

## Operations Committee

**Minutes of the meeting held on Monday 5<sup>th</sup> November 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),** Donna Fuller, Sue Luttmann, Archibald Prempeh, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson.

**Also present:** Steve McNay (Council Manager), Brian Barton (Committee & Member Services Officer).

**In attendance:** Cllr John Orr, Cllr Kevin Wilson.

**OC 37/18 Apologies:**

Received from Cllrs Phillip Hopcraft (unwell), Pauline Prop (personal), Geoff Woolmore (Beanhill Action Group meeting).

**AGREED**

**OC 38/18 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**OC 39/18 Chairs Announcements:**

The Chair informed the meeting that the remembrance service will be held at the Coffee Hall Memorial outside Christ the Vine Church on Friday 9<sup>th</sup> November 2019.

The Festival at the gurdwara on Leadenhall will take place Wednesday 7<sup>th</sup> November 2018.

**NOTED**

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

Cllr John Orr spoke on the regeneration process, the meeting felt that Woughton Community Council should have a position on this matter and to agree a policy at the January Operations Committee.

It was suggested that a regeneration committee working group is set up with membership comprising of representatives from Woughton Community Council, the local Residents Associations and other local representatives. The meeting felt that this proposal should be incorporated into the 2019/2020 Service Plan.

Cllr Orr requested that the Housing Strategy Plan and the Housing Revenue Account (HRA) consultations are considered at the next Full Council meeting with a view to making a submission to Milton Keynes Council.

**RESOLVED**

- 1. To agree a policy at the January Operations Committee meeting on regeneration.**
- 2. That a regeneration committee working group is set up with membership comprising of representatives from Woughton Community Council, the local Residents Associations and other local representatives.**
- 3. That this proposal should be incorporated into the 2019/2020 Service Plan.**
- 4. To discuss the Housing Strategy Plan and the Housing Revenue Account (HRA) consultations at the next Full Council meeting with a view to making a submission to Milton Keynes Council.**

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

The minutes of the meeting of the Operations Committee held on Monday 3<sup>rd</sup> September 2018 were **AGREED** as a true and correct record and signed by the Chair.

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

It was proposed to close the office from the afternoon of Friday 21<sup>st</sup> December 2018 and reopen on Wednesday 2<sup>nd</sup> January 2019.

The meeting asked that the appropriate emergency services contact numbers are uploaded on to Facebook, the website, and displayed on the reception door window.

**RESOLVED**

- 1. To close the office from the afternoon of Friday 21st December 2018, and to reopen on Wednesday 2nd January 2019.**
- 2. That the appropriate emergency contact numbers are uploaded on to Facebook, the website, and displayed on the reception door window.**

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

The meeting was informed that some amendments have been already been enacted.

The Councillor Induction Booklet will be a useful tool for new Councillors, as elections will be taking place in May 2019.

Members were asked to contact the Council Manager or the Chair of the Operations Committee if they had any questions or comments about the booklet.

**NOTED**

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

The budget is £10,000, with a spend so far of £3,550, therefore the available spend is £6,450.

**NOTED**

**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:**

The meeting agreed that two (2) members of staff and two (2) Councillors should attend.

The names of the delegates will be confirmed at the next Full Council meeting.

Delegates attending any conference should provide a written report which will be tabled at a meeting of the Full Council.

**RESOLVED**

- 1. That two (2) members of staff and two (2) Councillors to attend the NALC's new Spring Conference 2019 at the Royal National Hotel, London on Monday 11 February 2019.**
- 2. That at the next Full Council meeting to confirm the names of the delegates.**
- 3. That delegates attending any conference should provide a written report to be tabled at a meeting of the Full Council.**

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

The following ideas were suggested for the 2019/2020 Operations Committee Service Plan:

- A full training programme for Members, Resident Associations and Community Groups.
- An Events Calendar.
- Grant Aid and Committee training.
- Agency partnership working.

Members are requested to contact the Council Manager with any other suggestions.

**NOTED**

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

The policy was created to outline the process and to differentiate between additional hours, Time off in Lieu and irregular working guidelines.

**RESOLVED**

- 1. That the Committee agrees the policy.**

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

The committee was updated on the changes to the staff handbook issued through Peninsula.

**RESOLVED**

- 1. That the Committee notes the report.**
- 2. That the committee agrees on the changes made in the revised Staff handbook.**

**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 was moved by Cllr Thillai Visvendran and seconded by Cllr Donna Fuller.

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

The committee was informed 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:

**RESOLVED**

1. That the committee notes the report.
2. That as of 23<sup>rd</sup> January 2019 to cancel the current contract with Peninsula.

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

The committee was requested to decide on the IT Tender quotes on GDPR and to discuss a CRM package.

**RESOLVED**

1. That the Committee agrees to move forward with the recommended IT Provider.
2. To delegate to the RFO to manage the GDPR implementation.
3. That the committee discussed the CRM package.
4. To appoint Cloudy IT as the new provider.

**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

**THE CHAIR CLOSED THE MEETING AT 7:08PM**

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