



## Minutes of the Operations Committee Meeting Tuesday 1 December 2020

Via Zoom commencing at 11am

### OP29 /20 Attendance and Apologies for Absence

**Attendance:** Cllr Jacklin (Chairman), Cllr Buxton, Cllr Booth

**In Attendance:** R Davies (Clerk and RFO)

### OP30/20 To approve the minutes of the 6 October 20

The committee reviewed and **resolved to approve** the minutes of the meeting 6 October 2020. These will be signed by the Chairman of the Committee in due course.

### OP31/20 Public Adjournment

There were no members of the public present, therefore the Chairman moved onto the next agenda point.

### OP32/20 Business from Previous Meetings

The Committee received an update on the Grievance Policy and Disciplinary Policy in relation to LTN 22 and resolved to make further changes to these policies with the following amendments:

- The Operations Committee would be the first point of contact for any Disciplinary or Grievance matter. The committee would then review the facts and establish the procedure to be followed.
- If required, the council would create a Staffing Committee on a need basis, which would be convened by the Chair of the Operations Committee who would invite council members (3 in total) to form the Sub-Committee, which would review grievances, disciplinary matters and appeals.

**ACTION:** Cllr Jacklin to make the required changes to these policies and bring back to the Operations Committee during Q1, 2021.

The committee also resolved that a Member-Officer Protocol should be added to the council policies and procedures.

**ACTION:** Cllr Buxton / Cllr Jacklin to use templates for this from NALC / SLCC to create

The committee received the update on the Operations Bridges protocol and approved the suggested amendments.

**ACTION:** The Clerk to make the required amendments ready to bring to council in Quarter 1 2021

The committee received an updated GDPR assessment for the council and noted the elements which were still required to be completed. These included finalisation of written protocols for data retention which are already being implemented, but not documented.

The committee received an update on the work related to the Resident's Survey from the Clerk. The working group for the survey are proceeding with the section headings and the outcomes of the survey, however the timeline for the survey launch remains flexible due to the ongoing restrictions due to COVID-19.

### OP33/20 Information Sharing

Cllr Jacklin suggested that it would be beneficial to provide the legal obligations around the council maintenance of the Holy Trinity graveyard.

## OP8/20 Date of the next meeting

The date of the next meeting was confirmed as 12 January 2021

The Chairman closed PART I of the meeting