24 To move and second and then to be put to the vote the following motion:

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.

OC 172/24 To consider any relevant Human Resources Matters

To address HR issues and make any necessary decisions regarding these matters or defer until a later meeting if further consideration time is needed.

(Paper and discussions to be addressed on the evening – Council Manager to present)

Date of next meeting:

Monday 10th February 2025, 6:00pm at the Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.