



## Scheme of Delegation Consultation in the format of an Oversight and Strategy Committee Minutes for the Meeting Tuesday 13 January 2022

Via Zoom commencing at 10 am, Cllr Jacklin read out the following statement:

*“This meeting is convened under the Scheme of Delegation approved at the council meeting 4 May 2021 due to the restriction on virtual meetings post 7 May 2021.*

*As a consultation meeting, the Proper Officer has confirmed the format will follow that of a committee meeting and will be chaired by Yvonne Jacklin for the evening.*

*Due to this not being a committee meeting, there will be no resolutions made, however votes will be requested to inform the Proper Officer of the opinions of those present.*

*The standing orders of council will be followed to ensure due process is in place for the meeting and all committee members, as council representatives, remain bound by the adopted Code of Conduct.*

*For openness and transparency, these consultations are open to members of the public, and questions or comments will be accepted only at the invitation of the Chairman.”*

### **OS 67 / 21 Attendance and Apologies**

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

**In Attendance:** R Davies (Clerk and RFO), N Tomlinson (Deputy Clerk)

There were no declarations of interest.

### **OS 68 / 2021 To approve the minutes of the meeting 7 December 2021.**

**DELEGATED DECISION:** The minutes of the 7 December 2021 were approved as an accurate record of the meeting with the following amendments:

54/21 On page 2 add “was”

57/21 Add “in favour” to the phrase, ‘To renew the website with JAIJO - Unanimous resolution’ **in favour** and ‘Jubilee in the Park event - Unanimous resolution’ **in favour**.

Matters arising from the minutes were:

57/2021 Following the resolution to request a governance review to increase the council numbers, a task and finish group should be set up to move this work forward.

### **OS 69 / 2021 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker**

There were no members of the public present.

### **OS 70 / 2021 Business from previous meetings**

The committee noted the update on the Code of Conduct training to be arranged by RBWM which is in process.

The committee enquired if there were any training provisions made by HALC for employment training, and the Clerk noted that the only course provided was ‘Managing People in Local Councils.’ It was enquired if the HR contract under CRONER would provide any other course on Employer Responsibilities.

**ACTION:** Cllr Jacklin to review course and bring back recommendations

The committee received an update on the website from the Deputy Clerk with the 1<sup>st</sup> draft being completed, and work was continuing.

The delegated action to review the council member number was discussed previously and would be actioned via a task and finish group.

### **OS 71 / 2021 Actions delegated from council**

The committee discussed the successful joint working with Sunninghill and Ascot Parish Council for the Cycling and Walking project and agreed that further work should be reviewed to cover the Neighbourhood Plan review now that the BLP had been confirmed.

And that a working group should be formed to manage the request for a governance review by RBWM on the number of elected members for Sunningdale Parish Council.

### **OS 72 / 2021 Sunningdale Parish Council Business plan**

The committee received a verbal update on the progress made to date of recruiting the resource allocated against Business Plan projects, confirming that vacancy adverts would be placed after confirmation from the Village Hall committee on whether they were proceeding with the caretaker recruitment.

To committee reviewed the process document for Project Management methodology to be used on identified projects and with amends as discussed agreed this was to be used as an operational document.

The committee discussed the ongoing management of the business plan and keeping the website up to date on the status of the projects and decisions. The agreed target was quarterly updates in line with the Transparency information being placed on the website.

The committee noted the Business Plan Resolution of Council 14 December 2021:

*That the council recruit a Project Officer to focus on all the CIL funded project activities, with a target start date of April 2022 and that the council initiates the process for increasing the number of councillors in the Parish Council, to provide more capacity and capability in support of our projects and activities.*

For: Cllr Biggs; Cllr Booth; Cllr Buxton; Cllr Evans; Cllr Grover; Cllr Jacklin and Cllr Pike

Against: None

Abstain: None

The committee agreed to clearly indicate in the council minutes when a resolution related to the business plan.

### **OS 73 / 2021 Council Risk Register**

The committee received the updated version of the risk register and a request was made for the Clerk to transfer the new layout into Excel. The review of the risk register was therefore deferred to the next meeting.

### **OS 74 / 2021 Information Sharing**

The committee discussed the upcoming council by election and the cut off for registration as Friday 14 January 2022.

The committee discussed the frequency of meeting for 2022 2023 and considered a 6 weekly / bi-monthly council meeting schedule.

### **OS 75 / 2021 Date of the next meeting of the Committee**

The date of the next meeting is scheduled as 12 April 2022 at 10:30am.

### **OS 76 / 2021 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.

Part I of the meeting concluded at 11:55 am and the Deputy Clerk left the meeting at this point.