

Monday 29<sup>th</sup> October 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 5<sup>th</sup> November 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 37/18 Apologies:**

To record apologies from members unable to attend the meeting.

**OC 38/18 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 39/18 Chairs Announcements:**

To receive announcements from the Chair.

**OC 40/18 Questions from the public (Max. 10 minutes):**

To receive questions/statements from members of the public.

**OC 41/18 Minutes of the previous meeting:**

To receive and approve as a true and correct record the minutes of the Operations meeting held on Monday 3<sup>rd</sup> September 2018.

**(Attached)**

**OC 42/18 To consider the office Christmas opening and closing times**

**OC 43/18 To note the Councillor Induction Booklet:**

**(Attached)**

**OC 44/18 Budget update on training and conferences:**

**(Verbal report)**

**OC 45/18 To agree the delegates to attend the NALC's new Spring Conference 2019 at the Royal National Hotel, London on Monday 11 February 2019:**

Cllr Izzie Secombe OBE, leader of Warwickshire County Council, will be joining Jessica Studdert, deputy director at New Local Government Network, for the plenary debate on local government working together to support communities. More speakers will be announced soon.

Workshop sessions will focus on sharing good practice on some of the challenges local councils are tackling including delivering youth services and engaging with young people; effective communications with residents, business and the media; housing and working with developers; local audit; spotlight sessions featuring NALC's Star Council Awards 2018 winners; and a dedicated session for NALC's Super Councils Network.

**OC 46/18 To discuss initial ideas regarding the Operation Committee Service plan for 2019/2020**

**OC 47/18 To approve an additional hours policy:**

**(Report attached)**

**OC 48/18 To update the committee regarding the staff handbook issued through Peninsula:**

**(Report attached)**

**OC 49/18 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.

**Motion to be moved and seconded**

**OC 50/18 To decide whether to renew or cancel the contact with Peninsula:**

To inform the committee that Peninsula must be given a one (1) full year's notice to end the contract. A decision must be made by Wednesday 23<sup>rd</sup> January 2019.

**(Report attached)**

**OC 51/18 To decide on the IT Tender quotes on GDPR and to discuss a CRM package and why this is needed:  
(Report attached)**

**Date of next meeting:**

Monday 21<sup>st</sup> January 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes