



WOUGHTON COMMUNITY COUNCIL

The Council Hub, Local Centre, Garraways, Coffee Hall, MK6 5EG
www.woughtoncommunitycouncil.gov.uk 01908 359681

OPERATIONS AND RESOURCES COMMITTEE

Tuesday 3rd March 2026

To: All members of the **Operations & Resources Committee**

Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair), Eamonn Bobey, Tony Coughlan, Penny Glasgow, Charlie Marsh, Ruth McMillan, D'Anne Mordecai, April Rennie, Alan Williamson, Donna Fuller.

Notice of Meeting

You are hereby summoned to attend a meeting of the **Operations and Resources Committee** to be held on **Monday 9th March 2026** commencing at **6:00pm** at the **Woughton Community Council Hub, The Local Centre, Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

Steve McNay
Council Manager

Please ensure that your mobile phone and other electronic equipment is switched to silent or is switched off completely during the meeting.

Members of the public can attend in person, submit questions in advance and or watch live via www.facebook.com/woughtoncc.

Please be aware that this meeting is being recorded and broadcast live. Microphones are live at all times – if you are not speaking formally within the meeting, please do keep any additional noise to a minimum and be aware that anything said within this meeting will be in the public domain.

The full Calendar of Meetings can be accessed from the following link on the website:

<https://www.woughtoncommunitycouncil.gov.uk/calendars/>



AGENDA

OC 70/25 Apologies:

To receive and accept apologies from members unable to attend the meeting.

OC 71/25 Declarations of Interest:

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

OC 72/25 Questions from the public (maximum 10 minutes):

To receive questions and statements from members of the public.

OC 73/25 Chairs announcements:

To receive announcements from the Chair.

OC 74/25 Minutes of previous meeting(s):

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 12th January 2025.

(Attached)

OC 75/25 To review and approve the bank reconciliation and payments made during the months of January and February 2026

To ensure suitable committee oversight of payments made and to ensure bank reconciliations are correct, in line with relevant financial process and procedures.

(To be provided at the meeting)

OC 76/25 To review and approve the following policies:

- a) Incident Plan

(Policy attached, updated from previous meeting)

OC 77/25 To ratify the 'Employers' Discretions Policy', following discussion at the previous meeting

To comply with the rules of the pension provider, to agree to the formal policy following discussion and agreement at the previous meeting.

(Policy attached)

OC 78/25 To receive and update on the buildings improvements and maintenance works undertaken, with future priorities highlighted.

To note the works undertaken, those planned and priorities for further works to be undertaken over the coming months.

(Paper attached)

OC 79/25 To receive an update on the budget for the current council year

To review spending to the current point, with a view to the end of year budget outcome

(Paper attached).



OC 80/25 To begin considerations around policies relating to the use of Artificial Intelligence (AI) and associated programmes

To view initial documents relating to the provision of an AI policy, with a view to agreement on an approach that the council considers suitable.

(Initial policy statements and policy documents attached)

Date of next meeting:

Monday 13th April 2026 @ 6.00pm

Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.



OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Monday 12th January 2026, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair), Tony Coughlan, Charlie Marsh, D'Anne Mordecai, April Rennie, Alan Williamson.

Also present:

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

OC 58/25 Apologies:

There were apologies received from Cllrs Ruth McMillan and Penny Glasgow

RESOLVED - noted

OC 59/25 Declarations of Interest:

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

There were no declarations received.

RESOLVED - noted

OC 60/25 Questions from the public (maximum 10 minutes):

There were no questions received.

RESOLVED - noted

OC 61/25 Chairs announcements:

The Chair shared details of upcoming events.

RESOLVED - noted

OC 62/25 Minutes of previous meeting(s):

To receive and approve as a correct record the minutes of the meeting held on:

- Monday 10th December 2025.

One minor change was needed, as the date of the next meeting had been incorrectly recorded. With this change made, it was proposed that the minutes were a true and accurate record.

Proposed by: Cllr Norris. Seconded by: Cllr Rennie.

RESOLVED by way of unanimous vote

OC 63/25 To review and approve the bank reconciliation and payments made during the months of November and December 2025

To ensure suitable committee oversight of payments made and to ensure bank reconciliations are correct, in line with relevant financial process and procedures, papers were presented and checked by the Chair and Vice Chair.

Proposal:



That the financial documents provided, bank reconciliation and payments made, were correct and in line with agreed policy and procedure.

**Proposed by: Cllr Marsh. Seconded by: Cllr Coughlan
RESOLVED by way of unanimous vote.**

OC 64/25 To review and approve the following policies:

- a) Health and Safety Policy – updated with minor changes to venues and will be updated to include various related policies over the coming year, reducing the number of policies held.
- b) Menopause Policy – this was considered suitable, as robustly reviewed previously.
- c) Incident Plan – updated to include a wider range of incidents, changes to layout to allow publication (excluding appendices) and inclusion of a flowchart. The Council Manager suggested that there was more work to be done around community engagement around this.

It was suggested that the incident plan should include a wider range of road users – cyclists, scooters and mobility scooter use. It was also suggested that an updated list of organisations was needed.

Proposal:

That the Health and safety and Menopause policies are agreed and ratified, with the Incident Plan being updated and returned to this committee at the next meeting

**Proposed by: Cllr Norris. Seconded by: Cllr Mordecai
RESOLVED by way of unanimous vote.**

OC 65/25 To consider an approach to the ‘Employers’ Discretions Policy’, with a view to formal agreement at the February meeting

To comply with the rules of the pension provider, agreement, and a policy decision was needed with regard to some key points. The committee were given an overview by the RFO regarding options, covering the mandatory decisions at this point, with a view to provision of a formal policy paper to be agreed at a later meeting.

The decisions were as follows:

- Whether, at full cost to the Scheme employer, to grant extra annual pension of up to £8,903 (figure at 1 April 2025) to an active member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency [regulation 31 of the LGPS Regulations 2013].

Committee agreed that WCC will only exercise this discretion in exceptional circumstances. Decisions will be made on the merit of each case with particular regard to – • A member’s personal circumstances. • The economic interests of the Council • The ability of the Council to meet the cost of awarding the discretion.

- Whether, where an active member wishes to purchase extra annual pension by making additional pension contributions (APCs), to voluntarily contribute towards the cost of purchasing that extra pension via a shared cost additional pension contribution (SCAPC) [regulations 16(2)(e) and 16(4)(d) of the LGPS Regulations 2013]. Where an active scheme member has decided to make Additional Pension Contributions to purchase extra pension benefits within the applicable statutory limit in force from time to time, the employer can resolve to voluntarily contribute towards the cost of this too.

Committee agreed that no additional pension will be awarded to active members and WCC will not fund the APC in whole or in part

- Whether to permit flexible retirement for staff aged 55 or over who, with the agreement of the Scheme employer, reduce their working hours or grade [regulation 30(6) of the LGPS Regulations 2013] and, if so, as part of the agreement to permit flexible retirement An



employee aged 55 or over, who reduces working hours or grade, may take flexible retirement with the employer's consent. The employer has the discretion to decide:

- whether to consent to an employee taking flexible retirement

Committee agreed that Yes, all requests will be granted

- whether to waive, in whole or in part, any actuarial reduction which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age

Committee agreed that the Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances

- Whether to 'switch on' the 85 year rule (always excludes flexible retirement) upon the voluntary early payment of deferred benefits Active members are now able to voluntarily retire between ages 55 and 60. If they were a member of the LGPS on 30 September 2006 then some of their benefits could be protected from reductions applied to early payment under the 85 year rule. This rule only applies automatically to members voluntarily retiring from age 60 but the employer has the discretion to "switch it on" for voluntary retirements between age 55 and 60.

The 85-year rule does not automatically fully apply to members who would have had the protection under old regulations, and who choose to voluntarily draw their benefits on or after age 55 and before age 60. An employer can decide to switch the 85-year rule back on in full for such members. Where the Scheme employer does not switch back on the 85-year rule, the member's benefits will be actuarially reduced. However, the Scheme employer can exercise a discretion to waive any actuarial reductions (at cost to the Scheme employer).

Council agreed that the council will consider "switching on" the 85 year rule on a case-by-case basis

- Whether to waive upon the voluntary early payment of benefits, any actuarial reduction on compassionate grounds or otherwise (other than on the grounds of flexible retirement)
An employer can decide whether to waive in whole or in part any actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement

This applies to: · active members voluntarily retiring on or after age 55 and before Normal Pension Age, who elect to immediately draw benefits, and · deferred members and suspended tier 3 ill health pensioners who elect to draw benefits (other than on ill health grounds) on or after age 55 and before Normal Pension Age

Council agreed that the Council will only waive the actuarial reduction on voluntary early retirement in exceptional circumstances, on a case-by-case basis

These decisions will be included in a paper that will come to this committee for formal ratification and will form the basis of the outstanding elements of the WCC pension policy with the pension provider.

RESOLVED - noted

OC 66/25 To agree an IT provider for the coming year, in line with procurement processes.

The committee considered the appointment of an IT provider for the coming year (from February 2026), considering the proposals submitted by IT companies. The quotes were considered anonymously, based on the proposals provided by the providers. After reviewing the following proposal was made:

Proposal:

That the committee agrees to appoint provider two (2) for the coming year to deliver IT and telephony services for the council.

Proposed by: Cllr Norris. Seconded by: Cllr Coughlan

RESOLVED by way of unanimous vote.

It should be noted that provider 2 is Cloudy IT.



OC 67/25 Public Bodies (Admission to Meetings) Act 1960

To propose, second and vote on the following motion: That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that Page 3 of 3 publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Proposed by: Cllr Norris. Seconded by: Cllr Rennie

RESOLVED by way of unanimous vote.

OC 68/25 To consider issues relating to community venue lease agreements

After reviewing events, history of payment and other issues, the following proposal was made:

Proposal:

That WCC will issue notice of one (1) month to Abba Father Evangelical Ministry, ending the rental agreement on the office at the Eaglestone Activity Centre on 13th February 2026 and will end joint working and informal joint approaches from the 16th January 2026

This was agreed and will be actioned by the Council Manager.

The Council Manager left the meeting at this point, due to the nature of the item under discussion.

OC 69/25 To consider issues relating to HR.

The committee considered the outcome of a recent job evaluation for the Council Manager and placed the role within the agreed pay scale, commensurate with the role being delivered.

Date of next meeting:

Monday 9th February 2026 @ 6.00pm

Woughton Community Council Hub, The Local Centre, Council Chambers, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 6.53PM

Chair _____ Date _____



WOUGHTON COMMUNITY COUNCIL

INCIDENT ACTION PLAN



Adopted by Full Council:

Date:

Chair's signature:

Print name:

Version: 006

Date: March 2025

FOREWORD

Woughton Community Council (WCC) initially produced this plan to provide a basis for assisting our community in the event of an incident. The format of the document is intended to assist members of the Council to quickly evaluate an incident or emergency situation, and respond immediately, possibly before the arrival of the emergency services or to support their efforts following their attendance at incidents that might affect people within the parish. The range of situations described in this plan includes possible scenarios where the emergency services might not attend, so the plan contains actions that the Council can take to help our community.

This is the sixth version of this document, reflecting the learning and experiences of the council and aims to build upon the initial plans. This version also reflects the increase in equipment, resources and links to other partners, including MKCC, Bucks Fire and Rescue, Ringway (highways contractor) and the Regional Flood Team.

The supporting appendices contain information about residents who have skills and equipment that can help. These have been completed by our Councillors utilising their local knowledge. Some information within the appendices is sensitive as it contains personal details, hence the document's classification as partially confidential. The people whose personal details are included in this plan were approached for their permission for these to be included in this ready to hand format so that Councillors can respond to an incident or emergency and quickly activate resources to help resolve incidents. As they agreed for us to have their personal details, it is beholden on us to protect their privacy.

The completed plan and subsequent amendments are to be approved at Woughton Community Council meetings, and copies distributed to Councillors. Copies will be numbered and, in the event of non-re-election, passed to incoming Councillors. The Council may, at its discretion, recruit suitable members of the community to assist in emergencies and give them copies of the plan for this purpose.

To prevent the plan from losing currency as the community changes which would affect the quality of information in the appendices, Councillors are urged to constantly review and recruit resources to deal with emergencies affecting our community. An aide memoire is at Appendix F.

Where circumstances change, procedures may need to be reviewed so that the response to emergencies in the Parish remains appropriate. These changes should be incorporated immediately in order to maintain the value of the document and ratified at the next Council meeting, whilst complete revisions undertaken annually and approved at a Council meeting.

Woughton Community Council wish to acknowledge the assistance of the Emergency Planning Unit of Milton Keynes City Council in preparing this plan.

Sue Smith
Chair
Woughton Community Council

1. Introduction

Most incidents are dealt with routinely, by the joint response of the emergency services, local authorities and the major utility companies. However, there may be times when the emergency services are unable to prioritise the immediate needs of the parish, meaning the community will need to start helping itself.

The first priorities are to address the safety and short-term welfare needs of anyone involved in the incident, especially the most vulnerable. If there is a plan in place, the community may be able to cope with the situation better.

2. Aims

- To provide an Incident Plan that will increase the resilience of the affected community within the boundary of Woughton Community Council.
- To have clearly defined courses of action, where possible, ensuring appropriate responses in a timely manner and linking with the other services, organisations and individuals involved (e.g. TVP, MKCC, etc.)
- To encourage, support and advise residents to be proactive, reducing risks and promoting actions that mitigate damage to properties

3. Objectives

- Identify the risks to the community and related response actions that may be taken
- Identify resources in the community available to assist during an emergency
- Provide key contact details for relevant people, groups and organisations.

4. Woughton Community Council area

The Woughton Community Council area is made up of 7 Residential estates and 2 Industrial estates. At the time of writing (Jan 2024), the number of residents in the parish is 14,286 (at 2021 Census).

There are also several facilities and organisations within the community that may be utilised during an emergency. These are listed below. Contact details for these resources are shown in the Appendices.

Resources	Name and Address
Schools	Langland School - 0190867012, MK Academy - 01908 341 700, New Chapter – 01908 679809, MK College - 01908 684444, St Pauls School - 01908 669735 Falconhurst – 01908 679354 (Charles Warren) - 01908 670074
Pre School	Eaglestone Pre School at Activity Centre – 07936 383978
GP Surgery	The Grove Surgery - 01908 295700, Ashfield Surgery – 01908 679111
Leisure Centre	Woughton Leisure Centre - 01908 660392
Local Centres	Netherfield, Beanhill, Tinkers Bridge, Coffee Hall, Eaglestone
Voluntary Organisations	Various – see appendices and https://www.woughtoncommunitycouncil.gov.uk/services/community-services/advice-directory/
Faith Groups	Christ the Vine - 01908 392583

	GUV (Netherfield) – 01908 233725 Islamic Centre - 01908 231777 Sikh Temple (Gurdwara) - 01908 231663 Jehovah’s Witness – Languard, Netherfield – 01908 394766 Abba Father (@EAC) – 07702594974
Resident Associations	Details of the RA’s and email addresses can be found at: https://www.milton-keynes.gov.uk/housing/tenants-groups-and-residents-associations/residents-associations
Community Facilities – Family Centres	Hedgerows (Netherfield) - 01908 239000, Moorlands (Beanhill) – 01908 679819
Midshires Search & Rescue Organisation	07393 438999 enquiries@midshires.org.uk

6. Emergency Grab Bag

Each councillor is advised to have a small bag, easily accessible, which contains a few useful items, i.e. copy of the Incident Plan, torch and batteries, local maps, a note to remember your mobile phone / charger and a notebook & pen. It will be important to make a note of any decisions/ actions taken during an incident (or as soon after as possible). The Emergency Planning Unit recommends that councillors have Hi-Viz waistcoats ideally printed with Woughton Community Council identification. These are available upon request from the Council Hub, for those involved in Incident Responses. A full Incident Management Box, including set of walkie-talkies and a handheld loud hailer will also be made available at The Hub Office and specialist equipment is noted in the appendices.

7. Risk Assessment

The assessments of possible risks that might affect our community are shown at Appendix A. These assessments enable a focus on the highest risks so that limited resources available to the community are best utilised. The risk assessments are not definitive, simply a guide to what might occur and what might be done to limit the effects of a possible emergency. The assessments do not assume that any specific risk is more likely to occur or have the greatest impact. The list of risks and mitigation measures is not exhaustive and should be updated as necessary by in consultation with the Emergency Planning Unit.

Risk Assessment is an ongoing process and will be updated as and when situations evolve. As such, any risk assessment should be seen as guidance and, where appropriate, adjusted to reflect the specific situation.

8. Resources List

Resources within the community and skilled personnel to use them are of benefit to the community in enabling an initial response prior to the arrival of the emergency services. This intervention could reduce the impact of the emergency. Details of the resources and how to access them are listed at Appendix B. Identification of additional resources or other changes should be reported to so that this plan can be updated.

9. Community Skills

There is a range of experienced people living in the community who may be able to offer valuable assistance during an incident before the emergency services are able to attend. Details of these people and their skills are listed at Appendix C and changes should be reported to Woughton Community Council to incorporate into the plan.

10. Vulnerable People

Organisations such as local authorities, utility companies and the National Health Service are aware of people who have vulnerabilities, and their details are kept on strictly controlled databases in compliance with the Data Protection Act. In serious emergencies, the Milton Keynes City Council's Emergency Planning Unit may contact these database holders to ascertain if they know of vulnerable people in the affected area who may require additional support and assistance because of the incident.

There may also be people within the community who are not on official databases, but who may require help during an emergency because they may be more affected than most people, or have greater difficulty in dealing with an emergency, such as the elderly, the young, those with disabilities etc.

Developing neighbourhood engagement, good neighbourliness and organising a door-to-door warning and welfare checking scheme some of the most useful and adaptable elements of a community level incident plan. Where a local Neighbourhood Watch scheme exists, we will consider how this concept may be expanded in a crisis.

There may also be groups of vulnerable people within the community, e.g. residential home, children's nursery, day centres. They should all have emergency / business continuity plans of their own but linking up together will increase the community's resilience.

Consideration is also to be given to any health situations which may occur, e.g. seasonal flu, influenza or other pandemic, heatwave or extreme cold. Being aware of people who might be more vulnerable in such situations will enable the Woughton Community Council to check on their wellbeing.

11. Emergency Centres

If people are unable to access their homes or businesses because of an incident or have to be evacuated, it is important to be able to provide them with shelter as soon as possible. Having appropriate local buildings identified with details of the key holder(s) will mean that people can get to a place of safety in the quickest possible time.

A list of buildings suitable for use as Emergency Rest Centres, with contact details to enable them to be opened, is at Appendix D and amendments to the list should be notified to Woughton Community Council for updating of the plan.

12. Action in an emergency – sudden emergencies without notice

An emergency such as a road traffic **or redway** accident will occur without prior notice. You may become aware of this type of incident before the emergency services arrive,

in which case the steps at **(a)** are appropriate. Alternatively, you may not know about the incident until after the emergency services have arrived on scene, in which case the actions at **(b)** are more appropriate.

(a) For sudden onset emergencies where you arrive at the scene before the emergency services:

- The first Responder to arrive on scene should evaluate the effects of the incident as quickly as possible – see column (b) at Appendix A – e.g. is the whole area without power or only part, what property is at risk downwind if there is smoke drifting from an incident site?
- Quickly report the incident by calling 999 and following the mnemonic '**METHANE**' (see below) which is used by the emergency services to assess emergencies. **Whoever attends to this task should not become directly involved in the incident until the emergency services have been informed.**
- Contact other Woughton Community Council members / on call officer and arrange to meet at the Parish Offices (or other designated place) as appropriate. The Councillor 'WhatsApp' group may be appropriate for this, alongside the on call number, noted in appendices.
- If people have been hurt by the incident, either help deliver first aid or contact someone close with the appropriate skills – see Appendix C
- Check in the plan for resources and volunteers who can help – see Appendices B and C. Contact them and ask them to assist. This may be undertaken by the 'single point of contact', noted below.
- Check whether there are any vulnerable people or groups who might be affected by the emergency and arrange to alert / evacuate or support them as necessary. It is likely that this will be undertaken by the other agencies involved, but in the event that there is a delay in them arriving, initial immediate and essential actions MAY be taken, if safe to do so.
Note: In emergencies where there might be a hazardous material that people would be exposed to should they be evacuated from their premises, it may be advisable to shelter in the building with windows closed.
- Appoint someone to co-ordinate actions of the Woughton Community Councils Council members and to be the **Single Point of Contact** for the emergency services when they arrive at the scene. This would usually be the Chair of Council, but in their absence, Vice Chair / Leader / Chair of Services may be suitable.
- Record decisions and actions in your notebook, together with times. Be clear and definitive about who is taking what action – don't assume that someone else will do it – allocate tasks clearly.
- Liaise with the emergency services when they arrive and advise them of actions taken.
- Follow further directions from the emergency services.

EMERGENCY SERVICES INCIDENT REPORTING MNEMONIC 'METHANE'

- M** Major Incident declared
- E** Exact location
- T** Type of incident
- H** Hazards present or suspected
- A** Access – routes that are safe to use
- N** Number, type and severity of casualties
- E** Emergency services present and those required

For sudden onset emergencies where the emergency services arrive before you do:

- Report to the Police Officer in charge of co-ordinating the response at scene.
- Inform the Police Officer that you are from Woughton Community Council and would like to assist if there are tasks that can be done to support the emergency services, such as care for those affected by the emergency not requiring immediate medical attention.
- If given a task by the emergency services, contact other members of the Council and arrange to meet at a suitable location to execute the task(s).
- Brief other members of the Council and arrange for someone to co-ordinate support efforts.
- Unless otherwise engaged, continue as the **Single Point of Contact** for the emergency services.
- Other members of the Council should check whether there are any vulnerable people or groups who have been affected by the emergency and arrange to evacuate or support them as necessary.
- Consider opening the Council Offices and Meeting Halls as an Emergency Rest Centre for people affected by the emergency.
Provide refreshments, warmth, support and such care as you are able.
- Where people seem particularly affected by an emergency request the emergency services contact Social Services support from Milton Keynes Council.
- In the event people have been made homeless by the emergency, assist them regarding alternative accommodation – private homeowners may have insurance policies that provide alternative accommodation. Those without might have friends or relatives they can stay with temporarily. In other cases, contact Milton Keynes Council Homeless Team.

13. For slow onset emergencies:

There may be occasions when there is a warning period before an emergency occurs. Examples are flooding where heavy rainfall will precede the flooding or influenza epidemics where cases occur elsewhere before affecting local inhabitants. In circumstances where there is a known risk, WCC will aim to publicise and inform local residents of plans in place, actions they can take and emergency contact information, using our website, social media and other contact methods, where possible and appropriate. There is a list within the appendices of local media, social media and other communication routes that can be utilised.

- When the risk becomes more likely, e.g. heavy rainfall leading to potential for significant surface water flooding, or national and local news advises of an imminent risk of an emergency, contact other Woughton Community Council members and arrange to meet at the Council Offices or Meeting Places, as appropriate.
- Allocate a 'single point of contact',
- Arrange to alert people at risk from the emergency with particular emphasis on vulnerable people and groups.
- If necessary, arrange for monitoring of the situation so that response measures can be implemented without delay.
- Identify suitable and available resources and volunteers from Appendices B and C to support the response to the emergency when it affects the community.
- Record decisions and actions in your notebook, together with times.
- Liaise with the emergency services if and when they arrive and advise them of actions taken.
- Follow further directions from the emergency services.

NOTE

REMEMBER TO TAKE ALL REASONABLE STEPS TO AVOID CAUSING HARM TO YOURSELF AND OTHERS AND ALWAYS CALL 999 BEFORE IMPLEMENTING THE WOUGHTON COMMUNITY COUNCIL / MILTON KEYNES CITY COUNCIL INCIDENT PLAN

Last review date:	March 2026
Next review date:	March 2027
Lead:	Council Manager / Operations Manager
Overseeing Committee:	Operations Committee
Approved:	
Review cycle:	Annually

Appendix 1 – Risk Assessments and management

Risk (a)	Possible effects (b)	At risk locations and Vulnerable people (c)	Parish Council Response Actions (d)
Electricity Gas Water failure	Loss of heating, lighting and cooking facilities.	<p style="text-align: center;"><u>At-Risk Locations</u></p> <p>Some areas may be more susceptible than others.</p> <p style="text-align: center;"><u>Vulnerable People</u></p> <p>People with electric heating and cooking only. Elderly / young at hypothermia risk Dependence e.g. Home dialysis patients. Young Families with young infants</p>	<p style="text-align: center;"><u>Sudden emergency without notice</u></p> <p>1. Evaluate effects -see columns (b) and (c) 2. Report failure to</p> <p>Electricity - National Grid on 0800 6783 105 or 105 Gas - National Gas Emergency Service 0800 111 999 Anglian Water 0800 771881</p> <p>3. Consider available resources that can be utilised. 4. Consider moving vulnerable people to Meeting Halls to keep warm. 5. Consider asking public houses for catering support.</p>
	Flood	Loss of all Utilities	<p style="text-align: center;"><u>At-Risk Locations</u></p> <p>Some areas may be more susceptible than others.</p> <p style="text-align: center;"><u>Vulnerable People</u></p> <p>Elderly and disabled at risk Dependence on any equipment that needs a power supply</p>
Aircraft crash	Homelessness Utility failure Traffic disruption Media interest	<p style="text-align: center;"><u>At-Risk Locations</u></p> <p>All areas are equally at risk.</p>	<p style="text-align: center;"><u>Sudden emergency without notice</u></p> <p>1. Evaluate effects -see columns (b) and (c). 2. Report incident to emergency services using “METHANE” (see page 7 above) 3. Initiate response using support of Appendices B and C 4. Identify any vulnerable people requiring support 5. Councillors to meet for co-ordination of actions</p>

		<p style="text-align: center;"><u>Vulnerable People</u></p> <p>Anyone whose property has been damaged Friends and relatives of any victims.</p>	<p>6 Liaise with emergency services on arrival 7 Post incident check with affected people regarding their welfare 8. Inform MKC Emergency Planning Unit of incident</p>
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Risk (a)	Possible effects (b)	At risk locations and Vulnerable people (c)	Parish Council Response Actions (d)
Chemical release	Death or injury to people and animals. Toxic release affecting downwind areas threatening health and contamination	<p style="text-align: center;"><u>At-Risk Locations</u></p> <p>All areas are equally at risk. Downwind areas at risk once event has occurred.</p> <p style="text-align: center;"><u>Vulnerable People</u></p> <p>People with breathing difficulties Friends and relatives of any victims.</p>	<p style="text-align: center;"><u>Sudden emergency without notice</u></p> <p>1. Evaluate effects -see columns (b) and (c). 2. Report incident to emergency services using “METHANE” (see page 7 above) 3. Initiate response using support of Appendices B and C 4. Identify any vulnerable people requiring support, including people with breathing difficulties, Pre-School and First School and farmers with livestock (if downwind or nearby incident). 5. Councillors to meet to co-ordinate actions 6. Liaise with emergency services on arrival 7. Post incident check with affected people regarding their welfare 8. Inform MKC Emergency Planning Unit of incident.</p>
Road Traffic Incidents / Redway incidents	Death, injury or damage to vehicles and property	<p style="text-align: center;"><u>At-Risk Locations</u></p> <p>All roads, particularly grid roads if snow or icy conditions.</p> <p>All redways, especially over winter where maintenance is less</p>	<p style="text-align: center;"><u>Sudden emergency without notice</u></p> <p>1. Evaluate effects -see columns (b) and (c) 2. Report incident to emergency services using “METHANE” (see page 7 above) 3. Initiate response using support of Appendices B and C 4. Councillors to meet to co-ordinate actions 5. Liaise with emergency services on arrival</p>

		<p style="text-align: center;"><u>Vulnerable People</u></p> <p>People living on all roads</p> <p>Pedestrians, cyclists, scooter riders.</p> <p>Drivers, passengers and people waiting at bus stops.</p> <p>Friends and relatives of any victims.</p>	<p>6. Post incident check with affected people regarding their welfare.</p> <p>7. Inform MKC Emergency Planning Unit of incident.</p>
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Risk (a)	Possible effects (b)	At risk locations and Vulnerable people (c)	Parish Council Response Actions (d)
Gas explosion	Fire and fragment hazard Death, injury or damage to vehicles and property	<p style="text-align: center;"><u>At-Risk Locations</u></p> <p>Properties with portable or mains gas supplies, also likely to occur to LPG cylinders in transit or at fixed installations.</p> <p style="text-align: center;"><u>Vulnerable People</u></p> <p>Anyone whose property has been damaged Friends and relatives of any victims.</p>	<p style="text-align: center;"><u>Sudden emergency without notice</u></p> <ol style="list-style-type: none"> Evaluate effects -see columns (b) and (c) Report incident to emergency services using "METHANE" (see page 7 above) Initiate response using support of Appendices B and C Identify any vulnerable people requiring support. Councillors to meet to co-ordinate actions Liase with emergency services on arrival Post incident check with affected people regarding their welfare Inform MKC Emergency Planning Unit of incident.
High / Strong Winds that will occur without notice	Death, injury or damage to property. Collision of vehicles, crushing by falling	<p style="text-align: center;"><u>At-Risk Locations</u></p> <p>All areas where there are tall trees that may lose branches or become uprooted in high winds.</p>	<p style="text-align: center;"><u>Slow Onset Emergency / Sudden emergency without notice</u></p> <ol style="list-style-type: none"> When weather forecasts predict possible strong winds, check Met Office website www.metoffice.gov.uk for

	trees/ building materials	<p>All areas where there are telephone / overhead cables and poles supporting them. Loose damaged roofs and chimneys that may become dislodged Signage that may be blown down.</p> <p style="text-align: center;"><u>Vulnerable People</u></p> <p>People with mobility difficulties / ill / frail.</p>	<p>Severe Weather Warnings applicable to the Milton Keynes area.</p> <ol style="list-style-type: none"> 2. Whilst safe to do so before event, walk the parish to check any at risk sites for preventative action. 3. After winds subside, evaluate effects -see columns (b) and (c) 4. Initiate response using support of Appendices B and C.
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Risk (a)	Possible effects (b)	At risk locations and Vulnerable people (c)	Parish Council Response Actions (d)
<p>Pandemic (Influenza, covid, bird flu, etc.)</p>	<p>Contagious illness and increased risk of death</p>	<p style="text-align: center;"><u>At-Risk Locations</u></p> <p>Places of congregation such as schools, public houses, churches, Doctors Surgeries, etc</p> <p style="text-align: center;"><u>Vulnerable People</u></p> <p>People with breathing difficulties and pre-existing medical conditions. Carers.</p>	<p style="text-align: center;"><u>Slow Onset Emergency</u></p> <ol style="list-style-type: none"> 1. Arrange special Woughton Community Council meeting to consider risk. 2. Check PHE http://www.phe.org.uk/ and NHS Milton Keynes http://www.miltonkeynes.nhs.uk/ web sites for guidance and appropriate action. 3. Arrange to put health care/prevention posters on local information boards, and at schools and places of assembly. 4. Identify vulnerable people and arrange appropriate support. 5. Ensure NHS Direct contact number (111) and web site (www.nhsdirect.nhs.uk) are well advertised. 6. Support the health messages “if you are ill, do not go to your doctor (where you might spread the virus) – contact NHS Direct instead” and “Catch it, Bin it, Kill it”. 7. Organise “Flu Friends” for the vulnerable and arrange a transport service to collect anti-virals from centralised collection point.

			<p>8. Consider arranging a community crèche to allow people who have essential / critical jobs that need to be undertaken during pandemic influenza to attend their place of work.</p> <p>9. Be aware of the impacts of pandemic influenza within the community – those who have had Pandemic Influenza or have suffered bereavements could be classed as Vulnerable People needing additional or ongoing support.</p>
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Risk	Possible effects	At risk locations and Vulnerable people	Parish Council Response Actions
(a)	(b)	(c)	(d)
Heavy Snow	Transport disruption Bringing down overhead cables	<p><u>At-Risk Locations</u></p> <p>All areas, but estate roads / redways most vulnerable.</p> <p><u>Vulnerable People</u></p> <p>People with mobility difficulties / ill / frail Elderly / young at hypothermia risk.</p>	<p><u>Slow Onset Emergency / Sudden emergency without notice</u></p> <ol style="list-style-type: none"> 1. When weather forecasts predict possible heavy snow, check Met Office website www.metoffice.gov.uk for Severe Weather Warnings applicable to the Milton Keynes area. 2. During and after snow fall, evaluate effects -see columns (b) and (c). 3. Initiate response using support of Appendices B and C. 4. Inform MKC Emergency Planning Unit of situation.
Local events incidents (Bowl / Stadium / etc)	Disruption, panic, disorder.	<p><u>Estates bordering large events</u></p> <p>Bleak Hall, Coffee Hall, Leadenhall Beanhill, Netherfield, Tinkers Bridge</p>	<p>Forward Security usually provide support locally MK Dons are responsible for both Bowl and Stadium MK.</p> <p>Possible need for rest centres / places of safety whilst longer term actions are undertaken by organisers.</p>

Animal based issues	Impact on animal and human health (e.g. bird flu, rabies, etc) Death / serious injury from dangerous animals.	Pet owners or others that encounter animals Potential for wider issues, but unlikely to be immediate onset. All residents if in vicinity	Environment Agency for reporting purposes Animal control at MKCC TVP if immediate risk
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APPENDIX B - RESOURCES - EQUIPMENT

Resource	Response to risk	Owner	Contact	Comments
4 wheel drive vehicle	Flooding/ Widespread incidents	Woughton Community Council	01908 395681	
4 wheel drive vehicle Van	Flooding, Loss of Electricity Supply, Widespread Incidents Evacuation	Woughton Community Council	01908 395681	
4 wheel drive vehicle Chainsaw Log Chipper	Flooding/ Storms Widespread Incidents Evacuation	Woughton Community Council	01908 395681	
Hot drinks, toilets and shelter – Council Offices and Meeting Places	Most Emergencies	<p>Woughton Community Council, Garraways, Coffee Hall Milton Keynes, MK6 5EG (meeting place and offices)</p> <p>Eaglestone Meeting Place 5 Harrier Court Eaglestone Milton Keynes MK6 5BZ</p> <p>Tinkers Bridge Meeting Place, Marshworth, Tinkers Bridge, Milton Keynes, MK6 3DA</p> <p>Netherfield Meeting Place Farmborough, Netherfield, Milton Keynes, MK6 4JB</p>	Caretaker + WCC 07519 119452	

Flood fighting equipment: - Water pumps - Large brooms - Single use 'sandbags' - Reusable water barriers - Safety equipment (PPE, signage, etc.)	Flooding / preventative work	Woughton Community Council	Caretaker + WCC 07519 119452 OR Council Manager 07966 416027	Stored within the 'depot' – accessible via the 'flood' container (key in office)
Tools and equipment - Dehumidifiers - Wet / dry vacuums - Battery operated hand tools (NB – some to be used by authorised personnel only)	Post emergency recovery, plus emergency use when appropriate	Woughton Community Council	Caretaker + WCC 07519 119452	Stored within the depot – some accessible via flood container, others only when authorised and suitably qualified.

APPENDIX C - RESOURCES - SKILLS

Name	Experience/Qualification	Full Address	Tel Numbers

APPENDIX D - REST CENTRES IN WOUGHTON PARISH

Building	Address	Telephone	Key holder
Coffee Hall Meeting Place	60 Garraways, Coffee Hall. MK6 5EG		Caretaker + WCC 07519 119452
Tinkers Bridge Meeting Place	Marshworth, Tinkers Bridge MK6 3DA		Caretaker + WCC 07519 119452
Eaglestone Activity Centre	5 Harrier Court Eaglestone MK6 5BZ		Caretaker + WCC 07519 119452
Netherfield Meeting Place	Farmborough, Netherfield MK6 4JB		Caretaker + WCC 07519 119452
Youth Service – No 95	95 Jonathans, Coffee Hall, MK6 5DR		Caretaker + WCC 07519 119452
Wellbeing Service – No 99	99 Jonathans, Coffee Hall, MK6 5DR		Caretaker + WCC 07519 119452
The Chambers	The Hub, Local Centre, Coffee Hall, MK6		Caretaker + WCC 07519 119452
Church of Christ the Vine	Jonathans, Coffee Hall		01908 392583
Grand Union Vineyard Church	Broadlands, Netherfield		01908 233725

APPENDIX E – USEFUL CONTACTS

Service	Address / Telephone contact	Website/email
Milton Keynes City Council	(01908) 691691(For office hours contact) Out of hours emergency telephone: 01908 226699 Adult Social Care Out of Hours: 01908 725005 MEARS - 0330 123 2522	www.milton-keynes.gov.uk
MKCC Highways (for flood support)	01908 252570 – Highways Helpdesk – office hours 01908 226699 – out of office hours Duty Officer	
MKCC Emergency Planning Unit	(01908) 252967 or via Community Alarm for Duty Emergency Planning Officer (see below).	www.milton-keynes.gov.uk/emergencyplanning emergencyplanning@milton-keynes.gov.uk
MKC Trading Standards Also Animal Health & Control	(01908) 252504 (01908) 252803 (24 hrs)	http://www.milton-keynes.gov.uk/trading-standards/ e-mail: Consumeradvice@milton-keynes.co.uk Animal Health Welfare Page
MKC Environmental Health	(01908) 252800 (01908) 226699 (for out of hours contact)	http://www.milton-keynes.gov.uk/environmental-health/home.asp
Community Alarm Service (MK Council)	(01908) 311773 (for out of hours contact)	Contact by telephone only.
MKC Homeless Team	(01908) 253481 (for office hours contact) (01908) 692882 (for out of hours contact)	e-mail: homeless.enquiries@milton-keynes.gov.uk
Police	Emergency: 999 All other : 101	http://www.thamesvalley.police.uk
Fire	Emergency: 999 All other: 101	http://www.bucksfire.gov.uk/bucksfire/default.htm
Anglian Water	0845 771881	http://www.anglianwater.co.uk/index.php?sectionid=26

Service	Address/Telephone contact	Website\email
Environment Agency	0800 80 70 60 (incident hotline) – Floodline: 0845 988 1188	www.environment-agency.gov.uk
British Telecom	Community Helpline 0800 622302	http://www2.bt.com/contactus
Doctors Surgeries	Grove Surgery. Netherfield. Ashfield Medical Centre. Beanhill.	01908 295700 01908 678111
Met Office	Tel: 0870 900 0100 or 01392 885680 Fax: 0870 900 5050 or 01392 885681	http://www.metoffice.gov.uk/weather/uk/index.html e-mail: enquiries@metoffice.gov.uk
Midshires Search & Rescue	07393 438999	enquiries@midshires.org.uk
NHS Direct	Telephone: 111	http://www.nhsdirect.nhs.uk/
Milton Keynes Hospital NHS Foundation Trust	Telephone: 01908 660033	http://www.mkgeneral.nhs.uk/
Radio	BBC 3 Counties (01908) 235383 or (01582) 637400 Heart 103.3 BBC Radio Northampton FM 104.2, 103.6 Tel: (01604) 239100 MKFM, etc.	http://www.bbc.co.uk/threecounties/local_radio/Heart MK 103.3 www.bbc.co.uk/northamptonshire
Schools	Langland Community School 01908 670712 Milton Keynes Academy 01908 341700 The Redway School 01908 200000 Moorland Infant School 01908 678888 New Chapter School 01908 679809 Falconhurst School 01908 679534 St Paul's Catholic School 01908 669735 Milton Keynes College 01908 684444	office@langlandschool.org.uk info@miltonkeynesacademy.co.uk info@theredway.net moorlandprimary@milton-keynes.co.uk ncoffice@mknet.org.uk office@falconhurstschool.co.uk enquiries@stpauls.org.uk info@mkcollege.ac.uk

Nurseries/ Pre-school	Moorlands Centre 01908 679819	
Leisure Centre	Woughton Leisure Centre 01908 660392	
Voluntary Groups	Address / Telephone contact	Website/email
British Red Cross Society	3 Joplin Ct, Crownhill, Milton Keynes MK8 0JP 01908 578327	www.redcross.org.uk/yourarea
Cruse Bereavement Care	Day by Day Helpline 0844 477 9400	www.crusebereavementcare.org.uk/helpline@cruse.org.uk (e-mail)
Child Bereavement Society	To find support in your area call 01494 446648 or search database	www.rd4u.org.uk/ (for young people) www.childbereavement.org.uk/
National Society for the Prevention of Cruelty to Children (NSPCC)	66-70 The High Street, Two Mile Ash Milton Keynes MK8 8HD Telephone: (01908) 562244 ChildLine: 0800 8811	www.nspcc.co.uk , Worried about a child? Call the NSPCC Helpline on 0808 800 5000. ChildLine
Royal National Institute for the Blind (RNIB)	RNIB 105 Judd St. London WC1H 9NE RNIB Helpline (Tel) 08457 669999	helpline@rnib.org.uk (e-mail) London and South East homepage
Mind BLMK Mental Health and Wellbeing	Margaret Powell House, Midsummer Boulevard, Central Milton Keynes, MK9 3BN 01908 257830	www.mind-blmk.org.uk
Voluntary Groups	Address / Telephone contact	Website/email
The Royal National Institute for the Deaf (RNID)	Telephone 0808 808 0123 (Info Line) Text phone 0808 808 9000.	www.rnid.org.uk informationline@rnid.org.uk (e-mail)

Royal Society for the Prevention of Cruelty to Animals (RSPCA)	Advice line:0300 1234 555 Cruelty line: 0300 11234 999	www.rspca.org.uk/
Samaritans	Chris PO Box 9080 Stirling, FK8 2SA 08457 909090	jo@samaritans.org (e-mail)
Social Media groups	<p>FACEBOOK</p> <p>Netherfield Residents Association - https://www.facebook.com/groups/292503027963746/</p> <p>Tinkers Bridge Official Page https://www.facebook.com/groups/TBRA.MK</p> <p>Peartree Bridge Friends and Residents - https://www.facebook.com/groups/139996422349/</p> <p>Peartree Bridge Residents Group - https://www.facebook.com/groups/766325620087077/</p> <p>Leadenhall Residents Association - https://www.facebook.com/groups/273527109746722/</p> <p>Coffee Hall Residents Association - https://www.facebook.com/coffeehall.ra.3</p> <p>Beanhill News Page - https://www.facebook.com/groups/346980809022202</p>	

	<p>MK Citizen - https://www.facebook.com/mkcitizen</p> <p>MK Community Hub - https://www.facebook.com/MKCommunityHub</p>	
<p>Community Action - Milton Keynes</p> <p>NOTE: USE FOR RECOVERY - NOT RESPONSE SUPPORT</p>	<p>Community Action Milton Keynes (CA/MK) Old Bath House 205 Stratford Road Wolverton Milton Keynes MK12 5RL</p> <p>Wolverton & Greenleys Town Hall Creed Street Wolverton Milton Keynes MK12 5LY</p> <p>Telephone (019008) 661623</p>	<p>Website: https://communityactionmk.org/ e-mail: info@communityactionmk.org</p>

APPENDIX F – PLAN UPDATE AIDE MEMOIRE

The following lists suggest possible areas of equipment and skills that Parish Councillors should constantly be looking for inclusion within this plan to strengthen the community response capability. Some of these resources could be made available from neighbouring businesses in Bleak Hall.

There will be a resources list that is regularly updated that will be kept within the 'grab bags' and WCC Response Box. This will include the most up-to-date information with regard to the elements below.

Resources

Portable Generators	Water Pumps	Lighting
Sandbags and sand	Food	Drinking water
Medical supplies (First Aid kits)	Two-way radio	Heating & fuel stocks
Chain saws	4x4 vehicles	Tractors
Trailers	Ropes	Boats
Mechanical diggers	Clothing	Blankets/bedding
Ladders	Building supplies	Power tools
Accommodation	Portable heaters	Spare blankets
Portable cooking facilities	Camping equipment	
Loud Hailer / portable speaker		

*those in red above are owned by WCC and accessible as part of this plan update (Jan 2026)

Community Skills

Doctors	Nurses	Radio users/owners
Vets	RAYNET radio operators	Fire Fighters
Police officers	Gas/Electricity Board staff	Plumbers
Electricians	Mechanics	Farmers
Language translators	Faith representatives	Ex - service personnel
4x4 vehicle skilled drivers	Labourers	Chemists
Pharmacists	Teachers	Counsellors
Social Worker	Drone operator	

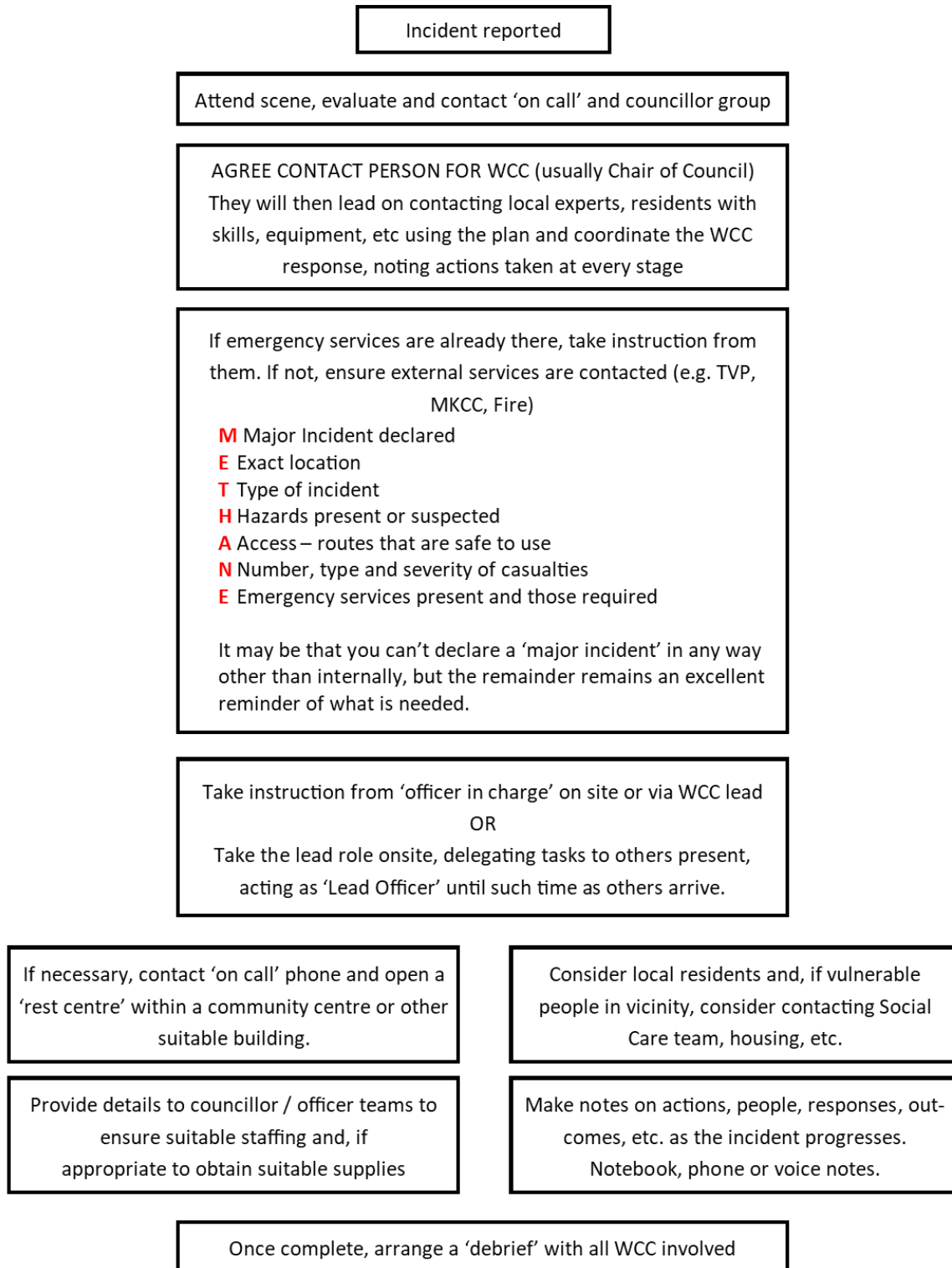
Any retired people with the above skills
First Aiders (e.g. St John Ambulance, British Red Cross)
Volunteers (e.g. WRVS, Women's Institute, Scouts etc)

Training needs will be evaluated regularly, with necessary training provided to WCC officers, councillors and wider community members. This will be included as part of the engagement element – providing volunteers with a structured, supportive approach that helps build new skills, alongside utilising existing. This may include elements such as 'estate champions' to lead efforts within the seven residential estates of the parish.

Emergency Incident Plan – Flow

Woughton Community Council Emergency / Incident Plan

This flowchart provides a 'map' to follow in the event of an incident, detailing the actions to be taken in an urgent situation which needs involvement from councillors, officers or others involved in the response group.



Community Councillors

The following Councillors have agreed to be involved in operating this plan, to differing levels (please check with individuals in the event of an incident to see what is / isn't possible – this may be managed via the Single Point of Contact (usually Chair of Council)):

Name of Councillor	Ward	Telephone Number(s)
Cllr Eamon Bobey	Netherfield	07354 817597
Cllr Tony Coughlan	Eaglestone	07720 572499
Cllr Margaret Ferguson	Netherfield	07703 619574
Cllr Michael Ferguson	Netherfield	
Cllr Donna Fuller	Coffee Hall	07925 237282
Cllr Penny Glasgow	Leadenhall	07922 507442
Cllr Michael Holland	Eaglestone	07719309233
Cllr Luke Louis	Eaglestone	07434658225
Cllr Charlie Marsh	Beanhill	07460 930078
Cllr Ruth McMillan	Peartree Bridge	07999 661632
Cllr D'Anne Mordecai	Coffee Hall	07743566709
Cllr Stacey Munkley	Netherfield	07359748892
Cllr Deanna Norris	Coffee Hall	07443988627
Cllr April Rennie	Tinkers Bridge	07506776232
Cllr Nick Scott	Coffee Hall	07956 253328
Cllr Sue Smith (Chair)	Peartree Bridge	07526 317057
Cllr Lorna Webb	Beanhill	07920 026414
Cllr Alan Williamson	Beanhill	07963 888837

Any member of the Council may find it necessary to lead and co-ordinate the community's response to an emergency incident, or to act as a link between the emergency services and the community. Contact details of these Councillors have been included in the above table to enable assistance to be summoned in order to increase the effectiveness of the community response to the emergency.

It is also noted that there may be times where an officer of the council is needed to enable access, additional support or for the knowledge, skills or experience that would benefit the response. To support this, WCC provides an 'on call' system, whereby a member of staff is accessible 24 hours a day, seven days a week. To access this support, phone **07519 119452**. This will connect you to the Council Manager, Operations Manager, Youth and Community Manager, Estates Manager or Caretaker Manager.



Woughton Community Council

Employers' Discretions Policy

Introduction

This document outlines Woughton Community Council's (WCC) policy on the application of mandatory discretions which we have the power to exercise in relation to members of the Local Government Pension Scheme (LGPS)

Discretions are powers that enable employers to choose how to apply the rules of the Scheme in respect of certain provisions. They fall into two categories:

1. Those which must be formulated and published (mandatory discretions).
2. Those which don't need to be formulated and published (non-mandatory discretions)

This policy only outlines the mandatory discretions.

Policy

Discretion	Policy Decision
Whether, at full cost to the Scheme employer, to grant extra annual pension of up to £8,903 (figure at 1 April 2025) to an active member or within 6 months of leaving to a member whose employment was terminated on the grounds of redundancy or business efficiency [regulation 31 of the LGPS Regulations 2013].	WCC will only exercise this discretion in exceptional circumstances. Decisions will be made on the merit of each case with particular regard to <ul style="list-style-type: none"> • A member's personal circumstances. • The economic interests of the Council • The ability of the Council to meet the cost of awarding the discretion.
Whether, where an active member wishes to purchase extra annual pension by making additional pension contributions (APCs), to voluntarily contribute towards the cost of purchasing that extra pension via a shared cost additional pension contribution (SCAPC) [regulations 16(2)(e) and 16(4)(d) of the LGPS Regulations 2013].	WCC will not contribute to a shared cost additional contribution scheme (SCAPC)
Whether to permit flexible retirement for staff aged 55 or over who, with the agreement of the Scheme employer, reduce their working hours or grade [regulation 30(6) of the LGPS	WCC will permit flexible retirement for staff members aged 55 or over but will only waive the actuarial reduction on flexible retirement in exceptional circumstances

Regulations 2013] and, if so, as part of the agreement to permit flexible retirement. whether to waive, in whole or in part, any actuarial reduction which would otherwise be applied to the benefits taken on flexible retirement before Normal Pension Age	
Whether to 'switch on' the 85 year rule (always excludes flexible retirement) upon the voluntary early payment of deferred benefits	WCC will consider "switching on" the 85 year rule on a case-by-case basis
Whether to waive upon the voluntary early payment of benefits, any actuarial reduction on compassionate grounds or otherwise (other than on the grounds of flexible retirement)	WCC will only waive the actuarial reduction on voluntary early retirement in exceptional circumstances, on a case-by-case basis

Last review date:	March 2026
Next review date:	March 2028
Lead:	RFO
Overseeing Committee:	Operations
Approved:	
Review cycle:	2 yearly / as needed

WOUGHTON COMMUNITY COUNCIL

Operations Committee – 9th March 2026

Agenda Item OC 78/25

PURPOSE OF REPORT: Buildings Update 2025/26

RECOMMENDATION:

1. That the committee notes the report

MAIN ISSUES AND CONSIDERATIONS:

This paper provides an update on the works undertaken to improve the building managed or owned by Woughton Community Council, alongside proposals for further works over the coming months / 2026/7 council year. The works undertaken have taken considerable steps towards having updated and upgrade buildings across the WCC estate, providing more welcoming, efficient and usable spaces. These works have been done in line with the agreed budgets and, where necessary, with the appropriate procurement processes followed.

Coffee Hall Community Centre

This has had a completely new metal grid and tiles installed. New Tricolor LED lighting, with a kinetic switch installed at reception door. Decorating is due to be done from late March to early April. The Air-Con has been serviced but unfortunately one unit on the roof is beyond economical repair.

These works mean that the building has been almost completely refurbished over the past few years, having had the toilets refitted via a grant. With the former 'wellbeing room' now also available, this provides new opportunities for use as a small meeting room, community space or multi use room.

Netherfield Meeting Place

This has also had a new ceiling installed in the main hall replacing the broken vaulted one. New Tricolor LED lighting installed with three access panels for services in ceiling.

Hallway and both male and female toilets have new ceilings, internal fixings and have been decorated. Also, Tricolor LED lighting in these areas as well.

New worktop, Vinyl floor and doormat installed in kitchen. Kitchen is due to be re-decorated in March.

This work means that internally, the building has been significantly improved, with works across the piece. The space is far better now and, with some more major works needed to the external building, if suitable approaches can be found to manage this work, the previously shabby space is now warm, welcoming and fresh.

Tinkers Bridge Meeting Place

This has been redecorated in the main hall and corridor by one of the residents.

Kitchen refurbishment is booked for the 13th of April 2026, this will include new cabinets, worktops and extractor fan. We have installed a new bug zapper in the kitchen. I envisage this will take a week to complete. Once done the kitchen will be re-decorated. A quote has been acquired to get the hall and corridor re-vinyled.

This building remains okay, but the kitchen refurbishment is overdue. This work, in conjunction with the regular users of the space, should provide a more usable space, ensuring that it is compliant with H+S / food safety rules.

Eaglestone Activity Centre

Eaglestone has been decorated downstairs in the changing rooms in conjunction with the new Ju-Jitsu club, Mears and Kevin Vickers our Community Engagement Officer. The showers have been re-instated*. There has been new LED lighting installed downstairs on the stairwell, corridors and changing rooms.

Kitchen has been fully refurbished throughout including cabinets, worktops, flooring, splash backs and new radiator. The Abba Father group has vacated the office - this will be re-decorated.

The previous works undertaken by MKCC in the hallway / toilets, combined with the new kitchen and the improvements to the 'back end' mean that internally, EAC is pretty good. Further works are likely with the roof (liaison with MKCC on this continues) and lighting in the main hall is also going to be needed, due to changes with the lighting regulations.

**It should be noted that the showers, whilst usable, remain in need of work to provide suitable space. This may include the installation of cubicles, alongside considered policy and procedure in terms of cleaning and regular maintenance.*

The Hub Office

The office is due for a freshen up, this has begun by having all the carpets industrially cleaned. Vinyl flooring has been installed in the Chambers and the fridge area where previously there were carpet tiles. Re-decoration is scheduled for this year in all areas without too much disruption to services.

There has been a significant improvement as a result of the carpet cleaning, both in terms of visuals but also as a nudge to dispose of unneeded equipment and clutter. It is now a nicer environment in which to work.

Along with the day-to-day repairs, other major works to be considered are UPVC double glazing in No95 Jonathans and a new alarm system dependent on lease. *The lease is due to expire on Nos 95 and 99 at the end of March and, despite numerous reminders, MKCC have not provided any updates. There is a similar concern regarding the Hub offices, where the lease expires later this year. The Council Manager will continue to push for updates.*

All MKCC Statutory/regulatory requirements including electrical fixed installation, legionnaires disease testing, asbestos management and Air-Con is up to date. PAT testing and fire extinguishers (May), boiler servicing in all buildings (April), fire detection systems (March).

It is recommended that where possible, councillors provide their electronics that are owned by WCC (tablets) for PAT testing – the Estates Manager will provide dates for this when arranged.

FINANCIAL IMPLICATIONS:

As noted above, the repairs and improvements have been in line with the proposed budgets and have made significant differences to the buildings. Ongoing planned maintenance will be in line with the agreed paper that will come to this committee later this year, with a suitable level of reserve maintained for the unexpected repairs that occur.

SUGGESTED PROPOSAL:

For information only.

AUTHOR

Ian Tegerdine – Estates Manager
Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 9th March 2026

Agenda Item OC 79/25

PURPOSE OF REPORT:

To provide an estimate of the financial year-end position and identify emerging financial pressures requiring attention in the coming year

RECOMMENDATION:

That council notes this report.

MAIN ISSUES AND CONSIDERATIONS:

The RFO has carried out a forecasting exercise to estimate the Council's likely financial position at the end of the 2025–2026 financial year.

This review looks at income and expenditure to date, known commitments, expected costs, and anticipated income up to 31 March 2026.

As at the end of February, the Council has received income totalling **£1,329,310.60**, representing **101% of the annual budget**, and has incurred expenditure of **£1,164,006.15**, equating to **85% of the approved budget**.

The year-end forecast projects total receipts of **£1,355,775.23** (£42,056 above budget) and total payments of **£1,298,339.20** (£61,378.72 below budget), resulting in an anticipated **net surplus of £103,435.07**.

This places the Council in a strong financial position going into the new financial year. It provides capacity to manage upcoming challenges, including continued investment in meeting places — where significant repairs are likely — and the expected loss of LCTRS funding.

AUTHOR

Marta Sobis - RFO

Woughton Community Council

03 March 2026 (2025-2026)

Receipts and Payments Forecast

All Cost Centres and Codes (Between 03/03/2026 and 31/03/2026)

Coffee Hall MP

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
3	Hire of Meeting place	15,000.00	12,080.69	900.00	12,980.69	-2,019.31						
33	Electricity		151.18		151.18	151.18	4,000.00	4,124.74		4,124.74	-124.74	26.44
34	Gas						1,500.00	1,318.46	119.86	1,438.32	61.68	61.68
35	Water						1,000.00	607.48	55.23	662.71	337.29	337.29
36	Business Rates						1,800.00	1,957.05		1,957.05	-157.05	-157.05
37	Repairs & Equipment						8,000.00	785.75	7,500.00	8,285.75	-285.75	-285.75
38	Cleaning Supplies						700.00	548.33	100.00	648.33	51.67	51.67
40	Service charges						4,250.00	1,311.60		1,311.60	2,938.40	2,938.40
152	Building Insurance						1,600.00	602.80		602.80	997.20	997.20
SUB TOTAL		15,000.00	12,231.87		13,131.87	-1,868.13	22,850.00	11,395.45		19,031.30	3,818.70	3,818.70

Democracy and Govern

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
18	Cllr Ward fund		250.00		250.00	250.00	3,800.00	1,459.33		1,459.33	2,340.67	2,590.67
21	Community & Environment fund						8,000.00	3,726.00		3,726.00	4,274.00	4,274.00
22	Grant Aid (Res Associations)						2,500.00	1,000.00		1,000.00	1,500.00	1,500.00
57	Member Allowances & Expenses						27,379.00	16,428.20		16,428.20	10,950.80	10,950.80
SUB TOTAL			250.00		250.00	250.00	41,679.00	22,613.53		22,613.53	19,065.47	19,315.47

Eaglestone MP

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
5	Hire of Meeting place	20,000.00	18,557.57	1,687.05	20,244.62	244.62						
25	Electricity						4,500.00	3,885.04	353.19	4,238.23	261.77	261.77
26	Gas						6,000.00	5,173.59	470.33	5,643.92	826.41	826.41
27	Water						900.00	532.97	48.45	581.42	318.58	318.58
28	Business Rates						5,500.00	4,603.75	418.52	5,022.27	477.73	477.73
29	Repairs & Equipment						8,000.00	8,422.71	2,000.00	10,422.71	-2,422.71	-2,422.71
30	Cleaning Supplies						700.00	525.99	100.00	625.99	74.01	74.01
31	Waste disposal						1,200.00	765.05		765.05	434.95	434.95
SUB TOTAL		20,000.00	18,557.57		18,557.57	-1,442.43	26,800.00	23,909.10		27,299.59	-499.59	-499.59

Environment

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
19	Dog bins		143.00		143.00	143.00	8,000.00	7,395.51	672.32	8,067.83	-67.83	-67.83
72	Vehicles						500.00	1,445.15		1,445.15	-945.15	-945.15
88	Service budget		145.53		145.53	145.53	500.00	1,390.79		1,390.79	-890.79	-745.26
100	Tool Library		22.25		22.25	22.25	500.00	248.33		248.33	251.67	273.92
130	The National Lottery Community Fund- Capital								1,200.00	1,200.00		
146	The National Lottery	18,333.00	18,333.00		18,333.00							

174	MK Community Foundation Grant						259.75		259.75	-259.75	-259.75
SUB TOTAL		18,333.00	18,643.78	18,643.78	310.78	9,500.00	10,739.53	12,611.85	-3,111.85	-3,111.85	

HQ

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
1	Bank and Investment	15,000.00	15,630.83	5,500.00	21,130.83	6,130.83						
2	LCTRS Grant	107,000.00	105,353.45		105,353.45	-1,646.55						-1,646.55
8	Precept	888,385.88	888,385.38		888,385.38	-0.50						-0.50
9	Additional Income	30,000.00	10,857.69		10,857.69	-19,142.31		208.50		208.50	-208.50	-19,350.81
13	Affiliations & Subscriptions						4,000.00	4,106.13	300.00	4,406.13	-406.13	-406.13
14	Professional services						8,500.00	5,700.70		5,700.70	2,799.30	2,799.30
15	Audit Fees & Accounting support						5,750.00	3,135.00	2,500.00	5,635.00	115.00	115.00
16	Capital Loan Repayment						26,818.00	18,794.15	8,023.85	26,818.00	0.00	0.00
20	Meeting Costs						500.00	434.68		434.68	65.32	65.32
23	Insurance						5,545.00		5,545.00		0.00	0.00
24	Insurance - Vehicles						4,455.00	6,270.80		6,270.80	-1,815.80	-1,815.80
58	Communications						4,900.00	4,367.00		4,367.00	533.00	533.00
59	HQ ORG - Banking fees						1,000.00	450.05		450.05	549.95	549.95
60	HQ ORG - Electricity						6,000.00	5,678.29	516.21	6,194.50	-194.50	-194.50
61	HQ ORG - Cleaning supplies						2,000.00	2,676.01		2,676.01	-676.01	-676.01
62	HQ ORG - Gas						5,000.00	1,757.57	292.93	2,050.50	2,949.50	2,949.50
63	HQ ORG - Repairs & Equipment						10,000.00	9,822.24		9,822.24	177.76	177.76
65	HQ ORG - Business Rates						3,500.00	3,193.60	290.33	3,483.93	16.07	16.07
67	HQ ORG - Waste disposal						3,200.00	2,940.50	267.32	3,207.82	-7.82	-7.82
68	HQ ORG - Water						1,200.00	388.30	64.72	453.02	746.98	746.98
69	HQ ORG - Mobiles						910.00	5,376.07	80.00	5,456.07	-4,466.07	-4,466.07
74	Stationary, Amenities & Services						4,000.00	6,172.02	300.00	6,472.02	-2,472.02	-2,472.02
75	I.T & Telephony						30,000.00	22,942.60		22,942.60	7,057.40	7,057.40
76	ER Pension Contributions						149,155.00	130,083.89	11,825.81	141,909.70	7,245.30	7,245.30
77	PAYE						79,008.00	66,046.55	6,004.23	72,050.78	6,957.22	6,957.22
78	Salaries						140,741.04	108,264.36	9,842.21	118,106.57	22,634.47	22,634.47
89	Emerging priorities						7,000.00				7,000.00	7,000.00
90	Training and Development						6,000.00	5,108.06	200.00	5,308.06	691.94	691.94
97	HQ ORG - Service charges							2,705.84		2,705.84	-2,705.84	-2,705.84
99	Recruitment						500.00	1,288.43		1,288.43	-788.43	-788.43
124	EMR - Memorial		600.00		600.00	600.00		307.45		307.45	-307.45	292.55
125	EMR - Kevin Wilson trust											
133	Flood Protection Equipment						1,000.00				1,000.00	1,000.00
143	Health and Safety							415.98		415.98	-415.98	-415.98
145	CCTV						12,000.00	12,050.00		12,050.00	-50.00	-50.00
148	EMR Neighbourhood Planning Programme						15,000.00	53.90		53.90	14,946.10	14,946.10
150	No 99							105.25		105.25	-105.25	-105.25
156	EMR Property Reserve						15,000.00		15,000.00	15,000.00	0.00	0.00
157	EE Pension Contributions						41,811.00	33,008.52	3,000.77	36,009.29	5,801.71	5,801.71
158	Employee NI Contributions						29,202.00	29,815.20	2,710.47	32,525.67	-3,323.67	-3,323.67
159	Employer NI Contributions						77,315.00	66,246.42	6,022.40	72,268.82	5,046.18	5,046.18
164	EMR Refurbishment of EAC and NFMP						20,000.00	20,000.00		20,000.00		
165	Vehicles							1,877.25		1,877.25	-1,877.25	-1,877.25

171	Branding						1,000.00	976.49		976.49	23.51	23.51
176	Building insurance							1,016.05		1,016.05	-1,016.05	-1,016.05
SUB TOTAL		1,040,385.88	1,020,827.35		1,020,827.35	-19,558.53	722,010.04	583,783.85	72,786.25	656,570.10	65,439.94	65,939.94

Landscape

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
7	Landscape Grant	195,000.00	190,533.87		190,533.87	-4,466.13						-4,466.13
12	Additional Income		288.00		288.00	288.00						288.00
70	Vehicles						3,000.00	3,309.48		3,309.48	-309.48	-309.48
81	Salaries						198,910.80	159,283.99	14,480.36	173,764.35	25,146.45	25,146.45
83	Landscape Running Costs						5,000.00	4,341.17	394.65	4,735.82	264.18	264.18
84	Service budget						38,000.00	52,287.02	500.00	52,787.02	-14,787.02	-14,787.02
172	Machinery Replacement Fund						5,000.00		5,000.00	5,000.00	0.00	0.00
SUB TOTAL		195,000.00	190,821.87		190,821.87	-4,178.13	249,910.80	219,221.66		239,596.67	10,314.13	10,314.13

Meeting places

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
82	Salaries						42,932.04	40,723.45	3,702.13	44,425.58	-1,493.54	-1,493.54
96	Deposit (Hall hire)		2,493.50		2,493.50	2,493.50		200.00		200.00	-200.00	2,293.50
155	Community Centres Investment						25,000.00	8,914.97	15,801.00	24,715.97	284.03	-1,715.97
SUB TOTAL			2,493.50		2,493.50	2,493.50	67,932.04	49,838.42		69,341.55	-1,409.51	-1,409.51

Netherfield MP

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
6	Hire of Meeting place	10,000.00	12,182.02	1,107.46	13,289.48	3,289.48		95.97		95.97	-95.97	2,086.05
49	Electricity						1,800.00	914.36	83.12	997.48	802.52	802.52
50	Gas						1,600.00	862.22	78.38	940.60	659.40	659.40
51	Water						400.00	453.66	41.24	494.90	-94.90	-94.90
52	Business Rates						2,100.00	2,070.85		2,070.85	29.15	29.15
53	Repairs & Equipment						5,000.00	2,736.44	3,000.00	5,736.44	-736.44	-736.44
54	Cleaning Supplies						600.00	460.80	100.00	560.80	39.20	39.20
134	Building Insurance						800.00	932.38		932.38	-132.38	-132.38
SUB TOTAL		10,000.00	12,182.02		13,289.48	3,289.48	12,300.00	8,526.68		11,829.43	470.57	470.57

Tinkers Bridge Meeting

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
4	Hire of Meeting place	15,000.00	8,471.34	770.12	9,241.46	-5,758.54						
41	Electricity						1,400.00	1,106.79	100.62	1,207.41	192.59	192.59
42	Gas						1,800.00	974.82	88.62	1,063.44	736.56	736.56
43	Water						400.00	438.06		438.06	-38.06	-38.06
44	Business Rates						1,400.00	1,497.00		1,497.00	-97.00	-97.00
45	Repairs & Equipment						6,000.00	3,013.87	1,000.00	4,013.87	1,986.13	1,986.13
46	Cleaning Supplies						500.00	874.72		874.72	-374.72	-374.72
48	Service charges							3,183.51		3,183.51	-3,183.51	-3,183.51
SUB TOTAL		15,000.00	8,471.34		9,241.46	-5,758.54	11,500.00	11,138.81		11,138.81	361.19	361.19

Youth and Community

Code Title		Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
10	Additional Income		6,096.11		6,096.11	6,096.11						6,096.11
17	Community Events (NON SP)		1,840.96		1,840.96	1,840.96	10,000.00	10,883.75		10,883.75	-883.75	957.21
71	Vehicles						1,000.00	800.08		800.08	199.92	199.92
79	Salaries		2,223.95		2,223.95	2,223.95	73,408.44	73,505.56		73,505.56	-97.12	2,126.83
80	Community Salaries		800.00		800.00	800.00	68,169.60	69,007.82		69,007.82	-838.22	-38.22
85	Water - No 95						1,000.00	507.84		507.84	492.16	492.16
86	Youth Services budget		312.00		312.00	312.00	10,000.00	4,834.05		4,834.05	5,165.95	5,477.95
87	Service Plan Delivery						10,000.00	27.78		27.78	9,972.22	9,972.22
110	Advice - services budget							14.76		14.76	-14.76	-14.76
136	Community Food		2,481.00		2,481.00	2,481.00	2,000.00	14,847.34		14,847.34	-12,847.34	-10,366.34
137	Electricity - No 95						1,000.00	1,485.26	135.02	1,620.28	-620.28	-620.28
138	Gas - No 95						2,000.00	1,294.35	117.67	1,412.02	587.98	587.98
140	Business Rates - No 95						2,000.00	1,883.28		1,883.28	116.72	116.72
141	Repairs and Maintenance - No 95						3,200.00	3,420.26		3,420.26	-220.26	-220.26
151	Building Insurance							640.32		640.32	-640.32	-640.32
160	Woughton Futures Fund						11,458.00	216.70		216.70	11,241.30	11,241.30
166	HAF Easter 2025		945.88		945.88	945.88		2,471.52		2,471.52	-2,471.52	-1,525.64
167	EMR - Wheelie Big Picnic						1,000.00	1,000.00		1,000.00		
168	EMR - Support for VE 80 celebrations						1,000.00	923.00		923.00	77.00	77.00
169	EMR - Accessibility equipment at No99						1,000.00	255.60		255.60	744.40	744.40
170	Business Rates - No 99						2,000.00	6,487.00		6,487.00	-4,487.00	-4,487.00
173	Repairs and Maintenance - No 99							4,225.80	300.00	4,525.80	-4,525.80	-4,525.80
175	HAF Summer 2025		7,032.74		7,032.74	7,032.74		7,032.74		7,032.74	-7,032.74	
177	Hubbub grant		3,000.00		3,000.00	3,000.00			2,000.00			1,000.00
178	Electricity - No 99							4,449.87		4,449.87	-4,449.87	-4,449.87
179	Household Support Fund		5,100.00		5,100.00	5,100.00		360.65	2,000.00	2,360.65	2,739.35	2,739.35
180	HAF Winter 2025		1,920.00		1,920.00	1,920.00		1,920.00		1,920.00	-1,920.00	
181	Beyond Project		10,078.66	22,000.00	32,078.66	32,078.66		8,862.97		8,862.97	-8,862.97	23,215.69
182	PEP							1,395.38		1,395.38	-1,395.38	-1,395.38
183	EMR - Youth and Community Servic		3,000.00		3,000.00	3,000.00			3,000.00	3,000.00		0.00
SUB TOTAL			44,831.30		66,831.30	66,831.30	200,236.04	222,753.68		228,306.37	-28,070.33	38,760.97
Summary												
NET TOTAL		1,313,718.88	1,329,310.60		1,355,775.23	42,056.35	1,364,717.92	1,164,006.15	5,000.00	1,298,339.20	66,378.72	103,435.07

OC 80/25a

Chat GPT Policy

Introduction

We recognise that the use of artificial intelligence (AI) is on the increase and has been harnessed by some organisations to save time and resources and enhance the user experience. Artificial intelligence refers to computer systems that can think or act in a more human way, taking information from their surroundings to perform tasks that usually require human intelligence.

ChatGPT is an example of an AI chatbot that can provide answers to questions a user asks it. It can create content formatted in accordance with specific instructions. Although there are multiple benefits to using ChatGPT, it can be problematic when used in the workplace. Therefore, we have set out below our rules on the use of ChatGPT, both as part of your role and in your own time, in order to protect the Council's interests.

Risks associated with the use of ChatGPT

By the admission of its own creators (OpenAI), ChatGPT has its limits. For example, it can:

- give an incorrect answer to the question asked;
- give inconsistent answers when asked the same question more than once;
- provide outdated information;
- provide information that is biased or discriminatory;
- create a security or data protection risk when confidential information is inputted.

In addition, it can engineer a false view of someone's capabilities when the information it provides is used inappropriately.

Using ChatGPT

[choose from the following sections]

Because of the examples of risks given above, you must not use ChatGPT to carry out any aspect of your role.

Outside of working hours, you must not input any information into ChatGPT that:

- identifies our organisation either directly or indirectly
- is reasonably considered to be confidential or sensitive information relating to our organisation.

This is because ChatGPT learns from the information that is inputted and can provide information to subsequent users based on the information it receives.

Failure to comply with the above may result in disciplinary action being taken against you.

ChatGPT Policy

[OR]

Because of the examples of risks given above, you must not use ChatGPT to carry out any aspect of your role unless your role is of a kind which may require use of it for research or analysis purposes, or for any other purpose related to work reasonably asked of you by [Manager]. If this is the case, you will be made aware of your permission to use it by [Manager]. You should not assume that your role

requires access and use of ChatGPT. You must act responsibly when given permission to use ChatGPT. This means using it solely for the task instructed.

Whether during your work activity (where use of ChatGPT is allowed in your role) or in your own time, you must not input any information into ChatGPT that:

- identifies the Council either directly or indirectly
- is reasonably considered to be confidential or sensitive information relating to our organisation including any content that you have created as part of your work

This is because ChatGPT learns from the information that is inputted and can provide information to subsequent users based on what it has received.

Failure to comply with the above may result in disciplinary action being taken against you. This includes, in the case where you have been given permission to use ChatGPT for valid purposes on the instruction of [Manager], where we reasonably believe that you have passed off work as your own that has been taken from ChatGPT which is outside of the instructions given to you.

[OR]

You are permitted to use ChatGPT to carry out your tasks. However, you must be aware of the risks as set out above.

You remain entirely responsible for the quality and accuracy of your work.

Failure to maintain the required quality and accuracy of your work may result in the initiation of disciplinary or capability procedures.

Whether during your work activity or in your own time, you must not input any information into ChatGPT that:

- identifies our organisation either directly or indirectly
- is reasonably considered to be confidential or sensitive organisation information including any content that you have created as part of your work.

This is because ChatGPT learns from the information that is inputted and can provide information to subsequent users based on the information it receives.

Confidential or sensitive information

Where referred to above, “confidential or sensitive information relating to our organisation” includes, but is not limited to:

[Note: List contains examples only – amend as appropriate but do not include a substantial list. The more substantial the list, the harder it will be to argue that something not in the list is to be considered as confidential or sensitive]

- Information about employees
- Information about customers/clients/suppliers/service users
- Financial information including commercial interests
- Internal policies and procedures
- Trade secrets
- Software code

AI Powered Wording Services Policy

XXXX Council

COUNCIL LOGO

Adopted:
Revised:
Review: Biannually or as changes are required.

AI POWERED WORDING SERVICES POLICY

Introduction

We recognise that the use of artificial intelligence (AI) is on the increase and has been harnessed by some organisations to save time and resources and enhance the user experience. Artificial intelligence refers to computer systems that can think or act in a more human way, taking information from their surroundings to perform tasks that usually require human intelligence.

The likes of ChatGPT, Microsoft Copilot, Perplexity, etc., are examples of AI chatbots that can provide answers to questions that a user asks it. It can create content formatted in accordance with specific instructions. Although there are multiple benefits to using such services, it can be problematic when used in the workplace. Therefore, we have set out below our rules on the use of these services, both as part of your role and in your own time, in order to protect the Council's interests.

Risks associated with the use of AI Powered Wording Services

By the admission of its own creators (OpenAI), these services have their limits. For example, they can:

- give an incorrect answer to the question asked;
- give inconsistent answers when asked the same question more than once;
- provide outdated information;
- provide information that is biased or discriminatory;
- create a security or data protection risk when confidential information is inputted.

In addition, it can engineer a false view of someone's capabilities when the information it provides is used inappropriately.

Using AI Powered Wording Services

[choose from the following sections]

Because of the examples of risks given above, you must not use AI powered wording services to carry out any aspect of your role.

Outside of working hours, you must not input any information into AI powered wording services that:

- identifies our organisation either directly or indirectly
- is reasonably considered to be confidential or sensitive information relating to our organisation.

This is because such services learn from the information that is inputted and can provide information to subsequent users based on the information it receives.

Failure to comply with the above may result in disciplinary action being taken against you.

AI Powered Wording Services Policy

[OR]

Because of the examples of risks given above, you must not use these Services to carry out any aspect of your role unless your role is of a kind which may require use of it for research or analysis purposes, or for any other purpose related to work reasonably asked of you by [*Manager*]. If this is the case, you will be made aware of your permission to use it by [*Manager*]. You should not assume that

your role requires access and use of these services. You must act responsibly when given permission to use such services. This means using it solely for the task instructed.

Whether during your work activity (where use of AI powered wording services is allowed in your role) or in your own time, you must not input any information into such services that:

- identifies the Council either directly or indirectly
- is reasonably considered to be confidential or sensitive information relating to our organisation including any content that you have created as part of your work

This is because AI powered wording services learn from the information that is inputted and can provide information to subsequent users based on what it has received.

Failure to comply with the above may result in disciplinary action being taken against you. This includes, in the case where you have been given permission to use such services for valid purposes on the instruction of [*Manager*], where we reasonably believe that you have passed off work as your own that has been taken from these services which is outside of the instructions given to you.

[OR]

You are permitted to use these services to carry out your tasks. However, you must be aware of the risks as set out above.

You remain entirely responsible for the quality and accuracy of your work.

Failure to maintain the required quality and accuracy of your work may result in the initiation of disciplinary or capability procedures.

Whether during your work activity or in your own time, you must not input any information into these services that:

- identifies our organisation either directly or indirectly
- is reasonably considered to be confidential or sensitive organisation information including any content that you have created as part of your work.

This is because AI powered wording services learn from the information that is inputted and can provide information to subsequent users based on the information it receives.

Confidential or sensitive information

Where referred to above, “confidential or sensitive information relating to our organisation” includes, but is not limited to:

[Note: List contains examples only – amend as appropriate but do not include a substantial list. The more substantial the list, the harder it will be to argue that something not in the list is to be considered as confidential or sensitive]

- Information about employees
- Information about customers/clients/suppliers/service users
- Financial information including commercial interests
- Internal policies and procedures
- Trade secrets
- Software code

Administration of AI Powered Wording Services Policy

[Insert relevant person or department] is responsible for the administration of this Policy. Should you have any feedback, please contact *[insert contact details]*.