

Woughton Community Council

Operations Committee

Minutes of the meeting held on Tuesday 31st August 2021, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Jordan Coventry (Chair), Elina Apse (Vice-Chair), Donna Fuller, Amber McQuillan, Liz Simpkins, Sue Smith, Yvonne Tomlinson, Alan Williamson.

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

In attendance: One (1) member of the public.

OC 12/21 Apologies:

Cllr Maggie Ferguson (another commitment)
Cllr Ruth McMillan (holiday).

AGREED

OC 13/21 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 14/21 Chairs Announcements:

The Chair informed the meeting that all meetings will now be face to face, a new recording system has been put in place, if not in attendance Members cannot vote or speak, even if they are on Zoom or Facebook.

NOTED

OC 15/21 Questions from the public (Max. 10 minutes):

There were no questions from the members of the public.

NOTED

OC 16/21 Minutes of the previous meeting:

The minutes of the Operations Committee meeting held on Tuesday 1st June 2021, were **AGREED** and will be signed by the Chair as a true and correct record.

OC 17/21 To update the meeting on the Landscape Operatives/Team and contract terms:

The Operations Manager updated the meeting on the Landscape Operatives/Team and contract terms.

RESOLVED:

1. That the Committee notes the report.
2. That the Committee agrees the review of FTC and whether to extend the terms which are at the discretion of the Council Manager and Responsible Financial Officer (with considered attention to the recommendation of the Landscape Manager).
3. That the Committee agrees to use some of the reserves to fund the additional FTC operative.

OC 18/20 To update the meeting on the revised Officer Induction, recruitment and exit process:

The Operations Manager informed the Committee about the updated induction, recruitment and exit process.

RESOLVED:

1. That the Committee notes the report.
2. That the Committee agrees to the new processes and working documents.
3. That at the next meeting to consider how to implement volunteer training opportunities to enable to further skills that employers may require.

OC 19/21 To agree the following new policies:

- a) Officer code of conduct
- b) Anti-Bullying & harassment/Dignity at work.

RESOLVED

1. That the Committee notes the report.
2. That the Committee agrees to the new employee code of conduct policy.
3. That the Committee agrees to the new Anti-bullying and harassment policy.
4. That the Committee agrees to the publication and distribution of these policies to all staff within Woughton Community Council.

OC 20/21 To review and amend, if necessary and to approve the following polices as delegated to this committee at the Annual Meeting of Council:

- a) Lone Working
- b) Driving at Work
- c) Training and Development
- d) Equal Opportunities and diversity
- e) Recruitment and Retention

RESOLVED

1. That the Committee notes the report.
2. That the Committee ratifies the Training & Development policy – August 2021.
3. That the Committee ratifies the Equal opportunities and diversity policy – August 2021.
4. That the Committee ratifies the Recruitment and Retention policy – August 2021.

OC 21/21 To consider a 2021/2022 training calendar for Woughton Community Council / Officers and Councillors:

The Operations Manager circulated to Members a 2021/2022 training calendar for Woughton Community Council Officers and Councillors.

RESOLVED:

1. That the Committee notes the report.
2. That the Committee agrees to an annual training and development plan being issued and adhered to, to ensure Officers and Councillors can attend 'refresher' or new training opportunities on a regular basis.

OC 22/21 That the committee considers the full review of all aspects of the re-opening of the Hub:

The Council Manager updated the committee on proposals regarding opening hours, working practices, meeting provision and access to the Hub offices.

RESOLVED:

1. That the committee notes the report.
2. That the committee considers the feedback regarding access since re-opening in May 2021.
3. That the committee considers an approach to public access
 - a. That the council continues as is, with access between 10am – 3pm on weekdays (not Wednesdays) and to review the present hours at the November committee meeting.
 - b. That the council returns to previous opening hours, 9am – 5pm Mon, Tues and Thurs, 9am – noon on Weds and 9am – 4pm on Fridays from January 2022 subject to Government legislation on the Covid-19 situation.
 - c. That the council looks at different hours, including outside 'normal working hours', to enable wider access, and to seek views on this, including at a meeting of the Residents Association Forum.
 - d. That council considers any alternative approaches.
4. That the Operations Manager creates and manages a staffing roster to ensure enough officers are present during whatever opening hours are decided upon.
5. That these decisions are made in consultation with staff, that relevant officers are offered the opportunity to discuss working from home (where suitable) and that this includes acknowledgement of the impact on councils' ability to open.
6. That the committee acknowledges the fluid nature of the situation currently and accepts that some changes are likely as we continue to manage the covid-19 impacts.
7. That the committee considers a proposal for delivery of Council meetings that both complies with the law and maintains safety for participants.

OC 23/21 To update the committee on the provision of a new website:

The Council Manager requested Member feedback for the proposed new website, some research has already taken place of other Parish and Town Council websites.

The new website will be fully legally compliant and there will be new photographs uploaded.

Members were given a deadline of September for comments, quotes will be available for the November meeting, for full agreement at a meeting of the Full Council.

NOTED

Date of next meeting:

Tuesday 2nd November 2021, Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 7:25PM

Chair _____ Date _____

DRAFT