

Operations Committee

Minutes of the meeting held on Monday 21st May 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall

Present: Cllrs Jordan Coventry (Chair), Pam Wilson (Vice Chair), Donna Fuller, Phillip Hopcraft, Sue Luttmann, Sue Smith, Yvonne Tomlinson, Alan Williamson, Geoff Woolmore.

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

In attendance: Cllr Pauline Prop.

OC 01/18 Apologies:

Received from Archibald Prempeh (attending a meeting of the Eaglestone Residents Association).

AGREED

OC 02/18 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 03/18 Chairs Announcements:

The signing off the external audit for the 2017/2018 budget will take place at the next meeting of the Full Council.

NOTED

OC 04/18 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 05/18 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Monday 12th March 2018, were **AGREED** and signed by the Chair as a true and correct record.

OC 06/18 To discuss tracking for equipment used by the Landscaping Team:

The Landscape Manager/Health & Safety Officer informed the meeting that the tracking had been installed on both mowers, the chipper, the transit van and the pickup truck since Friday.

The tracking devices have been supplied by AMS and a contract has been signed for two (2) years at a cost of £720, this will provide a text alert warning and updates every sixty (60) seconds.

NOTED

OC 07/18 To provide update on meeting places FRA (fire risk assessments) and compliance:

The Landscape Manager/Health & Safety Officer informed the meeting that the Coffee Hall Meeting Place has compliance issues. A quote of £3,500 has been received to install a full fire system. It is hoped that Milton Keynes Council will finance this and have the system linked up to the Woughton Community Council Hub.

If the work is agreed it will take up to two (2) weeks to complete.

The Landscape Manager/Health & Safety Officer will update the July Operations Committee meeting.

RESOLVED

That the Landscape Manager/Health & Safety Officer to update the July Operations Committee meeting on the fire risk assessments for the Coffee Hall Meeting Place.

OC 08/18 To discuss current IT Support provider:

The present support is not adequate, and an I.T audit has taken place.

NOTED

OC 09/18 To assess quotation from alternate provider (GDPR COMPLIANT) To discuss necessary changes/amendments/alterations to be made for GDPR:

A quote from a provider has been sourced to ensure GDPR compliance for Officers and Members.

To also ensure that all Officers have the same software package, and that all Meeting Places are provided with Wifi access.

There will be a shared on the cloud access drive.

The cost quoted is £1,200 monthly, the Responsible Financial Officer will obtain two (2) further quotes as per the Financial Regulations, the Services Committee will consider I.T Provision for public use.

The three (3) quotes to be considered at the July Operations Committee meeting.

RESOLVED

To consider the three (3) quotes for an alternate I.T provider at the July Operations Committee meeting.

OC 10/18 To discuss implementation of policies introduced:

The Responsible Financial Officer informed the meeting that there is software on her computer that can produce a chart confirming which Officer is responsible to progress certain policies and provide regular updates.

The Responsible Financial Officer can provide training on the policy process for Members and Staff Wellbeing training for Officers.

The Council Manager will provide training for Members on GDPR.

RESOLVED

- 1. That the Responsible Financial Officer can provide training on the policy process for Members and Staff Wellbeing training for Officers.**
- 2. That the Council Manager to provide training for Members on GDPR.**

OC 11/18 To discuss HR/Induction process moving forward:

A HR audit has taken place and a checklist drawn up, work is to be done on updating contacts, HMRC checklist also to be updated, the Responsible Financial Officer will format all the documents and produce for the July Operations Committee meeting.

There will be a more thorough staff induction process, consideration needs to be given also for a detailed induction process for new Councillors, which needs to cover Member / Officer relationships, Councillor roles and level of involvement.

The Responsible Financial Officer to produce the Staff Induction documents for the July meeting of the Operations Committee for approval.

The Council Manager to produce an induction pack for new Councillors.

RESOLVED

- 1. That the Responsible Financial Officer to produce the Staff Induction documents for the July meeting of the Operations Committee for approval.**
- 2. That the Council Manager to produce an induction pack for new Councillors.**

Date of next meeting:

Monday 2nd July 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:33PM

Chair _____ Date _____