



# Oundle Town Council

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**Minutes of the meeting of the Town Council Operations Management Committee held on Thursday 13<sup>th</sup> June 2013 at 7.30pm in the Council Chamber, The Courthouse, Mill Road, Oundle.**

**Present:** Cllrs Chapple, Higgins, Elliot, Fraser, Radcliffe and Stagg.

**Minutes:** Debra Raper

**OM13.12. Apologies for Absence**

OM13.12.01. Apologies for absence were received from Cllr Paul King who was attending the Estate Management Committee meeting.

OM13.12.02. RESOLUTION: *'that the apologies for absence from Cllr King are accepted'*.

**Resolved Unanimously**

**OM13.13. Declarations of Interests**

The following declarations of interest from Members and Officers under Section 50 of the Local Government Act 2000 (*Standing Order 35*) were received:

OM13.13.01. To declare any Disclosable Pecuniary Interests.  
None.

OM13.13.02. To declare any Other Interests.  
None.

**OM13.14. Minutes of the Previous Meetings – Operations Management Committee**  
PROPOSITION: *'that the minutes of the meeting held on 14<sup>th</sup> May 2013 are approved.'*

**Proposed:** Cllr Fraser    **Seconded:** Cllr Radcliffe    **Resolved Unanimously**

**OM13.15. Review of Actions of the Previous Meetings**

All actions were complete with the exception of the following:

Reference	Action	Responsible	Due Date
OM/14.05.13/04.	Distribute "The General Power of Competence". <i>Now to be on Full Council for 20.06.2013.</i>	GR	20.06.13
OM/14.05.13/05.	Draft recommendation for June Full Council re "Financial regulations to enable business as usual spend". <i>Note: Now to be included within updates suggested by the Internal Auditor.</i>	DC	18.07.13
OM/14.05.13/08.	Design a new Grant application form.	DR	01.07.13

**OM13.16. Representations from Interested Parties**

None.

**OM13.17. Consideration of Requests from Interested Parties**

None.

**OM13.18. Personnel Matters**

PROPOSITION: *'that in view of the special and/or confidential nature of the business about to be transacted it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.'*

**Proposed:** Cllr Higgins **Seconded:** Cllr Radcliffe **Resolved Unanimously**

**OM13.18.01. To consider proposals for changes to the existing staff job roles, hours and grades.**

Following a detailed review and debate, it was unanimously agreed that the recommendations as contained with the attached confidential report are submitted to Full Council for approval. In addition it was proposed *'that there is no change to the opening hours of the Council Offices, remaining as 9.00am to 2.00pm Monday to Friday'*.

**Resolved Unanimously**

**OM13.18.02. To note progress with the recruitment of the Town Centre Manager role.**

The Clerk advised that an advert had been placed to appear in the Nene Valley News on 22 June 2013 at a cost of £177.95 plus vat. This would also appear on the Council's website and on the notice boards. She confirmed that the Person Specification had been developed and that interviews would be held during the week commencing 15 July 2013.

**OM13.18.03. To approve costs for courses and expenses up to £1600 for staff training on SAGE and the administration of Quotes, Contracts and Tendering.**

These costs were unanimously approved.

**OM13.18.04. To consider the Council's Health & Safety and First Aid obligations.**

It was agreed that two members of staff should be qualified for First Aid in the workplace and that the Health & Safety responsibilities remain with the Clerk. Training on manual handling, maintenance equipment and chain saws for the Maintenance Operatives should also be carried out as soon as possible.

The Clerk advised that Tim Lee was off work due to sickness having suffered another fall. It was agreed that a second medical examination should be carried out as soon as possible to ensure he is fit to work and operate machinery.

**OM13.19. Correspondence for Action**

None.

**OM13.20. Correspondence for Information**  
None.

**OM13.21. Any Other Relevant Matters for Report**

Cllr Stagg raised some concerns with the wording within the Town Centre Manager role job description. It was agreed that these comments should be sent to Roger Sturman and the Clerk for consideration.

Cllr Elliot advised that he was negotiating with the existing website service provider WebLabs to try and reduce the Council's costs and that a further update on this would be given at Full Council.

There being no further business the meeting closed at 10.20pm

Signed:  ..... Dated: 20/06/13 .....

**Action Points - Operations Management Working Party Meeting - 13.06.2013**

Reference	Action	Responsibility	Due Date
OM/14.05.13/04.	Distribute "The General Power of Competence". <i>Now to be on Full Council for 20.06.2013.</i>	GR	20.06.13
OM/14.05.13/05.	Draft recommendation for June Full Council re "Financial regulations to enable business as usual spend". <i>Note: Now to be included within updates suggested by the Internal Auditor.</i>	DC	18.07.13
OM/14.05.13/08.	Design a new Grant application form.	DR	01.07.13
OM/13.06.13/01.	Include proposals for changes to staff roles, grades and hours on 20.06.2013 Full Council agenda.	DR	14.06.13
OM/13.06.13/02.	Progress identified training requirements.	DR	21.06.13
OM/13.06.13/03.	Arrange a further review of Tim Lee's capability to work.	DR	21.06.13