



## Operations Committee Agenda

11am Tuesday 12 January 2021

### Agenda Part I

**Summoned to Attend:** Cllr Jacklin (Chairman); Cllr Buxton; Cllr Booth

This is a ZOOM meeting therefore members of the public can attend by using the link provided on the council website. Anyone wishing to address the committee must register this by emailing [Clerk@sunningdaleparish.org.uk](mailto:Clerk@sunningdaleparish.org.uk) by 10am on the day prior to the meeting.

Members of the public are welcome to attend **Part I**

**OP41 / 2020 Attendance and Apologies**

To receive declarations of interest for agenda items

**OP42 / 2020 To approve the minutes of the meeting 1 December 2020**

Actions arising from the minutes and carry forward actions

**OP43 / 2020 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker**

Members of the public may make representations, answer questions, and give evidence in respect of the business on the agenda

**OP44 / 2020 Council Documentation Review Proposal**

To receive a proposal detailing the procedure for reviewing, updating, and implementing a version control policy for all council documentation

**OP45 / 2020 COVID-19**

To receive updates on the processes in place for the council operation during the national lockdown

**OP46 / 2020 Information Sharing**

Any further business which members of the committee wish to bring forward

**OP47 / 2020 Date of the next meeting of the Committee**

To confirm the date of the next meeting as 6 April 2021

### Agenda Part II

**OP48 / 2020 To resolve exclusion of members of the public - Local Government Act 1972 Part VA Section 2**

The public shall be excluded from a meeting of a principal council during an item of business whenever it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that, if members of the public were present during that item, confidential information would be disclosed to them in breach of the obligation of confidence; and nothing in this Part shall be taken to authorise or require the disclosure of confidential information in breach of the obligation of confidence.

**OP49 / 2020 To approve the confidential minutes of 1 December 2020**

Actions arising from the minutes and carry forward actions

**OP50 / 2020 Regulation and compliance against Council Statutory Orders, Policies and Procedures**

To review the actions in relation to training and ADR

**OP51 / 2020 Information Sharing**

Any further confidential business which members of the committee wish to bring forward