

## Operations Committee

**Minutes of the meeting held on Monday 21<sup>st</sup> January 2019, 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),** Sue Luttmann, Pauline Prop, Sue Smith, Yvonne Tomlinson, Thillai Visvendran, Alan Williamson.

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

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

**Also in attendance:** Two (2) members of the public.

**OC 52/19 Apologies:**

Received from Cllrs Donna Fuller (attending another meeting), Archibald Prempeh (work commitment), Geoff Woolmore (attending another meeting).

**AGREED**

**OC 53/19 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**OC 54/19 Chairs Announcements:**

There will be a Bingo night event to be held on Saturday 16<sup>th</sup> February 2019 between 7:00pm - 9:30pm in the Council Chambers.

Peninsula Business Services have been informed that their contract will not be renewed.

**NOTED**

**OC 55/19 Questions from the public (Max. 10 minutes):**

There were no questions from the public.

**NOTED**

**OC 56/19 Minutes of the previous meeting:**

The minutes of the Operations Committee meeting held on Monday 5<sup>th</sup> November 2018 were **AGREED** and signed by the Chair as a true and correct record.

**OC 57/19 To agree a draft Regeneration Policy for the Woughton area:**

This agenda item had been considered at the last Full Council meeting, and therefore there were no further updates for the committee's consideration.

**NOTED**

**OC 58/19 To propose an additional staffing resource for mental health at the Woughton Advice Service (WAS):**

A need had been identified for an additional staffing resource for mental health at the Woughton Advice Service (WAS).

The proposed post is to be advertised for an initial twelve (12) month contract renewable if demand remains which Members felt may put off suitable candidates from applying. The meeting agreed to review the number of applicants received at the March Operations Committee meeting to consider if this has had an impact.

**RESOLVED:**

1. That the Committee notes the report.
2. That the Committee agrees to the Operations Manager recruiting for the new post.
3. That the post is offered on an initial twelve (12) month contract, renewable if demand remains.
4. To review the number of applicants received at the March Operations Committee meeting, to consider if the proposed post advertised for an initial twelve (12) month contract (renewable if demand remains), has had an impact and put off suitable candidates from applying.

**OC 59/19 To agree what type of payments to list on the website:**

The Responsible Financial Officer suggested that payments over £500 are uploaded onto the website to ensure compliance with the legislation.

**RESOLVED:**

1. That the Committee notes the report.
2. That all payments over £500 are uploaded to the website on a monthly basis.

**OC 60/19 To undertake an audit on the operational and content matters relating to the website:**

It was suggested that a regular news item page is set up.

That the website should be compatible with all internet browsers.

The meeting agreed that there should be a website page listing all licensing and planning applications for the Woughton Community Council area, or with a link provided to the appropriate Milton Keynes Council website page.

The meeting further agreed that a copy of the Woughton Gazette, Service Plan, Neighbourhood Plan, annual reports, incident planning procedures and equality statements should be uploaded onto the website.

It was further suggested that residents should be able to report landscaping issues online.

Members requested that the landscaping maintenance programme is uploaded onto the website. The Council Manager will ask the Landscaping Manager to see if it would be possible to do so.

The committee will further consider the content and budget to update the website at its March and May committee meetings.

**RESOLVED:**

1. That the Committee notes the report.
2. That the Committee agrees to the Council Manager working with Pink Fish and relevant Members / Officers to redevelop the website in line with this report.
3. That after initial discussions with Pink Fish and an indicative budget, that the Council Manager reports to the Operations Committee for further approval.
4. To set up a regular news item page on the website.
5. To ensure that the website is compatible with all internet browsers.
6. To set up a website page listing all licensing and planning applications for the Woughton Community Council area or to provide a link to the appropriate page on the Milton Keynes Council website.
7. To upload a copy on to the website of the Woughton Gazette, Service Plan, Neighbourhood Plan, annual reports, incident planning procedures and equality statements.
8. To set up an online landscaping reporting form on the website, for residents to use.
9. That the Council Manager to ask the Landscaping Manager to see if it would be possible that the landscaping maintenance programme is uploaded onto the website.
10. To further consider the content and budget to update the website at the March and May 2019 committee meetings.

**OC 61/19 To update the meeting on the I.T transition:**

The meeting was informed that a handover is taking place with the present I.T provider, which should be completed by the end of February 2019.

The new I.T equipment for Members will eliminate the need for Committee and Full Council papers to be provided for each meeting.

**RESOLVED**

**That the committee notes the report.**

**OC 62/19 To agree the 2019/2020 Operations Service Plan:**

The meeting was informed that the 2019/2020 Service Plan will be approved at the March Full Council meeting.

Members were requested to email the Council Manager with any suggestions or additions for the Service Plan.

**NOTED**

**OC 63/19 To move and second the following resolution:**

Cllr Sue Smith moved and Cllr Thillai Visvendran seconded 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.

**AGREED**

**OC 64/19 To agree to set up a task and finish group on operational structures and to further agree the membership:**

The meeting agreed that the Council Manager and the Responsible Financial Officer will be advisors to the task and finish group.

The task and finish group will need delegated powers including to be able to meet in private session.

Full proposals will be produced in a timely manner to a meeting of the Full Council.

The task and finish group will agree a regular meeting pattern when it first meets.

**RESOLVED**

- 1. That the Committee agrees to set up a task and finish group on operational structures.**
- 2. To agree a membership of up to three (3) members consisting of the Chair of the Operations Committee, Chair of the Services Committee, and Chair of the Policy & Resources Committee.**
- 3. That the task and finish group to agree a regular meeting pattern when it first meets.**
- 4. To ensure that the task and finish group is given delegated powers.**
- 5. That the task and finish group to present its proposals in a timely manner to a meeting of the Full Council.**

**Date of next meeting:**

Monday 18<sup>th</sup> March 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

**THE CHAIR CLOSED THE MEETING AT 7:22PM**

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