



Minutes of the Oversight and Strategy Committee Meeting Tuesday 25 May 2021

Via Zoom commencing at 11 am

OS 1 / 21 Attendance and Apologies

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

In Attendance: R Davies (Clerk and RFO)

There were no members of the public present.

There were no declarations of interest.

OS 2 / 21 To appoint the Chairman of the Committee.

RESOLVED: That Cllr Jacklin remains as Chairman, proposed by Cllr Buxton proposed and seconded by Cllr Booth.

OS 3 / 21 To approve the minutes of the meeting 27 April 2021.

The committee reviewed the minutes of the meeting 27 April 2021.

RESOLVED: To approve the minutes.

OS 4 / 21 Public Adjournment

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

OS 5 / 21 Business from previous meetings

The Clerk updated the committee on the training provision that she had been able to source currently through HALC and SLCC. After discussion, the committee agreed that the requirement for training on the new Code of Conduct would be the first training requirement for this year.

ACTION: RD to liaise with Emma Duncan, Monitoring Officer for confirmation on Code of Conduct training provision via RBWM.

The committee reviewed the Protocol for Face-to-Face meetings and a few amendments were made.

RESOLVED: To send to all councillors as the protocol for meetings during the current restrictions.

OS 6 / 21 Sunningdale Parish Council Business Plan

The committee received and reviewed the project responses received by the working party from the council members for the business plan categories.

Cllr Jacklin confirmed that the next stage was to categorise these responses further using the following criteria:

1. Operational (and not really a business plan item)
2. Strategic Intent. An aspirational goal with immediate objectives.
3. A Committee Action which should be added to the remit of the specific committee.
4. A suggestion which requires further investigation as to its viability.
5. A clear project.
6. A quick win.
7. A comment for which no action required.

Once this work had been completed, the feedback would be shared with the committee and council members.

Cllr Jacklin thanked all council members who had provided feedback.

OS 7 / 21 Library Provision for Sunningdale.

The committee reviewed the proposed action plan for the provision of a library service to remain in Sunningdale, along with the feedback from the RBWM survey.

ACTION: RD to send out via Scheme of Delegation consultation to council members the action plan for approval.

OS 8 / 21 LGA Code of Conduct

The committee reviewed the new code of conduct noting the areas where this differs from the current code and the amendments to the code made by RBWM prior to adoption. The committee also noted and agreed the 'Exempt Information' classification and use of Green Papers by RBWM and agreed to adopt a similar approach.

RESOLVED: To propose to council 22 June 2021 the new code of conduct in line with that adopted by RBWM for adoption by SPC.

ACITON: RD to investigate provision of Diversity Training which is itemised in the code.

RESOLVED: To propose to use the 'Exempt Information' designation and Green Papers to clearly show information which may not be classed as 'Confidential', however under the Freedom of Information Scheme is classed as 'Exempt'.

OS 9 / 21 Information Sharing

RD informed the committee of the resignation of the current park keeper and the readvertisement of the role.

RD informed the committee of work she had carried out in conjunction with Cllr Grover on opening the Chalet during the summer holidays and confirmed this proposal would be sent to council members under a Scheme of Delegation consultation.

OS 10 / 21 Date of the next meeting of the Committee

The committee **noted** the next meeting date is scheduled for 6 July 2021 and reviewed the dates for the committee meetings in 2022.

RESOLVED: To amend the dates of the committee meetings as follows:

12 October to be moved to 5 October 2021.

8 February 2022 to potentially move but no date set.

12 April 2022 to be moved to 22 March 2022.

ACTION: RD to update meeting timetable and share with council members.

OS 11 / 21 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

There were no members of the public present, therefore no resolution was required.

The Chairman closed PART I of the meeting at 12.35pm.