

# Operations Committee

<b>Schedule</b>	Thursday 27 May 2021, 5:00 PM — 7:00 PM BST
<b>Venue</b>	Virtual via MS Teams
<b>Organiser</b>	Governance and Regulation team

## Agenda

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|---------|--|-----------|
| 5:00 PM | 1. Apologies for absence<br>Verbal - Presented by Ibrahim Ismail   | (15 mins) |
|         | 2. Confirmation of quorum (5 Committee members)<br>- Quorum does not include co-optees<br>- Quorum must include a Group Board member<br>- Chair will always be a full (not co-opted) member of the Group Board<br>- Voting members of the Committee must not include the Board Chair or any Executives<br>Verbal - Presented by Ibrahim Ismail |           |
|         | 3. Declarations of interest<br>Verbal - Presented by Ibrahim Ismail  |           |
|         | 4. Minutes from previous meetings held 25 February 2021, 4 March 2021 & 22 April 2021<br>For Approval - Presented by Ibrahim Ismail  |           |
|         | 5. Confirmation of written resolutions<br>- None since the last meeting<br>For Information - Presented by Ibrahim Ismail   |           |
|         | 6. Matters arising and action notes from previous meetings<br>For comment - Presented by Ibrahim Ismail  |           |
| 5:15 PM | 7. Group CEO's update/Chair's update from Group Board<br>For Information - Presented by Noel Sharpe and Ibrahim Ismail   | (10 mins) |
| 5:25 PM | 8. Waste management policy<br>For Approval - Presented by Mark Lupton  | (15 mins) |

5:40 PM	9. Arboricultural policy For Approval - Presented by Paul Cohen	(15 mins)
5:55 PM	10. Quarter 4 2020/21 Operations Committee performance report For comment - Presented by Caroline Fraser	(30 mins)
6:25 PM	11. Remuneration / allowances for Board and Committee Members and Scrutiny Groups For comment - Presented by Tina Cunliffe	(10 mins)
6:35 PM	12. Operations Committee effectiveness of governance action log For comment - Presented by Tina Cunliffe	(5 mins)
6:40 PM	13. Operations Committee annual report to Board For Approval - Presented by Ibrahim Ismail	(5 mins)
6:45 PM	14. Update on Scrutiny For Information - Presented by Tracey Bailey	(10 mins)
6:55 PM	15. Forward planning timetable For comment - Presented by Melanie Cooper	(5 mins)
	16. Any other business Verbal - Presented by Ibrahim Ismail	
	17. Any new risks identified and assurance provided to members from agenda items to share with Group Board Verbal - Presented by Ibrahim Ismail	
	18. Reports for presenting to Group Board - Operations Committee feedback report to Group Board - Quarter 4, 2020/21 Operations Committee performance report Verbal - Presented by Ibrahim Ismail	
	19. Key messages to communicate to Committees/ subsidiaries/ staff	

Verbal - Presented by Ibrahim Ismail

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20. Reflections on the meeting

Verbal - Presented by Ibrahim Ismail

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21. Date and time of next meetings:

Development session - Thursday 8 July 2021 @ 5pm

Business meeting - Thursday 12 August 2021 @ 5pm

For Information - Presented by Ibrahim Ismail

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For information items

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22. Group Health and Safety report

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