

## Operations Committee

**Minutes of the meeting held on Monday 3<sup>rd</sup> September 2018, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes**

**Present: Cllrs Jordan Coventry (Chair), Pam Wilson (Vice Chair)** (from 6:08pm), Donna Fuller, Phillip Hopcraft, Sue Luttmann, Pauline Prop, Sue Smith, Thillai Visvendran, Geoff Woolmore.

**Also present:** Steve McNay (Council Manager), Samone Winsborough (Responsible Financial Officer / Operations Manager), Brian Barton (Committee & Member Services Officer).

**In attendance:** Cllr Kevin Wilson.

### **OC 24/18 Apologies:**

Received from Cllrs Tina El-Shabrawry (meeting), Archibald Prempeh (work commitment), Yvonne Tomlinson (Holiday), Alan Williamson (Holiday).

**AGREED**

### **OC 25/18 Declarations of Interest:**

Cllr Jordan Coventry declared a personal interest in agenda item OC 36/18 as his partner used to work with one of the contractors who has provided a quote.

**NOTED**

### **OC 26/18 Chairs Announcements:**

The Chair informed the meeting that Cllr Kevin Wilson is lobbying Milton Keynes Council to ensure that Woughton Community Council continues to be a collection point for residents to pick up recycling sacks.

**NOTED**

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

There were no questions from the members of the public.

**NOTED**

### **OC 28/18 Minutes of the previous meeting:**

The minutes of the meeting of the Operations Committee held on Monday 2<sup>nd</sup> July 2018 were **AGREED** as a true and correct record and signed by the Chair.

### **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

**RESOLVED**

1. That under Item b) Equal Opportunities and Diversity Policy to add “that the Chair of the Council will be the contact, in case of a complaint that is lodged against the Council Manager”.
2. That the policies as listed are adopted.

**OC 30/18 To review the Sickness Management Policy:**

The previous policy indicated that any sick leave would be seen as part of the disciplinary process and has now been changed so that this will no longer be the case.

On page three (3) to delete “company” and to delete “Jeopardy” and replace with “jeopardy”.

**RESOLVED**

1. That the Committee agrees to the new policy content and structure.
2. That on page three (3) to delete “company” and to delete “Jeopardy” and replace with “jeopardy”.

**OC 31/18 To consider appointing a ‘Link officer’ for all estates:**

The meeting was informed that this role will be reviewed in the new financial year, although it is already happening in practise.

**RESOLVED**

1. That the Committee notes the report.
2. That this issue is placed on hold and reviewed in the 2019/2020 financial year.

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

A Councillor Induction process is essential to inform new members.

This may be of benefit to potential candidates.

**RESOLVED**

**That the Committee notes the report and attached papers and agrees that this process is implemented for all new councillors.**

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

The Co-operative Councils Innovation Network (CCIN) Annual Conference and Co-operative Showcase, will be held on Thursday 4<sup>th</sup> October 2018 at Croydon, registration is 9:00am, one (1) place is free additional places will be half price.

It was agreed that the Council Manager, the Responsible Financial Officer / Operations Manager and Cllrs Pauline Prop and Sue Smith will attend.

**RESOLVED**

1. That the Committee notes the report.
2. That the Council Manager and Responsible Financial Officer / Operations Manager and Cllrs Pauline Prop and Sue Smith to attend the Co-operative Councils Innovation Network (CCIN) Annual Conference

**and Co-operative Showcase to be held on Thursday 4th October 2018 at Croydon.**

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

The document will now be referred to as an Incident Plan.

The contact details and list of partners needs to be updated.

To list the Officer's post and not their name and to include appropriate on call number.

The Council Manager will make the necessary corrections to the document.

The grab bags will be circulated to all Members.

Arrangements will be made to leave a box in each Meeting Place with appropriate items in them including a loud hailer.

**RESOLVED**

- 1. To change the title of the document from an Emergency Plan to an Incident Plan.**
- 2. To update the contact details and list of partners.**
- 3. To list the Officer post and not their name with the appropriate on call contact number.**
- 4. That the Council Manager to make the necessary corrections to the document.**
- 5. That the grab bags to be circulated to all Members.**
- 6. To make arrangements to leave a box in each Meeting Place with appropriate items in them including a loud hailer.**

**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:**

The committee discussed the 2018 / 2019 Service Plan and noted any progress on the priorities as specified.

**RESOLVED**

**That the Committee notes the report.**

**The following motion was moved and seconded:**

**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.

**AGREED**

**OC 36/18 To consider the quotes for an alternate I.T provider:**

**Cllr Jordan Coventry declared a personal interest in this agenda item and did not vote.**

The Responsible Financial Officer / Operations Manager to approach the two (2) identified contactors for further talks on the costs that they supplied in their respective quotes.

The Committee agreed to give the Council Manager and the Responsible Financial Officer / Operations Manager the delegated powers for them to be able to undertake further negotiations.

The Council Manager and the Responsible Financial Officer / Operations Manager to report back to a future meeting of the Operations Committee, a meeting of the Full Council will consider any proposals and give a final approval subject to the meeting's agreement.

**RESOLVED**

1. That the Committee notes the report.
2. That the Responsible Financial Officer / Operations Manager to approach the two (2) identified contactors for further talks on the costs that they supplied in their respective quotes.
3. To give the Council Manager and the Responsible Financial Officer / Operations Manager the delegated powers for them to be able to undertake further negotiations.
4. That the Council Manager and the Responsible Financial Officer / Operations Manager to report back to a future meeting of the Operations Committee.
5. That a meeting of the Full Council will consider any proposals and give a final approval subject to the meeting's agreement.

**Date of next meeting:**

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

**THE CHAIR CLOSED THE MEETING AT 7:07PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_