

Tuesday 28th August 2018

To: All members of the Operations Committee

Cllrs Jordan Coventry (Chair), Pam Wilson (Vice Chair), Tina El-Shabrawy, Donna Fuller, Philip Hopcraft, Sue Luttmann, Archibald Prempeh, Pauline Prop, Sue Smith, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson, Geoff Woolmore

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations Committee to be held on **Monday 3rd September 2018** commencing at **6:00pm** at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

Members of the public are welcome to attend.



Brian Barton
Committee and Member Services Officer

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

AGENDA

OC 24/18 Apologies:

To record apologies from members unable to attend the meeting.

OC 25/18 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 26/18 Chairs Announcements:

To receive announcements from the Chair.

OC 27/18 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 28/18 Minutes of the previous meeting:

To receive and approve as a true and correct record the minutes of the Operations meeting held on Monday 2nd July 2018.

(Attached)

OC 29/18 To review the following Policies:

- a) Lone Working Policy
- b) Equal Opportunities and Diversity Policy
- c) Training and Development Policy
- d) Recruitment and Retention Policy
- e) Employment Policy
- f) Appraisal & Review Policy
- g) I.T Security Policy

(Report and policies attached)

OC 30/18 To review the Sickness Management Policy:

(Report attached)

OC 31/18 To consider appointing a 'Link officer' for all estates:

(Report attached)

OC 32/18 To update the committee on the Councillor Induction process:

(Report and induction booklet attached)

OC 33/18 To consider the benefits of CCIN attendance, and what it involves:

(Report attached)

OC 34/18 Update on the Emergency Plan, which will be adopted at the next Full Council meeting, outlining the changes and key aspects:

(Report to follow)

OC 35/18 Service plan update - what has been done, what else is being worked on, what are we likely to not achieve this year:

(Report attached)

To move and second 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 36/18 To consider the quotes for an alternate I.T provider:

(Report attached)

Date of next meeting:

Monday 5th November 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.