

Woughton Community Council

Operations Committee

Minutes of the meeting held on Monday 16th March 2020, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Jordan Coventry (Chair), Alan Williamson (Vice-Chair), Elina Apse, Margaret Ferguson, Ruth McMillan, Liz Simpkins, Sue Smith.

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

In attendance: Cllr Donna Fuller & Cllr John Orr.

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

OC 51/20 Apologies:

Cllr Tina El-Shabrawry was absent and gave no apology.

NOTED

OC 52/20 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 53/20 Chairs Announcements:

The Chair informed the meeting that a policy on the Covid 19 policy has been drafted.

This involves a risk management plan and a contingency plan.

It is proposed that the Youth Service will close, that there will be no face to face appointments with the Woughton Advice Service.

The Responsible Financial Officer has looked into the IT requirements with the IT contractor, a phone remote system will be put in place for staff to be able to work from home. The Environment Team will be able to work remotely, the Community Fridge could still operate but on a limited basis with strict measures put in place when interacting with members of the public, the Finance Team can work from home, the Meeting Places are to close.

The Chair also said that there is a duty of care to all members of staff and that they should not be put in any danger.

The Council Manager has said that legislation is awaited by Government on how future meetings could be run, but at present the advice is not to have any meetings unless they are essential.

The meeting agreed the following:

1. To close the office to all members of the public.
2. That all staff should now work from home.
3. To publicise all emergency services contact numbers, along with any other public services.
4. That the office is open for half a day tomorrow for Managers to consult with all members of staff on the office closure and working from home along with any health & Safety issues.
5. To periodically review when it will be safe to reopen the office to the public, and for all staff to be able to return subject to Government advice and guidelines.

RESOLVED

1. **To close the office to all members of the public.**
2. **That all staff should now work from home.**
3. **To publicise all emergency services contact numbers, along with any other public services.**
4. **That the office is open for half a day tomorrow for Managers to consult with all members of staff on the office closure and working from home along with any health & Safety issues.**
5. **To periodically review when it will be safe to reopen the office to the public, and for all staff to be able return subject to Government advice and guidelines.**

OC 54/20 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 55/20 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Monday 20th January 2020 were **AGREED** and signed by the Chair as a true and correct record.

OC 56/20 To agree a Communications Strategy:

The committee considered progressing a Communications Strategy / Action Plan.

RESOLVED

1. **That the Committee notes the report.**
2. **That the Committee agrees to proceed with recommendations on the Action Plan for the Communications Strategy for 2020/2021.**

OC 57/20 To consider all aspects relating to grit bins in the Woughton area:

The Council Manager updated the committee on all aspects relating to the provision of grit bins across the Woughton area.

The committee felt that it should return to this matter when consideration is given to the drafting of next year's budget.

RESOLVED:

1. That the committee notes the report.
2. That the Council Manager works with Milton Keynes Council to ensure grit bins are maintained.
3. That the committee considers provision of grit bins in key areas for the financial year 2021/2022.

OC 58/20 To consider the equipment needs and programme for the use of the trailer:

The Council Manager updated the meeting on the consideration of additional equipment and the programme for the use of the trailer.

RESOLVED:

1. That the committee notes the report.

OC 59/20 Woughton Conference Feedback:

The Council Manager provided feedback to the committee on the Woughton Conference.

RESOLVED:

1. That the council notes the report.
2. That the council agrees to a further event to take place in late 2020.
3. That the council considers workshop ideas for said event, considering the needs of the parish and the needs of the council.

OC 60/20 To note the office half day closing:

The Council Manager said it had been agreed at a meeting of the Policy & Resources committee to propose 'half day' closing on Wednesday to enable organisational development, training and staff meetings.

RESOLVED:

1. That the committee notes the report.
2. That the committee agrees to close the offices from 1pm on Wednesdays to enable
 - 1st Wednesday – staff meeting
 - 2nd Wednesday – team training
 - 3rd Wednesday – Senior Managers meeting
 - 4th Wednesday – building management, clear ups, etc.
 - 5th Wednesday (where appropriate) – team building activities (4 x annually)
3. That this is trialled for a period of six (6) months to ascertain value and benefits, starting from 1st March and running until September 2020.
4. That an outcomes report is provided to this committee in September 2020 where a decision regarding continuation is decided.

Date of next meeting:

To be confirmed at the Annual meeting of Council.

THE CHAIR CLOSED THE MEETING AT 6:56 PM

Chair _____ Date _____

DRAFT