

OPERATIONS AND RESOURCES COMMITTEE

Tuesday 7th October 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 13th October 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 26/25 Apologies:

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

OC 27/25 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 28/25 Questions from the public (maximum 10 minutes):

To receive questions and statements from members of the public.

OC 29/25 Chairs announcements:

To receive announcements from the Chair.

OC 30/25 Minutes of previous meeting(s):

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

- Tuesday 9th September 2025.

(Attached)

OC 31/25 To review and approve the bank reconciliation and payments made during the months of May / June / July 2025

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

(To be provided at the meeting)

OC 32/25 To review and approve the following policies:

- a. Appraisal, 1to1 and Support Policy
- b. Lone Working
- c. Equality and diversity
- d. Sexual Harassment Prevention Policy
- e. Investment strategy
- f. Health and Safety Policy

(Covering paper and proposed policy documents attached)

OC 33/25 To consider current budget (six-month review)

To review the half year budget position for the current year, identifying areas of note.

(Budget and paper attached)

OC 34/25 To continue budget discussions for the 2026/2027 council year.

To continue considerations of the 2026/27 budget, plus three-year projections, with a view to having a clear proposal for November.

(Updated budget proposal attached)

OC 35/25 To provide an update on proposed refurbishment works on Chambers, including replacement flooring, furniture and IT installation

To update on options, provide updated quotes and suggest potential flooring, based on samples provided, plus chair options that are available.

(Verbal update and samples at the meeting)



OC 36/25 To update the committee on the recruitment process for the Operations Manager / Deputy Clerk position

To provide information on the job specification and advert that has been used, alongside proposals for the interviewing and selection process.

(Applicant Pack attached – verbal update).

Date of next meeting:

Monday 10th November 2025 @ 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 Tuesday 9th September 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) (left 18.26), Eamonn Bobey, Tony Coughlan, Penny Glasgow (left 18.26), Charlie Marsh, Ruth McMillan, D'Anne Mordecai, April Rennie, Alan Williamson.

Also present:

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

OC 14/25 Apologies:

There were no apologies received.

RESOLVED - noted

OC 15/25 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 16/25 Questions from the public (maximum 10 minutes):

There were no questions received.

RESOLVED - noted

OC 17/25 Chairs announcements:

The Chair noted that the Festival had taken place on the previous Saturday and members offered positive feedback regarding the day.

RESOLVED - noted

OC 18/25 Minutes of previous meeting(s):

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

- Monday 9th June 2025.

One change was noted at OC 02/25, in that Cllr Sue Smith was elected as Vice Chair, as opposed to Cllr Norris, who had been stated in the draft minutes. With this adjustment the minutes were agreed as an accurate representation of the meeting.

Proposed by: Cllr Norris. Seconded by: Cllr Mordecai.

RESOLVED by way of unanimous vote

OC 19/25 To review and approve the bank reconciliation and payments made during the months of May / June / July 2025

Cllrs Smith and Norris checked the papers prior to the meeting, ensuring all complete and accurate.



Proposal:

That the committee approves the bank reconciliations and payments made during May – July 2025, in line with the financial procedures and policies.

Proposed by: Cllr Norris. Seconded by: Cllr McMillan

RESOLVED by way of unanimous vote.

OC 20/25 To review and approve the following policies:

- Training and Development Policy
- Councillor Training Policy Statement
- Procurement Policy
- Officer Code of Conduct

The Council Manager spoke to the paper, explaining that there were some changes within the policies, but these were mainly a matter of language / grammar, rather than any change in policy. A few further spelling and grammatical changes were noted from councillors and with these issues resolved, the committee was happy with the changes.

The committee also suggested that it would be helpful to have a single policy that covers training for all within the council, rather than the two noted above, tasking the officers with developing an over-arching policy for next time the ratification process was needed. It was also suggested that the Officer Code of Conduct should be checked against other policies, to ensure that it isn't a policy for the sake of a policy but includes elements that are necessary and not covered elsewhere.

Proposal:

That the committee ratifies the policies with agreed changes and that the Council Manager / officer team will work on creation of an overarching training policy and check the Code of Conduct for suitability, prior to the next ratification.

Proposed by: Cllr Coughlan. Seconded by: Cllr McMillan

RESOLVED by way of unanimous vote.

OC 21/25 To consider current budget (five-month review) and initial discussions regarding the 2026/2027 budget

The RFO spoke to the paper, with a view to reviewing the budget for the current year and start considerations of the 2026/27 budget, plus three-year projections.

The five month mark for the current budget showed a healthy budget, with 40% of spend against a 41% of year gone – on target for the year. The RFO gave further details of issues of note (stated within the paper) and introduced the initial budget for the coming year.

This initial document showed that, based on early work, a balanced budget would be possible with a small, inflation-based precept increase (3%). This is a result of previous savings and staffing efficiencies, plus smaller reductions for the coming year in key areas (e.g. allowances). Councillors were encouraged to start considering the budget and would be able to get a good overview of finance issues for local councils at the training session on the 17th September.

RESOLVED - noted

OC 22/25 To consider any refurbishment works on Chambers, including replacement flooring, furniture and IT installation

The Council Manager spoke to the paper, with an aim to gain clear guidance on committee's views on refurbishment, including contractual obligations, with a view to further works and actions to prepare more fully. There was discussion around the priorities and agreement that flooring and chairs were needed, with a view that some 'samples' of both flooring and chairs for the committee to consider would be helpful. The Council Manager explained that the chair options provided were from an online provider, so this may prove tricky, but would try and gather a range of chairs for committee members to trial. In addition, further quotes for flooring would be required to comply with



the financial regulations, so this will also be completed. Checking the weather strips on the chamber doors was also suggested, to try and reduce water ingress.

Proposal:

That the Council Manager gets additional quotes for flooring and, where possible, provides samples for the committee to consider options for flooring and seating, bringing information back to this committee at the next meeting in October.

Proposed by: Cllr Rennie. Seconded by: Cllr Bobey.

RESOLVED by way of unanimous vote.

OC 23/25 To agree the procurement of a Fire Safety contract

The RFO spoke to the paper which included three (3) quotes with a proposal that we appoint the local, well regarded provider, as the prices offered were within a very small margin.

Proposal:

That the committee appoints Company 2 to provide the servicing and support for the fire and emergency lighting systems across the council.

Proposed by: Cllr Norris. Seconded by: Cllr Marsh

RESOLVED by way of unanimous vote.

OC 24/25 To move and second and then to be put to the vote the following motion:

Proposal:

Public Bodies (Admission to Meetings) Act 1960 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 Mordecai

RESOLVED by way of unanimous vote.

OC 25/25 To discuss and agree issues relating to Human Resources

The Council Manager spoke regarding the HR issues that are current, specifically regarding the Operations Manager post, which has become vacant. The committee agreed that an appointment to this type of role was needed, suggesting that the job description provided within the papers pack was reflective of what was needed. It was suggested that the position could be offered on a part time or full-time basis, with the possibility of any additional hours being used to appoint an administrator.

Proposal:

That the Council Manager is tasked with advertising and recruiting to the agreed role, with a view that part time OR full-time hours would be possible (with a minimum of 3 days per week / 22.5 hours being needed).

Date of next meeting:

Monday 13th October 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 7.16PM

Chair _____ Date _____



WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 16th October 2025

Agenda Item OC 33/25

PURPOSE OF REPORT: To agree and ratify updated policies, in line with the review calendar

MAIN ISSUES AND CONSIDERATIONS:

In line with the annual policy review calendar, the following policies are to be agreed this month. Below is a brief overview of the changes proposed, where applicable.

- a) Appraisal, 1to1 and Support Policy.
No significant changes proposed.
- b) Lone Working Policy
Minor language changes to de-personalise
- c) Equality and Diversity policy
Addition of specific link to the Sexual Harassment Prevention Policy.
Inclusion of relevant legislation
Minor language updates
- d) Sexual Harassment Prevention Policy
This is an entirely new policy that sits alongside others but ensures that we are compliant with the new duties placed as a result of legislative changes (Workers Protection (amendment of Equality Act 2010) Act 2023). The best practice notes from SLCC et al, suggest that the following should be included:
 - Specify who is protected
 - state that sexual harassment will not be tolerated and is unlawful
 - state that the law requires employers to take reasonable steps to prevent sexual harassment of their workers
 - state that harassment or victimisation may lead to disciplinary action up to and including dismissal
 - state that aggravating factors, such as abuse of power over a more junior colleague, will be taken into account in deciding what disciplinary action to take
 - define sexual harassment and provide clear examples of it - these should be relevant to your working environment and reflect the diverse range of people that harassment may affect
 - include an effective procedure for receiving and responding to complaints of harassment
 - address third-party harassment (such as by customers or service users).

The section addressing third party harassment should explain clearly:

- that the law requires employers to take reasonable steps to prevent sexual harassment by third parties
- that while an individual cannot bring a claim for third-party harassment alone, it can still result in legal liability when raised in other types of claim

- that it will not be tolerated
- that workers are encouraged to report it
- what steps will be taken to prevent it
- what steps will be taken to remedy a complaint and prevent it from happening again for example, warning a customer about their behaviour, banning a customer, reporting any criminal acts to the police or sharing information with other branches of the business.

The overall policy should also:

- include a commitment to review the policy at regular intervals, monitor its effectiveness and implement any changes that may be required
- cover all areas of the business including any overseas sites, subject to any applicable local laws.

The new policy document also includes details of training and development and a commitment to review regularly. There is also a risk assessment attached, to ensure that we have identified and addressed major concerns.

- e) Investment Strategy
No changes needed – reflects current needs.
- f) Health and Safety Policy
Updated to reflect new buildings and services, plus new suppliers, new job titles, etc. Basically the same document, but with additional information reflecting the updated organisation.

STAFFING IMPLICATIONS:

None

FINANCIAL IMPLICATIONS:

None

OTHER IMPLICATIONS:

None

BACKGROUND PAPERS:

- Appraisal, 1to1 and Support Policy
- Lone Working
- Equality and diversity
- Sexual Harassment Prevention Policy
- Investment strategy

SUGGESTED PROPOSAL:

The committee agrees to the changes proposed to existing policies and the ratification of the Sexual Harassment Prevention Policy, ratifying all with agreement to review in line with the dates stated.

AUTHOR

Steve McNay – Council Manager

Woughton Community Council

Appraisal, 1 to 1 and Support Policy

This policy replaces the previous Appraisal and Review Policy and the 1 to 1 Supervision and Support Policy. This helps ensure a continuous approach to supporting officers of Woughton Community Council, looking at wellbeing, progress, performance and professional development.

Woughton Community Council takes a holistic view in terms of providing an ethical, fair and moral working environment for all employees.

Appraisal and Review policy

Woughton Community Councils Appraisal and Review approach allows a structured means of professional development, management support and employee welfare.

This policy expresses the essential need for appraisals and regular one to one meetings of all staff with their relevant line manager, The Annual Appraisal is an ongoing process with an initial formal meeting to review progress. The appraisal discussion will allow an opportunity for both parties (the manager and the appraised employee) to reflect and comment of the previous year's achievements. In addition, a '360' approach may be included within the overall process, gaining feedback from colleagues to ensure a wide and complete feedback circuit.

The officiating manager is responsible for giving the employee constructive, timely and honest appraisals of their performance, which should be indicative of progressing towards both the organisational and the individuals' goals and development. This should be an ongoing process and not confined to the appraisal process but embedded within the ongoing 121 meetings and discussions.

The employee and line manager should agree on a Personal Development plan for the employee for the following year. This will reflect the employee's aspirations (where possible and relevant) and the organisation's requirements and should align personal and organisational goals. The organisation and the line manager will support the individual to achieve these goals during the year, one to one meetings and reviews. Any training needs, future training requirements, planned qualifications, development opportunities and career planning should be discussed in the light of the Personal Development Plan.

One to One meetings

As part of the ongoing support of officers within the council, regular one to one meetings will take place, with an expected *minimum* of 4 per year. These meetings will provide an opportunity for officers and their managers to discuss a range of issues, covering performance, goals, achievements, training and development, concerns and help ensure that all aspects of the officers employment are sufficiently managed.

Meetings are a two way process and should be considered as support that an officer should expect of their manager and the wider organisation. Meetings will be conducted in a way that recognises people as individuals, the unique experiences and skills they bring to their work and any impact that their work may have on them.

Woughton Community Council will:

- Ensure the appraisal process works to improve the effectiveness of the organisation by contributing to achieving a well-motivated and competent workforce.
- Ensure that the appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the next year.

- Warrant the appraisal discussion as a review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of staff where relevant.
- Note that the appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
- Ensure that the appraisal process will be a fair and equitable process in line with our Equality Policy.
- Send relevant appraisal discussion form across to staff member for review no less than 48 hours prior to appraisal taking place.

All Staff will:

- Participate in the appraisal process, preparing in advance and taking responsibility for their role within the process
- Treat the appraisal as a two-way discussion with the option to discuss or raise any queries or requests in the form of support to their line manager.
- Be expected to utilise the outcomes set in the annual appraisal, to dedicate their efforts to best meet our requirements and objectives as an organisation.
- Be prepared to detail progression regularly during one to ones, with their Line Manager.
- The employee will be given the opportunity to note any comments that he/she does not agree with and complete a self-assessment.

The annual appraisal will take place annually upon publication of our Operational service plan, this will be an opportunity to discuss both the individual's targets and the departmental objectives for the year. A minimum of four one to one meetings will be conducted throughout the year to review overall progress and individual performance and wellbeing.

Linked policies

Staff handbook
 Equal Opportunities and Diversity
 Dignity at Work

Last review date:	October 2025
Next review date:	October 2027
Lead:	Operations Manager
Overseeing Committee:	Operations Committee
Approved:	
Review cycle:	2 yearly



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 any environment in which lone working is undertaken.
- The Council will work to take precautions and or solutions to mitigate any risk that may occur.
- Officers will only be permitted to lone working should the Health and Safety Officer, utilising risk management approaches, deem it safe to do so.
- Woughton Community Council will provide officers with a list of contact numbers upon induction, and will inform you of the out of hours (emergency) contact number should officers need to make contact.
- Should the council deem it necessary, they may provide additional training to ensure optimum safety.
- All relevant and necessary equipment checks will be undertaken to ensure suitability of use when lone working occurs.
- If it is recorded from the Health and Safety assessment, officers will be provided with the sufficient level of personal protective equipment to carry out the job role effectively.
- Officers lone working will be provided with portable first-aid provision.
- Officers will have correct means to 'sign-in' and 'out' of shift for the council to have overview of officer safety when arriving and leaving work.

Employee Responsibilities

- Officers must always ensure you are contactable; having suitable battery life on phones and having a suitable office set up if working from home to ensure they are contactable and online.
- Upon a method statement being issued, WCC expects our staff to work alongside us to mitigate any risks which could potentially occur.
- By permitting local working, the council acknowledges that there is an agreement between the council and the employee, that places joint responsibility on working safely, even when unsupervised.
- Offices must inform their line manager if any changes occur in the lone working environment, so that as an employer, the council is 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 officers safety.

Linked policies

WCC Employee Handbook
Safeguarding Policy
Recruitment and Retention policy (induction segment)
Health and Safety policy

Last review date:	October 2025
Next review date:	October 2026
Lead:	Operations Manager
Overseeing Committee:	Operations
Approved:	
Review cycle:	Annually

Woughton Community Council

EQUALITY AND DIVERSITY POLICY

Introduction / Overarching aim

Our commitment

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

Policy

The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Sexual Harassment legislation has been further strengthened by the implementation of the Workers Protection (amendment of Equality Act 2010) Act 2023. This act introduces a new positive obligation on employers to take reasonable steps to prevent sexual harassment where the unwanted conduct is of a sexual nature. Please see the Sexual Harassment Prevention Policy for more detail.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

Training

The council will both provide training in equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will provide training to all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will review its equal opportunities policy in accordance with the results shown by monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

Relevant Legislation

- Equal pay Act (1970)
- Sex Discrimination Act (1975)
- Race Relations Act (1976)
- Human Rights Act (1998)
- Civil Partnership Act (2004)
- Equalities Act (2010)

And the following regulations:

- Sex Discrimination (Gender Reassignment) Regulations 1999
- Race Relations Act 1976 (Amendment) Regulations 2003
- Equal Pay Act (EPA) 1970 (Amendment) Regulations 2003
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Equalities Act (2010)

This is a non-contractual procedure which will be reviewed from time to time.

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

- Dignity at Work
- Grievance policy
- Disciplinary policy
- Staff Handbook
- Sexual Harassment Prevention Policy

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

Woughton Community Council

Sexual Harassment Prevention Policy

Introduction / Overarching aims

We are committed to providing a working environment free from sexual harassment and ensuring all staff are treated, and treat others, with dignity and respect. This policy therefore aims to foster a safe, respectful, and harassment-free work environment for all staff and sets out measures we will take to achieve these aims.

Policy

Workers Protection (amendment of Equality Act 2010) Act 2023.

This act introduces a new positive obligation on employers to take reasonable steps to prevent sexual harassment where the unwanted conduct is of a sexual nature. To ensure that all employees, volunteers, councillors, contractors and members of the public are aware of the steps that Woughton Community Council are taking to ensure the safety of all, this policy details these actions. Sexual harassment, alongside any other harassment, will not be tolerated and this act strengthens the existing laws.

We recognise that sexual harassment can occur both in and outside the workplace, such as on business trips, or at work-related events or social functions, or on social media.

As an employer, we recognise the importance of taking steps to do our utmost to prevent sexual harassment and victimisation of all staff, in accordance with the law. Therefore, we will take active steps to assess our working practices, in an attempt to anticipate how conduct amounting to sexual harassment may occur within our workplace, with the aim of helping to prevent the sexual harassment and victimisation of all staff. Anyone who is a victim of, or witness to, sexual harassment is encouraged to report it in accordance with this policy. This will enable us to take appropriate action and provide support.

Sexual harassment or victimisation of any member of staff, or anyone they come into contact with during the course of their work, is unlawful and will not be tolerated. Sexual harassment can result in legal liability for both the business and the perpetrator, whether they work for us or are a third party outside of our control.

This policy applies to all staff of the Council, and applies in all settings, whether that be in person, online, or during any work-related social events, business events or trips etc. It also applies to volunteers and councillors, whilst they are undertaking, or could reasonably be seen to be undertaking, council business.

The Council will commit to review this policy at regular intervals, to ensure that the policy remains effective for the Council's needs, and up to date in line with any legal changes.

1. WHAT IS SEXUAL HARASSMENT?

The Equality Act 2010 defines sexual harassment as unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. This definition covers a wide range of behaviours, including:

- Unwelcome sexual advances
- Inappropriate touching
- Sexual jokes or comments
- Displaying sexually explicit images
- Any other conduct of a sexual nature that fits the criteria above.

Set out below are some examples of different circumstances where sexual harassment has occurred:

Example 1

The conduct need not be sexually motivated, only sexual in nature:

A male worker alters a pornographic image by pasting an image of his female colleague's face on to it. He then sends it to their other colleagues, causing them to ridicule her. There was no sexual motivation behind this act, but the use of the image is sexual in nature.

Example 2

Sexual interaction that is invited, mutual or consensual is not sexual harassment because it is not unwanted. However, sexual conduct that has been welcomed in the past can become unwanted:

A female worker has a brief sexual relationship with her supervisor. The worker tells her supervisor that she thinks it was a mistake and does not want the relationship to continue. The next day, the supervisor grabs the worker's bottom, saying 'Come on, stop playing hard to get'. Although the original sexual relationship was consensual, the supervisor's conduct after the relationship ended is unwanted conduct of a sexual nature.

Example 3

The worker is treated less favourably because they were submitted to or rejected the unwanted conduct

In the previous example, the worker responds to the supervisor's behaviour by saying, 'Get off me, I'm not playing hard to get!' After that, the supervisor starts to make things more difficult for the worker, giving her more work to do than others and being more critical of her work. The supervisor is treating the worker less favourably because she rejected his unwanted conduct.

Under this type of harassment, it may be the same person who is responsible for the initial unwanted conduct and the subsequent less favourable treatment, or it may be two (or more) different people

Example 4

Continuing with the previous example, the supervisor informs his line manager, who he is friendly with, about his rejection by the worker, the line manager feels sorry for the supervisor, thinking that the worker 'led him on'. When the worker applies for a promotion, the line manager rejects her application, saying that 'she can't be trusted'. This opinion is based on her rejection of the supervisor. The line manager's actions also amount to less favourable treatment because of the worker's rejection of the supervisor's unwanted conduct.

2. WHAT IS VICTIMISATION?

Victimisation includes subjecting a person to a detriment because they have done, or are suspected of doing or intending to do, any of the following protected acts:

- Bringing proceedings under the Equality Act 2010.
- Giving evidence or information in connection with proceedings under the Equality Act 2010.
- Doing any other thing for the purposes of or in connection with the Equality Act 2010.
- Alleging that a person has contravened the Equality Act 2010.

Victimisation may include, for example:

- Denying someone an opportunity because it is suspected that they intend to make a complaint about sexual harassment.
- Excluding someone because they have raised a grievance about sexual harassment.
- Failing to promote someone because they accompanied another staff member to a grievance meeting.
- Dismissing someone because they gave evidence on behalf of another staff member at an employment tribunal hearing.

3. WHAT IS THIRD PARTY HARASSMENT?

Third-party harassment occurs where a person is harassed or sexually harassed by someone who does not work for the same employer, but with whom they have come into contact during the course of their employment. Third-party harassment could include, for example, unwelcome sexual advances from a resident, customer or supplier visiting the employer's premises (for example, at an event, or a café session), or where a person is visiting a client, customer or supplier's premises or other location in the course of their employment.

The law requires employers to take reasonable steps to prevent sexual harassment by third parties as well as any staff employed or otherwise engaged by the Council, and so like with our internal expectations of staff, this policy is equally applicable to any third party we work with, and we hold any third-party to the same high standards concerning our stance on sexual harassment.

We will take active steps to try to prevent third-party sexual harassment of staff. These may include warning notices for visitors or recorded messages at the beginning of telephone calls.

If any third-party harassment of staff occurs, we will take steps to remedy any complaints and to prevent it happening again. These may include warning the harasser about their behaviour, banning them from our premises or reporting any criminal acts to the police.

Similarly, any sexual harassment by a member of staff against a third party will be investigated and may lead to disciplinary action up to and including dismissal.

4. HOW CAN I COMPLAIN ABOUT SEXUAL HARASSMENT?

If you believe you have been subjected to sexual harassment in any form, whether that be by a colleague or a third party, or likewise you have witnessed sexual harassment of another, then you are strongly urged to report this. This will enable investigation, and allow for any necessary action to be taken, whilst providing support as necessary.

We operate an open-door policy meaning in the event you wish to raise an issue or complaint concerning sexual harassment, you should have confidence that all managers are there to talk to and provide support. Regardless of a manager's position or seniority, you are encouraged to speak to whichever individual you feel most comfortable raising this with and who you deem most appropriate to speak to bearing in mind your circumstances, whether this be your direct line manager, or another manager, or Council Manager.

5. RAISING THE ISSUE INFORMALLY

If you are being sexually harassed, consider whether you feel able to raise the problem informally with the person responsible. Whether this is appropriate or not will depend on the circumstances and the potential seriousness of the situation. Surprisingly it can often be the case that people think of their behaviour as 'banter' and have no idea that it is upsetting or unacceptable and would not have behaved in such a way if they thought this would have made you feel upset.

If you do choose to attempt to address the issue informally, you should explain clearly to them that their behaviour is not welcome or makes you uncomfortable which may resolve the issue. If this is too difficult, you should speak a member of management who can provide confidential advice and assistance in resolving the issue formally or informally.

6. RAISING A FORMAL COMPLAINT

If informal action has not worked, or is not appropriate in the circumstances, and you wish to raise a formal complaint, this should be done so in writing and should set out full details of the conduct in question, including the name of the harasser, the nature of the sexual harassment, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

The procedure for progressing your formal complaint will be dealt with in accordance with our formal grievance procedure, contained in our Grievance Policy.

7. INVESTIGATION

The Council will treat any allegation of sexual harassment or victimisation very seriously and will investigate thoroughly and in a timely manner.

As part of any investigation, aggravating factors will be considered, such as the dynamic of the working relationship between the complainant and any alleged perpetrator, to consider any potential abuse of power or position, over that of a more junior colleague, and this will be considered when determining what level of disciplinary action would be deemed appropriate to sufficiently address this.

If the investigation concludes sexual harassment or victimisation has occurred, and where the harasser is a member of staff, action will be taken to address this which may include updating relevant policies, providing further staff training and/or taking disciplinary action against the perpetrator with serious conduct capable of resulting in dismissal. If this involves the conduct of a third party this may involve warning a customer about their behaviour, banning a customer, or reporting any criminal acts to the police.

In the event you raise a complaint, this may be put on hold pending the outcome of the disciplinary procedure. Where the disciplinary outcome is that sexual harassment occurred, prompt action will be taken to address it. If the harasser is a third party, such as a customer or other visitor, we will consider what action would be appropriate to deal with the problem.

Whether or not your complaint is upheld, we will consider how best to manage the ongoing working relationship between you and the person concerned. It may be appropriate to arrange some form of mediation or counselling, or to change the duties or reporting lines of one or both parties.

Any staff member who deliberately provides false information in bad faith, or who otherwise acts in bad faith as part of an investigation, may be subject to action under our Disciplinary Policy. However, you will not be disciplined or treated detrimentally because your complaint has not been upheld.

8. PROTECTING CONFIDENTIALITY

We will treat any complaint of sexual harassment in confidence, as far as is possible, and if we find that you have been the victim of sexual harassment, we will take steps to stop it continuing or recurring.

As a general principle, the decision whether to progress a complaint is up to you, however, we have a duty of care to all staff, and therefore in instances where a complaint of sexual harassment is raised informally or in confidence, in line with our duty of care principles, we may be obligated to investigate this anyway (especially if this is very serious conduct), to ensure such conduct is eradicated. We will however discuss this with you and factor in all circumstances.

Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint, and the person accused will only be disclosed on a "need to know" basis.

Breach of confidentiality may give rise to disciplinary action under our Disciplinary Policy. If you make a harassment or bullying complaint and don't maintain proper confidentiality at any time during the process, or you are interviewed in connection with someone else's complaint and likewise fail to maintain confidentiality, you may face action under our Disciplinary Policy.

When appropriate and possible, where a complaint is upheld, we will advise the complainant of the action that has been taken to address their specific complaint and any measures put in place to prevent a similar event happening again.

9. TRAINING AND SUPPORT

To ensure that all within the council are aware of the duties we have, the responsibilities they have and the steps we have taken and will continue to take, we will ensure that there is regular training provided for all officers and councillors. Where possible, volunteers will also be included within the training. For officers, attendance will be mandatory, and councillors will be strongly encouraged to attend the sessions provided.

It should be noted that failure to attend these sessions will not be considered mitigation should any investigation find an officer or councillor to have harassed another person. The provision of the training provides the opportunity for both councillors and officer to gain understanding of what is and isn't acceptable and as such, provides sufficient for the council to have met its obligations. This, in turn, means that individuals who choose not to complete the training may be personally liable for any findings against them.

10. REVIEW AND REFLECT

This policy should be seen as an initial policy that will be reviewed regularly. Officers, councillors and volunteers are encouraged to contribute to these reviews, offering their views and feedback on the statements and actions noted within this policy. Personal experiences and learning reviews will also contribute to these updates, as will any legislative, best practice or sector specific agreements.

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

- Equality and Diversity Policy
- Staff Handbook
- Dignity at Work Policy

Last review date:	October 2025
Next review date:	October 2027
Lead:	Council Manager
Overseeing Committee:	Operations and Resources
Approved:	
Review cycle:	2 yearly or as needed

WOUGHTON COMMUNITY COUNCIL

RISK ASSESSMENT 2025 – Sexual Harassment

HAZARDS and RISKS	Who is at Risk	CONTROL	Future Control	Likelihood	Impact	By Whom
<p>Inappropriate Comments or Jokes Risk of inappropriate comments or jokes made by elected officials, employees, or public attendees that could be perceived as harassment.</p>	<p>Employees, Councillors, contractors, volunteers, public attendees</p>	<ul style="list-style-type: none"> - Anti-harassment policy applied to all parties. - Code of conduct includes respectful behaviour standards. - Council have agreed Civility and Respect statement. - Complaint and reporting procedure in place. 	<ul style="list-style-type: none"> - Appropriate training for all employees and Councillors. - Reports can be made verbally and will be kept confidential where possible. 	<p style="text-align: center;">Medium</p>	<p style="text-align: center;">High</p>	<p>Council Manager / Operations Manager / Chair of Operations and Resources</p>
<p>Unwanted Physical Contact Risk of unwanted physical contact by councillors, employees, or members of the public during meetings or events.</p>		<ul style="list-style-type: none"> - Code of conduct prohibits unwelcome physical contact. - Training on maintaining personal boundaries provided - Complaint system accessible to all parties. 	<ul style="list-style-type: none"> - Monitor and document incidents as reported. 	<p style="text-align: center;">Low</p>	<p style="text-align: center;">High</p>	<p>Council Manager / Operations Manager / Chair of Operations and Resources</p>
<p>Misuse of Power Dynamics Risk of elected officials or employees using positions of authority to exert undue influence or engage in inappropriate behaviour.</p>		<ul style="list-style-type: none"> - Clear hierarchy and defined reporting structures. - Training to cover power dynamics and boundaries. - Complaint and reporting procedure in place. 	<ul style="list-style-type: none"> - Conduct regular reviews of power dynamics and conduct. - Require periodic feedback surveys to gauge perceived fairness and safety. 	<p style="text-align: center;">Medium</p>	<p style="text-align: center;">High</p>	<p>Council Manager / Operations Manager / Chair of Operations and Resources</p>
<p>Inappropriate Digital Communication Risk of harassing or inappropriate messages sent via council-owned email, social media, or digital channels by or to</p>		<ul style="list-style-type: none"> - Established guidelines for digital communication. - Staff are given Employee Handbook which includes Social Media Policy. - Social Media Policy agreed by Full Council and distributed to all Councillors 	<ul style="list-style-type: none"> - Review and update digital conduct policies regularly. - Provide regular training on use of Social Media. 	<p style="text-align: center;">Medium</p>	<p style="text-align: center;">Medium</p>	<p>Council Manager / Operations Manager / Chair of Operations and Resources</p>

employees, councillors, or members of the public.		- Social Media Policy published on the website				
Retaliation or Intimidation Post-Complaint Risk of retaliation against individuals (employees, Councillors, or public) following a harassment complaint.		- “No retaliation” clause included in council policy. - Retaliation is strictly prohibited and will result in disciplinary action, up to and including termination.	- Engage local law enforcement if repeated intimidation occurs.	Low	High	Council Manager / Operations Manager / Chair of Operations and Resources
Failure to Address Complaints Properly Risk of mishandling complaints involving Councillors, employees, or the public, potentially leading to legal or reputational consequences.		See Complaints Procedure and Disciplinary Procedure	- Complaint handling processes to be regularly reviewed and updated in line with current legislation and best practice. - Periodic training on updated complaint procedures.	Low	High	Council Manager / Operations Manager / Chair of Operations and Resources
Inadequate Knowledge of Sexual Harassment Policies Risk that Councillors, employees, or public attendees do not fully understand what constitutes sexual harassment.		- Anti-Sexual Harassment, Code of Conduct, Dignity at Work, Whistleblowing, Equality and Diversity policies disseminated to all. - Mandatory training for employees and Councillors.	- Regular refresher training for all, including specific guidance on dealing with the public.	Medium	Medium	Council Manager / Operations Manager / Chair of Operations and Resources
Public Misconduct Towards Elected officials and Staff Risk of harassment by members of the public towards Councillors or employees during public events or meetings.		- Clear behavioural expectations for public attendees. - Protocol on Public Participation in meetings published on website and emailed to all registered speakers - Complaint system open to elected officials, staff, and public attendees.	- Additional training on de-escalation for council staff. - Post conduct expectations visibly at all public events. - Assign a designated complaints officer at large events.	Medium	High	Council Manager / Operations Manager / Chair of Operations and Resources



Woughton Community Council

Investment Strategy 2024

Introduction

Woughton Community Council acknowledges the importance of prudently investing funds held on behalf of the community. All investments will be made in line with the Council's financial procedures and observations, or advice received from the Council's internal and external auditors, supported as necessary by advice from the Responsible Finance Officer.

The Council will ensure it has adequate though not excessive cash resources, overdraft, or standby facilities to enable it always to have the level of funds available which are necessary for the achievement of its service objectives.

This strategy has been prepared in line with statutory guidance issued in 2018 from Local Government Act 2003 s15(1)(a)

Policy

1. Woughton Community Council's investment priorities are the security of reserves and adequate liquidity of its investments.
2. Woughton Community Council will aim to maximise income from its investments commensurate with proper levels of security and liquidity.
3. Woughton Community Council will seek to ensure that investment income is consistent year on year.
4. Where external investment managers are used, they will be contractually required to comply with this strategy.
5. In balancing risk against returns, the Council is more concerned to avoid risks than to maximise return(s)
6. Investments will include an evaluation of the ethical value of any funds and, where this is felt to be at odds with the aims of the council, investments will be made elsewhere. Woughton Community Council aims to ensure ethical investments are prioritised wherever possible, whilst accepting reasonable limitations on this. Reasons for removing or not investing in funds may include:
 - a. Involvement in the creation or sales of weaponry
 - b. Involvement in the promotion of gambling
 - c. Involvement in the creation or promotion of pornography
 - d. Concerns around business approaches relating to modern slavery, sustainability and biodiversity, employment practices or similar

7. All investments will be in Sterling (GBP)

Specified Investments

Specified investments are those offering high security and high liquidity, made in Sterling (GBP) and maturation of no more than one year. Such short-term investments made with the UK Government or local authority, or a town or parish council will automatically be Specified Investments.

For prudent management of its treasury balances, maintaining sufficient levels of security and liquidity Woughton Community Council will use;

1. Deposits with banks, building societies, local authorities, or other public authorities.
2. Other recognised funds specifically targeted at the Public Sector.
3. The choice of institution and length of deposit will be at the discretion of the Responsible Finance Officer in consultation with the Chair of the Operations and Resources Committee. Recommendations must be agreed at Full Council by majority vote.

Non-Specified Investments

These investments have greater potential risk such as investments in the money market, stocks, and shares. Woughton Community Council will use the services of an appointed FCA accredited Financial Advisor on the investment of these funds and will undergo a suitability report. The choice of investment company will be reviewed within the first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives.

Long term investments, defined as greater than 36 months will be required to have the appropriate level of security as all other public investment criteria.

The Council will expect the RFO (Responsible Finance Officer) to act as the Investment Manager to invest in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. The RFO will be encouraged to consider social, ethical and /or environmental factors or criteria when selecting retaining or disposing of assets.

Balance of Investments

Due to the size and scope of Woughton Community Council's turnover, the council is not protected by the Financial Services Compensation Scheme (FCSC) scheme. This means that ensuring a suitable suite of investments, spreading risk, and monitoring financial markets and news is essential to maximise this security. The Responsible Financial Officer, in conjunction with the Operations and Resources Committee, will oversee this and report where necessary for any urgent action.

End of Year Investment Report

At the end of each financial year the RFO will present the final AGAR (Annual Governance and Accountability Return) report at Full Council which will include all investment activity.

The position of all investments at year end should be reported, and an assessment should take place each new financial year to review what, if any of our reserves should be invested into any of our investment funds.

End of Year Investment Report

This strategy will be reviewed annually by the Operations and Resources Committee. The Committee reserves the right to make variations to the Strategy at any time, subject to approval at Full Council.

Last review date:	October 2025
Next review date:	October 2026
Lead:	Responsible Finance Officer
Overseeing Committee:	Operations and Resources Committee
Approved:	
Review cycle:	Annually

Woughton Community Council

Health and Safety Policy

Health and Safety at Work etc Act 1974

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

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

Responsibilities

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

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

All employees must:

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

Health and Safety Risks Arising from Work Activities

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

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

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

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

Consultation with Employees

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

Safe Plant and Equipment

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

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

Safe Handling and Use of Substances

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

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

COSHH (Control of Substances Hazardous to Health)

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

Information, Induction and Supervision

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

HSE Infoline 0845 345 055

HSE website www.hse.gov.uk

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

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

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

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

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

Competency for Tasks and Training

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

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

Accidents, First Aid and Work-Related Ill Health

Health surveillance is required for employees doing the following jobs

- Cleaning Premises
- Patrolling Estates
- Landscaping

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

The first-aid boxes are kept in

- Main Office
- No 95 and No 99
- Vehicles

- Community Garden
- Landscape Depot

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

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

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

Monitoring

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

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

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

Emergency Procedures – Fire and Evacuation

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

Escape routes are checked every 6 months

Fire Extinguishers are maintained and checked by:

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

Fire Alarm Detection and Emergency Lighting maintained and checked by

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

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

Assembly points are:

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

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

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

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

Last review date:	October 2025
Next review date:	October 2026
Lead:	Health and Safety Manager
Overseeing Committee:	Operations and Resources
Approved:	
Review cycle:	Annually and/or as per legislation

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 13th October 2025

Agenda Item OC 33/25

PURPOSE OF REPORT:

To provide an overview of the Woughton Community Council budget performance for the first half of 2025/26 financial year.

RECOMMENDATION:

That council notes this report.

MAIN ISSUES AND CONSIDERATIONS:

Overall Net Position:

At the half-year point, total expenditure stands at **£664,786.63**, representing approximately **50.6%** of the annual budget. This is in line with expectations and indicates that the initial budget assumptions remain sound. The council retains healthy reserves and overall financial stability, although some key variances are worth noting.

Coffee Hall MP:

- **Hire of Meeting Places:** Hire of CHMP generated **£6828,13**, slightly below the expected **£7,500**
- **Repairs & Equipment:** Underspent by **£7,362.47**. This is likely to be spent on replacing ceiling tiles in the hall
- **Building Insurance:** unexpected charge of £602.80, which will need to be considered in future budgets

Eaglestone MP:

- **Hire of Meeting Places:** Hire income reached **£10,903.38**, which represents 55% of the estimated annual income – slightly above expectations
- **Utilities** and running costs are generally below budget, with bills expected to increase during the winter months

HQ Operations:

- **Staffing Costs (Salaries, Pensions, NI):** At or around 50% spent, aligning with expected half-year levels.
- **IT & Telephony:** Significant underspend (£27,277.48 available), with the largest invoice expected later in the year.
- **Neighbourhood Planning:** Underspent, with only minimal expenditure to date.
- **Precept:** Now collected in full (£888,385.38)

Landscape:

- **Service Budget:** Overspent by **£8,189.96 (21%)**, linked to the purchasing of the new electric mower. This is expected to deliver long-term savings and sustainability benefits. For example, during this year's mowing season we saved **50% on red diesel costs** compared to the previous year
- **Salaries:** At 44% of the budget spent, tracking correctly at the half-year point.
- **Machinery Replacement Fund:** Full allocation of £5,000 to this Earmarked Reserve has been made.

Youth and Community:

- **Salaries & Community Salaries:** Around 46% spent, broadly on track.
- **Youth Services Budget:** Underspent (only 17% spent so far), with most planned services and events expected in the second half of the year
- **Business Rates – No. 99:** Overspent by **£2,249.00**. We are still being charged higher rates due to the building being classified as a nursery. A challenge case was submitted to the Valuation Office Agency last year, requesting reclassification. Their response is expected within the next six months (the VOA has up to 18 months to decide).

AUTHOR

Marta Sobis - RFO

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 13th October 2025

Agenda Item OC 34/25

PURPOSE OF REPORT:

To provide the basis for considering the Council's budget for 2026/27, and the accompanying three-year projection

RECOMMENDATION:

That council considers the attached budget proposal, with a view to making a recommendation for Full Council

MAIN ISSUES AND CONSIDERATIONS:

Main headlines:

Expenditure - Democracy and Governance – minor changes, slight reduction in Residents Association grant as there are fewer RAs, councillor allowances forecasted increase: 5%

Expenditure - Whole organisational services and Organisational Management – Insurance deal signed for three years with guaranteed price; other costs are also likely to remain at similar level.

2026/27 is the final year of our CCTV contract. Both O&R and Services committees are invited to consider whether the contract has provided sufficient insight to warrant an extension.

N.B: this is also the final year of repaying the PWLB loan

Expenditure – Staffing – estimate based on the current staffing structure (including the advertised Business Services Manager post). Local Government Services pay scales for the coming year remain unknown; a 3.5% increase has been assumed.

Expenditure – Service Delivery – includes £35k for Community Centres improvements, in line with the five-year repairs and maintenance schedule (also attached) and a further £15k transfer to Property Reserves.

Service Plan, although not yet ratified has been assumed at £15k.

Community Food - as agreed by Full Council in March 2025, Food Connect services are now linked to some costs, with initial funding of **£10,000** provided this year to support the development of a parish-wide approach in partnership with Netherfield and Tinkers Bridge. Going forward, an **annual fee of £2,600 per Community Fridge** is proposed. The Committee is invited to consider whether continuation of this

funding should be recommended, and if so, for how many Community Fridge locations.

Income – As announced last year, the LCTRS grant has been reduced to £105k and is confirmed for another two years. It is currently unclear whether it will be replaced by another arrangement. To reflect this uncertainty, the model shows zero income from this stream starting in 2028/29. There are several ways to manage this potential loss of income, and the RFO would welcome a thorough discussion on the options. One possibility would be to use savings from PWLB and CCTV payments in the preceding year (2027/28) to build a savings cushion that could soften the impact in the following year (see attached spreadsheet for details)

BACKGROUND PAPERS

Planning budget - 3 year forecast

All budget needs initial doc

AUTHOR

Marta Sobis - RFO

2025/26 Budget

be amended. Yellow cells will show different figures depending on inflation and precept rates selected from the drop down lists

Inflation rate:

2.0%

3.0%

3.0%

3.0%

Precept increase:

9%

6%

3%

7%

	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	£ 236,742.38	£ 245,028.36	£ 254,829.50
Youth Staffing	£ 141,621.15	£ 128,944.41	£ 133,457.47	£ 138,795.76
Community Staffing	£ 129,780.82	£ 143,830.32	£ 148,864.38	£ 154,818.95
Landscape and Environment Staffing	£ 292,910.91	£ 319,648.29	£ 330,835.98	£ 344,069.42
Meeting Places Staffing	£ 101,597.00	£ 67,067.50	£ 69,414.86	£ 72,191.46
Staffing Total	£ 899,537.81	£ 896,232.89	£ 927,601.04	£ 964,705.09
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	£	2,000.00	£	2,000.00	£	2,000.00
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	£	25,000.00	£	25,000.00
Community Centre improvements	£	20,000.00	£	35,000.00	£	20,000.00	£	50,000.00
Services Delivery Total	£	225,310.00	£	240,650.00	£	236,404.50	£	268,726.64
EXPENDITURE TOTAL	£	1,314,044.81	£	1,325,046.89	£	1,316,275.99	£	1,387,145.08
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	£	940,047.30	£	968,248.72	£	1,036,026.13
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	£	1,332,733.08	£	1,366,914.47	£	1,335,497.80
SURPLUS / DEFICIT	-£	3,097.43	£	7,686.18	£	50,638.47	-£	51,647.29



Creating Connections, Supporting Communities
Woughton Community Council



BUSINESS SERVICES MANAGER RECRUITMENT PACK OCTOBER 2025

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Welcome to Woughton Community Council

Thank you for considering a role with us. We're proud to serve one of the most diverse and community-driven parishes in Milton Keynes and we're excited to welcome someone who shares our commitment to making a difference.

Our role as a council is simple: to make life better for our residents. We deliver services that matter, from youth and community projects, food and wellbeing support, and local events, to managing community buildings, green spaces, and environmental services. We work in partnership with residents, schools, charities, businesses, and statutory bodies to create real and lasting impact.

We're proud holders of the NALC Star Council Award and Quality Council Award, national recognition of our innovation, inclusion, governance, and transparency. These honours reflect the dedication of our team, the strength of our partnerships, and the trust placed in us by the communities we serve.

We're a council that values action, integrity, and inclusion. Whether it's supporting regeneration through our Neighbourhood Plan, delivering frontline services, or hosting community events, we're here to make a meaningful difference.

This is an exciting time for the local council sector. With devolution on the horizon, there's growing potential for councils like ours to take on new responsibilities and shape services more directly. We're pleased to be appointing to this role and we hope you find the opportunity both purposeful and inspiring.

If you join us, you'll be part of a team that's collaborative, ambitious, and deeply rooted in the community it serves.

Woughton Community Council



About Woughton

About Woughton

Woughton Community Council is a local authority serving one of the most diverse and vibrant areas of Milton Keynes. We represent the neighbourhoods of Beanhill, Coffee Hall, Eaglestone, Leadenhall, Netherfield, Peartree Bridge, Tinkers Bridge, and the Hospital campus - urban estates with strong identities and deep community roots and two industrial estates.

We were set up in 2012, following a parish boundary review that split the original Woughton Parish into two parts: Woughton Community Council and Old Woughton Parish Council. The historic village of Woughton on the Green remained with Old Woughton, while we took on the role of supporting the urban estates across our part of the city.

Woughton is one of the oldest parts of the 'new city' of Milton Keynes. Bordered by the Ouzel Valley Park, Grand Union Canal, and Milton Keynes Bowl, the parish is home to around 14,000 residents across seven distinct wards. It also houses Milton Keynes University Hospital and MK College, welcoming thousands of visitors daily. With major transport links including the A5, A421, and West Coast Mainline railway, Woughton is a key corridor for the city and wider region.

We're one of 48 local councils in Milton Keynes, one of the few fully parished urban areas in the country.

What's a Parish or Community Council?

Parish and community councils are the most local level of government in England. They work directly with residents to deliver services, support neighbourhoods, and represent community interests.

We're funded by a small portion of council tax (called a precept) and governed by elected councillors who live in or represent the area. Our officer team works alongside them to deliver services and make sure things run smoothly.

In short: we're here to make a difference locally, practical, visible, and rooted in the needs of our community.



The Role: Business Services Manager

The Business Services Manager plays a central role in managing and coordinating the council's operations. A delivery-focussed role, you'll be the go-to person for operational oversight, project coordination, and day-to-day problem solving. You'll ensure that services, people, and priorities stay aligned, while helping the organisation run smoothly and respond effectively to emerging needs.

You will:

- Take a hands-on role planning council-led events, supporting community focussed initiatives ranging from youth services to landscaping, assisting with contracts and procurement and supporting the delivery of key services.
- Work closely with the Council Manager, attending all council meetings and ensuring structure, focus, and follow-through.
- Deputise, as needed, for the Council Manager as Proper Officer, undertaking all statutory duties.
- Support the Council Manager and Responsible Finance Officer in the careful management of the council's £1.3 million budget (a high level summary can be found further in the pack).

What we're looking for:

- **Operational experience** – can demonstrate substantial practical experience of service delivery, project coordination, or business operations, ideally with exposure to strategic work.
- **Judgement, organisation and calm under pressure** - able to manage multiple priorities .
- **Strong communication and interpersonal skills** - confident working with a range of stakeholders.
- **Confidence with data and evidence** - able to collect, interpret, and present information to demonstrate social value and impact
- **Experience of working with budgets and financial information** – confident preparing budgets and monitoring spend.
- **Proactive, forward-looking mindset** - a self-starter who spots issues early, finds solutions, and works with discretion and professionalism.
- **Practical skills and flexibility** - confident with MS Office and digital tools, able to handle confidential matters, and willing to support some evening or weekend meetings.
- **Professional development** – possess CiLCA qualification (or willingness to complete)

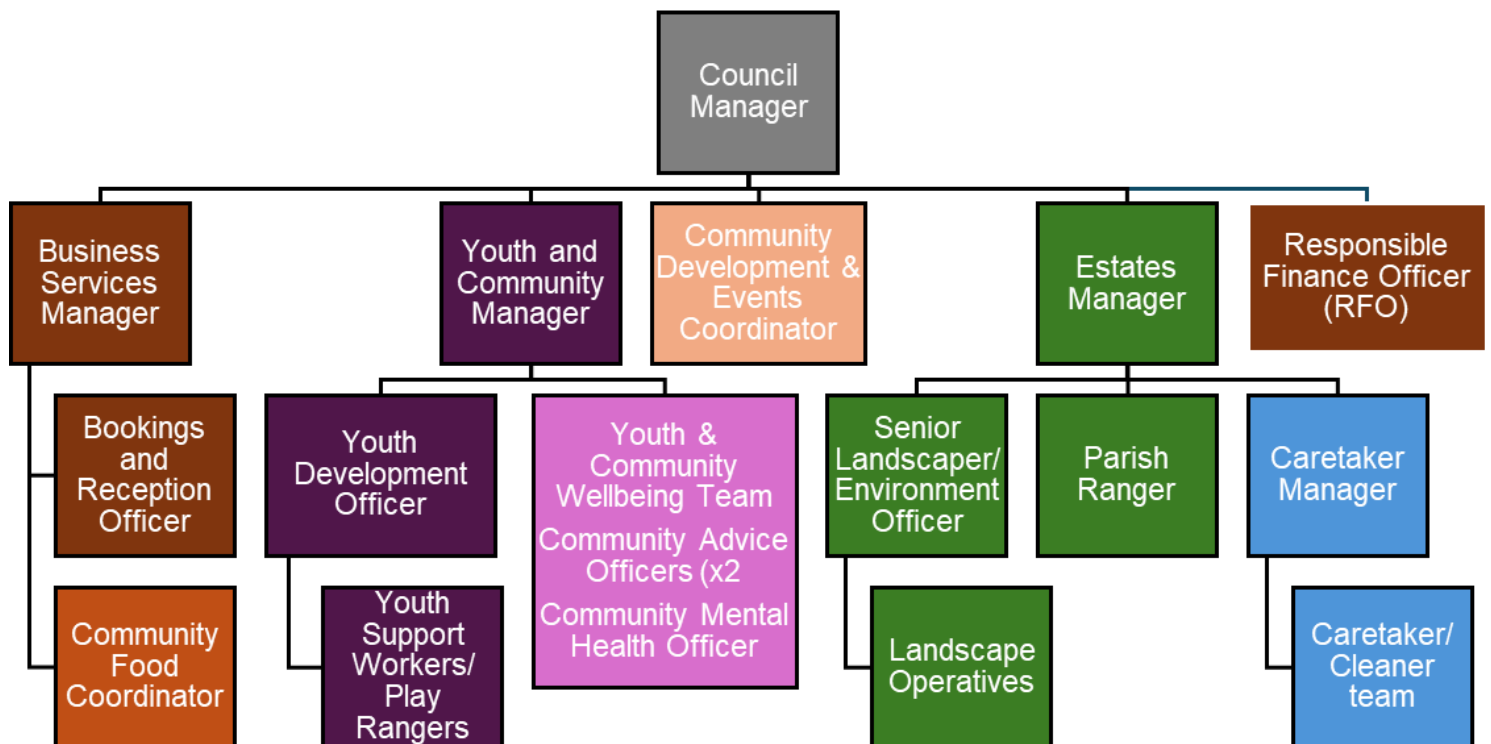
We're proud that our team comes from a wide mix of backgrounds, from local government to business, charities, community groups and beyond. What matters most to us is the skills, perspective and energy you bring, not the sector you've worked in before.

What we offer:

- Salary scale SCP 33–36: £44,075 – £47,181 (FTE, pro rata for part-time)
- Generous annual leave and access to the Local Government Pension Scheme
- Employee wellbeing support, Bike2Work and development opportunities
- Living Wage Employer, Disability Confident Employer, Mindful Employer
- A collaborative, community-focused work culture where your contribution makes a difference

This role is offered on a full-time basis. However, we welcome applications from candidates seeking part-time work (minimum 21 hours per week). We are committed to supporting flexible working arrangements where possible, and applicants are encouraged to indicate their preferred working pattern on the application form.

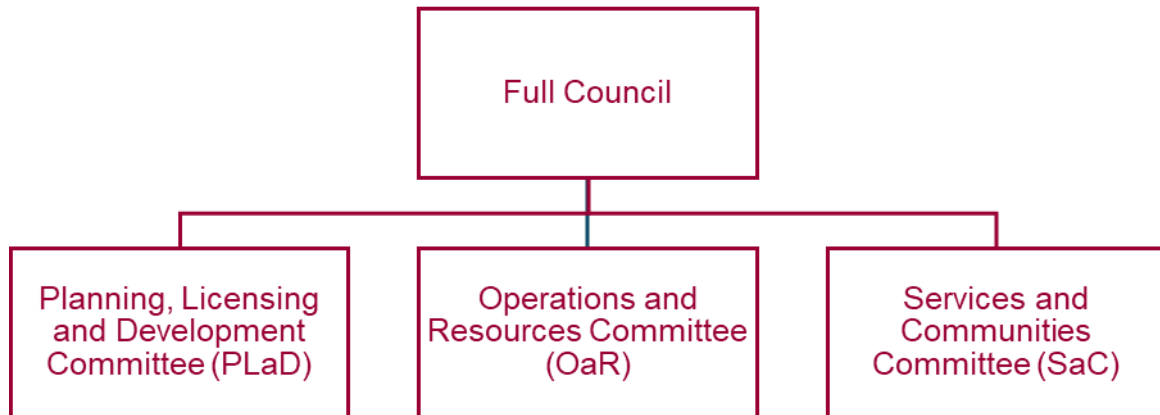
Staff Structure



The office team is made up of people from a wide range of backgrounds and we are keen to welcome applicants from outside the sector. Alongside colleagues with experience in local government, we have team members who have joined us from private businesses, charities, community organisations, and even straight from college or university. This diversity is one of our key strengths; it brings fresh perspectives, creativity, and innovation, helping us to think differently and deliver positive change for our community.

Committee and Governance

COMMITTEE STRUCTURE



Woughton Community Council has 19 elected councillors, covering the estates of the parish. The number of councillors depends on the number of people on the estate - the bigger estates have 4, smallest have only one.

How we set our annual priorities

Each year, Woughton Community Council asks local residents to share their views through our annual priorities survey. These results, together with input from councillors, staff and partners, help shape a draft plan for the year ahead.

That draft is then discussed at committee meetings and at Full Council, where new ideas are considered, items are added, and changes agreed. The outcome of this process is our Annual Service Plan.

The Service Plan sets out the new initiatives the council will focus on during the year. While it doesn't cover everything we do, it highlights the projects that will make a fresh difference in our community. The plan is usually finalised in January (alongside the budget) and runs for the Council Year, from May to April.

The current plan includes 18 priorities, from celebrating the parish's 50th anniversary, to expanding cycling opportunities, refurbishing community buildings, and developing more ways to support community food. Some items carry forward from previous years, whether because they were paused, are still in progress, or need revisiting.

The Business Manager will not only support development of the plan but will provide operational oversight as a core part of their role. The full plan can be found here: [Service Plan](#)

Our commitments

Woughton Community Council will be:



ENGAGED AND INVOLVED
...with our local communities, attending events, offering support and working together where this is helpful



RESPONSIVE AND PROACTIVE
...having clear plans in place, but also being flexible enough to respond to immediate needs



VISIBLE AND ACCESSIBLE
...so that local people can get in touch with us, meet our councillors and officers and ensure all estates are represented



EQUITABLE AND INCLUSIVE
...to ensure that ALL sections and members of our community are supported and represented



PRUDENT AND RESPONSIBLE
...with your money, ensuring best value and well managed budgets and spending.



ENCOURAGING AND SUPPORTIVE
...to develop resilient community members and groups, that are able to grow and flourish independently.



FAIR AND TRANSPARENT
...in our dealings with residents, partners, contractors and other agencies.



PASSIONATE AND DETERMINED
...to make Woughton a place that people are proud of and want to live here, work here and visit here.

Budget and Services

Each year the Council sets its budget through an open process, funded mainly by the council tax precept, to deliver services and priorities for residents. Full finance information can be found here: [Finances 2025/2026 Woughton Community Council](#)

Budget headlines	Income (£)	Expenditure (£ - approx)
Youth and Community		320,000
Landscaping and Environment		345,000
Community Buildings		140,000
Democracy and Governance		200,000
HQ/Organisational costs		250,000
Public Works Loan Board Payments		27,000
Precept	890,000	
Grants	110,000	
Contracts	190,000	
Other income	110,000	

Specific projects:

Youth and Community

- Integrated youth service, delivered from a dedicated youth building that includes a recording studio and performance space, a small gym, quiet spaces and a café area.
- Supports a performing arts school locally, offering low or no cost sessions to local children and young people.
- Play Ranger sessions, offering open access family play sessions in the green open spaces across the parish
- Advice sessions offered both from our dedicated Health and Wellbeing Hub and in community venues
- Longer term support through the Wellbeing Service, for people who may have complex or multiple needs
- Individual and group approaches to promote positive health and wellbeing, delivered by officers and external partners

Landscape and Environment

- Landscape services via a devolved contract from Milton Keynes City Council, with a team of operatives directly employed. With battery powered equipment and a focus on environmental delivery, the service aims to be green in every way.
- Community growing spaces, including open access spaces across the parish and a Community Garden offering support and education to promote ecological approaches.
- Parish Ranger, covering the public realm, with everything from dog waste bins to sign cleaning, taking a proactive approach to keep Woughton wonderful
- A 'Library of Things', offering low or no cost equipment rental, with everything from mowers and strimmer's to slow cookers and disco speakers.

Budget and Services

Community Development

- A grants scheme offering support to local charities and community groups that helps support hundreds of residents each year.
- A programme of events that includes community cinema, festival, Apple Days, Remembrance, picnics, and similar.
- Support to Resident Associations to help them deliver for their communities. Includes support with creating new associations, as well as other community groups.
- Creation and support to new activities, such as the Community Choir, boxing club, arts, cooking and similar, with a view to long term viability and sustainability.

Community Food

- Community Fridges, Larders and cafes across the parish, including those delivered internally and support to other groups providing similar approaches.
- Links to the community growing spaces, local and national charities and the provision of a zero carbon food distribution service, taking unused food and redistributing.

Other

- Considerable partnership work with local educational establishments, including direct support to students and collaborative research with universities.
- Manage a range of buildings including the youth centre, Health and Welbeing Hub, four community centres, landscape depot as well as the main council offices.
- Made Neighbourhood Plan (originally in 2017), currently being reviewed with a view to





JOB DESCRIPTION

- Job title:** Business Services Manager
- Reports to:** Council Manager
- Location:** The Council Hub, Local Centre, Garraways, Coffee Hall, Milton Keynes MK6 5EG
- Salary:** SCP 33-36 (£44,075 - £47,181) depending on skills, experience and qualifications.
- Hours:** Full-time – 37hrs per week with a requirement for some evening work to attend Council meetings
- Annual leave:** 26 days per annum plus public holidays
- Management responsibility:** Yes

The Business Services Manager is an Officer of the Council and, in the absence of the Council Manager (Proper Officer), has a statutory duty to carry out all the functions, and to serve or issue any notifications required by law of the Proper Officer.

The role has two key purposes:

- 1. Support and deputise** – to assist the Council Manager in the day-to-day management and delivery of Council services and resources, and to deputise as required.
- 2. Financial administration** – to support the Council Manager and the Responsible Financial Officer (RFO) in the careful management of the Council's finances, ensuring compliance with Standing Orders, Financial Regulations, and relevant policies and procedures.

Role Purpose

Key responsibilities

- Strategic Management
- Finance, Contracts and Purchasing
- Human Resources and Health and Safety
- Marketing, Communication and Events
- Administration
- Other

1. Strategic Management

- Maintain an awareness of any potential issues or opportunities that could affect or benefit the Council and advise the Council Manager accordingly.
- Assist and support the Council Manager with any key strategic projects as required, and also in the effective application of the councils' plans, policies and operation of contracts, ensuring "best value" wherever possible.

2. Finance, Contracts and Purchasing

To assist the Council Manager and the RFO regarding the financial operation of the Council. This includes but is not limited to:

- Assisting in the preparation of estimates and budgets.
- Assisting the Council Manager and the RFO with continued compliance with the Council's Financial Regulations.
- Assistance to the RFO with the preparation of End of Year Accounts and submission for annual audit where required.
- Assisting in the production of tender documents for contract work, invitation of tenders, acceptance and subsequent issue of contract documents and management of contract disputes.
- Assist in, or where delegated, research relevant grant and CIL/S106 opportunities in order to fund elements of Council work and submitting/managing applications.
- To assist in maintenance and regular review of the Asset Register, in line with best practice.

3. Human Resources and Health and Safety

- Daily operational management and supervision of those members of staff identified in the organisational structure of the Council.
- Responsible for the implementation of Health & Safety Regulations where required, and the development and maintenance of all risk assessments and their annual review for the approval of the Council Manager.
- Ensure ongoing staff compliance with the councils Staff Handbook, and where necessary assist the Council Manager in the management of grievance and disciplinary matters in accordance with the Council's grievance and disciplinary rules.

4. Marketing, Communication and Events

- Assist the Council Manager in promoting the work of the Council and its appointed Mayor through newsletters, annual reports, social media, noticeboards, and the Council website in accordance with relevant policies.
- Identify any opportunities to improve the reputation of the Council to the Council Manager.
- To plan, organise and co-ordinate Council events in conjunction with the Councils Services Committee and as directed by the Council.
- Maintain and participate in effective public relations and internal and external communication at all times.

5. Administrative Responsibilities

To assist the Council Manager with all Council services and functions, including:

- Attendance at Full Council, Committees, Sub-Committee, the Annual Parish meetings where required
- To take Responsibility for signing off the summons, agendas and reports, and the keeping of minutes and records for meetings of the Council and its Committees and Sub Committees where delegated or required by the Council Manager.
- In the absence of the Council Manager, provision of advice and support to the Chair, Chairs of Committees and Members of the Council.
- The efficient operation of Council buildings, services and other Employees in reviewing, developing, and monitoring systems, processes, and procedures, to ensure the smooth running of all administrative and financial functions.

6. Other Duties

To assist the Council Manager, and in their absence,

- Maintain constructive working relationships with key stakeholders who live and work in Woughton and serve the community.
- Maintain co-operation with other Local Authorities, Local Councils, Local Council organisations, and Government Departments to ensure the effective implementation of strategic policies.
- To attend training courses and conferences as required.

This document outlines the main responsibility and duties of the role to be undertaken by the postholder, it is not a comprehensive and exhaustive list, and these may be varied at time to time by Woughton Community Council.

The Council has an ongoing commitment to the development of its staff. To facilitate this the post holder will be required to pursue a programme of continuous professional development.

Supervision and Guidance

The role is primarily line-managed by the Council Manager, though requires autonomous self-organisation within the identified workload, which should be planned and arranged to coincide with the dates and cycle of meetings. Priorities are set by agendas and actions required by the minutes of Council meetings.

Special Conditions of the Job

- To undertake the CiLCA qualification (if not already held) and other job-related training courses as appropriate.
- The nature of the job means that it includes some evening work.
- Due to the nature of the job the Deputy Clerk will be expected to maintain total confidentiality in matters relating to the work of the Council.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other commensurate duties as assigned. It may be reviewed accordingly to adjust for statutory obligations changes or development of the role as required.

PERSON SPECIFICATION

KEY REQUIREMENTS	ESSENTIAL / DESIRABLE
EXPERIENCE	
Proven experience in operations, administration, or service delivery, with strong IT and reporting skills (MS Office or equivalent)	E
Experience of preparing and monitoring budgets	E
Experience of taking minutes and co-ordinating follow-up actions from meetings	E
Experience of producing reports with a high degree of accuracy in spelling, layout and grammar	E
Experience of managing or supervising staff	E
Knowledge of local government or parish council operations (e.g. Neighbourhood Planning, clerk/deputy clerk duties)	D
Experience of organising events and community engagement activities, with an awareness of health and safety and risk management	D
QUALIFICATIONS	
Good literacy and numeracy skills, with the ability to produce accurate written reports and work confidently with budgets and data."	E
CiLCA or equivalent council qualification (please note that the postholder will be expected to undertake the CiLCA qualification if not currently held)	D
SKILLS	
Ability to keep accurate records.	E
Sensitive in dealing with the public and with matters of confidentiality	E
Sound written communication skills for report and letter writing	E
Excellent verbal skills to communicate with people at all levels	E
Confident handling challenging situations and achieving constructive outcomes	E
Able to plan and prioritise own workload and meet challenging deadlines	E
Ability to keep up to date with office systems and software	E
Ability to read, understand and work with financial information such as year-end accounts	E
Knowledge and understanding of Health and Safety legislation, risk management and broader health and safety management	D
PERSONAL ATTRIBUTES	
Flexible, proactive, and a strong team player.	E
Customer focussed, with an understanding of good customer relations	E
Able to demonstrate a broad understanding or commitment to equality, diversity and inclusion.	E

Terms & Conditions
Business Services Manager

Salary: Salary Scale SCP 33-36 (£44,075 - £47,181) per annum, dependent upon skills, experience, and qualifications.

Payment of salary: Paid at the end of each month in arrears.

Probation period: The post is subject to a probationary period of 26 weeks. This may be ended earlier or extended following discussions with the Council and employee.

Conditions of Service: In accordance with the National Joint Council for Local Government Services.

Pension: Membership of the Local Government Pension Scheme (the employee contribution is currently 6.5% and employer contribution 23.6% - these can vary).

Hours: 37 hours per week. Council and Committee meetings are currently held on week-day evenings. Evening and occasional weekend working will be required for which time off in lieu will be granted. It may be necessary for the post holder to work in excess of these hours on occasions to meet deadlines.

References: The post is subject to two satisfactory references of which one must be from your current/most recent employer

Place of work: The post is based at the The Council Hub, Local Centre, Garraways, Coffee Hall, Milton Keynes MK6 5EG. Some home based working will be considered by prior arrangement with the Council Manager and not until the completion of a successful probationary period.

Leave entitlement: Your holiday entitlement is 26 days per annum, plus the normal bank/public holidays. Annual leave entitlement increases, in recognition of length of service to 30 days after five years continuous service. In addition to the above, you are entitled to 2 extra statutory leave days to be taken as determined by the Council. The holiday year is 1 April to 31 March. Holiday entitlement is pro rata for part time employees. Continuous service of holiday and sickness entitlement will be recognised if transferring within 4 weeks of end of employment from another local authority.

HOW TO APPLY

1. Save the Application form & Equal Opportunities form.
2. Complete the forms in black ink, preferably typed, or BLOCK CAPITALS if hand written. Additional sheets may be attached where necessary
3. Please complete **all** sections.
4. Save both forms using your name to identify them.
5. Please return by email to recruitment@chrgs.co.uk before the closing date.

SELECTION PROCESS

Application: All application forms will be acknowledged and considered by the selection panel.

Shortlisting: Candidates will be notified whether they have been successful in gaining an interview or not. Due to the volume of applications received, it will not always be possible to offer feedback on applications.

Interview: Shortlisted candidates will be required to attend an interview at a time to be allocated individually. As part of the interview, candidates may be asked to give a short presentation on a relevant topic, which will be shared in advance. Candidates should allow up to one and a half hours for the interview.

ACTION	DATE
Closing Date	5pm, Sunday 2nd November
Interview Dates	Thursday 14th November 2025
Anticipated Start Date	January 2026 (or sooner if appropriate)

Work Sponsorship: Unfortunately, Woughton Community Council is currently not able to offer work sponsorship as the Council does not hold a Home Office sponsorship license for visas and is therefore unable to process applications that would require a visa to work in the UK.

Woughton Community Councillors thank you for your interest in working for the Council and look forward to receiving your completed application form.