

Agenda item: OC 06/22

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee

Monday 16th May 2022

PURPOSE OF REPORT:

To recommend incorporating Brightpay contracts into our software portfolio.

RECOMMENDATION:

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to start a 60-day free trial of the contracts software.**
- 3. That the Committee agrees to the subscription of Brightpay contracts software should it be deemed fit for purpose by the RFO.**
- 4. That the Committee agrees to 'revamp' all staff contracts and the employee handbook through Brightpay contracts – so they are all up to date and relevant.**

MAIN ISSUES AND CONSIDERATIONS:

As you will be aware we currently use Brightpay as our HR and Payroll software, this is a user-friendly system, and we haven't encountered any issues regarding the software. We have been utilising these systems since 2018/19.

I have recently joined a demo for 'Brightpay contracts' which is an add-on to the systems we already have in use. Brightpay contracts assists employers with streamlining the creation and maintenance of:

- Staff contracts of employment and Terms and Conditions of employment
- Employee Handbooks

This platform offers the function of 'personalising' contracts with individual terms. It also notifies you of any legislative changes that should be added to/amended on your employee handbook. You can choose whether to amend your handbook with the recommended changes (although if legislative we would always proceed with the relevant suggestions.)

This will make it easier to report to this committee regarding any updates on our employee handbook, and as we are still working on the versions (contracts and employee handbook) inherited from our previous HR provider (Peninsula) it would be beneficial to look into re-creating our handbook and all of our contracts whilst keeping individual terms so staff contracts do not differ to the terms they were employed on, so they are all in the same format, up to date and on file.

FINANCIAL IMPLICATIONS:

A standard licence is currently £199 per annum for annual licence (Ex. VAT) we currently spend approx. £350 per annum on our payroll and HR connect software. This would bring the total to £550 per annum for HR, payroll and contracts and handbook software.

There is an option to do a 60-day free-trial I am unsure on how much you can do on the trial licence but if agreed I would like to initiate a trial with the view of subscribing if it is fit for purpose.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

Cloudy IT quote.

AUTHOR

Samone Winsborough
RFO

Agenda item: OC 07/22

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee

Monday 16th May 2022

PURPOSE OF REPORT:

To propose new I.T for councillors.

RECOMMENDATION:

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to renewing all councillor IT from the current (outdated) tablets to a Surface Go.**

MAIN ISSUES AND CONSIDERATIONS:

There have been many discussions concerning the current IT kit we had previously provided for councillors. I am aware there had been ongoing issues with usability and some restrictions with its functionality. This was part of a decision that we formed to try and take the council as paperless as possible.

We can see from reviewing comments and the amount of paper agendas we are still providing that the kit you currently have is not fit for purpose. Further to this, when we made the decision last year to have our licenses changed to decrease inflation costs on renewing the infrastructure we already had in place, Cloudy IT were unable to complete the work on any of the councillor tablets.

This was a technical issue with the tablet being an android and the software on the tablets being too outdated to upload the new licenses and security to them. Effectively without getting too technical you can only upgrade software on an android tablet for 'X' number of years and we have surpassed the time frame.

This was concerning for us as we were not expecting to have to replace councillor kit after 3 years however, to opt to keep them without the work being conducted on them meant that the tablets would be unsupported, which would be a breach of our IT security policy.

We have very much taken this as a lesson learned and have now carried out due diligence on what we feel would be the best fit to please the majority in terms of being user friendly but also having the correct level of functionality to allow councillors to conduct their work.

With this in mind we have spoken to cloudy IT who have suggested we go with a Surface Go which is a laptop which can turn into a tablet if necessary (dual function) they are lightweight and easy to use and have been demoed by the council manager in my absence last week and the chair of the council.

FINANCIAL IMPLICATIONS:

Due to the fact we aired our frustrations regarding the situation of having to replace these tablets after three years, instead of five which we had originally planned Cloudy IT have provided the following:

- applied 100% discount on all labour and training
- applied 50% discount on device management (security)
- applied 10% discount on the software.

The total costs for twenty (20) Surface Go's with the keyboard, device management, training and all licensing and set up has been quoted at £11,816 (NET) within a monthly cost ongoing of £79.00 (£948 per annum) this will effect our IT budget line and will need to be rectified for next year with the reflective costs of the new kit and the monthly subscription.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

Cloudy IT quote.

AUTHOR

Samone Winsborough
RFO

Agenda item: OC 08/22

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee

Monday 16th May 2022

PURPOSE OF REPORT:

To update the committee on internal budget reporting.

RECOMMENDATION:

That the Committee notes the report.

MAIN ISSUES AND CONSIDERATIONS:

To give more responsibility and overview to budget holders, we piloted providing the senior managers with budget monitoring reports on a monthly basis and providing them with quarterly breakdowns.

Whilst these proved useful, we have decided alongside the summary which notes the spend vs. the budget (year to date), we have also started this financial year with a change to how we input salaries so that budget holders can also be given a detailed breakdown of all the spend (monthly.) against their specific budget lines, this should further assist with anything that could have potentially been coded incorrectly. Any queries can easily be picked up by the budget holder and the RFO can also query any major under or overspend at any point in the year.

We will continue to provide a summarised report to all budget holders, and they will also have the addition of a detailed report which lists all of their spend.

FINANCIAL IMPLICATIONS:

None Perceived.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough
RFO

Agenda item: OC 09/22

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee

Monday 16th May 2022

PURPOSE OF REPORT:

To update the committee on the additional works that needed to be carried out on Tinkers Bridge meeting place roof.

RECOMMENDATION:

That the Committee notes the report.

MAIN ISSUES AND CONSIDERATIONS:

Due to the urgent nature of the works that needed to take place, a decision had to be made using delegated powers regarding this matter. This paper is purely informative.

As you will all be aware it was agreed that we would elect ALS Roofing to lay a completely new roof on Tinkers Bridge Meeting Place, due to the constant leaks it was prone to the infrastructure of the ceiling was being put under considerable pressure. Therefore, we agreed to pay £17,825 (NET) £20,742 (Inc VAT) to get the roof replaced.

However once we had agreed for the work to go ahead, they uncovered further issues when lifting the roof up that the base layer of wooden supports were rotten due to significant water ingress which was worsened by the removal of the plastic tunnel covers (work carried out by MKC without any consultation with Woughton) the council manager has since contacted Milton Keynes Council regarding this issue and how it has impacted on our finances in order to get it fixed and at time of writing this report he is still awaiting a response.

After reviewing the roof the decision was made that all of the rotten boards needed to be lifted and replaced and that we would like to add the thicker layer of membrane and insulation to the roof to mitigate any further instances of this happening due to the thickness of the Celotex added to the roof they also would need to add timber on the side of the building to accommodate a curb for the water to stop running down the sides.

All of this should stop any serious issues with the roof for a long period of time and it was important that we carried this piece of work out correctly so the initial payment we made wouldn't come a false economy.

Therefore, in consultation with Senior leadership and council manager and RFO the decision was made to pay the quote we had been provided for the additional work, this came to a total of £9,049 (NET) and £10,858 (inc. VAT).

The costs of replacement of Tinkers Bridge roof has increased from NET costs of £17,825 to £26,874.

FINANCIAL IMPLICATIONS:

An increase on original anticipated costs from £17,825 to £26,874 (+ £9049) which will be taken from reserves.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough
RFO

Agenda item: OC 10/22

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee

Monday 16th May 2022

PURPOSE OF REPORT:

To update the committee on recent work experience placements and to explore the options of 'tokens' of gratitude/recognition.

RECOMMENDATION:

- 1. That the Committee notes the report.**
- 2. That the Committee agrees to continue with work placements where relevant.**
- 3. That the Committee agrees work placements are to provide a 'snapshot' of what it is like in the place of work in replacement of being at school and therefore the experience of working at Woughton is the beneficial factor of completing a placement with us.**

MAIN ISSUES AND CONSIDERATIONS:

We recently had a work experience placement, who applied directly to us. The individual had to complete an application form and have an interview before being offered the placement.

Upon their placement the individual got to shadow and experience many different elements of working but more specifically working at Woughton. She had a varied week and did a range of things from shadowing the council manager and RFO and learning how local council works, to working in the community fridge and café. The work placement spent time with each directorate within Woughton (operations, community, environment, and youth) It was noticeable she thoroughly enjoyed work within the community team, and we saw a positive confidence boost in the placement from when she started to her finishing her placement with us.

We would like to continue work placements where it is relevant and where the individual commits to an application and interview process.

The suggestion was made in full council (09/05/22) that potentially work placements should be given a token of recognition for the work they have done with us throughout their weeks experience, because when you go to work you are paid for your contributions. Whilst this is a nice idea, I would not recommend that we continue to explore this option, it is not a transactional agreement. Instead of going to school students come and learn in the workplace, a lot of the work that is done is shadowing and explorative into what the expectations are at work and what a working day looks like.

As a team we all work well together and I would suggest that Woughton is probably one of the better places to gain experience in, we have open office, and all the staff were happy to help and sit with the student. Further to this, when we got lunch as a team our work placement was provided with lunch without charge, and she was invited to the Chairs awards and got to enjoy a Friday evening with colleagues, councillors and residents and enjoyed some refreshments there too.

We always endeavour to and encourage inclusivity within Woughton and think this manner would be displayed with all work placements, certainly around providing lunch at least once a week and getting them involved in some of the 'fun' aspects of working at Woughton, whether that be by joining events such as Chairs awards, or joining projects such as generational gardening, community café etc.

We will always endeavour to encourage a placements passion in any areas of our work, which is why she was placed with the community team doing things such as fridge, larder, and café as much as possible so that she could get involved in what she enjoyed the most.

The placement has requested to come back on a volunteer basis, which I think is testament to how well she was treated whilst on placement with us.

FINANCIAL IMPLICATIONS:

None Perceived.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough
RFO

Agenda item: OC 11/22

WOUGHTON COMMUNITY COUNCIL

Operations & Resources Committee

Monday 16th May 2022

PURPOSE OF REPORT:

To update the committee on the Risk Register.

RECOMMENDATION:

- 1. That the committee notes this report and the attached Risk Register.**
- 2. That the committee makes any comments or suggestions regarding the document.**
- 3. That the committee ratifies this document as the official Risk Register for 2022/2023.**

MAIN ISSUES AND CONSIDERATIONS:

The Risk Register is a key council document that details the potential risks, any mitigation and anything that could be done to further reduce either the risk or the impact of said risk.

This document was created in 2019 and has been updated each year. The major changes to the document for this version are:

- Removal of Policy and resource Committee (PandR) to be replaced primarily with Operations
- Review of all elements to ensure that they reflect the current situation –
 - o some minor changes to include the CiLCA qualification, senior officers undertaking relevant qualifications and courses
 - o Updates around the current ICT provision and the additional security that brings
 - o Updated financial management information
 - o Updated policy information
 - o Two (2) further risks noted – impact of trailer usage and potential for ongoing Covid impact / further pandemics

The Council Manager is confident that the risk management schedule in place is suitable and sufficient. Whilst there remain some concerns about external factors (cost of living crisis, long term impact of Brexit, the covid pandemic and ongoing considerations), on the whole, this document reflects a reasonably robust approach to risk management, a suitable suite of policies that support effective delivery and safety and financial practices that protect the assets of the council and the public money that it is trusted with.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

Risk Register 2022/2023.

AUTHOR

Steve McNay – Council Manager