

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee

Monday 18th July 2022

Agenda Item OC 31/22

PURPOSE OF REPORT:

To update the Committee on policies due for review and any amendments suggested.

RECOMMENDATION:

1. That the Committee notes the report.
2. That the Committee ratifies the 1to1 Supervision and support policy, Employment policy, Absence and leave, Appraisal and review, sickness policy and tendering procedures.
3. That the committee agree to refer the review and potential amendment of tendering thresholds to Full Council.

MAIN ISSUES AND CONSIDERATIONS:

1to1 Supervision and support – August 2022

Policy format amended to current policy template. Following amendments made:

1.4. WCC believes that all staff have the right to formal regular, one to one support and development. All staff will receive a minimum of 1 hour's 1:1 ~~every 2 months~~ or more regularly by agreement (the frequency can be reduced on a pro-rata basis for part-time staff).

1.4. WCC believes that all staff have the right to formal regular, one to one support and development. All staff will receive a minimum of 1 hour's 1:1 ~~quarterly~~ or more regularly by agreement (the frequency can be reduced on a pro-rata basis for part-time staff).

We have amended our policy to conduct 1:1's once quarterly (four times per year) as they were too frequent previously and this put additional time pressures on staff. We believe more will be gotten out of the process if we split them evenly throughout the year, plus quarterly markers are always a good time to review progress, budgets etc.

Line management:

Line management involves aspects of accountability and responsibility. Every member of staff will have a line manager to whom ~~s/he~~ is accountable for each aspect of his or her work. The line manager is responsible for monitoring work

undertaken by staff and has the authority to require that work be carried out in a particular way that relates to agreed objectives and the organisation's quality standards.

Line management:

Line management involves aspects of accountability and responsibility. Every member of staff will have a line manager to whom **they are** accountable for each aspect of his or her work. The line manager is responsible for monitoring work undertaken by staff and has the authority to require that work be carried out in a particular way that relates to agreed objectives and the organisation's quality standards.

Changed to non-gender specific pronoun.

4.4 The contract will list:

- the frequency - ~~once every 2 months~~
- Duration - at least an hour
- Place - should be quiet and confidential
- Confidentiality - clarify what sort of information may need to be taken over the boundary of the relationship and how this would be done
- Recording - how will the notes be kept, what will they include
- Review date

4.4 The contract will list:

- The frequency - **once every quarter**
- Duration - at least an hour
- Place - should be quiet and confidential
- Confidentiality - clarify what sort of information may need to be taken over the boundary of the relationship and how this would be done
- Recording - how will the notes be kept, what will they include
- Review date

Amended frequency in line with the point above (clause 1.4)

Review again in August 2024, or as per legislative changes.

Employment policy – August 2022

Some minor formatting changed; no content changed. Review again in August 2024, or as per legislative changes.

Absence and leave policy – August 2022

No amendments made to content. Review again in August 2024, or as per legislative changes.

Appraisal and review policy – August 2022

No amendments made to content. Review again in August 2024, or as per legislative changes.

It should be noted the operations manager and the council manager will be finalising changes to the appraisal process, including the potential for a ‘360 approach’ templating has been completed by the operations manager with only final amendments and agreements to be made, over the summer. With a view to bring to committee for agreement in September.

Sickness policy

No amendments made to content. Review again in August 2024, or as per legislative changes.

Tendering process

No amendments made to content, however I think we may need to make a slight change to the tendering thresholds. As this would be linked to our Financial regs and is an amendment to financial policy this may need to be taken to full council for review. The thresholds are currently:

Estimated Value	Method of Invitation	Acceptance by
Over £1,000 up to £2,000	Three quotations where possible	Council Manager or Officer appointed by Council Manager for this purpose.
Over £2,000 up £30,000	Minimum of three invitations for quotations	Council Manager in consultation with the appropriate lead member. (Council or appropriate committee for matters above £10,000)
Above £30,000	Tenders to be invited by public advertisement. (Details to be available on Council Website)	Full Council
Above EC Procurement Threshold	Advertisement in the OJEU inviting expressions of interest. The appropriate EC Procurement Directive in relation to Open and Restricted Tenders shall be complied with in addition to these Contract Procedure	Full Council

However, linking nicely to discussions on contingency planning should there be a secondary layer before its CM appointment only.

For example

Over £1000 - £2000 Council manager, RFO or appointed officer.

Over £2000 - £5000 – Council manager or RFO

Over £5000-£30,000 – Council manager & lead member. (Council or appropriate committee for over £10,000)

This would form a larger piece of work around contingency and we would need to review and ensure this was in line with our financial regulations – therefore should be an item for Full Council.

FINANCIAL IMPLICATIONS:

None Perceived.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough

Operations Manager and RFO

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee

Monday 18th July 2022

Agenda Item OC 32/22

PURPOSE OF REPORT:

To update the committee on the stance of the budget for 2022/23 as at Q1.

RECOMMENDATION:

That the Committee notes the report.

MAIN ISSUES AND CONSIDERATIONS:

Our spend reflection opposed to the budget is slightly higher since ratification due to the creation of some earmarked reserves at year end for use this financial year.

Therefore, the reflection at quarter one shows a forecasted spend of £1,064,510.46 and anticipated income at £1,020,648.00. Running us a deficit budget of £43,862 (this is without considering Tinkers Bridge roof which is an additional £26,000 that needs to be taken from reserves) Therefore we could see a deficit budget of c. £69,862.

However, this is based alone on forecasts at the point of inputting the budget at the beginning of the financial year and so far, the budget stance looks promising.

FINANCIAL IMPLICATIONS:

Receipts/income

As above we had forecasted an income of £1,020,648.00. After reviewing it looks as though we have been underpaid for our Landscape grant by MKC by £7,424. An email has been sent to ask them to pay the remainder as soon as possible.

We have received the following from our 'fixed' income:

Landscape grant	£153,097.02
LCTRS	£86,468.92
Precept	£315,570.37

From the above income streams, we are still due **£407,463.29**. This is guaranteed income we know we will receive.

Our actual receipts at this point in the year sum £591,994.46 (428,653.54) remaining for the year. We can deduct the £407,463.29 fixed income from this figure to show us we need an additional £21,190.25 to meet our projected income for this year.

Due to the fact we are projecting a deficit budget additional focus will be given to try to surpass the projected targets for income, whilst minimising any unexpected or unnecessary spend.

Hall hire is, at this point in the year surpassing suggested targets. They should be at £10,000 at Q1 to hit the £40,000 projection. They are currently equating to £15,777.75. We are +25% on this target area, which is promising. Should our hall hire hit the projected £40,000 for this financial year we will see an income of £24,000 – ensuring we surpass (slightly) our projected income target (by c. 2K)

We have additional income set at £20,000 target for this year and we are currently forecasting over the 25% marker for this budget line too. £7,920 being made from the provision of number 95 Jonathan's which sits as additional income rather than hall hire. (It is also worth noting that our VAT returns are coded to additional income) and so while this is not showing on our budget forecast, yet we expect £11,324.72 (as per VAT paper). Taking our additional income to £19,244.72 for the year, and therefore I can strongly suggest we will exceed the targets set for additional income.

It is within our best interests to try to recuperate as much of the projected £69,000 deficit as possible. I am positive we will make great strides in shortening the gap between income and spend. I would like to try to work to a point where we have at least made up for the initial deficit of £43,862.

I think this is a promising start to what was forecasted to be a somewhat bleak year financially.

Payments/expenditure

Our projected payment line sits at £1,064,510.46 so we should have spent c. £266,127 at this point in the year we are showing a spend of £263,144 and therefore we currently have an underspend of c. £2980. We should note this includes the additional spend for the Surface Go's which had not been budgeted for (c. £11,000 NET) and the initial works for TBMP roof £17,825 (the additional works were only invoiced at the point of writing this payment and therefore the payment will not be reflected in these reports. We have had an unexpected additional spend of £27,825 at this point in the year and therefore our spend would have been far less.

Reflecting on position as per cost centres, all budget lines look relatively healthy (except for TBMP because of the unbudgeted works that took place to replace the roof there.)

Cost centres should be showing around the 75% remaining mark at this point in the year.

Cllrs	57%	Paid half yearly so no concern.
CHMP	71%	-
Community	74%	-
EAC	67%	Slightly lower than we would like to see. However, EAC is exceeding its projected income target nearly at 75%. We will need to keep a close eye on any further spend requested for this centre.
Environment	85%	-
HQ	78%	-
Landscape	78%	-
Meeting places	70%	This is due to payments for on-call phone which are not built into salary calculations. However, at this point it is negligible.
NFMP	66%	Slightly lower than we would like to see. This looks to be down to the Gas budget line which is currently only 37% remaining – this will be due to inflation increases. However, there are other budget lines extremely underspent for this time of the year which will help balance. We will need to keep a close eye on any further spend requested for this centre.
TBMP	-152%	This is due to the roof works being coded to TBMP without a budget set to it.
Youth	79%	-

While there are a few areas we need to keep an eye on, we are also in a positive position regarding our expenditure.

I strongly believe ensuring managers are monitoring their budget and spend (as they should be by reviewing their monthly budget reports.) and with prudent spending for the rest of the year we should end up in a better position than forecasted.

STAFFING IMPLICATIONS:

None Perceived

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough
Operations Manager and RFO

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee

Monday 18th July 2022

Agenda Item OC 33/22

PURPOSE OF REPORT:

To update the Committee on the Quarter 1 VAT return (April-June).

RECOMMENDATION:

That the Committee notes the report.

MAIN ISSUES AND CONSIDERATIONS:

Our Quarter 1 VAT claim has been successfully submitted, and we have claimed a total of £11,324.72. This shows a steady progression since we had to restrict services and spend during Covid and is more reminiscent of our VAT returns pre-covid.

FINANCIAL IMPLICATIONS:

Awaiting receipt of £11,342.72.

STAFFING IMPLICATIONS:

None Perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Samone Winsborough
Operations Manager and RFO

WOUGHTON COMMUNITY COUNCIL

Operations & Resources Committee

Monday 18th July 2022

Agenda Item OC 35/22

PURPOSE OF REPORT:

To update the committee on Contingency planning.

RECOMMENDATION:

1. That the committee notes the report.
2. That the committee allows the summer for service managers to update their contingency plans and for these to be included within an organisational plan.
3. That the committee considers how the Council would like oversight / management to work in the absence of both Council Manager and RFO / Operations Manager, both on an 'ad hoc' basis, but also over the RFO maternity leave
 - a. Allocation of an alternative 'second in command' when both Senior Managers are absent (e.g. CSM, YM, L+EM)
 - b. Delegation 'hierarchy', with responsibility passing down as absences happen
 - c. Involvement of an agreed level of involvement from councillor(s)

MAIN ISSUES AND CONSIDERATIONS:

Following the situation last month where the organisation was significantly impacted by illness, a request was made to look at contingency planning to cover these eventualities (and more), with specific reference to both the Council Manager and RFO / Ops Manager being off at the same time.

The situation last month was very unusual – 4 of the managers were off at the same time (all with the same illness), as well as other key officers for a variety of reasons. This meant that operationally, there were over 200 hours per week of staff missing. Whilst some were able to continue to work from home, in terms of the offices, this level of absenteeism meant that for much of that time, the main offices needed to be closed, in line with the 'Lone Working' policy*. However, service provision was maintained (café, larder, fridge, landscape, environment). The exception to this was the Youth Service, where 50% of officers were unwell and the others had been 'exposed', so a weeklong 'circuit break' was agreed, to manage most effectively.

Individual services have contingency plans – these will be reviewed in light of the current challenges and to reflect the impact of a contagious disease spreading through a team. Whilst specific plans were prepared in March 2020 as a result of the pandemic, we now know far more than we did then.

The focus of any review will be in prioritising service delivery. Opening the offices at the Hub will be aimed for, but with fewer people accessing support through the ‘open door’ Hub (fewer than 20 per week), ensuring that the services that directly support people is felt more important.

This will likely be the over-arching message of the reviewed contingency plans.

The second specific query was around management if both the Council Manager and RFO / Operations Manager are absent. This happens regularly, and other officers continue to deliver in the usual way. This will be far more regular post November when the RFO / Ops Manager will be on maternity leave for a year.

There has not been any time within the past 4.5 years where a manager has NOT been available and, whilst there are differing levels of knowledge and understanding amongst the management team, they are all capable of making decisions, in line with policy and ensuring the safety of the council. This includes liaison with councillors in extreme circumstances, but this should be extremely rare.

A contingency plan cannot cover all eventualities, but our existing plan does include scenarios around loss of staff, premises, services, etc. This will also be reviewed and include managers service continuity plans. This can be provided to Committee in September 2022.

One of the issues appears to be where councillors fit within the overall plans and indeed, the wider ‘management’ of the organisation. Whilst it is clear that the corporate body (i.e. the 19 elected representatives acting as ‘the council’) set the strategic oversight and leadership, policy and legislation makes the day-to-day management of the council the responsibility of the Clerk and delegated officers. As stated in the Standing Orders,

22. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

Whilst there is some leeway allowed on this (e.g. councillors making requests of officers, requesting additional services or projects, making lower level decisions), this is different from including direct organisational management within any set contingency plan. Given this governance directive, there will need to be clear ‘authorisation’ (a motion, proposed, seconded and voted upon) if any management duties are to be passed to councillors.

*The Lone Working policy, forming part of our suite of Health and Safety guidance, states that the offices cannot be opened with fewer than 3 people present. This allows two to be within the immediate vicinity, whilst one other is making tea / using the loos / etc. For much of the recent closure, there were fewer than 3 working within the offices.

STAFFING IMPLICATIONS:

Where possible, the CM and RFO avoid conflicts with their absences. However, there are times where neither is in the office (e.g. in early August, both are on leave at the same time). At these times, other managers are trusted to manage, contacting others when necessary.

During the recent absences, whilst 4 of the 5 managers were absent (with only the Landscape and Environment Manager remaining in the office), other managers were still contactable and involved remotely – this reflects the more technologically advanced way that the council has been able to work over the past few years.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Operations & Resources Committee

Monday 18th July 2022

Agenda Item OC 36/22

PURPOSE OF REPORT:

To provide options for 'wellbeing' support for officers.

RECOMMENDATION:

1. That the committee notes this report.
2. That the committee agrees that if needed, officers are able to access 1:1 support to help manage any issues arising from the work they undertake and that this includes:
 - a. 121 support on an 'ad hoc' basis
 - b. 121 support on a quarterly basis
 - c. Quarterly 'group' sessions
3. That the committee agrees to reaffirm the commitment to being a 'Mindful Employer' and offer support to employees when needed, to include agreement for access to 1:1 or group 'therapy'
4. That this is, in the first instance, limited to an initial 6 sessions, extendable to 12 sessions. If further support is needed, this will need to be agreed with the Operations Manager, Line Manager and Chair of Ops.
5. That further consideration is given as to whether this support should be extended to councillors and / or volunteers and, if so, what process should be implemented to enable this.

MAIN ISSUES AND CONSIDERATIONS:

WCC tries to ensure the health and wellbeing of officers through policy, procedure and approach. The council has worked to embed positive working practices, an ethos of support and an approach that acknowledges people have lives outside the council that can, at times, impact upon their performance. This has included providing funding for external therapeutic support, but on an 'ad hoc' basis as part of a wider support package, often in response to concerns about performance.

To be more proactive about wellbeing, councillors requested some details about what could / should be offered to officers, especially those that have to deal with difficult situations (advice, safeguarding, wellbeing) as part of their role. Whilst due to the pressures of time, discussions haven't taken place with the officers in question, the following EXTERNAL options could be considered:

- Regular 'supervision' – a 1:1 or group session, where officers can speak to a trained professional about the casework they are undertaking, including the impact that this may be having in them individually / collectively. This is usual within other settings, especially settings where there are ongoing 'trauma' events. This is, for some professions, part of the legal framework – people MUST have this 121 support (such as clinicians, counsellors, therapists, etc.)
- Group dynamics – an approach that looks at how teams work, the interactions between them, the people they support and so on. This is more usual in places where teams are working collectively with a group of people and may not be as suitable for our teams.
- 'Ad hoc' access to specialist support, when a particularly tricky situation arises. This may never be accessed but may be useful if things are especially traumatic or there is a long period of difficult cases, leading to difficulties.

These options would all be dependent on appointing a suitably qualified and experienced professional to offer this level of therapeutic support. As noted above, this is already offered in certain situations where officers are experiencing difficulties – the thinking behind this is that if some support is offered at an early stage, longer term issues can be avoided and this benefits both parties.

Council may also want to consider the impact that casework can have on councillors and whether this level of support may also be suitable for elected representatives. Whilst not 'employees', it could be considered that WCC has a duty to ensure the welfare of all – officers, volunteers, councillors, so there is additional consideration as to whether this should also be an option.

It should be noted that as part of the existing appraisal and 121 support systems, regular meetings take place between officers and managers, where welfare is one issue that is on the 'agenda' for each meeting. There is also a more general approach where, if people appear to be struggling, others will offer support – this takes various approaches, from finding time and space for quiet chats, to spending time out of the work environment, to looking at other sources of support.

STAFFING IMPLICATIONS:

The implications of not offering ANY support, is that we fail to meet our obligations under Health and Safety legislation. However, the policies and processes already in place mean that there are suitable opportunities for people to raise concerns if necessary.

The proposal in this paper takes a more proactive approach, by having clearly defined options available to all officers (and potentially councillors / volunteers)

for where support can be accessed, either on a regular basis or on an 'as and when needed' approach.

FINANCIAL IMPLICATIONS:

Costs for this type of support vary. A 'therapist' (qualified, covered by a quality framework, etc) will cost between £30 – 70 per hour (individual sessions) and £50 - £150 an hour for groupwork. To this point, the council has limited to £50 per session (and usually less). This means that for an initial set of six sessions for an individual, a maximum of £300, with a further £300 if necessary (£600 total).

To offer a monthly session for all that wanted it would cost around £1200 per year (based on 'group' approach).

To offer quarterly external 121 sessions for advice, safeguarding and wellbeing officers would cost around £600 per year in total (£200 per officer). This assumes that these are the only three officers who are likely to be significantly affected – it would increase by £200 for each additional officer.

These costs would be the same whether an officer, volunteer or councillor.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Operations & Resources Committee

Monday 18th July 2022

Agenda Item OC 37/22

PURPOSE OF REPORT:

To update the committee on the Eaglestone Activity Centre.

RECOMMENDATION:

- 1. That committee notes this report.**
- 2. That the Heads of Term (attached) which allows landlord (MKC) a 12 month break clause, is changed to allow WCC the same (i.e. a 12 month break clause).**
- 3. That if this is agreed, the committee agrees to the lease, based upon the following:**
 - a. That the survey previously undertaken shows no significant structural issues**
 - b. That there will be considerable investment needed in the building to bring this up to standard – this will be included in the ‘Community Centres Investment Plan’ currently being developed by the RFO / Ops Manager**
 - c. That the centre is developed and managed to balance maximising income with community benefit.**
- 4. That if the situation remains as it currently is, that a final decision is made by this committee and / or Full Council with regard to EAC, whether this be take it on or return it to MKC.**

MAIN ISSUES AND CONSIDERATIONS:

The situation with Eaglestone Activity Centre (EAC) has stalled, due to a disparity between what MKC will provide and what WCC have requested. MKC have been explicit that there is no more investment, no more money and that the money spent so far is all that will be spent on EAC.

WCC have previously requested further assessments, further investment, and the improvement of EAC to a standard it is not currently at, prior to taking on a lease of any kind.

This has led to a situation where nothing has moved forward. The Council Manager has liaised with the previous company

The choice appears to be that WCC take over the centre on a 99 year lease at a peppercorn rent, knowing that there will be investment needed, but assured that

this isn't deeply costly structural issues or that the centre is passed back to MKC, who will then probably try and find another organisation to take on the management of the centre.

To try and minimise the risk to WCC, whilst progressing this issue to a resolution, the Council Manager recommends that a discussion takes place regarding the 'break clause' that sits within the Heads of Terms. This currently allows MKC the option of giving 12 months notice to WCC, but doesn't allow the other way (i.e. WCC to give notice to MKC to 'quit'). This clause, if enacted, would provide the option of WCC walking away in the event that there is anything ridiculously wrong. This

could be 'within the first 10 / 20 / 40 years' or simply a standing agreement that a year notice either way is a reasonable option.

This will potentially help move this issue to a conclusion if both parties are in agreement.

If the situation remains as it currently is, where there is no legal agreement in place and WCC is simply managing a building on behalf of MKC with no protections, this leaves both parties unsatisfied and simply 'pushes the can down the road' – puts off making a decision until later, whilst nothing changes to help make this any clearer.

STAFFING IMPLICATIONS:

None perceived.

OTHER IMPLICATIONS:

None perceived.

BACKGROUND PAPERS:

Heads of Terms Eaglestone Community Centre version 2.

AUTHOR

Steve McNay – Council Manager



**HEADS OF TERMS
PROPOSED LEASE**

Premises:	Eaglestone Activity Centre & Play Area Harrier Court Eaglestone Milton Keynes MK6 5BZ
Landlord:	Milton Keynes Council Civic Offices 1, Saxon Gate East Central Milton Keynes MK9 3EJ
Tenant:	Woughton Community Council The Local Centre Garraways Coffee Hall Milton Keynes MK6 4JH
Rent:	£1 per annum if demanded.
Rent Deposit	Not Applicable.
Guarantor/Surety:	Not Applicable.
Term:	99 years.
Break Options:	Landlord redevelopment break on 12 months notice.
Security of Tenure:	The lease is to be contracted out of the security of tenure provisions of the Landlord & Tenant Act 1954.
Rent Reviews:	None.
Sub-letting and assignment:	Assignment, as a whole permitted with landlords consent only to a successor authority or organisations provide community use subject to landlord consent.

	<p>Subletting of part permitted with landlords consent.</p> <p>The tenant will be permitted to allow organisations to rent space within the premises providing they can demonstrate that they are offering a service to the community on a not for profit basis. The tenant must inform the landlord of all organisations using the building, prior to their use, and the terms of their use.</p> <p>Provided a landlord and tenant relationship is not created in the event tenancy arrangement is to be created the Landlord is to be notified.</p>
Service charge:	Yes.
Statutory Compliance.	The tenant will be responsible for complying with all statutory requirements, including but not limited to health and safety, planning, food hygiene (if applicable) PAT etc.
Repairs & Decoration:	<p>Full Repairing Lease.</p> <p>Tenant Responsible for all works.</p> <p>The tenant is responsible for all repairs to the building and for maintaining internal and external decoration. For the avoidance of doubt this will include the external play area/court and all boundary features.</p>
Alterations:	<p>Internal non-structural Permitted.</p> <p>External and structural alterations will require landlord consent.</p> <p>Licence for Alterations will be required.</p>
Permitted Use:	D1 Community use and ancillary offices.
Insurance:	<p>Landlord to insure building and recover in part from the tenant.</p> <p>Tenant to have Contents Insurance, Business Insurance and Liability Insurance.</p>
Rates/Utilities/other outgoings:	Tenant.
Other terms:	<p>As per the lease.</p> <p>Inform the landlord of the emergency key holder.</p> <p>Ensure that safeguarding policies and processes are in place for all children and young people using the building.</p>
Rights reserved:	TBC.
Rights granted:	TBC.
Costs:	Tenant to pay Council Legal fees and

	Surveyors Fees in the region of £1,500 plus vat where applicable.
Conditions:	Subject to Formal Council Approval.
Landlord's Solicitors:	Legal Services Milton Keynes Council Civic Offices 1, Saxon Gate East Central Milton Keynes MK9 3EJ
Tenant's Solicitors:	TBC.
Tenants Acceptance:	

WOUGHTON COMMUNITY COUNCIL

Operations & Resources Committee

Monday 18th July 2022

Agenda Item OC 38/22

PURPOSE OF REPORT:

To offer proposals for future use of the excess IT, including 'tablets' and potentially laptops.

RECOMMENDATION:

1. That committee notes the report
2. That committee agrees to the proposed uses noted below
3. That committee considers any further projects or uses that could utilise any additional tablets
4. That committee agrees to the CM / RFO spending up to £1000 on 'add on's', to enable safe and secure use (e.g. stands, lockable screen things, etc.)

MAIN ISSUES AND CONSIDERATIONS:

Following a change in approach for councillor IT provision, it was agreed that the previously issued equipment would be re-used, to offer further options to the parish rather than simply disposing of them. Whilst there are some technical issues to overcome, the council has 19 x Huawei tablets that can now be used elsewhere.

The technical issues relate to the manufacturer – Huawei have been put on a list of suppliers that Android, the operating system, will not update. This means that the tablets will not be running the most modern, safest software but will (or should) retain a level of basic usability; access to the internet, ability to download basic 'apps', basic word processing, etc.

There are a number of ideas that have been proposed to make use of these tablets from across the service areas:

- 1 to be used for registering new people at the Community Larder, which can also be used to manage stock control.
- 2 to be used at the Community Fridge, for weighing in / weighing out and providing up to date reports*
- 2 or 3 to be placed within secure 'mounts' in reception, to enable people to access the internet, complete forms, make bookings for community centres, etc.

- 1 to be used within youth sessions to enable signposting and signing up for external things for people attending the sessions
- 1 to be used within the youth service studio, to provide an additional option for use of programmes and apps
- 2 to be placed within the community café for visitors to use whilst attending – this could be simply using the internet, or more options for councillors and advisors to direct people to when help is needed (e.g. referral to the food bank, registering for an event, signing up for evening classes).

This covers about half the tablets – 10 identified uses, with another 9 that are yet to be allocated. Having some ‘spares’ in reserve is useful and, depending on the decision from council regarding new initiatives in response to the ‘cost of living crisis’, there may also be further requests for projects such as the ‘homework clubs’ or additional advice sessions.

It is anticipated that these tablets will be a relatively short-term solution, due to the issues noted above with software and operating system updates. However, the council can make good use of them in the immediate term and explore options for any future use as and when issues arise. It may be that these issues are resolved, and the equipment becomes upgradable again.

FINANCIAL IMPLICATIONS:

There are some additional costs associated with delivering the above, primarily around ‘add ons’ – mounts that can be used, securing the tablets physically and possibly some software stuff.

‘Mounts’ include floor based ones (see <https://cpc.farnell.com/pro-signal/psg91242/display-stand-universal-tablet/dp/CS29329?>) at around £40 (plus installation).



Desk mounted ones, at around £60 each (see <https://www.maclocks.co.uk/hovetab-security-ipad-lock-stand-best-universal-display-tablet-lock-stand-silver.html?>)



Or wall mounted, at a similar cost of £60 (see <https://www.viking-direct.co.uk/en/durable-wall-mountable-tablet-holder-aluminium--abs-8933-23-85-x-50-x-180mm-silver-p-1025113>)



STAFFING IMPLICATIONS:

It is hoped that the proposals above will help reduce staff time in managing stuff like stock control and recording of visitor numbers.

OTHER IMPLICATIONS:

There is an additional benefit in terms of reducing paper usage, which fits in with our eco policies. Benefits to residents will also be clear, especially where there is the option of passing responsibility and control back, rather than needing officers to do stuff – building confidence, knowledge and resilience.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager
Sean Perry – Community Services Manager

WOUGHTON COMMUNITY COUNCIL

Policy & Resources Committee

Monday 18th July 2022

Agenda Item OC 39/22

PURPOSE OF REPORT:

To update the committee on all things grit bin related.

RECOMMENDATION:

- 1. That the committee notes the report.**
- 2. That the council manager continues to ask for answers from MKC Highways team regarding the replacement of damaged MKC bins.**
- 3. That the council manager continues to ask for answers from MKC Highways team regarding the use of yellow grit bins in additional areas.**
- 4. That if unable to use yellow bins, that this committee agrees to fund green grit bins, in line with MKC policy, and decides on how many and their placement, based on the 'Grit Bin Survey' undertaken in March 2021**
 - a. That this is agreed as a set number of bins**
 - b. That this is agreed as a set amount of funding**
 - c. That this is agreed to be deferred whilst all sites are considered, evaluated and agreed by the landowners and / or members of this committee.**

MAIN ISSUES AND CONSIDERATIONS:

The issue of grit bins has been unresolved for well over a year, with reports, assessments and proposals having been provided in March 2021, but WCC is no closer to a resolution in terms of using the existing grit bins to a) replace damaged MKC bins or b) be used as additional resources, despite being yellow, rather than green.

The situation as it stands is that we have a number of yellow grit bins, of various sizes, stored at the rear of Netherfield Meeting Place. These were donated to WCC and WCC has been working to try and get clarification from Highways regarding their use.

The 'Grit Bin Survey' and 'Condition Survey of Current Grit Bins' (see attached) showed that there were 3 or 4 MKC bins missing, with a further 10 damaged or otherwise less than optimal. MKC have stated that they will NOT replace any damaged bins, due to budgetary constraints. There are bins that we have that

would replace these at no cost to MKC (however, MKC would then continue to be liable for checking and re-filling).

The Grit Bin Survey also suggested additional provision, suggesting 12 additional provisions, covering both roads and redways. Again, we would be able to provide bins at these sites (permission dependent if on certain land), but MKC doesn't appear to have a process that is sufficiently flexible to allow this

The alternative is that WCC funds the provision of grit bins, in line with the 'Grit Bins 2021/22' document (see attached). This consists of:

- £474 per new bin, including a Highways assessment and ½ tonne of grit.
- £100 per 'refill' (1/2 tonne of salt, as and when needed).

Depending on the number of bins that this committee feels are needed, costs are both 'one off' and ongoing (assuming a refill each year). As noted above, there are 12 suggested sites, meaning a total cost of £5688 for installation. This would then require £1200 each year for 'refills', assuming regular usage.

It may be that some sites are considered unnecessary, that others are unsuitable when assessed, so clarity about a budget 'ceiling', if any allocation is considered appropriate, would be useful.

The Council Manager has contacted a variety of people within MKC to try and get some resolution regarding this, but to no avail. This suggests that the bins we have, whilst helpful for use on our land (or land that we manage, such as the four community centres, the new depot, the community gardens, etc.), they will not be usable on highways land.

It should also be noted that the assessments and condition surveys were undertaken over a year ago and may not reflect the current situation. Committee may also feel a further review is needed.

STAFFING IMPLICATIONS:

None specifically, but any bins that we choose to use on our land will become ours to manage, including the supply and management of grit supplies.

OTHER IMPLICATIONS:

BACKGROUND PAPERS:

Condition of Existing Grit Bins
Grit Bin Survey
Grit Bins 2020-21

AUTHOR

Steve McNay – Council Manager

Agenda item: OC 39/22

EXISTING GRIT BIN CONDITION SURVEY

N.B. Numbers relate to photos which show locations.

- 1 Lid filling up with water, making it extremely heavy to lift – good stock.
- 2 Always getting tipped over, lid damaged – reasonable stock. Discussions have been had with Karmil Bader of MKC regarding relocating to rear of chip shop
- 3 No damage – good stock
- 4 No damage – good stock
- 5 Lid not attached – good stock
- 6 Lid not attached – good stock
- 7 No damage – good stock
- 8 No damage but filled with water – no stock
- 9 No damage – good stock
- 10 No damage – good stock
- 11 Damaged box & lid not attached – good stock
- 12 No damage – reasonable stock
- 13 Damaged box – good stock
- 14 Damaged box – good stock
- 15 Lid off – low stock
- 16 Cracked box – low stock
- 17 Lid not attached – good stock
- 18 No damage – good stock
- 19 Damaged box, lid only partially attached – low stock
- 20 Damaged box – good stock
- 21 Lid not completely attached - I did quick fix 2 years ago and reported – good stock
- 22 No damage – good stock
- 23 No damage – good stock
- 24 Badly damaged box, filled with water – no stock

Agenda item: OC 39/22

GRIT BIN SURVEY

EAGLESTONE

2 Milton Keynes Council grit bins missing – 1 at the path towards the bus stop on H7 Chaffron Way, 1 in the cul-de-sac at Forest Rise.

SUGGESTIONS – 1 near 15 Peregrine Close
1 near 70 Golden Drive
1 near 40-46 Merlin Walk

All these will serve the main walk through Eaglestone en-route to the hospital via Kite Hill and Merlin Walk.

PEARTREE BRIDGE

All Milton Keynes Council grit bins are in place – should be sufficient.

TINKERS BRIDGE

2 Milton Keynes Council grit bins in place – should be sufficient.

NETHERFIELD

1 Milton Keynes Council grit bin missing at old Buckland Lodge site.

SUGGESTION – by the path from underpass from Beanhill to Broadlands near the Netherfield Chapel.

BEANHILL

3 Milton Keynes Council grit bins in place.

SUGGESTIONS – 1 at the top of Melick Road near junction of the A421 from Beanhill residents and Cllr Hepburn – 2 on Medale Road.

COFFEE HALL

2 Milton Keynes Council grit bins in place.

SUGGESTIONS – Redway from Rochfords by 186 to the top of Robins Hill
Redway from Rochfords by 42 to join the redway by the V7
Saxon Street

Both of these redways are the most used paths and quite sloped, may need more than one along each.

LEADENHALL

No Milton Keynes Council grit bins in place.

SUGGESTIONS – 1 in Combes Crescent at path between 39 and 44
1 at top of roundabout Coles Avenue
1 on Phoenix Drive somewhere near 1 or 11 Malbons Court

Some of the Milton Keynes Council bins are in need of repair/replacement, some of which have been reported throughout the year but it is believed that they wouldn't be replacing bins but rather remove them.

Some redways are covered on the 'Priority Redway Salting Routes' as shown on the Milton Keynes Council Mapping system, but the ones suggested are not on this list.

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee

Monday 18th July 2022

Agenda Item OC 40/22

PURPOSE OF REPORT: To update the Committee on works that need to be completed to ensure we are fire safe/compliant.

RECOMMENDATION:

- 1. That the Committee notes the report**
- 2. That the Committee agrees to proceed with the installation of new fire alarms systems in CHMP and NFMP, as a priority.**
- 3. That the Committee allows us to use delegated decisions to proceed with NFMP quote once received if it is c. £4000 mark. (Council manager & Chair of council to approve)**
- 4. That a timeline is given to renewing the existing systems in TBMP and No 95 Jonathan's once Community centre improvement plan is published.**
- 5. That the Committee agrees for the Community centre improvement plan to be reviewed at this Committee for final ratification at Full Council in our September meeting.**

MAIN ISSUES AND CONSIDERATIONS:

I am currently working on a community centre improvement plan. A document is in the process of being drafted to include all works that would need to ensure our centres are taken to best standard. We are aware that our centres need some renovation, and we are looking into creating this document to tender out to multi-agencies.

I will be requesting and have set out the document in such a way that the quotations can be itemised, therefore assisting us with being able to decide on which works are high priority and start looking to collate a financial strategy to look into all of our funding options available to get the centres complete, compliant and modernised.

Part of this work undertaken led us into investigating current fire safety procedures and systems in place. The Health and Safety manager was able to obtain quotations for the following centres in time for this meeting:

Coffee Hall meeting place

No 95 Jonathan's
Tinkers Bridge meeting place

Netherfield meeting place is still outstanding as we were unable to get a quote from our provider in time for submission of this report. They will be visiting the centre on 15/07/2022.

FINANCIAL IMPLICATIONS:

Fire alarm system linked – Coffee Hall Hub linked to Coffee Hall meeting place. **£6,249.57 NET**. *Full quote attached in supporting papers.*

Schedule of Equipment

QTY	DESCRIPTION	PRODUCT CODE
21	Optical smoke detector	ZP730-2P
1	Heat detector	ZP720-3P
3	ZP785-3 Addressable Manual Call Point - Red	ZP785-3
8	Addressable base sounder indicator	ZP755BV-4P
21	Surface mounting detector base	ZP7-SB1-P
21	First fix base	SPB-2P
4	Remote LED indicator with fire text (Z-RL3)	Z-RL3
3	Hinged Cover	DMN782
1	Software update	Software Update
1	A3 Frame Zone Chart - Update Text on system - Existing Zones	CDS-A3
1	O&M Manual Electronic (FOC)	CDS-OM
21	Installation - FP200	CDS-INST
1.5	Commissioning & Testing	CDS-COMMS
1	Strip Out Remedials to cable and connect loop at 2nd fix stage	CDS-OUT
1	Access equipment Large A frames / Mobile tower	Access

Pricing:

ALL FOR THE SUM OF £ 6,249.57 NET PLUS VAT

New fire alarm to 95 Jonathan's (current ones outdated) **£4,103.03 NET**. *Full quote attached in supporting papers.*

Schedule of Equipment- Two Wire Fire Alarm – For L1 Category =

QTY	DESCRIPTION	PRODUCT CODE
1	C-Tec 4 Zone Panel (2 wire)	CFP704-2
1	12v 3.2Ah Battery (2 pack)	BC285/2
5	Manual Call Point	55400-894APO
5	Call Point Cover	26729-152APO
6	Optical Smoke Detector	55000-391APO
7	Optical Smoke Detector c/w Sounder	55000-393APO
1	Heat Detector c/w Sounder	55000-196APO
2	Sounder / Beacon Base	45681-509APO
2	Blanking Cap Red	45681-295
16	Standard Fix Base	45681-244APO
2	Remote Indicator (Voids)	BF318
1	Wall Sounder Beacon	55000-017APO
1	A3 Frame Zone Chart	CDS-A3
1	O&M Manual Electronic (FOC)	CDS-OM
1	1 Day Commissioning & Testing	CDS-COMMS
21	Installation Red FP Cable	CDS-INST
0	1st Year Service Contract 2 Inspections Per Annum	CDS-SERV

Quoted options =

If required please advise for any other category

Fire Alarm Supply, Install & Commission – Wired System to L1 Category

£4,103.30 + VAT

New fire alarm to TBMP (current ones outdated) £3,438.71 NET. Full quote attached in supporting papers.

Schedule of Equipment- Two Wire Fire Alarm – For L1 Category =

QTY	DESCRIPTION	PRODUCT CODE
1	C-Tec 4 Zone Panel (2 wire)	CFP704-2
1	12v 3.2Ah Battery (2 pack)	BC285/2
2	Manual Call Point	55400-894APO
2	Call Point Cover	26729-152APO
4	Optical Smoke Detector	55000-391APO
6	Optical Smoke Detector c/w Sounder	55000-393APO
1	Heat Detector c/w Sounder	55000-196APO
2	Sounder / Beacon Base	45681-509APO
2	Blanking Cap Red	45681-295
15	Standard Fix Base	45681-244APO
0	Remote Indicator (Voids)	BF318
1	Wall Sounder Beacon	55000-017APO
1	A3 Frame Zone Chart	CDS-A3
1	O&M Manual Electronic (FOC)	CDS-OM
1	1 Day Commissioning & Testing	CDS-COMMS
16	Installation Red FP Cable	CDS-INST
0	1st Year Service Contract 2 Inspections Per Annum	CDS-SERV

Quoted options =

If required please advise for any other category

Fire Alarm Supply, Install & Commission – Wired System to L1 Category

£3,438.71 + VAT

NFMP – Quote currently unavailable suggest this will be c. £4000. Awaiting quote WC 18/07/2022.

The professional recommendation from the Operations manager and the Health & Safety manager is that we proceed with installation of fire alarms in NFMP and CHMP as there are no existing fire systems in place in these two centres.

- £6,249.57 CHMP
- C. £4000 NFMP

We could use the rest of our emerging priorities budget line to cover the majority of this cost, and we could potentially look to transfer any surplus money we have in budget lines to ensure this work does not fall outside of our budget. Currently we still have £10,000 sat in our emerging priorities budget line, although a small amount c. £600 was suggested for the Wi-Fi of the trailer we will be able to cover the shortfall with surplus unspent funds for this point in the financial year.

I would urge Committee to allow me to include the other two centres in my community centre improvement plan so these works can be reviewed alongside all other outstanding works for the centres and prioritised in line with all other requests.

STAFFING IMPLICATIONS:

Caretakers currently check the fire systems we have in place, and while outdated and could use some modernising, EAC and TBMP fire systems are working and fully functional. No 95 is checked by youth staff.

OTHER IMPLICATIONS:

None perceived

BACKGROUND PAPERS:

Quote Ref: 149471

Quote Ref: 163168

Quote Ref: 163168

AUTHOR

Samone Winsborough
Operations manager and RFO