

Agenda

Operations Committee



Date: Thursday 29 August 2019
Time: 5pm
Venue: Old Lords Room, 98 Waters Meeting Road,
 Bolton BL1 8SW

Enquiries to: Governance & Regulation Team
Email: govregteam@boltonathome.org.uk

Health and safety / housekeeping / introductions

Item no	Item	Nature of item	Decision required	Presenter	Time
Business meeting items					
1	Apologies for absence	Verbal	Noting	Chair	Items 1-5 10 mins 5.00 – 5.10
2	Declarations of interest	Verbal	Noting		
3	Minutes of previous meetings held 23 May and 20 June 2019	Enclosure	Approval		
4	Matters arising and action notes from previous meetings	Enclosure	Comment		
5	Action notes from Operations committee away day	Enclosure	Comment		
6	Adult work experience policy	Enclosure	Approval	Niki Meikle/ Carrie Riley	15 mins 5.10 – 5.25
7	Tenancy policy	Enclosure	Approval	Craig Hardman	15 mins 5.25 – 5.40
8	Quarter 1 2019/20 Operations Committee performance report	Enclosure	Comment	Kate Gisbourne	30 mins 5.40 – 6.10
9	Operations Committee forward planning timetable	Enclosure	Comment	Chair	5 mins 6.10 – 6.15

Item no	Item	Nature of item	Decision required	Presenter	Time
Standard items					
10	Director's update (to include customer safety group update)/ Chair's update from Board	Verbal		Noel Sharpe/ Chair	Items 10-15 15 mins 6.15 – 6.30
11	New risks identified in the meeting	Verbal		All	
12	Matters for reporting to Board	Verbal		All	
13	Key messages to communicate to Committees/Subsidiaries/ staff, including publicity requests	Verbal		All	
14	Any other business	Verbal		All	
15	Reflections on the meeting	Verbal		All	
Items for noting/information					
16	Regulatory compliance action plan	Enclosure	Noting		
17	Environmental sustainability strategy update quarter 1	Enclosure	Noting – to follow		

Date and time of next meetings:

Date: Thursday 17 October (development session)

Thursday 21 November (business meeting)

Time: 5pm

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