



Oversight and Strategy Committee Minutes Tuesday 3 October 2023

OS 31 / 2023 Attendance and Apologies

Attendance: Cllr Biggs (Chairman), Cllr Grover, Cllr Buxton, Cllr Pike

Apologies: None

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

There were no members of the public present.

There were no declarations of interest in accordance with the Code of Conduct.

OS 32 / 2023 To approve the minutes of the meeting 25 July 2023.

RESOLVED: The minutes of the 25 July 2023 were approved as an accurate record of the meeting with the amendment to the date of the minutes approved from 3 May to 6 June.

OS 33 / 2023 Public Adjournment – Maximum 15 minutes – 5 minutes per speaker

There were no members of the public present and no questions or representations received.

OS 34 / 2023 Business from previous meetings

OS 34 / 23 / 1 The committee considered the process for completing and adopting the Consultation Policy and agreed that this would fit within the work being undertaken by Cllr Morgan and Cllr Coxon for the council Consultation Engagement Strategy.

RESOLVED: That the work is delegated to Cllr Morgan and Cllr Coxon and that the final version would therefore return to the O&S committee prior to being proposed to council.

OS 34 / 23 / 2 The committee discussed the training sessions provided by Breakthrough Communications to council and noted the feedback provided on the night was positive. There were actions agreed:

ACTION: Cllr Pike to provide the information on the training course she would have preferred to be delivered for the next meeting of the committee to consider.

ACTION: The Clerk to email all councillors for qualitative feedback and what they would request is the next steps.

ACTION: That each council meeting includes a short training session on the Nolan Principles.

ACTION: That the Clerk gains information from the trainer on how to embed training as an annual plan.

ACTION: A discussion took place on the process papers should follow, and an action was taken by the Clerk and Cllr Morgan to bring together a process paper for consideration.

OS 34 / 23 / 3 The committee reviewed the existing skills matrix as used by council and noted the difficulties in confirming the skills levels against the requirements. The following actions were approved:

ACTION: Cllr Grover to share a skills matrix he has in another role

ACTION: The Clerk to gather other council skills matrices and collate for review at the next committee meeting

OS 34 / 23 / 4 The committee reviewed the proposal for purchase and provision of council owned devices. The committee agreed that there was a variety of ways in which council accessed information and the need to comply with the GDPR and Data Protection requirements on council devices. It was requested that the paper be expanded to include other ways of working.

RESOLVED: That the committee approves the proposal for council owned devices with the additions as noted and proposes this to council on the 17 October 2023.

The committee noted this would be reviewed by the Finance Committee prior to the council meeting.

The committee also noted that this would come to council with a request for a named vote.

OS 35 / 2023 Sunningdale Parish Council Business plan

OS 35 / 23 / 1 The committee received a verbal update on the business plan project SF4: Multi use games area. The Clerk confirmed that work was being undertaken to gain the costings and work required for to comply with the conditions of planning and this would return as a full paper to council once this had been completed.

The Clerk confirmed that the planning permission confirmed the footpath and new teen playground were classed as permitted development would therefore proceed subject to confirmation of costings being within the approved budget for these elements of the project.

Q: Cllr Morgan questioned the actions that would take place if archaeology was found in the process of installing the footpath or the playground.

A: The Clerk confirmed that this would be reviewed at the time and if necessary, work would cease whilst archaeologists were consulted.

OS 35 / 23 / 2 The committee received an update from the Deputy Clerk on the two new working groups for the business plan engagement and L2:Community room.

ACTION: That the Clerk provides a guidance paper on how working groups should operate to ensure openness and transparency of council actions.

OS 36 / 2023 To review the Risk Register

The committee received the updated Risk Register for review and approval, however not all comments had been received in time for the meeting. The Chairman therefore requested this item was brought back to the meeting in December and the following actions were taken:

ACTION: That Cllr Pike provides her comments to the Clerk as soon as possible.

ACTION: That the Clerk collates these comments and sends to the committee for review.

The committee discussed the notified financial situation of RBWM and confirmed that information on contracts may need to be discussed in Part II of the next meeting as they would affect more than this parish.

OS 37 / 2023 Information Sharing

There was no further information brought to the meeting.

OS 38 / 2023 Date of the next meeting of the Committee

To confirm the date of the next meeting as 5 December 2023.

OS 39 / 2023 To resolve exclusion of members of the public and press in accordance with the applicable Legislation for the following PART II Agenda.

RESOLVED: That there were no members of the public present and no items on the Part II agenda which could not be shared with Cllr Morgan.

Part I of the meeting concluded at 12:10pm.

Signed as a true record of the meeting:

Signed: _____

Dated: _____