



# WOUGHTON COMMUNITY COUNCIL

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

## OPERATIONS AND RESOURCES COMMITTEE

Tuesday 6<sup>th</sup> January 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 12<sup>th</sup> January 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](http://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 58/25 Apologies:**

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

### **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.

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

To receive questions and statements from members of the public.

### **OC 61/25 Chairs announcements:**

To receive announcements from the Chair.

### **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.

**(Attached)**

### **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.

**(To be provided at the meeting)**

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

- a) Health and Safety Policy
- b) Menopause Policy
- c) Incident Plan

**(Policy reviews and overview paper attached)**

### **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 should be reached and a policy decision agreed with regard to some key points. This item looks to get an idea of the committee's view on this, prior to formal agreement.

**(Paper attached)**

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

To consider the appointment of an IT provider for the coming year (from February 2026), considering the proposals submitted by IT companies.

**(Paper attached)**

### **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.



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

Due to the nature of this item, papers will be provided at the meeting only.

**OC 69/25 To consider issues relating to HR.**

Due to the nature of this item, papers will be provided at the meeting only.

**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.**



## OPERATIONS AND RESOURCES COMMITTEE

**Minutes of the meeting held on Monday 8<sup>th</sup> December 2025, 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), Donna Fuller, Charlie Marsh, D'Anne Mordecai, April Rennie, Alan Williamson.**

**Also present:**

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

**OC 48/25 Apologies:**

There were apologies received from Cllrs Tony Coughlan and Penny Glasgow

**RESOLVED - noted**

**OC 49/25 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 50/25 Questions from the public (maximum 10 minutes):**

There were no questions received.

**RESOLVED - noted**

**OC 51/25 Chairs announcements:**

The Chair shared details of the upcoming Santa Sleigh tours.

**RESOLVED - noted**

**OC 52/25 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> November 2025.

**Proposed by: Cllr Norris. Seconded by: Cllr Smith.**

**RESOLVED by way of unanimous vote**

**OC 53/25 To review and approve the following policies:**

- Whistleblowing Policy
- Staff Handbook

The committee discussed the policies, with the Council Manager explaining the changes proposed. These included in the whistleblowing policy some adjustments around detailing what might lead to whistleblowing, external disclosures and a more comprehensive policy.

With regard to the Staff Handbook, mainly changes to language, with an aim to making the document more accessible and inclusive, alongside updating some information and minor changes to some aspects (e.g. inclusion of vapes within the smoking policy).



## Proposal

*That the committee agrees to ratify the changes proposed within the documents provided and with the review dates noted. The committee also agrees to the Staff Handbook being further reviewed during 2026 to ensure all policies and procedures are consistent across the council.*

**Proposed by: Cllr Norris. Seconded by: Cllr Marsh**

**RESOLVED by way of unanimous vote.**

## OC 54/25 To consider an initial draft of a councillor safety policy

Following concerns raised at a recent training session, an initial draft of a councillor safety policy was provided to be considered by the committee. There was a positive discussion that explored issues around safety and potential options for ways to ensure all working with the council could be kept safe. The Council Manager explained the purpose and reasoning behind the approach.

Linked to the Lone Working policy. Ideas included:

- Using shared diaries.
- Personal alarms (either linked to call centres or otherwise)

Issues were noted around the fact that risk can be managed to some extent, but issues remain (e.g. traveling between appointments, issues in the street, etc.).

It was agreed that the Council Manager would look at training as part of this approach (e.g. use of shared calendars, etc.) and return to the committee with an updated version.

**RESOLVED – noted.**

## OC 55/25 To agree a budget proposal for the 2026/2027 council year.

The RFO reviewed the up-to-date budget proposals, which included a variety of scenarios as requested previously by the committee. The RFO explained that the scenarios included the options around both inflation and any precept increase, with 3% the default inflation rate (despite it being slightly higher, currently). The RFO also explained the impact of LCTRS ending. The Council Manager also provided updates on financial impacts (based on banded tax rates) and feedback from the annual survey.

Having spoken through the various proposals, the committee discussed options and linked this to the precept discussion (see below).

## OC 56/25 To agree a precept recommendation for the 2026/2027 council year

Following the budget discussions, the committee also provided a recommendation for the Full Council meeting, regarding the precept level suggested.

### Proposal:

*That the committee recommends a 7% increase each year for the next three years to be take to the Full Council meeting for formal ratification.*

**Proposed by: Cllr Williamson. Seconded by: Cllr Marsh**

**RESOLVED by way of unanimous vote.**

## OC 57/25 To update the committee on the recruitment process for the Operations Manager / Deputy Clerk position

The Council Manager updated the committee on the recruitment process, explaining that Mable Kong Rawlinson has been appointed to the position, coming with an impressive CV and impressing the interview panel. They are enthusiastic about starting and eager to get all the necessary information so that she is as well informed as possible.

It was suggested that the council could invite them to attend some activities in advance, so that they can get to meet people in advance.

Mable is due to start at the beginning of March, as has a three month notice period to work.

**RESOLVED – noted.**



**Date of next meeting:**

**Monday 17<sup>th</sup> January 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 6.42PM**

Chair \_\_\_\_\_ Date \_\_\_\_\_



# WOUGHTON COMMUNITY COUNCIL

*Operations and Resources Committee – 12<sup>th</sup> January 2026*

*Agenda Item OC 64/25*

**PURPOSE OF REPORT: To update and ratify policies, in line with review guidelines.**

**RECOMMENDATION:**

1. That the committee notes the report and the proposal noted below

**MAIN ISSUES AND CONSIDERATIONS:**

In line with the review calendar, the following policies are suggested for review, with the details changes noted.

It should be noted that these reviews are based on the existing review calendar, which will itself, be reviewed once the new Operations Manager is in post. This may mean that review cycles change.

It should also be noted that there are two (2) further policies that were due to be reviewed this month (based on the calendar) – the Safeguarding policy and Internal Audit Terms of Reference. The Safeguarding Policy will be reviewed in February (as there are some changes that are expected over the next month) and the Internal Audit ToR should be reviewed as part of the annual meeting and so will be pushed back to form part of a suite of financial policies that are reviewed as part of this process.

The three reviews that have been undertake are:

1. Health and Safety etc policy. No major changes, but updated venues (to include No 99, depot, etc.) and assembly points. This policy will be fully overhauled over the coming year, to include the inclusion of associated policies (e.g. lone working, driving at work, etc.) as part of a wider piece of work around reducing the number of policies.
2. Menopause policy. No changes suggested. This policy went through a robust process of creation and implementation, and no further updates are felt necessary at this point.
3. Incident Plan Review. Updated information:
  - a. some new elements in terms of training and development (following previous feedback),
  - b. updated information regarding partners and local organisations,
  - c. a slightly broader range of potential emergencies (e.g. not just influenza as a pandemic option),
  - d. changes to layout, placing contact details within an appendix, rather than the body of the policy (helpful from a GDPR perspective),
  - e. Updated to include No 99 as a potential 'safe space' or rest centre,
  - f. Inclusion of a flowchart, detailing actions to take (following previous request)
  - g. Updated councillors contact list

It should be noted that this plan continues to require additional work in terms of the community engagement elements – detailing the skills within the community, having details of people who would be happy to be included in any actions, etc.

**STAFFING IMPLICATIONS:**

None noted.

**FINANCIAL IMPLICATIONS:**

None noted

**OTHER IMPLICATIONS:**

As mentioned above, this regular policy review will fall within the remit of the Operations Manager (due to start early March) and may include implementation of different policies (e.g. that we embed the policy suite from the HR company, rather than the 'in house' options currently in place).

**BACKGROUND PAPERS:**

- Health and Safety Policy
- Menopause Policy
- Incident Plan

**SUGGESTED PROPOSAL:**

That the committee agrees to the updates suggested and ratifies the attached policies in line with the review periods within.

**AUTHOR**

Steve McNay – Council Manager

## Woughton Community Council

# Health and Safety Policy

## Health and Safety at Work etc Act 1974

Woughton Community Council are committed to provide adequate control of the Health and Safety risk arising from all our work activities. To do this, we will:

- consult with our employees on matters affecting their Health and Safety.
- provide and maintain safe plant and equipment.
- ensure the safe handling and use of substances under current legislation of COSHH.
- provide information, instruction and supervision for employees.
- ensure that all employees are competent to do their tasks and to give adequate training.
- ensure process around prevention of accidents and cases of work-related ill health, and
- maintain safe and healthy work conditions and to revise this policy accordingly at regular intervals.

### Responsibilities

The employer has overall responsibility for Health and Safety. The responsibility for day-to-day tasks can be delegated to someone else e.g. manager or supervisor. The employer needs to be kept informed about Health and Safety matters as the matters concerning Health and Safety are still the overall responsibility of an employer. Specific tasks can be delegated to the individuals in the organisation, by workplace area or by topic. Responsibilities should be clearly set out so that if there are any Health and Safety concerns, they can be reported to the right person.

1. Overall responsibility for Health and Safety is that of the Council Manager, overseen by the Operations and Resources Committee of the Council.
2. Day to day responsibility for ensuring this policy is put into practice lies with the delegated Health and Safety Officer.
3. To ensure Health and Safety standards are maintained/improved, the following people have responsibilities in the following areas;
  - a. Woughton Community Council Offices – Operations Manager
  - b. Meeting Places – Operations Manager
  - c. Landscape Depot – Estates Manager
  - d. No 95 and 99 – Youth and Community Manager
  - e. Community Garden – Estates Manager
  - f. Community Events and Activities – Council Manager
4. The responsibility for day-to-day compliance with policies, assessments and processes lies with all officers and can be delegated appropriately in specific cases.

### All employees must:

- Co-operate with Health and Safety Officer and managers on Health and Safety matters
- Not interfere with anything provided to safeguard their Health and Safety
- Take reasonable care of their own Health and Safety
- Report all Health and Safety concerns to their line manager, Council Manager or Health and Safety Officer

## **Health and Safety Risks Arising from Work Activities**

Risk assessments will be undertaken by relevant officers and overseen by the Health and Safety Officer.

The findings of the risk assessments will be reported to Operations and Resources Committee, where appropriate.

The Health and Safety Officer will check that the implemented actions have removed/reduced the risks

Risk assessments will be reviewed every 12 months or when work activity changes, or following an incident, accident or near miss.

## **Consultation with Employees**

Consultation with the staff will be provided by the Council Manager/Health and Safety Officer

## **Safe Plant and Equipment**

**The following steps will be taken to ensure plant and equipment use is sufficiently managed:**

- Health and Safety Officer and other line managers within their teams will be responsible for identifying all equipment/plant needing maintenance
- Health and Safety Officer and other line managers within their teams will be responsible for ensuring effective maintenance procedures are drawn up
- Health and Safety Officer and other line managers within their teams will be responsible for ensuring that all identified maintenance is implemented
- Any problems found with plant /equipment should be reported to the Council Manager, Health and Safety Officer or Manager responsible for the defective plant/equipment
- Health and Safety Officer and other line managers in conjunction with contractors will check that new plant and equipment meet Health and Safety standards before it is purchased

## **Safe Handling and Use of Substances**

**The rules around handling of substances are covered by the Control of Substances Hazardous to Health (CoSHH) regulations.**

- Health and Safety Officer will be responsible for identifying all substances which need COSHH assessments
- Health and Safety Officer will be responsible for COSHH assessments
- Health and Safety Officer will be responsible for ensuring that all actions identified in the assessments are implemented
- Health and Safety Officer will be responsible for ensuring that all relevant employees are informed about the COSHH assessments
- Health and Safety Officer/Caretaker Manager will check new substances can be used safely before they are purchased
- Assessments will be reviewed every 6 months or when the work activity changes, or following an incident, accident or near miss.

**COSHH** (Control of Substances Hazardous to Health)

All chemicals and cleaning products that are currently in use by Woughton Community Council must have a relevant Technical Data Sheet provided. Any product not having these data sheets cannot be used. These data sheets are kept in the Health and Safety folder located in the Hub Office. These data sheets contain the risk of harm of the product and treatment and control measures required, what PPE requirement that should be in place.

### **Information, Induction and Supervision**

The Health and Safety Law poster is displayed in the Hub, Landscape Depot and Nos 95/ 99

The Health and Safety information is available from:

HSE Infoline 0845 345 055

HSE website [www.hse.gov.uk](http://www.hse.gov.uk)

Health and Safety Officer and line managers within their teams are responsible for ensuring that our employees at locations under our control are given Health and Safety information

**RIDDOR** (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) is the legislation that requires employers, and other people in charge of work premises, to report and keep records of:

- work-related accidents which cause deaths
- work-related accidents which cause certain serious injuries (reportable injuries)
- diagnosed cases of certain industrial diseases; and
- certain 'dangerous occurrences' (incidents with the potential to cause harm)

If any of these accidents or incidents occur these must be reported to the HSE within 15 days of the accident or incident occurring. This would usually be done via the online portal at:

<https://www.hse.gov.uk/riddor/reportable-incidents.htm>

### **Competency for Tasks and Training**

The following steps will be taken by Woughton Community Council to ensure people are sufficiently trained and skilled:

- Induction for all employees by Health and Safety Officer or by line manager
- Job specific training will be identified and commissioned by line managers
- Specific jobs requiring training are recognised within individual teams (e.g. youth, community and landscape teams)
- Training records are kept at Woughton Community Council Offices by Operations Manager
- Training will be identified, arranged, and monitored by Operations Manager, Health and Safety Officer or line managers

### **Accidents, First Aid and Work-Related Ill Health**

Health surveillance is required for employees doing the following jobs

- Cleaning Premises
- Patrolling Estates
- Landscaping

Health surveillance records will be kept at Woughton Community Council Office by line managers or Health and Safety Officer

The first-aid boxes are kept in

- Main Office
- No 95 and No 99
- Vehicles
- Community Garden

- Landscape Depot

The appointed first aiders are detailed on notices within buildings but include most officers.

All accidents and cases of work-related ill health are to be recorded in the accident books provided in the Main Office, Youth building and Landscape depot. Further accident books are available within specific service areas, when services are being delivered (e.g. community centres when youth provision is taking place).

Council Manager/Health and Safety Officer are responsible for reporting accidents, incidents (near misses) diseases and dangerous occurrences to the enforcing authorities (HSE or local authority depending upon work arrangements).

## **Monitoring**

To check our working conditions, and to ensure our safe working practices are being followed we will

- Complete and review our risk assessments every 12 months or following an incident, accident or near miss
- Implement necessary changes to lower the risks
- Implement and update Health and safety Policy according to changes in legislation
- Provide necessary training to all our staff

Council Manager and Health and Safety Officer are responsible for investigating accidents  
 Council Manager and Health and Safety Officer are responsible for investigating work-related causes of sickness absences with support from Operations Manager  
 Council Manager and Health and Safety Officer are responsible for acting on investigation findings to prevent a recurrence

## **Emergency Procedures – Fire and Evacuation**

The Health and Safety Officer are responsible for ensuring the Fire Risk Assessments are undertaken and implemented.

Escape routes are checked every 6 months

Fire Extinguishers are maintained and checked by:

Janus Solutions  
 28 Minton Park  
 Potters Lane  
 Milton Keynes  
 MK11 3HG

Fire Alarm Detection and Emergency Lighting maintained and checked by

Falcon Fire Security  
 Unit 2G  
 Anglo Business Park  
 Lincoln Road  
 High Wycombe  
 Buckinghamshire  
 HP12 3FU

Emergency evacuation will be periodically. Usually these will occur every 6 months, but may be more frequent, depending on need. The fire assembly points will be detailed in each building:

Assembly points are:

- the Hub is situated in front of Christ the Vine Church next to the memorial.
- Nos 95 and 99 is situated in the Barista Park, opposite the buildings
- The Landscape Depot is situated Outside Number 44 Rochfords
- The Community Garden is situated in Two Halls Park

The nominated fire warden(s) will ascertain that all staff have evacuated the building, if not this will be reported to the lead Fire officer when they arrive.

### **Linked policies (i.e. to be read in conjunction with).**

- Lone Working Policy
- Staff Handbook
- Driving at Work Policy

<b>Last review date:</b>	<b>January 2026</b>
<b>Next review date:</b>	<b>January 2027</b>
<b>Lead:</b>	<b>Health and Safety Manager</b>
<b>Overseeing Committee:</b>	<b>Operations and Resources</b>
<b>Approved:</b>	
<b>Review cycle:</b>	<b>Annually and/or as per legislation</b>



## **Woughton Community Council**

# **Menopause Policy**

## **Introduction / Overarching aims**

WCC is committed to providing an inclusive and supportive working environment for everyone who works here.

Menopause is a natural part of life, and it isn't always an easy transition. With the right support, it can be much better. Whilst every person does not suffer with symptoms, supporting those who do will improve their experience at work.

Menopause should not be taboo or 'hidden'. We want everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. This is an issue for everyone to be aware of.

The changing age of the UK's workforce means that between 75% and 80% of menopausal people are in work. Research shows that the majority of people are unwilling to discuss menopause-related health problems with their line manager, nor ask for the support or adjustments that they may need.

This policy sets out the guidelines for members of staff and managers on providing the right support to manage menopausal symptoms at work. It is not contractual and does not form part of the terms and conditions of employment – however, if the Council wishes to amend the Menopause Policy, staff will be consulted on proposed changes.

### **Aims**

The aims of this policy are to:

- Foster an environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about menopause.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council's policy and practices, supported by Human Resources and Occupational Health, where appropriate.
- Educate and inform managers about the potential symptoms of menopause, and how they can support people at work.
- Ensure that people suffering with menopause symptoms feel confident to discuss it and ask for support and any reasonable adjustments so they can continue to be successful in their roles or studies.
- Reduce absenteeism due to menopausal symptoms.
- Assure people that we are a responsible employer, committed to supporting their needs during menopause.
- Provide information and support to those working and living with people experiencing the menopause.

# Policy

## Scope

This policy applies to all Council staff and will also impact on volunteers and councillors.

## Definitions

Menopause is defined as a biological stage in a person's life that occurs when they stop menstruating and reaches the end of their natural reproductive life. It is a natural biological state – the time when a person's ovaries stop producing hormones and, for menstruating people reach menopause in the most usual way (e.g. not using hormonal contraceptives), menstruation will cease. The average age for a person to reach menopause is 51, however, it can be earlier or later than this due to surgery, illness, or other reasons.

Perimenopause is the time leading up to menopause, often considered a 'transitional stage' when a person may experience changes, such as irregular periods or other menopausal symptoms (such as brain fog, hot flushes, night sweats, anxiety). This can be years before menopause and becomes menopause when a person hasn't menstruated for over 12 months.

Post menopause is the time after menopause has occurred, where symptoms of menopause cease.

It is important to recognise that experiences of menopause vary widely. Menopause can occur naturally but equally may be as a result of surgery (e.g. hysterectomy) or medical treatment (such as chemotherapy). Some people may also experience menopause without menstruation, for example if a hysterectomy has taken place but one or both ovaries remain. Menstruation may stop many years before symptoms are present.

Menopause is an individual experience which is unique to the person experiencing it.

## Symptoms of Menopause (including peri and post menopause)

It is important to note that not every person will notice every symptom, or even need help or support. However, 75% of people do experience some symptoms, and 25% could be classed as severe.

Symptoms can manifest both physically and psychologically including, but not exclusively, hot flushes, poor concentration, headaches, panic attacks, heavy/light periods, anxiety, and loss of confidence. Some people also experience difficulty sleeping.

## Roles and Responsibilities

### *Members of staff:*

All staff are responsible for:

- Taking a personal responsibility to look after their health.
- Being open and honest in conversations with managers/HR and
- Occupational Health.
- If a member of staff is unable to speak to their line manager, or if their line manager is not supporting them, they can speak to the Operations Manager, their union or request details of the external HR or Occupational Health services.
- Contributing to a respectful and productive working environment.
- Being willing to help and support their colleagues.
- Understanding any necessary adjustments their colleagues are receiving as a result of their menopausal symptoms.

### *Line Managers (see Appendix 1 for Managers' Guidance)*

All line managers should:

- Familiarise themselves with the Menopause Policy and Guidance.
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally.
- Use the guidance in Appendices 1 and 2, signposting and reviewing together, before agreeing with the individual how best they can be supported, and any adjustments required.
- Record adjustments agreed, and actions to be implemented.
- Ensure ongoing dialogue and review dates.
- Ensure that all agreed adjustments are adhered to.

Where adjustments are unsuccessful, or if symptoms are proving more problematic, the Line Manager may:

- Discuss a referral to Occupational Health for further advice.
- Refer the employee to Occupational Health.
- Review Occupational Health advice, and implement any recommendations, where reasonably practical.
- Update the action plan and continue to review.

### *Occupational Health*

The role of our external Occupational Health provider is, where appropriate, to:

- Carry out a holistic assessment of individuals as to whether or not menopause may be contributing to symptoms / wellbeing, providing advice and guidance in line with up-to-date research.
- Signpost to appropriate sources of help and advice (refer to Appendix 2 for more information).
- Provide support and advice to HR and Line Managers in determining and agreeing reasonable adjustments, if required.
- Monitor referrals due to menopause symptoms, and provide additional signposting, where required.

### Human Resources (HR)

HR will:

- Offer guidance to managers on the interpretation of this Policy and Guidance.
- Attend training sessions, and develop briefing sessions, for staff.
- Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance.
- Review the Menopause Advice Sheet (see Appendix 2) and keep this up to date.

### **Linked policies (i.e. to be read in conjunction with).**

- Equal Opportunities and Diversity
- Anti Bullying and Harassment Policy
- Officer Code of Conduct
- Capability and Sickness Management

## Appendices

Appendix 1 – Managers' Guidance for Colleague Discussions.

Appendix 1a – Confidential Colleague Discussion Template.

Appendix 2 – Menopause Advice Sheet.

### External links

National Institute for Health and Care Excellence (NICE) guidelines. These explain how your GP will determine what types of treatments and interventions they can offer you. You can find out more information by using the following link

<https://www.nice.org.uk/guidance/ng23/ifp/chapter/About-this-information>.

The National Health Service provides an overview of menopause. You can find more at

<http://www.nhs.uk/Conditions/Menopause/Pages/Introduction.aspx>.

Menopause information. The Royal College of Obstetricians and Gynaecologists offer further information in a dedicated area of their website at:

<https://www.rcog.org.uk/en/patients/menopause/>.

Information on hysterectomy. This provides an insight into surgically induced menopause as a result of having a hysterectomy. Further details can be found at

at <https://www.hysterectomy-association.org.uk>.

Henpicked. This site provides information on managing menopause, and an insight into people's stories (see <https://henpicked.net/menopause/>).

<b>Last review date:</b>	<b>January 2025</b>
<b>Next review date:</b>	<b>January 2027</b>
<b>Lead:</b>	<b>Operations Manager</b>
<b>Overseeing Committee:</b>	<b>Operations</b>
<b>Approved:</b>	
<b>Review cycle:</b>	<b>2 yearly / as needed</b>

## Appendix 1 - Managers' Guidance for colleague discussions

We recognise that every person is different, and it is, therefore, not feasible to set out a structured set of specific guidelines.

If an employee wishes to speak about their symptoms, or just to talk about how they are feeling (they may not recognise themselves that they are symptomatic), or if an employee wishes to speak about a family member, please ensure that you:

- Allow adequate time to have the conversation.
- Find an appropriate room to preserve confidentiality.
- Encourage them to speak openly and honestly.
- Suggest ways in which they can be supported (see symptoms below) – hand out the Menopause Advice Sheet (Appendix 2).
- Agree actions, and how to implement them (you should use the template at Appendix 1a to record the meeting, so that all parties agree what has been discussed, and the next steps, before the meeting ends). Ensure that this record is treated as confidential and is stored securely.
- Agree if other members of the team should be informed, and by whom.
- Ensure that designated time is allowed for a follow up meeting. Do not rely on quick queries during chance encounters in the corridor or break room.

### *Symptoms Support*

Symptoms can manifest both physically and psychologically, including, but not exhaustively or exclusively; support for people should be considered as detailed below:

#### Hot Flushes

- Request temperature control for their work area, such as a fan on their desk (where possible a USB connected desk fan to ensure environmentally friendly) or moving near a window, or away from a heat source.
- Easy access to drinking water.
- Be allowed to adapt prescribed uniform, such as by removing a jacket.
- Have access to a rest room for breaks if their work involves long periods of standing or sitting, or a quiet area if they need to manage a severe hot flush.

#### Heavy/light Periods

- Have permanent access to washroom facilities.
- Request an extra uniform.
- Ensure sanitary products are available in washrooms, in order to obtain personal protection.
- Ensure storage space is available for a change of clothing.

#### Headaches

- Have ease of access to fresh drinking water.
- Offer a quiet space to work.
- Offer noise-reducing headphones to wear in open offices.
- Have time out to take medication if needed.

#### Difficulty Sleeping

Ask to be considered for [flexible working, particularly suffering from a lack of sleep.](#)

### Low Mood

Agree time out from others, when required, without needing to ask for permission.  
Identify a 'buddy' for the colleague to talk to – outside of the work area.  
Identify a 'time out space' to be able to go to 'clear their head'.

### Loss of Confidence

Ensure there are regular 121's and any relevant Personal Development Discussions.  
Have regular protected time with their manager to discuss any issues.  
Have agreed protected time to catch up with work.

### Poor Concentration

- Discuss if there are times of the day when concentration is better or worse and adjust working pattern/practice accordingly.
- Review task allocation and workload.
- Provide books for lists, action boards, or other memory-assisting equipment.
- Offer quiet space to work.
- Offer noise-reducing headphones to wear in open offices.
- Reduce interruptions.
- Have agreements in place in an open office that an individual is having 'protected time',  
so that they are not disturbed.
- Have agreed protected time to catch up with work.

### Anxiety

- Identify a 'buddy' for the colleague to talk to – outside of work their area.
- Be able to have time away from their work to undertake relaxation techniques.
- Undertake mindfulness activities such as breathing exercises or going for a walk.

### Panic Attacks

- Agree time out from others, when required, without needing to ask for permission.
- Identify a 'buddy' outside of work area.
- Be able to have time away from their work to undertake relaxation techniques.
- Undertake mindfulness activities such as breathing exercises or going for a walk.

There may also be times where reducing screen time can be useful – this is another adjustment that can, where reasonable, be made. For example, by spreading screen usage throughout a working day or by adjusting the role to use alternative methods.

Discuss whether the member of staff has visited their GP. Depending on the discussion, this may be the next step suggested, particularly if the areas of difficulty are sleeping, panic attacks or anxiety.

If they have visited their GP, and are being supported by them, it may be helpful at this point to make an Occupational Health referral to give specific advice regarding the workplace.

**Appendix 1a**

**Confidential Colleague Discussion – Template**

Member of staff details:

Name	Job Title
Council Department	Main Location

Present at meeting (line manager name and position)  
Date of discussion

Summary of Discussion:

Agreed Actions/Adjustments:

Date of next review meeting

..... Signed (Member of staff)  
..... Signed (Manager)  
.....

## Appendix 2 - Menopause Advice Sheet – How to talk to your GP about menopause.

If you are suffering from menopausal symptoms to the point, they're getting in the way of you enjoying life, it's time to talk to your doctor. But, sometimes, that's easier said than done.

We all know how difficult it can often be just to get an appointment, and then it's often only ten minutes. And talking about symptoms can be hard, let alone if you feel rushed or unprepared. So, what can you do? We've put together some helpful, straightforward tips to help you get the best from your appointment.

Don't wait. It is all too common for people to feel they must simply 'put up' with [menopausal symptoms as a part of life, but if they are affecting you, there are things you can do, and](#) support available. There is no need to wait until symptoms feel unbearable.

Read the NICE guidelines. This stands for National Institute for Health and Care Excellence and these guidelines are what your doctor will use to determine the type of conversations to have with you and treatments to offer. There are [guidelines for patients, which are really](#) useful to read before you see your GP, so you know what to expect.

Prepare for your appointment. It's easier for your doctor to understand what's going on if you provide them with all the information. That may sound obvious, but blood tests to say where you are on the menopause transition aren't always available or accurate – your hormones can fluctuate daily during this time. So, your doctor will be thinking about what to recommend for you, based on your symptoms.

Keep a [list of your symptoms, your menstrual cycle, hot flashes, how you're feeling,](#) and any changes you've noticed. Write them down and take them to your appointment. Your doctor will thank you for it, and it's more likely that together, you'll find the right solution faster. And, if you have any preferences about how you manage your symptoms, tell them that too – for example, if you'd like to try hormone replacement therapy (HRT), or not.

Ask the receptionist which doctor is best to talk to about menopause. They are often the font of all knowledge at a surgery and can help you find the best person to speak to – it might not be your usual GP; it could be someone who has had special training in the subject.

Ask for a longer appointment. If you don't think your standard appointment will be long enough, try to book a double appointment, as some surgeries do offer this. Don't be afraid to ask for a second opinion. If you don't feel you've received the help you need, ask to speak to someone else. Don't be put off, you know how you're feeling, and how it's affecting you.

Ask if there is a menopause clinic in your area. Occasionally, there are regional clinics, specifically devoted to menopause. If there is one in your area, and you think this would be helpful, ask for a referral.

Take your partner or a friend with you. The chances are, you spend your life supporting others and, during menopause, it's [your turn to ask them for support](#). Your partner, or a friend, will know how the symptoms are affecting you. They could support you at the appointment and find out how they can continue supporting you.

What to expect from your doctor

There are certain things a GP should – and should not – do during your appointment.

They should:

- Talk to you about [your lifestyle, and how to manage both your symptoms, and your longer-term health](#).
- Offer advice on [hormone replacement therapy and other non-medical options](#);
- Talk to you about the safety and effectiveness of any treatment.

They should not:

- Tell you that it's just that time of your life. Yes, menopause is a natural stage, but please don't feel that means you should have to put up with every symptom without help.
- Tell you they don't prescribe HRT. It's up to you what you want to try, and for them to say whether it could be right for you, depending on your medical history.
- Impose unnecessary time restrictions, such as they will only prescribe this once, or for a year or two. This is an ongoing conversation, and if your symptoms persist, you will still need help to manage them.

Remember, your GP is there to help and support you, and you should feel comfortable and confident in talking to them about your symptoms, and any help you need. Don't think you have to struggle through menopause when there is help and support available.

# WOUGHTON COMMUNITY COUNCIL

## INCIDENT ACTION PLAN



*Creating Connections, Supporting Communities*  
**Woughton Community Council**

**Adopted by Full Council:**

**Date:**

**Chair's signature:**

**Print name:**

Version: 005

Date: January 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 fourth 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 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	<del>Eaglestone Pre School at Activity Centre – 07936 383978</del>
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 <a href="https://www.woughtoncommunitycouncil.gov.uk/services/community-services/advice-directory/">https://www.woughtoncommunitycouncil.gov.uk/services/community-services/advice-directory/</a>
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 <b>Abba Father (@ EAC) - 07702594974</b>
Resident Associations	Details of the RA’s and email addresses can be found at: <a href="https://www.milton-keynes.gov.uk/housing/tenants-groups-and-residents-associations/residents-associations">https://www.milton-keynes.gov.uk/housing/tenants-groups-and-residents-associations/residents-associations</a>
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 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**

<b>Last review date:</b>	January 2025
<b>Next review date:</b>	January 2026
<b>Lead:</b>	Council Manager / Operations Manager
<b>Overseeing Committee:</b>	Operations Committee
<b>Approved:</b>	
<b>Review cycle:</b>	Annually

### Appendix 1 – Risk Assessments and management

Risk (a)	Possible effects (b)	At risk locations and Vulnerable people (c)	Parish Council Response Actions (d)
<b>Electricity</b> <b>Gas</b> <b>Water failure</b>	Loss of heating, lighting and cooking facilities.	<p style="text-align: center;"><b><u>At-Risk Locations</u></b></p> Some areas may be more susceptible than others.	<p style="text-align: center;"><b><u>Sudden emergency without notice</u></b></p> 1. Evaluate effects -see columns (b) and (c) 2. Report failure to  Electricity - National Grid on 0800 6783 105 or 105 Gas - National Gas Emergency Service 0800 111 999 Anglian Water 0800 771881  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 style="text-align: center;"><b><u>Vulnerable People</u></b></p> People with electric heating and cooking only. Elderly / young at hypothermia risk Dependence e.g. Home dialysis patients. Young Families with young infants	
<b>Flood</b>	Loss of all Utilities	<p style="text-align: center;"><b><u>At-Risk Locations</u></b></p> Some areas may be more susceptible than others.	<p style="text-align: center;"><b><u>Sudden emergency without notice</u></b></p> 1. Evaluate effects – see columns (b) and (c) 2. Report any utility failure to <b>National Grid, British Gas and Anglian Water numbers as above.</b> 3. Consider available resources that can be utilised. 4. Consider moving vulnerable people to meeting Places for shelter.
<b>Aircraft crash</b>	Homelessness Utility failure Traffic disruption Media interest	<p style="text-align: center;"><b><u>At-Risk Locations</u></b></p> All areas are equally at risk.	<p style="text-align: center;"><b><u>Sudden emergency without notice</u></b></p> 1. Evaluate effects -see columns (b) and (c). 2. Report incident to emergency services using <b>“METHANE”</b> (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 style="text-align: center;"><b><u>Vulnerable People</u></b></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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<b>Risk (a)</b>	<b>Possible effects (b)</b>	<b>At risk locations and Vulnerable people (c)</b>	<b>Parish Council Response Actions (d)</b>
<b>Chemical release</b>	Death or injury to people and animals. Toxic release affecting downwind areas threatening health and contamination	<p style="text-align: center;"><b><u>At-Risk Locations</u></b></p> <p>All areas are equally at risk. Downwind areas at risk once event has occurred.</p> <p style="text-align: center;"><b><u>Vulnerable People</u></b></p> <p>People with breathing difficulties Friends and relatives of any victims.</p>	<p style="text-align: center;"><b><u>Sudden emergency without notice</u></b></p> <p>1. Evaluate effects -see columns (b) and (c). 2. Report incident to emergency services using “<b>METHANE</b>” (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>
<b>Road Traffic Incidents</b>	Death, injury or damage to vehicles and property	<p style="text-align: center;"><b><u>At-Risk Locations</u></b></p> <p>All roads, particularly grid roads if snow or icy conditions.</p> <p style="text-align: center;"><b><u>Vulnerable People</u></b></p>	<p style="text-align: center;"><b><u>Sudden emergency without notice</u></b></p> <p>1. Evaluate effects -see columns (b) and (c) 2. Report incident to emergency services using “<b>METHANE</b>” (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>People living on all roads</p> <p>Pedestrians. 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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<b>Risk</b>	<b>Possible effects</b>	<b>At risk locations and Vulnerable people</b>	<b>Parish Council Response Actions</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>Gas explosion</b>	<p>Fire and fragment hazard</p> <p>Death, injury or damage to vehicles and property</p>	<p><b><u>At-Risk Locations</u></b></p> <p>Properties with portable or mains gas supplies, also likely to occur to LPG cylinders in transit or at fixed installations.</p> <p><b><u>Vulnerable People</u></b></p> <p>Anyone whose property has been damaged</p> <p>Friends and relatives of any victims.</p>	<p><b><u>Sudden emergency without notice</u></b></p> <ol style="list-style-type: none"> <li>1. Evaluate effects -see columns (b) and (c)</li> <li>2. Report incident to emergency services using “<b>METHANE</b>” (see page 7 above)</li> <li>3. Initiate response using support of Appendices B and C</li> <li>4. Identify any vulnerable people requiring support.</li> <li>5. Councillors to meet to co-ordinate actions</li> <li>6. Liaise with emergency services on arrival</li> <li>7. Post incident check with affected people regarding their welfare</li> <li>8. Inform MKC Emergency Planning Unit of incident.</li> </ol>
<b>High / Strong Winds</b> that will occur without notice	<p>Death, injury or damage to property.</p> <p>Collision of vehicles, crushing by falling trees/ building materials</p>	<p><b><u>At-Risk Locations</u></b></p> <p>All areas where there are tall trees that may lose branches or become uprooted in high winds.</p> <p>All areas where there are telephone / overhead cables and poles supporting them.</p>	<p><b><u>Slow Onset Emergency / Sudden emergency without notice</u></b></p> <ol style="list-style-type: none"> <li>1. When weather forecasts predict possible strong winds, check Met Office website <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a> for <b>Severe Weather Warnings</b> applicable to the Milton Keynes area.</li> </ol>

		<p>Loose damaged roofs and chimneys that may become dislodged Signage that may be blown down.</p> <p style="text-align: center;"><b><u>Vulnerable People</u></b></p> <p>People with mobility difficulties / ill / frail.</p>	<ol style="list-style-type: none"> <li>2. Whilst safe to do so before event, walk the parish to check any at risk sites for preventative action.</li> <li>3. After winds subside, evaluate effects -see columns (b) and (c)</li> <li>4. Initiate response using support of Appendices B and C.</li> </ol>
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Risk (a)	Possible effects (b)	At risk locations and Vulnerable people (c)	Parish Council Response Actions (d)
<p><b>Pandemic (Influenza, covid, bird flu, etc.)</b></p>	<p>Contagious illness and increased risk of death</p>	<p style="text-align: center;"><b><u>At-Risk Locations</u></b></p> <p>Places of congregation such as schools, public houses, churches, Doctors Surgeries, etc</p> <p style="text-align: center;"><b><u>Vulnerable People</u></b></p> <p>People with breathing difficulties and pre-existing medical conditions. Carers.</p>	<p style="text-align: center;"><b><u>Slow Onset Emergency</u></b></p> <ol style="list-style-type: none"> <li>1. Arrange special Woughton Community Council meeting to consider risk.</li> <li>2. Check PHE <a href="http://www.phe.org.uk/">http://www.phe.org.uk/</a> and NHS Milton Keynes <a href="http://www.miltonkeynes.nhs.uk/">http://www.miltonkeynes.nhs.uk/</a> web sites for guidance and appropriate action.</li> <li>3. Arrange to put health care/prevention posters on local information boards, and at schools and places of assembly.</li> <li>4. Identify vulnerable people and arrange appropriate support.</li> <li>5. Ensure NHS Direct contact number (111) and web site (<a href="http://www.nhsdirect.nhs.uk">www.nhsdirect.nhs.uk</a>) are well advertised.</li> <li>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”.</li> <li>7. Organise “Flu Friends” for the vulnerable and arrange a transport service to collect anti-virals from centralised collection point.</li> <li>8. Consider arranging a community crèche to allow people who have essential / critical jobs that need to be</li> </ol>

			<p>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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<b>Risk</b>	<b>Possible effects</b>	<b>At risk locations and Vulnerable people</b>	<b>Parish Council Response Actions</b>
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>Heavy Snow</b>	Transport disruption Bringing down overhead cables	<p><b><u>At-Risk Locations</u></b></p> <p>All areas, but estate roads most vulnerable.</p> <p><b><u>Vulnerable People</u></b></p> <p>People with mobility difficulties / ill / frail Elderly / young at hypothermia risk.</p>	<p><b><u>Slow Onset Emergency / Sudden emergency without notice</u></b></p> <ol style="list-style-type: none"> <li>1. When weather forecasts predict possible heavy snow, check Met Office website <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a> for Severe Weather Warnings applicable to the Milton Keynes area.</li> <li>2. During and after snow fall, evaluate effects -see columns (b) and (c).</li> <li>3. Initiate response using support of Appendices B and C.</li> <li>4. Inform MKC Emergency Planning Unit of situation.</li> </ol>
<b>Local events incidents (Bowl / Stadium / etc)</b>	Disruption, panic, disorder.	<p><b><u>Estates bordering large events</u></b></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>
<b>Animal based issues</b>	Impact on animal and human health (e.g. bird flu, rabies, etc)	<p>Pet owners or others that encounter animals</p> <p>Potential for wider issues, but unlikely to be immediate onset.</p>	Environment Agency for reporting purposes

	Death / serious injury from dangerous animals.	All residents if in vicinity	Animal control at MKCC TVP if immediate risk
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## APPENDIX B - RESOURCES - EQUIPMENT

Resource	Response to risk	Owner	Contact	Comments
<b>4 wheel drive vehicle</b>	Flooding/ Widespread incidents	Woughton Community Council	01908 395681	
<b>4 wheel drive vehicle Van</b>	Flooding, Loss of Electricity Supply, Widespread Incidents Evacuation	Woughton Community Council	01908 395681	
<b>4 wheel drive vehicle Chainsaw Log Chipper</b>	Flooding/ Storms Widespread Incidents Evacuation	Woughton Community Council	01908 395681	
<b>Hot drinks, toilets and shelter – Council Offices and Meeting Places</b>	Most Emergencies	Woughton Community Council, Garraways, Coffee Hall Milton Keynes, MK6 5EG (meeting place and offices)  Eaglestone Meeting Place 5 Harrier Court Eaglestone Milton Keynes MK6 5BZ  Tinkers Bridge Meeting Place, Marshworth, Tinkers Bridge, Milton Keynes, MK6 3DA  Netherfield Meeting Place Farmborough, Netherfield, Milton Keynes, MK6 4JB	Caretaker + WCC 07519 119452	
<b>Flood fighting equipment:</b> - <b>Water pumps</b> - <b>Large brooms</b> - <b>Single use ‘sandbags’</b>	Flooding / preventative work	Woughton Community Council	Caretaker + WCC 07519 119452  OR	Stored within the ‘depot’ – accessible via the ‘flood’

<ul style="list-style-type: none"> <li>- Reusable water barriers</li> <li>- Safety equipment (PPE, signage, etc.)</li> </ul>			Council Manager 07966 416027	container (key in office)
<b>Tools and equipment</b> <ul style="list-style-type: none"> <li>- Dehumidifiers</li> <li>- Wet / dry vacuums</li> <li>- Battery operated hand tools (NB – some to be used by authorised personnel only)</li> </ul>	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 Centre	60 Garraways, Coffee Hall. MK6 5EG		Caretaker + WCC 07519 119452
Tinkers Bridge Meeting Place	Marshworth, Tinkers Bridge MK6 3DA		Caretaker + WCC 07519 119452
Eaglestone Centre	5 Harrier Court Eaglestone MK6 5BZ		Caretaker + WCC 07519 119452
Netherfield Centre	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
<b>Milton Keynes City Council</b>	(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	<a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a>
<b>MKCC Highways (for flood support)</b>	01908 252570 – Highways Helpdesk – office hours 01908 226699 – out of office hours Duty Officer	
<b>MKCC Emergency Planning Unit</b>	(01908) 252967 or via Community Alarm for Duty Emergency Planning Officer (see below).	<a href="http://www.milton-keynes.gov.uk/emergencyplanning">www.milton-keynes.gov.uk/emergencyplanning</a> <a href="mailto:emergencyplanning@milton-keynes.gov.uk">emergencyplanning@milton-keynes.gov.uk</a>
<b>MKC Trading Standards</b>  <b>Also Animal Health &amp; Control</b>	(01908) 252504  (01908) 252803 (24 hrs)	<a href="http://www.milton-keynes.gov.uk/trading-standards/">http://www.milton-keynes.gov.uk/trading-standards/</a> e-mail: <a href="mailto:Consumeradvice@milton-keynes.co.uk">Consumeradvice@milton-keynes.co.uk</a>  <a href="#">Animal Health Welfare Page</a>
<b>MKC Environmental Health</b>	(01908) 252800 (01908) 226699 (for out of hours contact)	<a href="http://www.milton-keynes.gov.uk/environmental-health/home.asp">http://www.milton-keynes.gov.uk/environmental-health/home.asp</a>
<b>Community Alarm Service (MK Council)</b>	(01908) 311773 (for out of hours contact)	Contact by telephone only.
<b>MKC Homeless Team</b>	(01908) 253481 (for office hours contact) (01908) 692882 (for out of hours contact)	e-mail: <a href="mailto:homeless.enquiries@milton-keynes.gov.uk">homeless.enquiries@milton-keynes.gov.uk</a>
<b>Police</b>	Emergency: 999 All other : 101	<a href="http://www.thamesvalley.police.uk">http://www.thamesvalley.police.uk</a>
<b>Fire</b>	Emergency: 999 All other: 101	<a href="http://www.bucksfire.gov.uk/bucksfire/default.htm">http://www.bucksfire.gov.uk/bucksfire/default.htm</a>
<b>Anglian Water</b>	0845 771881	<a href="http://www.anglianwater.co.uk/index.php?sectionid=26">http://www.anglianwater.co.uk/index.php?sectionid=26</a>

<b>Service</b>	<b>Address/Telephone contact</b>	<b>Website\email</b>
<b>Environment Agency</b>	0800 80 70 60 (incident hotline) – Floodline: 0845 988 1188	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
<b>British Telecom</b>	Community Helpline 0800 622302	<a href="http://www2.bt.com/contactus">http://www2.bt.com/contactus</a>
<b>Doctors Surgeries</b>	Grove Surgery. Netherfield.  Ashfield Medical Centre. Beanhill.	01908 295700  01908 678111
<b>Met Office</b>	Tel: 0870 900 0100 or 01392 885680 Fax: 0870 900 5050 or 01392 885681	<a href="http://www.metoffice.gov.uk/weather/uk/index.html">http://www.metoffice.gov.uk/weather/uk/index.html</a> e-mail: <a href="mailto:enquiries@metoffice.gov.uk">enquiries@metoffice.gov.uk</a>
<b>Midshires Search &amp; Rescue</b>	07393 438999	<a href="mailto:enquiries@midshires.org.uk">enquiries@midshires.org.uk</a>
<b>NHS Direct</b>	Telephone: 111	<a href="http://www.nhsdirect.nhs.uk/">http://www.nhsdirect.nhs.uk/</a>
<b>Milton Keynes Hospital NHS Foundation Trust</b>	Telephone: 01908 660033	<a href="http://www.mkgeneral.nhs.uk/">http://www.mkgeneral.nhs.uk/</a>
<b>Radio</b>	BBC 3 Counties (01908) 235383 or (01582) 637400 Heart 103.3 BBC Radio Northampton FM 104.2, 103.6 Tel: (01604) 239100 <b>MKFM, etc.</b>	<a href="http://www.bbc.co.uk/threecounties/local_radio/Heart_MK_103.3">http://www.bbc.co.uk/threecounties/local_radio/Heart MK 103.3</a> <a href="http://www.bbc.co.uk/northamptonshire">www.bbc.co.uk/northamptonshire</a>
<b>Schools</b>	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	<a href="mailto:office@langlandschool.org.uk">office@langlandschool.org.uk</a> <a href="mailto:info@miltonkeynesacademy.co.uk">info@miltonkeynesacademy.co.uk</a> <a href="mailto:info@theredway.net">info@theredway.net</a> <a href="mailto:moorlandprimary@milton-keynes.co.uk">moorlandprimary@milton-keynes.co.uk</a> <a href="mailto:ncoffice@mknet.org.uk">ncoffice@mknet.org.uk</a> <a href="mailto:office@falconhurstschool.co.uk">office@falconhurstschool.co.uk</a> <a href="mailto:enquiries@stpauls.org.uk">enquiries@stpauls.org.uk</a> <a href="mailto:info@mkcollege.ac.uk">info@mkcollege.ac.uk</a>

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

<b>Royal Society for the Prevention of Cruelty to Animals (RSPCA)</b>	Advice line:0300 1234 555 Cruelty line: 0300 11234 999	<a href="http://www.rspca.org.uk/">www.rspca.org.uk/</a>
<b>Samaritans</b>	Chris PO Box 9080 Stirling, FK8 2SA 08457 909090	<a href="mailto:jo@samaritans.org">jo@samaritans.org</a> (e-mail)
<b>Social Media groups</b>	<p><b>FACEBOOK</b></p> <p>Netherfield Residents Association -  <a href="https://www.facebook.com/groups/292503027963746/">https://www.facebook.com/groups/292503027963746/</a></p> <p>Tinkers Bridge Community Café and Projects  <a href="https://www.facebook.com/groups/660227418458202/">https://www.facebook.com/groups/660227418458202/</a></p> <p>Peartree Bridge Friends and Residents -  <a href="https://www.facebook.com/groups/139996422349/">https://www.facebook.com/groups/139996422349/</a></p> <p>Peartree Bridge Residents Group -  <a href="https://www.facebook.com/groups/766325620087077/">https://www.facebook.com/groups/766325620087077/</a></p> <p>Leadenhall Residents Association -  <a href="https://www.facebook.com/groups/273527109746722/">https://www.facebook.com/groups/273527109746722/</a></p> <p>Eaglestone Residents Association -  <a href="https://www.facebook.com/Eaglestone.residents.association">https://www.facebook.com/Eaglestone.residents.association</a></p> <p>Coffee Hall Residents Association -  <a href="https://www.facebook.com/coffeehall.ra.3">https://www.facebook.com/coffeehall.ra.3</a></p>	

	<p>Beanhill News Page -  <a href="https://www.facebook.com/groups/346980809022202">https://www.facebook.com/groups/346980809022202</a></p> <p>MK Citizen - <a href="https://www.facebook.com/mkcitizen">https://www.facebook.com/mkcitizen</a></p> <p>MK Community Hub -  <a href="https://www.facebook.com/MKCommunityHub">https://www.facebook.com/MKCommunityHub</a></p>	
<p><b>Community Action - Milton Keynes</b></p> <p><b>NOTE:  USE FOR RECOVERY - NOT  RESPONSE SUPPORT</b></p>	<p>Community Action Milton Keynes (CA/MK)  Old Bath House  205 Stratford Road  Wolverton  Milton Keynes  MK12 5RL</p> <p>Telephone (019008) 661623</p>	<p>Website: <a href="https://communityactionmk.org/">https://communityactionmk.org/</a>  e-mail: <a href="mailto:info@communityactionmk.org">info@communityactionmk.org</a></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	

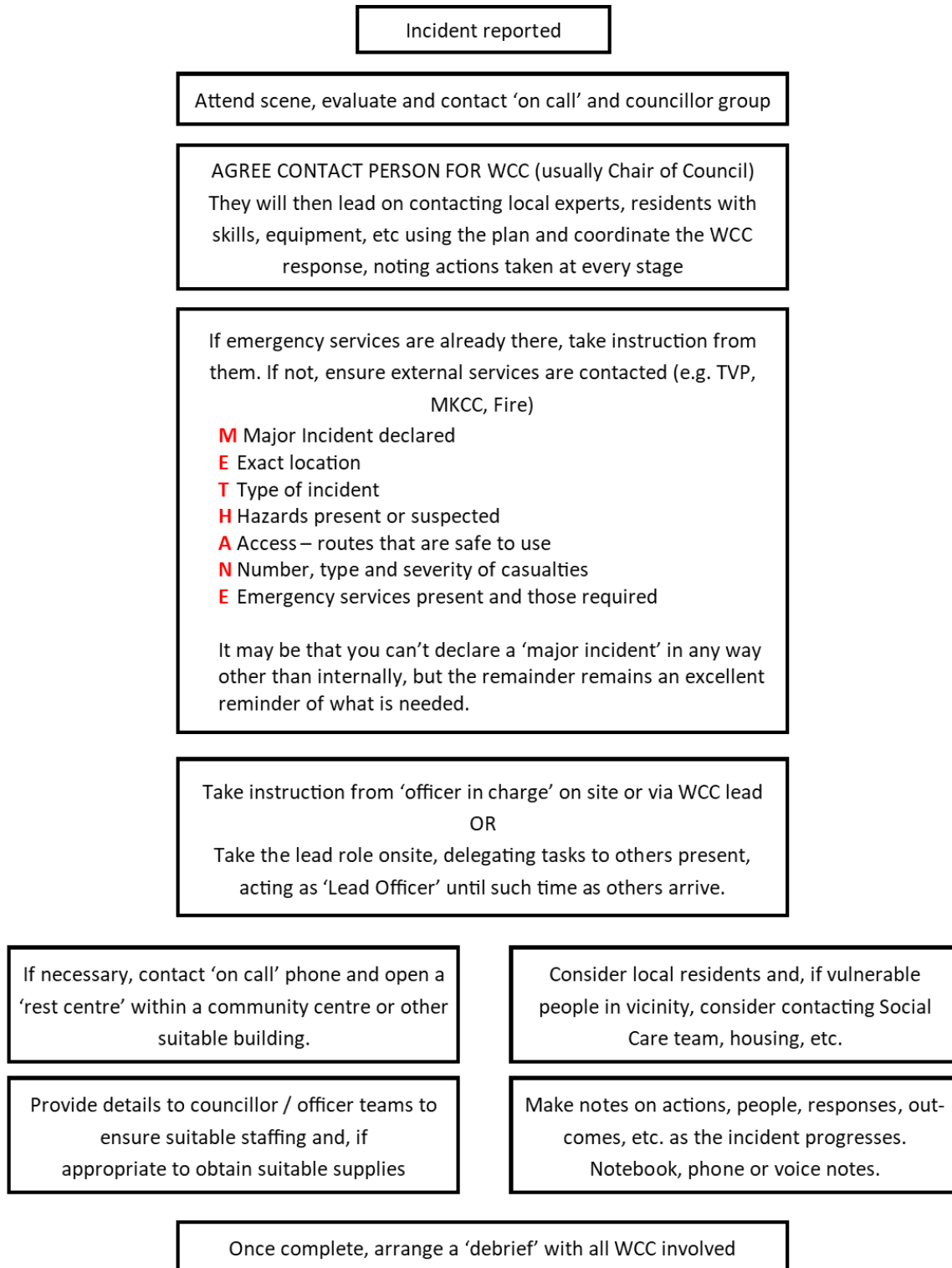
Any retired people with the above skills  
First Aiders (e.g. St John Ambulance, British Red Cross)  
Volunteers (e.g. WRVS, Women's Institute, Scouts etc)

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

*Operations and Resources Committee – 12<sup>th</sup> January 2026*

*Agenda Item OC 65/25*

**PURPOSE OF REPORT: To consider the approach to the Employers' Discretions Policy with a view to ratification at the February meeting.**

### **RECOMMENDATION:**

That the Committee considers the available options for each of the mandatory employer discretions and tasks the RFO with drafting the relevant policy wording for ratification at the February meeting.

### **MAIN ISSUES AND CONSIDERATIONS:**

The Local Government Pension Scheme (LGPS) is a statutory pension scheme so its rules are laid down under Act of Parliament. However, the scheme's regulations do allow an employer some flexibility to enhance members' benefits. These discretions typically involve early access to benefits or improving the benefits received by members.

Discretions are powers that enable employers to choose how to apply the rules of the Scheme in respect of certain provisions.

Discretions fall into two categories:

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

Mandatory discretions:

1. **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].

Policy decision:

- a. **Yes**, extra annual pension within the applicable statutory limit may be granted to an active member
- b. **No** extra annual pension will be granted 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
- c. 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.

2. 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.

Policy decision:

- a. **Yes**, additional pension may be awarded to active members and WCC may fund the APC in whole or in part
- b. **No** additional pension will be awarded to active members and WCC will not fund the APC in whole or in part
- c. 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.

3. 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

Policy decision:

- a. Yes, all requests will be granted
- b. No, none of the flexible retirement will be granted

- c. The Council will consider employee requests to take flexible retirement on a case by case basis

- 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

Policy decision:

- a. **Yes**, any actuarial reduction which would otherwise be applied to the benefits will be waived  
(NB: *Where flexible retirement is agreed for an employee aged 55 or over but under Normal Pension Age the cost of waiving any actuarial reduction, in whole or in part, would have to be met by, and paid to the Pension Fund by, the Scheme employer*)
- b. **No**, none of the actuarial reduction which would otherwise be applied to the benefits will be waived
- c. The Council will only waive the actuarial reduction on flexible retirement in **exceptional circumstances**

- 4. 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).

Policy decision:

- a. The council will "switch on" the 85 year rule for all members that otherwise wouldn't be protected
- b. The council will not "switch on" the 85 year rule for all members that otherwise wouldn't be protected

- c. The council will consider “switching on” the 85 year rule on a case-by-case basis
5. 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
- a. **Yes**, any actuarial reduction which would otherwise be applied to the benefits will be waived
  - b. **No**, none of the actuarial reduction which would otherwise be applied to the benefits will be waived
  - c. The Council will only waive the actuarial reduction on voluntary early retirement in **exceptional circumstances, on a case-by-case basis**

## **AUTHOR**

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## WOUGHTON COMMUNITY COUNCIL

*Operations and Resources Committee – 12<sup>th</sup> January 2026*

*Agenda Item OC 66/25*

**PURPOSE OF REPORT: To consider IT provision for the coming year**

**RECOMMENDATION:**

1. That the committee notes the report and the proposal noted below

**MAIN ISSUES AND CONSIDERATIONS:**

The council's IT provision includes all software, hardware, phonelines, telephony, security, etc. and is an essential element of council provision – without it, we cannot deliver services. As such, ensuring effective and good value provision is key.

Due to timing issues, IT was not formally procured last year, meaning a 'roll over' on the existing contract. This year, officers have undertaken a formal process, working with local providers to assess and quote for suitable IT provision. This includes:

- Microsoft 365 for officers and councillors
- Security monitoring and response
- Emails, messaging and calendars
- Fibre connections to offices and community centres
- IT support
- Teams telephony
- Cloud storage and secure back ups (3 x daily)

Quotes were obtained from three (3) providers, including our current provider.

Provider 1 – quote of £22,980 per annum

Provider 2 – quote of £18,049.20 per annum

Provider 3 - said that they would be unable to provide a quote under £25,000.

The quotes, whilst not covering exactly the same, all provide the same end solution – suitable software and security for the councillor and officer equipment, plus the telephony and Wi-Fi provision. All providers were able to offer suitable solution and there is limited difference between the approaches, meaning that other aspects should be considered when making a decision.

Two of the companies (1 and 3) and based within the city, with the third (3) being around 10 miles away. Provider 2 specialises in the parish council sector, whilst the other two have a broader approach, covering a wide range of companies. All providers were professional and able to deliver what was needed.

There is a significant difference in cost, with the cheapest quote being around £5,000 cheaper than the next option. With an almost 25% disparity, it is hard to justify looking beyond this as the best option.

**STAFFING IMPLICATIONS:**

None noted.

**FINANCIAL IMPLICATIONS:**

The recommended option is almost £5,000 cheaper than the next option – this is providing best value, in the option of the author.

**OTHER IMPLICATIONS:**

Committee may wish to consider a longer term agreement – providers are often happy to agree to a three year agreement, which would enable longer term planning / reduced procurement demands. However, with the new Ops Manager starting soon, the committee may wish to leave this for them to proceed with.

**BACKGROUND PAPERS:****SUGGESTED PROPOSAL:**

*That the committee agrees to appoint provider two (2) for the coming year / for the next three years\*, to deliver IT and telephony services for the council.*

\*Delete as appropriate

**AUTHOR**

Steve McNay – Council Manager