

OPERATIONS AND RESOURCES COMMITTEE

Tuesday 2nd December 2025

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 8th December 2025** commencing at **6:00pm** at the **Woughton Community Council Hub, The Local Centre, Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

Steve McNay
Council Manager

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

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

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

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

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



AGENDA

OC 48/25 Apologies:

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

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.

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

To receive questions and statements from members of the public.

OC 51/25 Chairs announcements:

To receive announcements from the Chair.

OC 52/25 Minutes of previous meeting(s):

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

- Monday 10th November 2025.

(Attached)

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

- a) Whistleblowing Policy
- b) Staff Handbook

(Covering paper and proposed policy documents attached)

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 to be considered.

(Initial document attached)

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

To agree a final budget proposal for referral to Full Council

(Updated budget proposals attached, with additional options to be provided at the meeting)

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

To provide a recommendation on any precept level for the 2025/26 council year, considering the budget, feedback to this point via the survey and budget proposal

(Details to be provided at the meeting)

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

To provide information on the appointment of the new position.

(Details to be provided in person).

Date of next meeting:

Monday 17th January 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 10th November 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), Tony Coughlan, Donna Fuller, Penny Glasgow, Charlie Marsh, Ruth McMillan, D'Anne Mordecai, April Rennie, Alan Williamson.

Also present:

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

OC 37/25 Apologies:

There were apologies received from Cllr Eamonn Bobey

RESOLVED - noted

OC 38/25 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 39/25 Questions from the public (maximum 10 minutes):

There were no questions received.

RESOLVED - noted

OC 40/25 Chairs announcements:

The Chair thanked people for attending on Sunday for Remembrance and reminded people that tomorrow (11th Nov) see the Children's Parade.

The new play park has opened and is busy every day, which is really good to see.

RESOLVED - noted

OC 41/25 Minutes of previous meeting(s):

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

- Monday October 2025.

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

RESOLVED by way of unanimous vote

OC 42/25 To review and approve the bank reconciliation and payments made during the month of October 2025

To ensure suitable committee oversight of payments made and to ensure bank reconciliations are correct, in line with relevant financial process and procedures, Cllrs Norris and Smith evaluated the bank reconciliation and checked payments made and stated that they were all in order.

Proposal:



That the committee approves the attached documents, as checked, covering bank reconciliation and payments made during the month of October 2025.

**Proposed by: Cllr Norris. Seconded by: Cllr Glasgow.
RESOLVED by way of majority vote.**

OC 43/25 To review and approve the following policies:

- a) Banking procedures – no major changes
- b) Dignity at Work – inclusion of the Prevention of Sexual Harassment Policy
- c) Retention and Disposal – some updated on the ‘key’.
- d) Social Media – changes to the ‘liking’ and supporting elements, to protect the reputation of the council.
- e) Write off and disposal – no major changes.

The Council Manager spoke to the paper, detailing the mainly minor changes that have been made, as noted above.

It was suggested that some additional elements would be helpful in the Social Media policy, covering the broadcasting of meetings.

Proposal:

That the committee agrees to the noted changes and ratifies the attached policies, in line with the review cycles, with the additional inclusion of information relating to the broadcasting of meetings within the Social media policy (namely the replacement of ‘blogs’ with ‘broadcasts’ in the scope section, and the inclusion of ‘videos’ in the ‘key principles’ section)

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

OC 44/25 To continue budget discussions for the 2026/2027 council year.

To continue considerations of the 2026/27 budget, plus three-year projections, with updated information regarding tax base.

OC 45/25 Precept consideration

To provide an initial recommendation on any precept level for the 2025/26 council year, considering the budget, feedback to this point via the survey

These two items were taken together, covering both budgets and precepts. To help with this, the Council Manager gave details of the tax base, how this works. There was discussion around both the coming year and the two years further on, including the loss of LCTRS and impact on budgets. Additional information was provided and clarification on previously discussed items for inclusion. The RFO will provide a variety of ‘scenarios’ with differing levels of precept, including three / four / five year projections, etc. for consideration at the December meeting, so a formal recommendation can be provided for Full Council ratification in December.

RESOLVED – noted.

OC 46/25 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 publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

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



OC 47/25 To update the committee on the recruitment process for the Operations Manager / Deputy Clerk position

The committee was provided with information on the shortlisting and proposed interviewing schedule, alongside proposals for the interviewing and selection process. Committee considered the proposed questions, ensuring that the priorities of the council were covered (focus on community, etc.) and clarifying the questions and process.

RESOLVED – noted.

Date of next meeting:

Monday 8th December 2025 @ 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 6.52PM

Chair _____ Date _____



WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 8th December 2025

Agenda Item OC 53/25

PURPOSE OF REPORT: To consider policy updates covering Whistleblowing and the Staff Handbook

RECOMMENDATION:

1. That the committee notes the report and agrees to the suggested proposal below.

MAIN ISSUES AND CONSIDERATIONS:

There are two (2) policies to be reviewed this meeting:

- The Whistleblowing Policy. There are some changes that are suggested, after a significant period between reviews. Suggested inclusions are:
 - o Additional clarification of what Whistleblowing is, within the introduction.
 - o Clarification and expansion of the issues which may lead to a need to 'whistle blow', rather than using alternative policies and processes
 - o Information relating to external disclosures, being clear about the exceptional nature of this approach
 - o Details of linked policies

This provides a more comprehensive policy, reflecting the importance of and seriousness associated with issues related to this approach.

- Staff Handbook. This is a 'placeholder' review, whilst we await the new Operations Manager, who will be tasked with a more thorough look at this handbook, where it links to other policies and procedures and ensuring all links, storage and similar are correct. However, some initial changes have been noted:
 - o Probationary periods – including some flexibility for some posts (namely where seasonal differences may mean a longer period to assess suitability is needed)
 - o Changes to the 'performance and review' section, reflecting an approach based on a whole employee approach, rather than the focus purely on performance management where issues arise.
 - o Minor changes to pay advance rules, clarifying for all
 - o Removal of 'locations' throughout (these can be inputted when further work undertaken)
 - o Minor change to 'flexitime' rules, allowing both credit and debit.
 - o Updated detail around holiday and HR management system.
 - o Clarity around the 'statutory days' and their use
 - o Inclusion of the Bradford Factor link to sickness absence
 - o Minor update to statements to the media
 - o Inclusion of 'vapes' within the smoking policy

There is considerable work to undertaken to ensure that all elements of this handbook link to the associated policy and as such, ensuring consistency across the council. Whilst no major blips are noted, many policy reviews have taken place without cross updating of this handbook and so variations may exist.

SUGGESTED PROPOSAL:

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

AUTHOR

Steve McNay – Council Manager



Woughton Community Council

Whistleblowing policy

Introduction / Overarching aims

Whistleblowing is the name given to the reporting of certain types of wrongdoing by people who work for us. This will usually, although not always, be something you have seen or noticed at work. We aim to maintain high standards of integrity in everything we do. However, all organisations can occasionally be affected by conduct that is dangerous, against the law or that breaches ethical or professional codes. We will take your concerns seriously; they will be thoroughly investigated, and you can be confident there will be no reprisals.

~~The Whistleblowing Procedure sets out the framework for dealing with allegations of illegal and improper conduct.~~

~~Woughton Community Council is committed to the highest standards of transparency, probity, integrity and accountability.~~

This procedure is intended to provide a means of making serious allegations about standards, conduct, financial irregularity or possible unlawful action in a way that will ensure confidentiality and protect those making such allegations in the reasonable belief that it is in the public interest to do so from being victimised, discriminated against or disadvantaged.

This procedure does not replace other policies and procedures such as the complaints procedure, the Grievance and Harassment and Bullying Policies and other specifically laid down statutory reporting procedures.

This procedure is intended to ensure that the Woughton Community Council complies with its duty under the Public Interest Disclosure Act 1998.

Policy

This procedure does not replace other Woughton Community Council policies or procedures. For example, if an employee has a grievance about their working conditions, they should use our Grievance Policy or, if they felt that their manager or a colleague was treating them unfavourably, they should use our Harassment and Bullying Policy. Similarly, if an employee has a concern about the conduct of a fellow employee in the working environment (e.g. that they are not treating colleagues with respect) they should raise these with their line manager, or if that is not possible, with the Operations and/or Council Manager.

The types of concerns you may want to 'blow the whistle' about include any activity which you suspect:

- a Is criminal
- b Shows a failure to comply with any legal, professional or regulatory obligation
- c Poses a danger to health and safety
- d May damage the environment

- e May breach of our bribery policies
- f May facilitate tax evasion
- g Shows financial fraud or mismanagement or the deliberate concealment of any of the above matters

~~This whistleblowing procedure applies to, but is not limited to, allegations about any of the following:~~

- ~~• Conduct which is an offence or breach of the law~~
- Alleged miscarriage of justice
- ~~• Serious Health and Safety risks~~
- The unauthorised use of public funds
- ~~• Possible fraud and corruption~~
- Sexual, physical or verbal abuse, or bullying or intimidation of employees, customers or service users
- Abuse of authority
- ~~• Other unethical conduct~~

Genuine concerns raised in relation to any of the above are likely to amount to whistleblowing. If you are not sure whether something you wish to raise is covered by this Policy, then speak to your [*line manager*] or [*HR*] who will be able to provide guidance

a) Reporting

We recognise that the decision to make an allegation can be a difficult one to make. However, whistleblowers who make serious allegations in the reasonable belief that it is in the public interest to do so have nothing to fear because they are doing their duty to protect the public interest.

We will take appropriate action to protect a whistleblower who makes a serious allegation in the reasonable belief that it is in the public interest to do so from any reprisals, harassment or victimisation.

In the first instance you should report your concerns in **writing** to your line manager. However, this may depend on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if the whistleblower believes that management is involved it would be inappropriate to raise it directly with them. The whistleblower may then make an allegation direct to any of the following:

- Operations Manager
- Council Manager
- Chair of the Council
- Leader of the Council

b) Confidentiality

All allegations will be treated in confidence and every effort will be made not to reveal a whistleblower's identity unless the whistleblower otherwise requests. However, this may not be the case if the matter is subsequently dealt with through other Woughton Community Council procedures such as the Disciplinary Procedure.

Similarly, if the allegation results in court proceedings, then the whistleblower may have to give evidence in open court if the case is to be successful.

Woughton Community Council will not, without the whistleblower's consent, disclose the identity of a whistleblower to anyone other than a person involved in the investigation/allegation. Therefore we encourage whistleblowers to put their name to an allegation wherever is reasonably practicable as anonymous allegations may often be difficult to substantiate/prove. Allegations made anonymously will be considered at the discretion of the point of escalation.

In exercising discretion to accept an anonymous allegation the factors to be taken into account are as follows:

- The seriousness of the issue raised
- The credibility of the allegation; and
- Whether the allegation can realistically be investigated from factors or sources other than the complainant

No disciplinary or other action will be taken against a whistleblower who makes an allegation in the reasonable belief that it is in the public interest to do so even if the allegation is not substantiated by an investigation. However, disciplinary action may be taken against a whistleblower who makes an allegation without reasonable belief that it is in the public interest to do so (e.g. making an allegation frivolously, maliciously or for personal gain where there is no element of public interest).

Allegation procedure

It is preferable for allegations to be made to an employee's immediate manager to whom they report. However, this may depend on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if the whistleblower believes that management is involved it would be inappropriate to raise it directly with them. The whistleblower may then make an allegation direct to any of the following:

- Operations Manager
- Council Manager
- Chair of the Council
- Leader of the Council

If any of the above receive an allegation he/she will consider the allegation and may discuss with relevant officers. After consideration, this will be discussed with the whistleblower and if they wish to proceed with the allegation, it will be investigated.

External disclosures

This Policy outlines the process for raising, investigating and resolving wrongdoing in the workplace. It is rarely necessary – or, from our point of view, desirable – for anyone outside the business to become involved when a whistleblowing allegation is made.

In some exceptional circumstances, you may decide to go to an external body – an industry regulator, for example. That might be the case if you believe, for example, that someone senior is involved in a cover-up – but again, it is better to raise the matter internally first.

This Policy covers the actions of third parties such as suppliers, service providers and clients, as well as those of our staff. Should you have concerns about a third party, you are encouraged to raise them with us before approaching anyone else. Your Council Manager will be able to explain how you should proceed.

Telling the media about a concern – particularly before or during an internal investigation – is almost never justified or appropriate in any situation. We strongly discourage you from doing so, and we will treat any such contact with the press as a serious disciplinary issue justifying dismissal unless exceptional circumstances exist. We would normally expect you to have taken all reasonable steps to deal with the matter internally or with an external regulator and to have taken full advice from a lawyer or from Protect (see contact details below) before being justified in approaching the press.

a) Raising an allegation

Where possible a written report should be submitted, it is important that relevant information is provided including:

- The name of the person making the allegation and a contact point.
- The background and history of the allegation (giving relevant dates and names and positions of those who may be in a position to have contributed to the allegation);
- The specific reason for the allegation. Although someone making an allegation will not be expected to prove the truth of any allegations, they will need to provide information to the person they have reported to, to establish that there are reasonable grounds for the allegation.

Someone making an allegation may be accompanied by another person of their choosing during any meetings or interviews in connection with the allegation. However, if the matter is subsequently dealt with through another procedure the right to be accompanied will at that stage be in accordance with the relevant procedure.

b) Action taken on receipt of an allegation.

The line manager will record details of the allegation gathering as much information as possible, (within 5 working days of receipt of the allegation) including:

- The record of the allegation:
- The acknowledgement of the allegation;
- Any documents supplied by the whistleblower

The investigator will ask the whistleblower for his/her preferred means of communication and contact details and use these for all communications with the whistleblower in order to preserve confidentiality. If the allegation relates to fraud, potential fraud or other financial irregularity the Chair of the Council will be informed within 5 working days of receipt of the allegation.

The Chair of the Council will determine whether the allegation should be investigated and the method of investigation.

If the allegation discloses evidence of a criminal offence, it will immediately be reported to the Operations Manager and/or Council Manager, and a decision will be made as to whether to inform the Police. In the absence of the Operations and/or Council manager being able to be informed, they should be replaced by the Chair of the Council.

If the allegation concerns suspected harm to children, the appropriate authorities will be informed immediately.

If the issue is around suspected harm to Safeguarding Policies should be referred to.

c) Process

1. The relevant officer will provide an acknowledge the allegation in writing within ten (10) working days of receiving a receipt of allegation confirming;
 - An indication of how Woughton Community Council propose to deal with the matter
 - An estimate of how long it will take to provide a final response
 - An indication of whether any initial enquiries have been made
 - Information on whistleblower support mechanisms
 - Indication whether further investigations will take place and if not, why not

Where the allegation has been made internally and anonymously, we will be unable to communicate what action has been taken.

2. Initial enquiries will be made to decide whether an investigation is appropriate. Where an investigation is necessary, it may take the form of one or more of the following:
 - an internal investigation by the manager, which may, for example, take the form of a disciplinary investigation
 - an investigation by HR
 - a referral to an external organisation or regulatory body
 - the setting up of an external independent inquiry
3. You will be informed of the outcome of any investigation, in writing, and/or of any action taken, subject to the constraints of confidentiality and the law.

If you do not feel your concern has been addressed adequately you may raise it with an independent body including but not limited to:

- your trade union
- the Citizen's Advice Bureau
- a relevant voluntary organisation
- a relevant regulatory body
- the Police
- the Local Government Ombudsman
- Equality and Human Rights Commission

You must make a disclosure "in the public interest"; and in the circumstances it must be reasonable for you to make the disclosure. If there is an issue of an exceptionally serious nature which you believe to be substantially true, then you may disclose the issue to someone other than those listed above. In determining whether it is reasonable for you to have made a disclosure the identity of the person to whom the disclosure is made will be considered.

d) Support

We will take steps to minimise any difficulties which may be experienced as a result of making an allegation. For instance, if a whistleblower is required to give evidence in criminal or disciplinary

proceedings then Woughton Community Council will arrange for them to receive advice about the procedure and advise on the support mechanisms that are available.

Woughton Community Council accepts that whistleblowers need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform those making allegations of the outcome of any investigation.

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

- [Dignity at Work Policy](#)
- [Disciplinary Policy](#)
- [Grievance Policy](#)
- [Equality and Diversity Policy](#)
- [Health and Safety Policy](#)

Last review date:	December 2025
Next review date:	December 2027
Lead:	Operations Manager
Overseeing Committee:	Operations Committee
Approved:	
Review cycle:	Two-yearly



Staff Handbook

Woughton Community Council



EMPLOYEE HANDBOOK ISSUES AND UPDATES

Woughton Community Council

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VERSION CONTROL – REVIEW & UPDATES

<i>Pages</i>	<i>Issue No.</i>	<i>Date</i>
1-34	1	February 2016
1-34	2	June 2016
21, 22, 24, 30, 31, 32, 33	3	February 2017
1-37	4	Re-Launch September 2018
1-37	5	Review August 2020
27	6	Review February 2021
36, contents updated	7	Review August 2021
10	8	Sickness payments updated as in line with policy – January 2022.
34	9	Added 'refer to Grievance procedure' for more detail on Grievance policy.
6	10	Lunch break added to terms of employment. (As per contracts)
Whole doc	11	Reviewed – Sept 2025
Whole document	12	Reviewed – December 2025

INTRODUCTION

Welcome to Woughton Community Council.

We would like to wish you every success during your employment whether you recently joined us or whether you are an existing employee. We hope that your experience of working here will be positive and rewarding.

This Employee Handbook is designed both to introduce you to our organisation and to be of continuing use during your employment.

We ask that you study carefully the contents of this Employee Handbook as, in addition to setting out our rules and regulations, it also contains information on some of the main employee benefits that may be available to you and the policies and procedures relating to your employment. If you require any clarification or additional information, please refer to your Line Manager.

Woughton Community Council is an equal opportunities employer. We pride ourselves on being a Mindful Employer, we embrace diversity and inclusion to all.

It is everyone's responsibility to ensure these policies are implemented and sit at the heart of everything we do. Anyone acting in a way that is unlawful, unethical or in a discriminatory way during their employment (which includes dealing with other staff members, councillors, residents, people accessing services, contractors or anyone else) may be subject to action under the disciplinary action. This includes acts of harassment or victimisation.

General amendments to the Employee Handbook will be issued from time to time.

JOINING OUR ORGANISATION

A) DISCLOSURE AND BARRING CERTIFICATE(S) - (Dependent on role)

Your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. You will be required to consent to subsequent criminal record checks from time to time during your employment as deemed appropriate by the organisation.

Data collected about criminal convictions will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

B) CONVICTIONS AND OFFENCES

During your employment, you are required to immediately report to the organisation any convictions or offences with which you are charged, including traffic offences.

Data collected about criminal convictions will be processed in line with the Data Protection Act. You may read more about the data we hold on you, why we hold it and the lawful basis that applies in the employee privacy notice.

C) PROBATIONARY PERIOD

You join us on an initial probationary period, **usually** of six months (**but this may be longer for some posts**). During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time.

We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

D) INDUCTION

At the start of your employment you are required to attend and complete a staff induction programme at which you will be briefed on the organisations policies, procedures and obligations as required by current legislation. Attendance at induction sessions is mandatory.

E) JOB DESCRIPTION

Amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

F) JOB FLEXIBILITY

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative departments or duties within our business. During holiday periods, etc. it may be necessary for you to take over some duties normally performed by colleagues. This flexibility is

essential for operational efficiency as the type and volume of work is always subject to change. As assumed in your Job description from time to time, you may be required to carry out responsibility any other duties as specified by your Line Manager, to ensure business continuity

G) MANDATORY TRAINING

Certain job functions may require you to undergo mandatory training. You will be advised of any training in advance.

H) MOBILITY

It is a condition of your employment that you are prepared to work with any of our residents or service users at various sites. This mobility is essential to the smooth running of our business.

I) PERFORMANCE AND REVIEW

Pertaining to: Appraisal and Review Policy and 1:1 Supervision and support policy.

Location: SharePoint > ~~Operations~~ > ~~Policy Documents~~ > ~~HR~~

~~Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible weaknesses.~~

~~Regular one to ones will be conducted with your Line Manager, following a formal annual appraisal.~~

Regular one to one meetings will be held between employees and line managers. These meetings will address practical issues, such as annual leave, policy updates and similar, alongside assessing workload, performance, training and development opportunities and acknowledgement of work well done. They may also form part of any performance management processes, identifying issues and putting in place support to help overcome any difficulties.

J) TRAINING AGREEMENT AND DEVELOPMENT

Pertaining to: Training and Development Policy

Location: SharePoint > ~~Operations~~ > ~~Policy Documents~~ > ~~HR~~

The organisation has a policy of encouraging its employees to undertake training in order to further their career and/or development within the organisation. This will include assisting with costs of the training. However, in the event of termination of employment, for whatever reason, the Community Council will seek reimbursement of the costs in line with the Training Agreement. Further details are available separately. This clause does not apply to individuals taken on as apprentices for as long as the apprenticeship continues. It will begin to apply as appropriate should your employment continue once the apprenticeship has concluded.

It is important to note, whilst we understand training and development is key for us to provide the best service for our Parish, we will not be able to facilitate all requests all the time. The decisions will always be based on a priority and financial risk basis.

SALARIES AND WAGES ETC.

A) ADMINISTRATION

Employees are required to work as required by the post or as directed by your Line Manager, with a 30-minute unpaid lunch break. Employees must be flexible in working outside these hours when business needs require.

1) Payment

- a) For all staff the pay month is the calendar month. Basic salaries are paid on the last working day of the current month.
- b) You will receive a payslip showing how the total amount of your pay has been calculated. It will also show the deductions which have been made and the reasons for them, e.g. Income Tax, National Insurance etc.
- c) Any queries that you may have should be raised with the Responsible Finance Officer.

2) Overpayments

If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

3) Income Tax and National Insurance

At the end of each tax year you will be given a form P60 showing the total pay you have received from us during that year and the amount of deductions for Income Tax and National Insurance. You may also be given a form P11D showing non-salary benefits. You should keep these documents in a safe place as you may need to produce them for tax purposes. All payroll documents are accessible through the Sagepay employee portal, to which you will have personal access.

4) Advancement of Pay

In extremely extenuating circumstances you may be granted an advancement in pay. A request for this must be put into writing to the Council Manager and Responsible Finance Officer (note evidence may be requested in order to grant the request). The upper limit to any advancement is up to **1** month's pay and a repayment plan will be set up the sum will be repaid in full in no longer than **twelve** (12) month's. Plans will be arranged based on what is reasonable for you. Should your contract be terminated or you choose to leave the organisation before the pay advance is paid back in full, the outstanding amount will be deducted from your last pay owed from WCC.

B) LATENESS/ABSENTEEISM (Code of Conduct)

Pertaining to: Absence and Leave Policy

*Location: SharePoint > **Operations** > **Policy Documents** > **HR***

- 1) You must attend for work punctually at the specified time(s) and you are required to comply

strictly with any time recording procedures relating to your area of work.

- 2) All absences must be notified in accordance with the sickness and absence reporting procedures laid down in this Employee Handbook.
- 3) Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

C) TIMESHEETS

Pertaining to: Additional Hours Policy

Location: SharePoint > ~~Operations~~ > ~~Policy Documents~~ > HR

You may be required to complete and submit additional timesheets, as directed, in order to ensure that you receive the correct payment. Incorrectly completed, or late submission of additional timesheets may result in incorrect or delayed payment of wages. Deliberate falsification of timesheets will be regarded as a disciplinary offence and may lead to your summary dismissal.

Additional Hours timesheets must be completed, should your contract require. Additional hours must be agreed and confirmed with your Line Manager prior to undertaking. All additional hours' timesheets must be presented to the Responsible Finance Officer on or before the 20th (and in the event this is a non- working day the closest working day before) of each calendar month. Additional hour sheets without correct authorisation signing will be deemed as unauthorised and omitted from payroll run. All additional hours are paid at standard rate, unless agreed otherwise by the Responsible Finance Officer.

Please refer to the Additional Hours procedure for more information.

D) FLEXI-TIME

We operate a flexi-time system whereby you can accumulate hours given that the hours accumulated are deemed necessary for council need. The maximum number of hours you can be in credit **or debit** is 15 hours.

Further information can be obtained from your Line Manager.

E) SHORTAGE OF WORK

If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time working, or alternatively, lay off. If you are placed on short time working, your pay will be reduced according to time worked. If you are placed on lay off, you will receive no pay other than statutory guarantee pay.

F) PENSION SCHEME

We operate a contributory pension scheme to which you will be auto-enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the Community Council.

Please refer to our Pension provider's welcome pack issued upon induction, for more information.

G) SCHEMES

We may provide specific work schemes at our discretion, we reserve the right to withdraw or amend this benefit at our absolute discretion.

Current Schemes we offer are:

- 1) Bike 2 Work Scheme
- 2) Employee Assistance Programme

Further details are available separately via request to the Responsible Finance Officer.

HOLIDAY ENTITLEMENT AND CONDITIONS

A) ANNUAL HOLIDAYS

- 1) Your annual holiday entitlement is shown in your individual Statement of Main Terms of Employment Form (SMT) or your Contract of Employment.
- 2) It is our policy to encourage you to take all of your holiday entitlement in the current holiday year. We do permit up to five days holiday to be carried forward, but this must be taken by the end of May otherwise it will be lost. No payment in lieu will be made in respect of untaken holidays other than in the event of termination of your employment.
- 3) Holiday dates will normally be allocated on a "first come - first served" basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.
- 4) We operate an online system for booking holidays via the selected online system and App which is currently [Sagepay](#). You will be given the rights to request absence online. You will also be able to view your holiday entitlement online at any time. This is to give you the facility to easily plan your holidays throughout the year.
- 5) Once you have registered your holiday request online, you will receive an email from the Sagepay system authorising or declining your request. If you feel that your request has been unreasonably refused for any reason you should refer the matter to the appointed person in your department. They will endeavour to ensure that you have every opportunity to take your holidays at the time you request them, but they will need to balance your requests with the needs of the department.
- 6) You should give at least four weeks' notice of your intention to take holidays of a week or more and three days' notice is required for odd single days.
- 7) You may not normally take more than two working weeks consecutively, unless authorised by your Line Manager.
- 8) Your holiday pay will be at your normal basic pay unless shown otherwise on your Statement of Main Terms.

B) PUBLIC/BANK HOLIDAYS

Your entitlement to public/bank holidays (and to any additional payment which may be made for working on a public/bank holiday) is shown in your individual Statement of Main Terms of Employment.

For more general information please refer to our Absence and Leave Policy. For your personalised terms please see your Main statement of terms issued upon your induction with us. If you no longer have your copy, please request in writing to the Operations Manager.

C) STATUTORY DAYS

Alongside your annual leave and bank holidays, WCC also provides two (2) 'statutory days' in line with the 'Green Book' terms and conditions. These must be taken during the Christmas / New Year period, when the organisation is closed.

In addition, WCC allows one further day in this period as 'informal leave', allowing all to have the period between Christmas Eve and New Year off. This day is paid. This can be revoked at any time.

SICKNESS/INJURY PAYMENTS AND CONDITIONS

Pertaining to: Sickness Policy and Sickness Management and Capability Procedure.

*Location: SharePoint > **Operations** > **Policy Documents** > **HR***

A) NOTIFICATION OF INCAPACITY FOR WORK

- 1) You must notify us **by telephone** on the first day of incapacity at the earliest possible opportunity and at least thirty minutes prior to our expectation that you are on shift where possible. Text messages and e-mails are not an acceptable method of notification. Other than in exceptional circumstances notification should be made personally, to your Line Manager.
- 2) You should try to give some indication of your expected return date and notify us as soon as possible if this date changes. The notification procedures should be followed on each day of absence unless you are covered by a medical certificate. Further reporting in regard to instruction relating to work tasks or deadlines may be given to your Line Manager via text or email – as long as your message has been acknowledged by them.
- 3) If your incapacity extends to more than seven days you are required to notify us of your continued incapacity once a week thereafter, unless otherwise agreed.

B) EVIDENCE OF INCAPACITY

- 1) Medical certificates are not issued for short-term incapacity. In these cases of incapacity (up to and including seven calendar days) you must sign a self-certification absence form on your return to work.
- 2) If your sickness has been (or you know that it will be) for longer than seven days (whether or not they are working days) you should see your doctor and make sure he/she gives you a medical certificate and forward this to us without delay. Subsequently you must supply us with consecutive medical certificates to cover the whole of your absence.

C) PAYMENTS

Statutory Sick Pay (SSP)

1. SSP rules are governed by legislation and establish the entitlement to payments that will be received by an employee when absent from work through sickness or injury. Payment is automatic and SSP will be incorporated within, but not paid in addition to, WCC sick pay.
2. SSP only becomes payable after three days of sickness absence. Employees who are sick again for more than four consecutive days within eight weeks of the first period of absence, will receive SSP immediately. The qualifying days for Statutory Sick Pay (SSP) recognised by WCC are Monday to Friday inclusive unless the employee regularly works over the weekend.
3. SSP is payable for the first 28 weeks of sickness absence. On expiry of SSP employees may be eligible for other government benefits. For more information visit the Department for Work and Pension's website: www.dwp.gov.uk, then Benefits and Services A – Z or the local Benefits Agency (01908 208600) can advise on individual entitlements.

WCC sick pay

Employees who have followed the reporting procedures will receive basic salary that will be inclusive of Statutory Sick Pay where applicable, as follows:-

During 1 st year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2 nd year of service	2 months full pay and 2 months half pay
During 3 rd year of service	4 months full pay and 4 months half pay
During 4 th and 5 th year of service	5 months full pay 5 months half pay
After 5 years of service	6 months full pay 6 months half pay

Payment for certain absences which are self-induced, avoidable, or where the injury or illness could have been reasonably avoided, such as an injury sustained from participating in a dangerous sport, may be restricted to Statutory Sick Pay only. In these cases further sick pay will be at the discretion of the management of WCC on a case by case basis. Employees who are involved in non-work related activities that carry a risk of illness or injury are advised to purchase personal protection insurance which covers unpaid absences. If any illness or injury is as a direct result of the employee working elsewhere, WCC sick pay from WCC may not be available.

WCC reserves the right to deduct all or a proportion of statutory or occupational sick pay from an employee's salary when it is considered that sickness absence was not genuine or procedures for reporting sickness absence were not adhered to. The disciplinary procedure may be invoked in such circumstances

D) RETURN TO WORK

- 1) You should notify your Line Manager as soon as you know on which day you will be returning to work, if this differs from a date of return previously notified.
- 2) If you have been suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.
- 3) On return to work after any period of sickness/injury absence (including absence covered by a medical certificate), you are also required to complete a self-certification absence form and hand this to your Line Manager.
- 4) Upon returning to work after any period of sickness/injury absence, you may be required to attend a "return to work" interview to discuss the state of your health and fitness for work. Information arising from such an interview will be treated with strictest confidence.

E) GENERAL

- 1) Submission of a medical certificate or sickness self-certification absence form, although giving us the reason for your absence may not always be regarded by us as sufficient justification for accepting your absence. Sickness is just one of a number of reasons for absence and although

it is understandable that if you are sick you may need time off, continual or repeated absence through sickness may not be acceptable to us.

- 2) In deciding whether your absence is acceptable or not we will take into account the reasons and extent of all your absences, including any absence caused by sickness/injury. We cannot operate with an excessive level of absence as all absence, for whatever reason, reduces our efficiency.
- 3) We will take a serious view if you take sickness/injury leave which is not genuine, and it will result in disciplinary action being taken.
- 4) If we consider it necessary, we may ask your permission to contact your doctor and/or for you to be independently medically examined.
- 5) **The WCC Sickness and Absence policy uses the Bradford Factor to assess any concerns regarding the level and / or frequency of absences, with key trigger points for action. Please see the policy for full details.**

SAFEGUARDS

RIGHTS OF SEARCH

- 1) Although we do not have the contractual right to carry out searches of employees and their property (including vehicles) whilst they are on our premises or business, we would ask all employees to assist us in this matter should we feel that such a search is necessary.
- 2) Where practicable, searches will be carried out in the presence of a colleague of your choice who is available on the premises at the time of the search. This will also apply at the time that any further questioning takes place.
- 3) We reserve the right to call in the police at any stage

B) CONFIDENTIALITY

- 1) All information that:
 - a) is or has been acquired by you during, or in the course of your employment, or has otherwise been acquired by you in confidence,
 - b) relates particularly to our business, or that of other persons or bodies with whom we have dealings of any sort, and
 - c) has not been made public by, or with our authority,

shall be confidential, and (save in the course of our business or as required by law) you shall not at any time, whether before or after the termination of your employment, disclose such information to any person without our written consent.

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- 2) You are to exercise reasonable care to keep safe all documentary or other material containing confidential information, and shall at the time of termination of your employment with us, or at any other time upon demand, return to us any such material in your possession.
 - 3) You are required to comply with our policies and procedures on resident confidentiality and data protection.
 - 4) You must always make yourself aware of our policies on data protection in relation to personal data and ensure compliance with them.

C) COMMUNITY COUNCIL PROPERTY AND COPYRIGHT

All written material, whether held on paper, electronically or magnetically which was made or acquired by you during your employment with us, is our property and, where appropriate, our copyright. At the time of termination of your employment with us, or at any other time upon demand, you shall return to us any such material in your possession.

D) ACCEPTANCE OF GIFTS, ETC.

Pertaining to: Declaration of Gifts and Hospitality Procedure
*Location: SharePoint > **Operations** > **Policy Documents** > **HR***

You must not accept gifts/presents from residents, service users or their relatives and must not advise on financial investments or on the preparation of wills, etc. and you must not put your signature to any such documents. Any such request must be notified to your Line Manager, Via a Declaration of Gifts and Hospitality form, for authorising signature. Any signed declarations must be handed back to your Line Manager.

E) STATEMENTS TO RELATIVES

Statements or opinions relating to residents' or service users physical or mental well-being will be given only by approved qualified staff.

F) STATEMENTS TO THE MEDIA

Any statements to reporters from newspapers, radio, television, etc. in relation to our business will be given only by the Chair, Leader or Council Manager of the Community Council, **unless agreed, in writing, in advance.**

G) DATA PROTECTION

The General Data Protection Regulation (GDPR) and the current Data Protection Act regulate our use of your personal data. As an employer it is our responsibility to ensure that the personal data, we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects.

We will process data in line with our privacy notices in relation to both job applicants and employees.

You have several rights in relation to your data. More information about these rights is available in our “Policy on your rights in relation to your data”. We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.

We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. Once consent is provided, you are able to withdraw consent at any time.

You are required to comply with all Company policies and procedures in relation to processing data. Failure to do so may result in disciplinary action up to and including dismissal.

H) INVENTIONS/DISCOVERIES

An invention or discovery made by you will normally belong to you. However, an invention or discovery made by you will become our property if it was made:

- a) in the course of your normal duties under such circumstances that an invention might reasonably be expected to result from those duties;
- b) outside the course of your normal duties, but during duties specifically assigned to you, when an invention might reasonably be expected to result from these; and
- c) During the course of any of your duties, and at the time you had a special obligation to further our interests arising from the nature of those duties, and your particular responsibilities.

I) VIRUS PROTECTION PROCEDURES

Pertaining to: I.T Security Policy

*Location: ~~SharePoint~~ > **Operations** > **Policy Documents** > **HR***

In order to prevent the introduction of virus contamination into the software system the following must be observed:

- a) Unauthorised software including public domain software, USBs, external hard drives, CDs or internet downloads must not be used; and
- b) All software must be virus checked using standard testing procedures before being used.

J) USE OF COMPUTER EQUIPMENT

In order to control the use of the Community Council’s computer equipment and reduce the risk of contamination the following will apply:

- a) the introduction of new software must first of all be checked and authorised by the Operations Manager before general use will be permitted.
- b) only authorised staff should have access to the Community Council’s computer equipment;
- c) only authorised software may be used on any of the Community Council’s computer equipment;

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- d) only software that is used for business applications may be used;
 - e) no software may be brought onto or taken from the Community Council's premises without prior authorisation;
 - f) unauthorised access to the computer facility will result in disciplinary action; and
 - g) unauthorised copying and/or removal of computer equipment/software will result in disciplinary action, such actions could lead to dismissal.

Upon induction you will sign an Asset Reference log detailing your responsibility for adequate care of all kit lent to you for the duration of your employment with us. We reserve the right, to recuperate any repairs which exceed general wear and tear, or replacement of kit left unreturned from your last payment owed. This is at the discretion of the Responsible Finance Officer and will be decided after inspection of kit during your exit interview. You will be notified of any losses in writing.

K) E-MAIL AND INTERNET POLICY

1) Introduction

The purpose of the Internet and E-mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of internet and e-mail within the Community Council. The internet and e-mail system have established themselves as an important communications facility within the Community Council and have provided us with contact with professional and academic sources throughout the world. Therefore, to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

2) Internet

Where appropriate, duly authorised staff are encouraged to make use of the Internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the Community Council name. Where personal views are expressed a disclaimer stating that this is the case should be clearly added to all correspondence. The intellectual property right and copyright must not be compromised when publishing on the Internet. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or material that is not work-related, leaves an individual liable to disciplinary action which could lead to dismissal.

3) Procedures – Acceptable/Unacceptable Use

- a) unauthorised or inappropriate use of the internet system may result in disciplinary action which could result in summary dismissal.
- b) the internet system is available for legitimate business use and matters concerned directly with the job being done. Employees using the internet system should give particular attention to the following points:
 - i) comply with all of our internet standards;

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- ii) access during working hours should be for business use only;
 - iii) private use of the internet should be used outside of your normal working hours.
 - c) the Community Council will not tolerate the use of the Internet system for unofficial or inappropriate purposes, including:
 - i) accessing websites which put our internet at risk of (including but not limited to) viruses, compromising our copyright or intellectual property rights;
 - ii) non-compliance of our social networking policy;
 - iii) connecting, posting or downloading any information unrelated to their employment and in particular pornographic or other offensive material;
 - iv) engaging in computer hacking and other related activities, or attempting to disable or compromise security of information contained on the Community Council's computers.

You are reminded that such activities (iii. and iv.) may constitute a criminal offence.

4) E-mail

The use of the e-mail system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the Community Council's position on the correct use of the e-mail system.

5) Procedures - Authorised Use

- a) Unauthorised or inappropriate use of the e-mail system may result in disciplinary action which could include summary dismissal.
- b) the e-mail system is available for communication and matters directly concerned with the legitimate business of the Community Council. Employees using the e-mail system should give particular attention to the following points:
 - c) all comply with Community Council communication standards;
 - ii) e-mail messages and copies should only be sent to those for whom they are particularly relevant;
 - iii) e-mail should not be used as a substitute for face-to-face communication or telephone contact. Abusive e-mails must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding;
 - iv) if e-mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The Community Council will be liable for infringing copyright or any defamatory information that is circulated either within the Community Council or to external users of the system; and
 - v) offers or contracts transmitted by e-mail are as legally binding on the Community Council as those

sent on paper.

c) The Community Council will not tolerate the use of the e-mail system for unofficial or inappropriate purposes, including:

i) any messages that could constitute bullying, harassment or other detriment;

ii) personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters);

iii) on-line gambling;

iv) accessing or transmitting pornography;

v) transmitting copyright information and/or any software available to the user; or

vi) posting confidential information about other employees, the Community Council or its residents, service users or suppliers.

6) Monitoring

We reserve the right to monitor all e-mail/internet activity by you for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements and you hereby consent to such monitoring. This includes monitoring of any additional accounts you may be requested to set up for the purposes of performing your work tasks, which are subject to the same rules as your work email account. Information acquired through such monitoring may be used as evidence in disciplinary proceedings.

L) USE OF SOCIAL NETWORKING SITES

Any work related issue or material that could identify an individual who is a resident, service user or work colleague, which could adversely affect the Community Council, a resident or our relationship with any resident must not be placed on a social networking site. This means that work related matters must not be placed on any such site at any time either during or outside of working hours and includes access via any computer equipment or mobile device.

Any work content or material, or contacts or connections list, created by the Employee during the course of their employment, on any of their authorised social networking sites (ownership of which vests in the Community Council) shall remain, at all times, the property of the Community Council.

Accordingly, upon termination of your employment, you shall hand over to the Community Council, the access rights to your accounts, together with any work content or material, and any contacts or connections list.

M) KEYHOLDING/ALARM SETTING

If you are an allocated key holder, you must ensure that all procedures and guidelines are followed when securing the building prior to leaving. The keys and any security measure such as alarm codes must always be kept safe. You must not give the keys or alarm code to any third party unless authorisation is obtained from the Council Manager. Any loss or damage caused as a result of your

failure to follow procedures or your negligence in ensuring the safekeeping of the keys and alarm code will result in disciplinary action which could lead to your summary dismissal.

Any breaches or security issues including the loss or theft of keys must be reported immediately to the Council Manager and/or Operations Manager.

To satisfy the requirements of our insurers and to protect us from fire and theft, you must secure all properties and premises when unattended. The last person to leave the premises must ensure lights and appropriate electrical equipment are switched off, windows and doors are secure, and alarms are set accordingly.

N) PETTY CASH

The responsible Finance Officer is responsible for petty cash and is the only person who is authorised to make a withdrawal which will only ever be for legitimate business purposes. For any payments received a receipt must be fully completed and original receipts to the value of the withdrawal must be provided.

STANDARDS

A) WASTAGE

- 1) We maintain a policy of "minimum waste" which is essential to the cost-effective and efficient running of our organisation.
- 2) You are able to promote this policy by taking extra care during your normal duties by avoiding unnecessary or extravagant use of services, time, energy, etc.
- 3) The following provision is an express written term of your contract of employment:
 - a) any damage to vehicles, stock or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement;
 - b) any loss to us that is the result of your failure to observe rules, procedures or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss; and
 - c) in the event of an at fault accident whilst driving one of our vehicles you may be required to pay the cost of the insurance excess up to a maximum of £250.00.
- 4) In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

B) STANDARDS OF DRESS (see code of conduct)

As you will come into contact with residents and members of the public, it is important that you present a professional image regarding appearance and standards of dress. Where uniforms are provided, these must be worn at all times whilst at work and cleaned on a regular basis. Where uniforms are not provided, you should wear clothes appropriate to your job responsibilities, and they should be kept clean and tidy at all times.

On the termination of your employment you must return all items of your uniform to us. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you

C) HOUSEKEEPING

Both from the point of view of safety and of appearance, work areas must always be kept clean and tidy.

HEALTH, SAFETY, WELFARE AND HYGIENE

A) SAFETY

- 1) You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.
- 2) You must not take any action which could threaten the health or safety of yourself, other employees, residents or members of the public.
- 3) Protective clothing and other equipment which may be issued for your protection because of the nature of your job must be worn at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear is your responsibility.
- 4) You should report all accidents and injuries at work, no matter how minor, in the accident book.
- 5) You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

B) REFRESHMENT MAKING FACILITIES

We provide refreshment making facilities for your use, which must always be kept clean and tidy. ~~Both the refreshment making facilities and the vending machine may only be used during authorised breaks.~~

C) ALCOHOL & DRUGS POLICY

Under legislation we, as your employer, have a duty to ensure so far as is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and, dependent on the circumstances, this may lead to your dismissal.

D) NO SMOKING POLICY

Smoking on residents or Community Council premises (including vehicles) is not permitted. This includes e-cigarettes **and vapes**.

E) FITNESS FOR WORK

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

F) MANUAL HANDLING

You are required, in accordance with the Manual Handling Regulations 1992, to advise us of any condition which may make you more vulnerable to injury.

GENERAL TERMS AND PROCEDURES

A) CHANGES IN PERSONAL DETAILS

You must notify us of any change of name, address, telephone number, etc., so that we can maintain accurate information on our records and make contact with you in an emergency, if necessary, outside normal working hours. You can do this on the Sagepay employee portal to which you will have personal access.

This must be received and acknowledged by the Operations Manager. It is your responsibility to inform us of any personal changes so that our records are up to date. Please note, failure to do so may result in correspondence and emergency contacts being incorrectly addressed.

B) OTHER EMPLOYMENT

If you already have any other employment or are considering any additional employment you must notify us so that we can discuss any implications arising from the current working time legislation.

C) TIME OFF

Circumstances may arise where you need time off for medical/dental appointments, or for other reasons. Where possible, such appointments should be made outside normal working hours and preferable the first/last appointment of the day. If this is not possible, time off required for these purposes may be granted at the discretion of the Operations Manager and will normally be without pay.

D) MATERNITY, PATERNITY, PARENTAL AND ADOPTION LEAVE AND PAY

Pertaining to: Maternity, Paternity, Parental and Adoption Policy.

*Location: SharePoint > **Operations** > **Policy Documents** > **HR***

You may be entitled to maternity/paternity/adoption leave and pay in accordance with the current statutory provisions. If you (or your partner) become pregnant or are notified of a match date for adoption purposes you should notify the Operations Manager at an early stage so that your entitlements and obligations can be explained to you, subsequently please see policy detailed above for more details.

E) PARENTAL/SHARED PARENTAL LEAVE

If you are entitled to take parental leave or shared parental leave in respect of the current statutory provisions, you should discuss your needs with the Operations Manager who will identify your entitlements and look at the proposed leave periods dependent upon your child's/children's particular circumstances and the operational aspects of the business.

F) TIME OFF FOR DEPENDANTS

You may be entitled to take a reasonable amount of unpaid time off during working hours to take action which is necessary to provide help to your dependants. Should this be necessary you should discuss your situation with the Operations Manager who, if appropriate, will agree the necessary time off.

G) BEREAVEMENT LEAVE

Reactions to bereavement may vary greatly according to individual circumstances and the setting of fixed rules for time off is therefore inappropriate. You should discuss your circumstances with the Operations Manager and agree appropriate time off.

H) EMPLOYEES' PROPERTY AND LOST PROPERTY

We do not accept liability for any loss of, or damage to, property that you bring onto the premises. You are requested not to bring personal items of value onto the premises and not to leave any items overnight. Articles of lost property should be handed to your Line Manager who will retain them whilst attempts are made to discover the owner.

I) TRAVEL EXPENSES

We will reimburse you for any reasonable expenses incurred whilst travelling on our business. The rules relating to travelling expenses will be issued separately. You must provide an expenses form, signed off by your Line Manager with receipts attached.

J) MAIL

All mail received by us will be opened, including that addressed to employees. Private mail, therefore, should not be sent care of our address. No private mail may be posted at our expense except in those cases where a formal re-charge arrangement has been made.

K) BUYING OR SELLING OF GOODS

You are not allowed to buy or sell goods on your own behalf on our premises or those of our Service Users.

L) FRIENDS AND RELATIVES CONTACT / TELEPHONE CALLS / MOBILE PHONES

You should discourage your friends and relatives from either calling on you in person or by telephone except in an emergency.

Office based Incoming personal telephone calls are allowed only in the case of emergency. Outgoing personal calls can only be made with the prior permission of your Line Manager.

The use of personal mobile phones should be reasonable and not interfere with your work or colleagues.

It is illegal to use a mobile phone without a hands-free set whilst driving. It is our policy that you should not use any mobile phone whilst driving without a hands-free set. You should pull over to the side of the road in an appropriate place before making or receiving any telephone calls. In the event of being unable to pick up a call because you cannot find a safe place to park, you must return the call as soon as conveniently possible.

M) BEHAVIOUR OUTSIDE OF WORK

The Community Council recognises the importance of work/life balance. However, owing to the nature of the business, the Community Council insists on employing staff of the highest integrity, we expect you to maintain these standards outside of working hours. Activities that result in adverse publicity to ourselves, or which cause us to lose faith in your integrity, may give us grounds for your dismissal.

N) BEHAVIOUR AT WORK

- 1) Employees are expected to act respectfully and civilly towards fellow employees, members of the public and our residents. Rude and objectionable behaviour including bad language will render you liable to disciplinary action which could result in dismissal.
- 2) You should use your best endeavours to promote the interests of the business and shall, during normal working hours, devote the whole of your time, attention and abilities to the business and its affairs.
- 3) Any involvement in activities which could be construed as being in competition with us is strictly prohibited.

O) DRIVING LICENCE

Pertaining to: Driving at Work Policy.

Location: SharePoint > Operations > Policy Documents > HR

If driving is a necessary, part of your role it is imperative that you maintain a valid driving licence suitable for the vehicle you operate at all times during your employment. You are required upon request to produce your driving licence to the management. We may also require you to provide us with the ability to access your driving licence details online. If at any time your licence is endorsed, or you are disqualified from driving, we must be informed immediately. If you are required to drive as part of your job and we are unable to find alternative employment, your employment may be terminated.

P) CAR INSURANCE

If your position requires you to use your own car for business purposes, you must ensure that your car insurance provides adequate cover. Proof of adequate insurance, Driving Licence, Tax and and MOT Certificate must be produced for scrutiny by the Community Council, upon renewal and at any time when so requested.

Q) FUEL CARDS

If you have been provided with a fuel card, you are responsible for its security and safekeeping. If it is lost or stolen, it is imperative that you report this to your Line Manager immediately. The card is to be used exclusively for business purposes only and receipts should be obtained for every transaction. Usage will be regularly monitored therefore it is in your interest to keep a personal record of transactions in order that you are able to explain them if necessary.

Personal use is not permitted under any circumstances. Misuse of the card and/or failure to comply with Community Council procedures will result in disciplinary action, which may result in your dismissal. You will be required to reimburse us the cost of any unauthorised expenditure. In the event of failure to pay, we have the contractual right to deduct such costs from your pay.

R) INCLEMENT WEATHER/TRAVEL ARRANGEMENT DISRUPTION

Every reasonable effort should be made to attend work in accordance with your contract. In the event that you are unable to attend work owing to inclement weather conditions and/or severe disruption to your travel arrangements, you should report your absence through the normal absence reporting

procedures. Your absence will be unpaid unless you have sufficient annual leave in which case you may request to use this.

S) OTHER POLICIES AND PROCEDURES

We have a number of Policies and Procedures, all of our organisational documents are available on the shared 'Company Drive' for your reference, or alternatively by request to the Operations Manager, they are also available to you through the Sagepay employee portal. Key policy documents will be explained to you upon your induction. However, it is your responsibility to ensure you are familiar with all our policies and procedures, upon signing your induction agreement you are notifying us of your full compliance and understanding to all of our Organisational policies and procedures.

T) THIRD PARTY INVOLVEMENT

We reserve the right to allow third parties to chair any meeting, for example disciplinary, capability, grievance, this is not an exhaustive list. You agree to permit us to share any relevant sensitive data where it is necessary for the purposes of that hearing.

U) RECORDING OF FORMAL MEETINGS

We reserve the right to record any formal meetings whether conducted by us or a third party, a copy of the recording can be made available on request.

ANTI-BRIBERY POLICY

Pertaining to: Declaration of Gifts and Hospitality Policy.

Location: Sharepoint > ~~Operations~~ > ~~Policy Documents~~ > ~~HR~~

A) INTRODUCTION

Bribery is a criminal offence. The Community Council prohibits any form of bribery. We require compliance, from everyone connected with our business, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us and we have a zero tolerance attitude towards corrupt activities of any kind, whether committed by employees or by third parties acting for or on behalf of the Community Council.

B) POLICY

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or Community Council in order to gain commercial, contractual or regulatory advantage for the Community Council, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

C) SUSPICION

If we suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

D) REPORTING

If you, as an employee or person working on our behalf, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to the Council Manager. You may be asked to give a written account of events.

Staff are reminded of the Community Council's Whistleblowing Policy which is available in this Employee Handbook.

E) GIFTS AND HOSPITALITY

No gift or offer of hospitality should be accepted by an employee or anyone working on our behalf.

WHISTLEBLOWERS

Pertaining to: Whistleblowing policy

*Location: Sharepoint > **Operations** > **Policy Documents** > **HR***

A) INTRODUCTION

Under certain circumstances, employees are protected from suffering any detriment or termination of employment if they make disclosures about organisations for whom they work.

B) QUALIFYING DISCLOSURES

- 1) Certain disclosures are prescribed by law as “qualifying disclosures”. A “qualifying disclosure” means a disclosure of information that the employee genuinely and reasonably believes is in the public interest and shows that the Community Council has committed a “relevant failure” by:
 - a) committing a criminal offence;
 - b) failing to comply with a legal obligation;
 - c) a miscarriage of justice;
 - d) endangering the health and safety of an individual;
 - e) environmental damage; or
 - f) concealing any information relating to the above.
- 2) These acts can be in the past, present or future, so that, for example, a disclosure qualifies if it relates to environmental damage that has happened, is happening, or is likely to happen. The Community Council will take any concerns that you may raise relating to the above matters very seriously.
- 3) The Employment Rights Act 1996 provides protection for workers who ‘blow the whistle’ where they reasonably believe that some form of illegality, injustice or breach of health and safety has occurred or is likely to occur. The disclosure has to be “in the public interest”. We encourage you to use the procedure to raise any such concerns.

C) THE PROCEDURE

It is preferable for allegations to be made to an employee’s immediate manager to whom they report. However, this may depend on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if the whistleblower believes that management is involved it would be inappropriate to raise it directly with them. The whistleblower may then make an allegation direct to any of the following:

- Operations Manager

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- Council Manager
 - Chair of the Council
 - Leader of the Council

A written report should be taken including key details to assist with any investigation, should the whistleblower be unsatisfied with the explanation or reason given, they should raise the matter with the appropriate external official organisation or regulatory body.

D) TREATMENT BY OTHERS

Bullying, harassment or any other detrimental treatment afforded to a colleague who has made a qualifying disclosure is unacceptable. Anyone found to have acted in such a manner will be subject to disciplinary action.

CAPABILITY PROCEDURES

Pertaining to: Sickness Management and Capability Procedure and Appraisal and Review Policy.

*Location: SharePoint > **Operations** > **Policy Documents** > **HR***

A) INTRODUCTION

We recognise that during your employment with us your capability to carry out your duties may deteriorate. This can be for a number of reasons, the most common ones being that either the job changes over a period of time and you fail to keep pace with the changes, or you change (most commonly because of health reasons) and you can no longer cope with the work.

B) JOB CHANGES/GENERAL CAPABILITY ISSUES

- 1) If the nature of your job changes or if we have general concerns about your ability to perform your job we will try to ensure that you understand the level of performance expected of you and that you receive adequate training and supervision. Concerns regarding your capability will normally first be discussed in an informal manner and you will be given time to improve.
- 2) If your standard of performance is still not adequate you will be warned in writing that a failure to improve and to maintain the performance required could lead to your dismissal. We will also consider the possibility of a transfer to more suitable work if possible.
- 3) If there is still no improvement after a reasonable time and we cannot transfer you to more suitable work, or if your level of performance has a serious or substantial effect on our organisation or reputation, you will be issued with a final warning that you will be dismissed unless the required standard of performance is achieved and maintained.
- 4) If such improvement is not forthcoming after a reasonable period of time, you will be dismissed with the appropriate notice.

C) PERSONAL CIRCUMSTANCES/HEALTH ISSUES

- 1) Personal circumstances may arise which do not prevent you from attending for work but which prevent you from carrying out your normal duties (e.g. a lack of dexterity or general ill health). If such a situation arises, we will normally need to have details of your medical

diagnosis and prognosis so that we have the benefit of expert advice. Under normal circumstances this can be most easily obtained by asking your own doctor for a medical report. Your permission is needed before we can obtain such a report and we will expect you to co-operate in this matter should the need arise. When we have obtained as much information as possible regarding your condition and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

- 2) There may also be personal circumstances which prevent you from attending work, either for a prolonged period(s) or for frequent short absences. Under these circumstances we will need to know when we can expect your attendance record to reach an acceptable level. This may again mean asking your own doctor for a medical report or by making whatever investigations are appropriate in the circumstances. When we have obtained as much information as possible regarding your condition, and after consultation with you, a decision will be made about your future employment with us in your current role or, where circumstances permit, in a more suitable role.

D) SHORT SERVICE STAFF

We retain discretion in respect of the capability procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal.

DISCIPLINARY PROCEDURES

A) INTRODUCTION

- 1) It is necessary to have a minimum number of rules in the interests of the whole organisation.
- 2) The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be seen merely as a means of punishment. We reserve the right to amend these rules and procedures where appropriate.
- 3) Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.
- 4) The following rules and procedures should ensure that:
 - a) the correct procedure is used when requiring you to attend a disciplinary hearing;
 - b) you are fully aware of the standards of performance, action and behaviour required of you;
 - c) disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner;
 - d) you will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on contractual pay may be

necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind;

e) other than for an "off the record" informal reprimand, you have the right to be accompanied by a fellow employee at all stages of the formal disciplinary process;

f) you will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct; and

g) if you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty.

B) DISCIPLINARY RULES

It is not practicable to specify all disciplinary rules or offences that may result in disciplinary action, as they may vary depending on the nature of the work. In addition to the specific examples of unsatisfactory conduct, misconduct and gross misconduct shown in this handbook, a breach of other specific conditions, procedures, rules etc. that are contained within this handbook or that have otherwise been made known to you, will also result in this procedure being used to deal with such matters.

C) RULES COVERING UNSATISFACTORY CONDUCT AND MISCONDUCT

(these are examples only and not an exhaustive list)

1) You will be liable to disciplinary action if you are found to have acted in any of the following ways:

- a) failure to abide by the general health and safety rules and procedures;
- b) smoking in designated non smoking areas;
- c) persistent absenteeism and/or lateness;
- d) unsatisfactory standards or output of work;
- e) rudeness towards residents, members of the public or other employees, objectionable or insulting behaviour, harassment, bullying or bad language;
- f) failure to devote the whole of your time, attention and abilities to our organisation and its affairs during your normal working hours;
- g) failure to carry out all reasonable instructions or follow our rules and procedures;
- h) unauthorised use or negligent damage or loss of our property;
- i) unauthorised use of e-mail and internet;
- j) failure to report immediately any damage to property or premises caused by you;
- k) use of our vehicles without approval or the private use of our commercial vehicles

without authorisation;

- l) failure to report any incident whilst driving our vehicles, whether or not personal injury or vehicle damage occurs;
- m) if your work involves driving, failure to report immediately any type of driving conviction, or any summons which may lead to your conviction;
- n) carrying unauthorised passengers in our vehicles or the use of our vehicles for personal gain;
- o) loss of driving licence where driving on public roads forms an essential part of the duties of the post; and
- p) failure to abide by the rules and regulations issued by the Community Council.

D) SERIOUS MISCONDUCT

- 1) Where one of the unsatisfactory conduct or misconduct rules has been broken and if, upon investigation, it is shown to be due to your extreme carelessness or has a serious or substantial effect upon our operation or reputation, you may be issued with a final written warning in the first instance.
- 2) You may receive a final written warning as the first course of action, if, in an alleged gross misconduct disciplinary matter, upon investigation, there is shown to be some level of mitigation resulting in it being treated as an offence just short of dismissal.

E) RULES COVERING GROSS MISCONDUCT

Occurrences of gross misconduct are very rare because the penalty is dismissal without notice and without any previous warning being issued. It is not possible to provide an exhaustive list of examples of gross misconduct.

However, any behaviour or negligence resulting in a fundamental breach of contractual terms that irrevocably destroys the trust and confidence necessary to continue the employment relationship will constitute gross misconduct. Examples of offences that will normally be deemed as gross misconduct include serious instances of:

- a) theft or fraud;
- b) physical violence or bullying;
- c) deliberate damage to property;
- d) deliberate acts of unlawful discrimination or harassment;
- e) possession, or being under the influence, of drugs* at work;

*For this purpose, the term 'drugs' is used to describe **both** illegal drugs and other psychoactive (mind-altering) substances which may or may not be illegal.

- f) breach of health and safety rules that endangers the lives of, or may cause serious injury to, employees or any other person;
- g) maltreatment of residents; by neglect, omission and/or commission;
- h) failure to report an incident of abuse, or suspected abuse of a resident;
- i) abandoning duty without notification or sleeping on duty or Community Council/residents premises;
- j) acceptance of gifts & hospitality in contravention of the Bribery Act 2010;
- k) failure to give notice of any pecuniary interest of which you are aware, in a contract which has been, or is proposed to be, entered into by the organisation;
- l) wilful misrepresentation at the time of appointment including:
 - 1. Previous positions held
 - 2. Qualifications held
 - 3. Falsification of date of birth
 - 4. Declaration of health
 - 5. Failure to disclose a criminal conviction/caution within the provisions of the Rehabilitation of Offenders Act;
- m) wilful misrepresentation at any time during employment in connection with qualifications held;
- n) deliberate disclosure of privileged confidential information to unauthorised people;
- o) negligent or deliberate failure to comply with the requirements of the organisation's policy & procedure concerning medicines;
- p) working whilst contravening an enactment, or breach of rules laid down by statutory bodies;
- q) any act or omission constituting serious or gross negligence/or dereliction of duty;
- r) consumption of alcohol on a residents or Community Council premises prior to and/or during hours of duty;
- s) failure to attend or gain access to visits and not reporting to Manager/ on call; and
- t) conviction for a criminal offence which clearly indicates unsuitability for the role employed to undertake.

(The above examples are illustrative and do not form an exhaustive list.)

F) DISCIPLINARY PROCEDURE

1) Disciplinary action taken against you will be based on the following procedure:

OFFENCE	1st OCCASION	2nd OCCASION	3rd OCCASION
UNSATISFACTORY CONDUCT	First Warning (written)	Final warning (written)	Dismissal
MISCONDUCT	First Warning (written)	Final warning (written)	Dismissal
SERIOUS MISCONDUCT	Final warning (written)	Dismissal	
GROSS MISCONDUCT	Dismissal		

2) We retain discretion in respect of the disciplinary procedures to take account of your length of service and to vary the procedures accordingly. If you have a short amount of service, you may not be in receipt of any warnings before dismissal.

3) If a disciplinary penalty is imposed it will be in line with the procedure outlined above, which may encompass a written warning, final written warning, or dismissal, and full details will be given to you.

4) In all cases warnings will be issued for misconduct, irrespective of the precise matters concerned, and any further breach of the rules in relation to similar or entirely independent matters of misconduct will be treated as further disciplinary matters and allow the continuation of the disciplinary process through to dismissal if the warnings are not heeded.

G) DISCIPLINARY AUTHORITY

The operation of the disciplinary procedure contained in the previous section, is based on the following authority for the various levels of disciplinary action. However, the list does not prevent a higher level of seniority progressing any action at whatever stage of the disciplinary process.

	PERSON AUTHORISED TO TAKE DISCIPLINARY ACTION IN THE CASE OF:	
	MANAGEMENT/SENIOR OFFICERS	OTHER EMPLOYEES
Written warning	Line Manager	Line Manager
Final written warning	Line Manager	Operations Manager
Dismissal	Operations Committee	Council Manager

H) PERIOD OF WARNINGS

- 1) Written warning
 - a. A written warning will normally be disregarded for disciplinary purposes after a six-month period.
- 2) Final written warning
 - a. A final written warning will normally be disregarded for disciplinary purposes after a twelve month period.

I) GENERAL NOTES

- 1) If you are in a supervisory or Managerial position then demotion to a lower status may be considered as an alternative to dismissal except in cases of gross misconduct.
- 2) In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss.
- 3) Gross misconduct offences will result in dismissal without notice.
- 4) You have the right to appeal against any disciplinary action.

CAPABILITY/DISCIPLINARY APPEAL PROCEDURE

You have the right to lodge an appeal in respect of any capability/disciplinary action taken against you.

- 1) If you wish to exercise this right you should apply either verbally or in writing to the person indicated in your individual Statement of Main Terms of Employment.
- 2) An appeal against a formal warning or dismissal should give details of why the penalty imposed is too severe, inappropriate or unfair in the circumstances.
- 3) The appeal procedure will normally be conducted by a member of staff not previously connected with the process so that an independent decision into the severity and appropriateness of the action taken can be made.
- 4) If you are appealing on the grounds that you have not committed the offence then your appeal may take the form of a complete re-hearing and reappraisal of all matters so that the person who conducts the appeal can make an independent decision before deciding to grant or refuse the appeal.
- 5) You may be accompanied at any stage of the appeal hearing by a fellow employee of your choice. The result of the appeal will be made known to you in writing, normally within five working days after the hearing.

GRIEVANCE PROCEDURE

- 1) It is important that if you feel dissatisfied with any matter relating to your employment you should have an effective means by which such a grievance can be aired and, where appropriate, resolved.
- 2) Nothing in this procedure is intended to prevent you from informally raising any matter you may wish to mention. Informal discussion can frequently solve problems without the need for a written record. However, if you wish to raise a formal grievance you should normally do so in writing from the outset.
- 3) You have the right to be accompanied at any stage of the procedure by a fellow employee who may act as a witness or speak on your behalf to explain the situation more clearly.
- 4) If you feel aggrieved at any matter relating to your work (except personal harassment, for which there is a separate procedure following this section), you should first raise the matter with the person specified in your Statement of Main Terms of Employment, explaining fully the nature and extent of your grievance - Unless this individual is involved as a subject of the complaint, in this instance you can refer to the Council Manager for investigation. Should the subject of the complaint be the Council Manager, you must refer to the Chair of the Council. You will then be invited to a meeting at a reasonable time and location at which your grievance will be investigated fully. You must take all reasonable steps to attend this meeting. You will be notified of the decision, in writing, normally within ten working days of the meeting, including your right of appeal.

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- 5) If you wish to appeal you must inform the Council Manager within five working days. You will then be invited to a further meeting, which you must take all reasonable steps to attend. As far as reasonably practicable, the organisation will be represented by a more Senior Manager than attended the first meeting (unless the most Senior Manager attended that meeting).
 - 6) Following the appeal meeting you will be informed of the final decision, normally within ten working days, which will be confirmed in writing.

Please refer to our grievance procedure for more detail around this policy/procedure.

ANTI-BULLYING AND HARASSMENT PROCEDURE

A) INTRODUCTION

- 1) Harassment or victimisation on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation is unacceptable.
- 2) Personal harassment takes many forms but whatever form it takes, personal harassment is always serious and is totally unacceptable.

B) POLICY

We deplore all forms of personal harassment and seek to ensure that the working environment is sympathetic to all our employees.

C) COMPLAINING ABOUT PERSONAL HARASSMENT

1) Informal complaint

If you are the victim of minor harassment you should make it clear to the harasser on an informal basis that their behaviour is unwelcome and ask the harasser to stop. If you feel unable to do this verbally then you should hand a written request to the harasser.

2) Formal complaint

Where the informal approach fails or if the harassment is more serious, you should bring the matter to the attention of your Line manager as a formal written complaint. If your issue is with your Line manager you may raise this issue directly with the Operations manager.

The person dealing with the complaint will invite you to attend a meeting, at a reasonable time and location, to discuss the matter and carry out a thorough investigation. You have the right to be accompanied at such a meeting by your confidential helper or another work colleague of your choice and you must take all reasonable steps to attend. Those involved in the investigation will be expected to act in confidence and any breach of confidence will be a disciplinary matter.

On conclusion of the investigation, which will normally be within ten working days of the meeting with you, the decision of the investigator, detailing the findings, will be sent in writing to you.

You have the right to appeal against the findings of the investigator in accordance with the appeal provisions of the grievance procedure.

D) GENERAL NOTES

- 1) If the decision is that the allegation is well founded, the harasser will be liable to disciplinary action in accordance with our disciplinary procedure. An employee who receives a formal warning or who is dismissed for harassment may appeal by using our capability/disciplinary appeal procedure.
- 2) If you bring a complaint of harassment you will not be victimised for having brought the complaint. However, if it is concluded that the complaint is both untrue and has been brought with malicious intent, disciplinary action will be taken against you.

EQUAL OPPORTUNITIES POLICY

Pertaining to: Equal Opportunities statement.

*Location: SharePoint > **Operations > Policy Documents > HR***

A) STATEMENT OF POLICY

- 1) We recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.
- 2) The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- 3) We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.
- 4) The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.
- 5) The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and any relevant Codes of Practice.
- 6) We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.

B) RECRUITMENT AND SELECTION

Pertaining to: Recruitment and Retention Policy.

*Location: SharePoint > **Operations > Policy Documents > HR***

- 1) The recruitment and selection process are crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.

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- 2) Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.
 - 3) Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.
 - 4) We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.
 - 5) We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.
 - 6) All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.
 - 7) All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.
 - 8) Short listing and interviewing will be carried out by more than one person where possible.
 - 9) Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.
 - 10) We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance
 - 11) Selection decisions will not be influenced by any perceived prejudices of other staff.

C) TRAINING AND PROMOTION

Pertaining to: Training and Development Policy.

*Location: SharePoint > **Operations > Policy Documents > HR***

- 1) Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.
- 2) All promotion will be in line with this policy.

D) MONITORING

- 1) We will maintain and review the employment records of all employees in order to monitor the progress of this policy.
 - 2) Monitoring may involve:
 - a) the collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;
 - b) the examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and
 - c) recording recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.
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- 3) The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.

TERMINATION OF EMPLOYMENT

A) RESIGNATIONS

All resignations must be supplied in writing, stating the reason for resigning your post

B) TERMINATING EMPLOYMENT WITHOUT GIVING NOTICE

If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. This is an express written term of your contract of employment. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay, if you fail to give or work the required period of notice.

C) RETURN OF PROPERTY

On the termination of your employment you must return all our property including uniforms and protective clothing. Failure to do so will result in the cost of the property or the cost of recovering the property being deducted from any termination pay due to you. This is an express written term of your contract of employment. Failure return equipment lent to you throughout your employment in reasonable condition as specified, on your signed Asset Log (upon induction) which agrees your acknowledgement of payback terms stated on the document.

D) RETURN OF VEHICLES

On termination of your employment you must return any Community Council vehicle in your possession to our premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you. This is an express written term of your contract of employment.

E) REPAYMENT OF OUTSTANDING MONIES

On the termination of your employment we have the right to deduct from any termination pay due to you, any monies collected by you on our behalf and any advances of wages or any loans that we may have made to you. This is an express written term of your contract of employment.

F) GARDEN LEAVE

If either you or the organisation serves notice on the other to terminate your employment the organisation may require you to take "garden leave" for all or part of the remaining period of your employment.

NB.

During any period of garden leave you will continue to receive your full salary and any other contractual benefits.

OC 54/25

Staying safe as councillors – options for meeting with residents and agreement on safety protocols.

Following the recent safeguarding training, it became apparent that an agreed process and protocols for meeting with residents would help ensure the safety of councillors, the effective safeguarding of all parties, whilst ensuring that the ‘good neighbour’ elements of the work that many councillors undertake can continue to happen.

Our Safeguarding policy covers all officers, volunteers and councillors and, as detailed within, states that:

This policy sets out how the council discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children, young people and vulnerable adults accessing our services. Our policy applies to all officers, councillors, administration, and support staff, paid and unpaid as all can be the first point of disclosure for a resident.

Safeguarding also applies to our officers, volunteers and councillors and ensuring their safety is an essential part of this – whilst the policy covers working with the public, we, as a corporate body, also have duties to our internal people.

Scope

This proposal covers ALL officers, volunteers and councillors whilst undertaking duties relating to Woughton Community Council (WCC). This includes working within the various buildings that WCC manages (youth centre, wellbeing hub, community centres, depot, community gardens and the main council offices), in spaces that are managed by other agencies (e.g. hospital, community buildings, family centres, etc.) and within people’s homes.

Duties may include (but are not limited to):

- Services (wellbeing, advice work, youth sessions, etc.)
- Events
- Councillor contact
- Interviews

This policy sits alongside our existing Lone Working policy (see attached) which is a contractual agreement with *employees* of WCC. Whilst this cannot be enforced with councillors, they are encouraged to consider this policy alongside the information below.

Purpose

The purpose of this proposal is to ensure that all are safe, maintain professional boundaries and reduce the risk of facing allegations of impropriety. This approach, whilst not removing the risks,

reduces and mitigates the risk and helps to ensure that residents, officers, volunteers and councillors are as protected as can be reasonably expected.

Policy

For ease of use, where the phrase 'officer' is used, this can mean any officer, volunteer or councillor undertaking WCC business.

Ideally, nobody will work alone with members of the public at any point. However, it is acknowledged that there may be times where due to circumstances beyond WCC control, officers may find themselves working alone. In these situations, suitable steps should be taken to ensure safety, primarily to avoid access from third parties. This may include:

WCC managed buildings:

- Locking external doors (whilst ensuring fire safety regulations are followed)
- Allowing access to reception areas, whilst maintaining a locked door between the officer and the public
- In exceptional circumstances, working with access to a linked communication system to another person – this may be a phone that is connected, an online connection (Teams, Zoom, etc.) or similar.

Buildings managed by third parties:

- As above, but to include the management of the building in use, with mutually agreed risk management processes in place.

In public spaces

- Where officers agree to meet in public spaces, such as coffee shops or cafes, a 'check in' system should be applied (see below). This would be an agreed process where a named individual (preferably someone within WCC) is contacted when the meeting is due to start, with a clear idea of when it will finish and contact made upon leaving.
- It is also advised that there is a 'code' provided that can be used in case of emergency – this should be agreed in advance, in line with the process noted below.

In private households

It is not recommended that this approach should take place but is acknowledged that it may still happen. With this in mind:

- A 'check in' approach **MUST** be followed.
- Where possible, officers should ensure that they are accompanied to home visits by another professional. This may be another officer, or a member of a partner organisation (such as a Housing Officer, social worker, care provider, etc.)

Check in procedures

Check in procedures should be used in line with the above recommendations. These should include, as a minimum:

- The name of the person that the meeting is with
- The place that the meeting is being held

- The start and end times of the meeting
- An agreed 'emergency' code and action to be taken if used (e.g. agreement that someone else will attend, that a manager will be called or that the police will be asked to attend). It may be that there are different codes for different responses.
As a default, this is '*Please let Simon know that I will be late for the meeting*' (in case of a concern that requires an additional person) or '*Please let Simon know I need to cancel the meeting*' in case of the need for urgent police attendance).
- In the event of a meeting overrunning, a phone call should be made to the nominated other person informing them of this.
- If, at the agreed end time, there has been no contact with the person in the meeting, the named contact should call them to check on their wellbeing. If no answer, a message should be sent asking if the meeting with Simon is happening. If there is no response, one further phone call should be made and, if no answer, emergency protocols should be followed.

Follow up actions

In the event that anything untoward takes place, it is essential that this is reported at the earliest opportunity. This report should be made to the Council Manager and the Designated Safeguarding Officer.

Concerns about any situations that may have been difficult should also be reported, so that a record can be kept.

This will help ensure that no further risk is taken with any member of our community or our officers.



Woughton Community Council

Lone Working Policy

Woughton Community Council takes the safety of its staff and visitors extremely seriously. As an Employer we recognise our responsibility to ensure the safety of all our staff at all times. Every effort will be made to ensure all measures are taken to maximise Health and Safety at work. This policy is created to present potential risks of lone working to staff, and to outline procedures to help minimise these risks.

Organisational Responsibilities

- Relevant risk assessments will be conducted by the Health and Safety officer of the environment in which you will carry out lone working.
- We will work to take precautions and or solutions to mitigate any high risk that may potentially occur.
- You will only be sanctioned for lone working should the Health and Safety officer deem it safe to do so.
- Woughton Community Council will provide you with a list of contact numbers upon your induction, we also will inform you of the out of hours (emergency) contact number should you need to make contact with us.
- Should we deem it necessary we may provide you with training to ensure optimum safety.
- We will carry out all relevant and necessary equipment checks to ensure suitability of use when you are lone working.
- If it is recorded from the Health and Safety assessment, we will provide you with the sufficient level of personal protective equipment to carry out your job effectively.
- We will provide you with portable first-aid provision.
- We will ensure you have correct means to 'sign-in' and 'out' of shift for us to have overview of your safety when arriving and leaving work.

Employee Responsibilities

- You must always ensure you are contactable; having suitable battery life on your phone, having a suitable office set up if working from home to ensure you are contactable and online.
- Upon a method statement being issued, we expect our staff to work alongside us to mitigate and risks which could potentially occur.
- Sanctioning Lone working means we are entrusting our staff to utilise any training you may have been given, and we are trusting you to work safely and sensibly unsupervised.
- You must inform your line manager if any changes occur in your lone working environment, so that as an employer we are able to review the circumstances and issue a revised mission statement.

Lone working conditions will be reviewed on a yearly basis to ensure the continuity of your safety.

Linked policies

WCC Employee Handbook

Safeguarding Policy

Recruitment and Retention policy (induction segment)

Last review date:	October 2024
Next review date:	October 2025
Lead:	Operations Manager
Overseeing Committee:	Operations
Approved:	OC156/24
Review cycle:	Annually

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 8th December 2025

Agenda Item OC 5525

PURPOSE OF REPORT: To provide further information relating to the budget and precept setting process

RECOMMENDATION:

1. That committee considers the three scenarios for precept increase for 2026/27 and makes a recommendation to Full Council

MAIN ISSUES AND CONSIDERATIONS:

Following ongoing discussions, a set of scenarios for precept increases over the coming years has been prepared. While budget planning typically focuses on the next financial year, these scenarios include a three-year forecast to support longer-term strategic planning. This approach is particularly important given that the LCTRS grant is only confirmed for the next two years, and its future beyond that remains uncertain.

Since the last committee meeting, the financial model has been revised to reflect the updated tax base and the reduced LGPS employer contribution rate, which has decreased from 23.7% to 22.7%.

- Scenario 1 – a minimum increase of **3%** to maintain current services. This would cover all budget needs for the coming year; however, Year 3 of the forecast (when the LCTRS grant is likely to end) shows a significant deficit, only partially offset by savings from Year 2.
- Scenario 2 – an increase of **5%** applied consistently across all three years. This approach would generate a surplus in Years 1 and 2, which could be used to cover the shortfall anticipated in Year 3.
- Scenario 3 – an initial increase of **7%** in Year 1, followed by smaller increases of **3%** in subsequent years. This option results in similar overall outcomes in terms of surplus and deficit, but distributes the burden of percentage increases differently across the period.

SUGGESTED PROPOSAL:

- *That committee agrees to the attached budget (scenario X) as the budget for the financial year 2025/26 and makes a recommendation for Full Council ratification.*

AUTHOR

Marta Sobis – Responsible Finance Officer

2025/26 Budget

Inflation rate: 2.0% 3.0% 3.0% 3.0%
 Precept increase: 9% 3% 3% 3%

	2025/26	2026/27	2027/28	2028/29
EXPENDITURE - Democracy and Governance				
Cllr Ward Initiatives Fund	£ 3,800.00	£ 3,800.00	£ 3,800.00	£ 3,800.00
Communities and Environment Fund	£ 8,000.00	£ 8,000.00	£ 8,000.00	£ 8,000.00
Grant Aid - Res Associations	£ 2,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Member Allowances and Expenses	£ 27,379.00	£ 27,931.00	£ 29,940.00	£ 29,940.00
Democracy and Governance Total	£ 41,679.00	£ 41,231.00	£ 43,240.00	£ 43,240.00
EXPENDITURE - Whole organisational services				
Meeting and hospitality costs	£ 500.00	£ 515.00	£ 530.45	£ 546.36
Insurance Inc Vans	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,500.00
HQ - Building Costs (regulars)	£ 30,600.00	£ 30,000.00	£ 30,900.00	£ 31,827.00
Vehicles	£ 6,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Uniforms	£ 500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Branding and engagement	£ 500.00	£ 500.00	£ 500.00	£ 500.00
CCTV	£ 12,000.00	£ 12,000.00	£ -	£ -
Whole organisation services total	£ 60,100.00	£ 59,515.00	£ 48,430.45	£ 49,873.36
EXPENDITURE - Organisational Management				
Affiliations and Professional Services	£ 12,500.00	£ 12,500.00	£ 12,500.00	£ 12,500.00
Audit Fees	£ 3,100.00	£ 3,100.00	£ 3,100.00	£ 3,100.00
Capital Loan Repayment	£ 26,818.00	£ 26,818.00	£ -	£ -
Newsletters, Websites and Communications	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Stationary and Amenities and services - HQ	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00
I.T (previously included broadband and Members IT)	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00
Training, Development and Conferences	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00
Organisational Management Total	£ 87,418.00	£ 87,418.00	£ 60,600.00	£ 60,600.00
Organisational Costs Total	£ 189,197.00	£ 188,164.00	£ 152,270.45	£ 153,713.36
Staffing Costs - increments included				
HQ Staffing	£ 233,627.93	£ 237,959.76	£ 246,288.35	£ 254,908.44
Youth Staffing	£ 141,621.15	£ 128,098.18	£ 132,581.61	£ 137,221.97
Community Staffing	£ 129,780.82	£ 142,751.16	£ 147,747.45	£ 152,918.61
Landscape and Environment Staffing	£ 292,910.91	£ 317,305.83	£ 328,411.54	£ 339,905.94
Meeting Places Staffing	£ 101,597.00	£ 66,567.74	£ 68,897.61	£ 71,309.02
Staffing Total	£ 899,537.81	£ 892,682.66	£ 923,926.55	£ 956,263.98
Landscape - Building costs	£ 5,000.00	£ 5,150.00	£ 5,304.50	£ 5,463.64
Landscape - Services Budget	£ 38,000.00	£ 38,000.00	£ 38,000.00	£ 38,000.00
Landscaping machinery replacement fund	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Youth and Community - Building Costs (Nos 95 & 99)	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00
Youth - Services Budget	£ 9,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Environment - Services Budget (inc dog bins)	£ 11,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Flood equipment updates and replacements	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Community Food - Services Budget	£ 2,000.00	£ 10,400.00	£ 10,400.00	£ 10,400.00
Community Development - Services Budget (incl events)	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
Meeting Places (Costs)	£ 69,810.00	£ 70,000.00	£ 72,100.00	£ 74,263.00
Service Plan Delivery	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
Emerging priorities	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Replacement of notice boards and gazebos	£ 4,000.00	£ 4,000.00	£ -	£ -
Transfer to property reserves	£ 12,500.00	£ 12,500.00	£ 12,500.00	£ 12,500.00
Community Centre improvements	£ 20,000.00	£ 35,000.00	£ 20,000.00	£ 50,000.00
Services Delivery Total	£ 225,310.00	£ 249,050.00	£ 232,304.50	£ 264,626.64
EXPENDITURE TOTAL	£ 1,314,044.81	£ 1,329,896.66	£ 1,308,501.50	£ 1,374,603.98
INCOME				
Bank and Investment Interest	£ 15,000.00	£ 18,000.00	£ 18,000.00	£ 18,000.00
MKC LTRS Grant / Deprivation grant	£ 105,353.45	£ 105,353.45	£ 105,353.45	£ -
Hire of Meeting Places	£ 60,000.00	£ 60,000.00	£ 60,000.00	£ 60,000.00
Landscape Grant	£ 195,423.85	£ 199,332.32	£ 205,312.29	£ 211,471.66
Landscape additional				
Precept	£ 886,837.08	£ 940,783.44	£ 969,006.95	£ 998,077.16
Grants income (agreed)	£ 18,333.00	£ -	£ -	£ -
MKCC Funding - Comm Centres and CIF				
Additional Income Generation	£ 30,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Grant funding (to be confirmed - priority for Comm Centres)				
Income Total	£ 1,310,947.38	£ 1,333,469.22	£ 1,367,672.69	£ 1,297,548.82
SURPLUS / DEFICIT	-£ 3,097.43	£ 3,572.56	£ 59,171.19	-£ 77,055.16

2025/26 Budget

Inflation rate: 2.0% 3.0% 3.0% 3.0%
 Precept increase: 9% 5% 5% 5%

	2025/26	2026/27	2027/28	2028/29
EXPENDITURE - Democracy and Governance				
Cllr Ward Initiatives Fund	£ 3,800.00	£ 3,800.00	£ 3,800.00	£ 3,800.00
Communities and Environment Fund	£ 8,000.00	£ 8,000.00	£ 8,000.00	£ 8,000.00
Grant Aid - Res Associations	£ 2,500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Member Allowances and Expenses	£ 27,379.00	£ 27,931.00	£ 29,940.00	£ 29,940.00
Democracy and Governance Total	£ 41,679.00	£ 41,231.00	£ 43,240.00	£ 43,240.00
EXPENDITURE - Whole organisational services				
Meeting and hospitality costs	£ 500.00	£ 515.00	£ 530.45	£ 546.36
Insurance Inc Vans	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,500.00
HQ - Building Costs (regulars)	£ 30,600.00	£ 30,000.00	£ 30,900.00	£ 31,827.00
Vehicles	£ 6,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Uniforms	£ 500.00	£ 1,500.00	£ 1,500.00	£ 1,500.00
Branding and engagement	£ 500.00	£ 500.00	£ 500.00	£ 500.00
CCTV	£ 12,000.00	£ 12,000.00	£ -	£ -
Whole organisation services total	£ 60,100.00	£ 59,515.00	£ 48,430.45	£ 49,873.36
EXPENDITURE - Organisational Management				
Affiliations and Professional Services	£ 12,500.00	£ 12,500.00	£ 12,500.00	£ 12,500.00
Audit Fees	£ 3,100.00	£ 3,100.00	£ 3,100.00	£ 3,100.00
Capital Loan Repayment	£ 26,818.00	£ 26,818.00	£ -	£ -
Newsletters, Websites and Communications	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Stationary and Amenities and services - HQ	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 4,000.00
I.T (previously included broadband and Members IT)	£ 30,000.00	£ 30,000.00	£ 30,000.00	£ 30,000.00
Training, Development and Conferences	£ 6,000.00	£ 6,000.00	£ 6,000.00	£ 6,000.00
Organisational Management Total	£ 87,418.00	£ 87,418.00	£ 60,600.00	£ 60,600.00
Organisational Costs Total	£ 189,197.00	£ 188,164.00	£ 152,270.45	£ 153,713.36
Staffing Costs - increments included				
HQ Staffing	£ 233,627.93	£ 237,959.76	£ 246,288.35	£ 254,908.44
Youth Staffing	£ 141,621.15	£ 128,098.18	£ 132,581.61	£ 137,221.97
Community Staffing	£ 129,780.82	£ 142,751.16	£ 147,747.45	£ 152,918.61
Landscape and Environment Staffing	£ 292,910.91	£ 317,305.83	£ 328,411.54	£ 339,905.94
Meeting Places Staffing	£ 101,597.00	£ 66,567.74	£ 68,897.61	£ 71,309.02
Staffing Total	£ 899,537.81	£ 892,682.66	£ 923,926.55	£ 956,263.98
Landscape - Building costs	£ 5,000.00	£ 5,150.00	£ 5,304.50	£ 5,463.64
Landscape - Services Budget	£ 38,000.00	£ 38,000.00	£ 38,000.00	£ 38,000.00
Landscaping machinery replacement fund	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Youth and Community - Building Costs (Nos 95 & 99)	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00
Youth - Services Budget	£ 9,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Environment - Services Budget (inc dog bins)	£ 11,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
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Community Food - Services Budget	£ 2,000.00	£ 10,400.00	£ 10,400.00	£ 10,400.00
Community Development - Services Budget (incl events)	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
Meeting Places (Costs)	£ 69,810.00	£ 70,000.00	£ 72,100.00	£ 74,263.00
Service Plan Delivery	£ 15,000.00	£ 15,000.00	£ 15,000.00	£ 15,000.00
Emerging priorities	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Replacement of notice boards and gazebos	£ 4,000.00	£ 4,000.00	£ -	£ -
Transfer to property reserves	£ 12,500.00	£ 12,500.00	£ 12,500.00	£ 12,500.00
Community Centre improvements	£ 20,000.00	£ 35,000.00	£ 20,000.00	£ 50,000.00
Services Delivery Total	£ 225,310.00	£ 249,050.00	£ 232,304.50	£ 264,626.64
EXPENDITURE TOTAL	£ 1,314,044.81	£ 1,329,896.66	£ 1,308,501.50	£ 1,374,603.98
INCOME				
Bank and Investment Interest	£ 15,000.00	£ 18,000.00	£ 18,000.00	£ 18,000.00
MKC LTRS Grant / Deprivation grant	£ 105,353.45	£ 105,353.45	£ 105,353.45	£ -
Hire of Meeting Places	£ 60,000.00	£ 60,000.00	£ 60,000.00	£ 60,000.00
Landscape Grant	£ 195,423.85	£ 199,332.32	£ 205,312.29	£ 211,471.66
Landscape additional				
Precept	£ 886,837.08	£ 959,051.08	£ 1,007,003.64	£ 1,057,353.82
Grants income (agreed)	£ 18,333.00	£ -	£ -	£ -
MKCC Funding - Comm Centres and CIF				
Additional Income Generation	£ 30,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Grant funding (to be confirmed - priority for Comm Centres)				
Income Total	£ 1,310,947.38	£ 1,351,736.86	£ 1,405,669.38	£ 1,356,825.48
SURPLUS / DEFICIT	-£ 3,097.43	£ 21,840.20	£ 97,167.88	-£ 17,778.50

2025/26 Budget

Inflation rate:

2.0%

3.0%

3.0%

3.0%

Precept increase:

9%

7%

3%

3%

	2025/26	2026/27	2027/28	2028/29
EXPENDITURE - Democracy and Governance				
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Audit Fees	£ 3,100.00	£ 3,100.00	£ 3,100.00	£ 3,100.00
Capital Loan Repayment	£ 26,818.00	£ 26,818.00	£ -	£ -
Newsletters, Websites and Communications	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
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Youth and Community - Building Costs (Nos 95 & 99)	£ 13,000.00	£ 13,000.00	£ 13,000.00	£ 13,000.00
Youth - Services Budget	£ 9,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Environment - Services Budget (inc dog bins)	£ 11,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Flood equipment updates and replacements	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00
Community Food - Services Budget	£ 2,000.00	£ 10,400.00	£ 10,400.00	£ 10,400.00
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Emerging priorities	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00
Replacement of notice boards and gazebos	£ 4,000.00	£ 4,000.00	£ -	£ -
Transfer to property reserves	£ 12,500.00	£ 12,500.00	£ 12,500.00	£ 12,500.00
Community Centre improvements	£ 20,000.00	£ 35,000.00	£ 20,000.00	£ 50,000.00
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EXPENDITURE TOTAL	£ 1,314,044.81	£ 1,329,896.66	£ 1,308,501.50	£ 1,374,603.98
INCOME				
Bank and Investment Interest	£ 15,000.00	£ 18,000.00	£ 18,000.00	£ 18,000.00
MKC LTRS Grant / Deprivation grant	£ 105,353.45	£ 105,353.45	£ 105,353.45	£ -
Hire of Meeting Places	£ 60,000.00	£ 60,000.00	£ 60,000.00	£ 60,000.00
Landscape Grant	£ 195,423.85	£ 199,332.32	£ 205,312.29	£ 211,471.66
Landscape additional				
Precept	£ 886,837.08	£ 977,318.72	£ 1,006,638.29	£ 1,036,837.43
Grants income (agreed)	£ 18,333.00	£ -	£ -	£ -
MKCC Funding - Comm Centres and CIF				
Additional Income Generation	£ 30,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00
Grant funding (to be confirmed - priority for Comm Centres)				
Income Total	£ 1,310,947.38	£ 1,370,004.50	£ 1,405,304.03	£ 1,336,309.09
SURPLUS / DEFICIT	-£ 3,097.43	£ 40,107.84	£ 96,802.52	-£ 38,294.89