



Oundle Town Council

The Courthouse • Mill Road • Oundle • Peterborough • PE8 4BW

Telephone: Oundle (01832) 272055

E-Mail: admin@oundle.gov.uk • www.oundle.gov.uk

Minutes of the meeting of the Town Council Operations Management Committee held on Thursday 20th June 2013 at 6.45pm in the Council Chamber, The Courthouse, Mill Road, Oundle.

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

Minutes: Debra Raper

OM13.22. Apologies for Absence
None.

OM13.23. 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.

OM13.24. Minutes of the Previous Meetings – Operations Management Committee
PROPOSITION: *'that the minutes of the Operations Management Committee meeting held on 13th June 2013 are approved.'*
Proposed: Cllr Chapple **Seconded:** Cllr Elliot **Resolved Unanimously**

OM13.25. Review of Actions of the Previous Meetings
All actions were noted as being complete or in process.

OM13.26. Representations from Interested Parties
None.

OM13.27. Consideration of Requests from Interested Parties
Not applicable.

OM13.28. 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 Chapple **Resolved Unanimously**
OM13.28.01. To consider further proposal for changes to the existing staff job roles, hours and grades.

After a lengthy debate, the following propositions were moved:

PROPOSITION: 'that performance is monitored against set criteria in the role of Estate and Facilities Officer and if these targets are met or exceeded then a one grade increase is effective from 1st Sept 2013'.

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

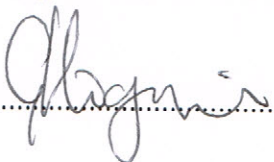
PROPOSITION: 'that performance is monitored against set criteria in the role of Financial Officer and if these targets are met or exceeded then a one grade increase is effective from 1st Sept 2013'.

Proposed: Cllr Chapple **Seconded:** Cllr King **Resolved Unanimously**

It was agreed that the criteria would be developed by members of the Operations Management Committee and the Clerk and communicated to the individuals by Friday 28th June 2013.

- OM13.29. Correspondence for Action**
None.
- OM13.30. Correspondence for Information**
None.
- OM13.31. Any Other Relevant Matters for Report**
None.

There being no further business the meeting closed at 7.25pm.

Signed:  Dated: 11/07/13

Action Points - Operations Management Working Party Meeting - 20.06.2013

Reference	Action	Responsibility	Due Date
OM/14.05.13/08.	Design a new Grant application form.	DR	01.07.13
OM/20.06.13/01.	Ensure performance criteria is developed and communicated to staff.	GH/DR	28.06.13