

## OPERATIONS AND RESOURCES COMMITTEE

**Minutes of the meeting held on Monday 12<sup>th</sup> 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 10<sup>th</sup> 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 13<sup>th</sup> February 2026 and will end joint working and informal joint approaches from the 16<sup>th</sup> 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 9<sup>th</sup> 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 \_\_\_\_\_

