



WOUGHTON COMMUNITY COUNCIL

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

OPERATIONS AND RESOURCES COMMITTEE

Friday 8th May 2026

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

Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair), Liz Simpkins, 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 **WEDNESDAY 13th May 2026** commencing at **6:00pm** at the **Woughton Community Council Hub, The Local Centre, Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG**, when the business set out in the following agenda will be transacted.

Steve McNay
Council Manager

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

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

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

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

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



AGENDA

OC 01/26 To elect a Chair

Following the start of the new council year and the new committee makeup, Election of a Chair for the 2026/27 council year.

OC 02/26 To elect a Vice Chair

Following the start of the new council year and the new committee makeup, Election of a Vice Chair for the 2026/27 council year.

OC 03/26 Apologies:

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

OC 04/26 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 05/26 Questions from the public (maximum 10 minutes):

To receive questions and statements from members of the public.

OC 06/26 Chairs announcements:

To receive announcements from the Chair.

OC 07/26 Minutes of previous meeting(s):

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

- Monday 13th April 2025.

(Attached)

OC 08/26 To review and approve the bank reconciliation and payments made during the month of April 2026

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

(To be provided at the meeting)

OC 09/26 To receive an end of year spending breakdown

With end of year now complete, for the committee to review spending during the previous financial year.

(Paper and budget breakdown attached)

OC 10/26 To propose the ratification of policies from CHRGS and agreement that these will be used as 'default', due to updates and legislative changes.

As policies are included within the HR contract, a proposal to streamline policies to reflect the CHRGS suite of documents, ensuring current suitability, legislative updates and best practice.

(Policies via link - [New Suite of Policies 150125](#))

OC 11/26 To receive updates on employment law changes that may impact the council

Following recent legislative changes, information regarding impact on WCC policy, process and actions.

(Paper attached)



Date of next meeting: 8th June 2026

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



OPERATIONS AND RESOURCES COMMITTEE

Minutes of the meeting held on Monday 13th April 2026, 6:00pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Deanna Norris (Chair), Sue Smith (Vice Chair), Tony Coughlan, Penny Glasgow, Charlie Marsh, April Rennie, Alan Williamson.

Also present:

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer – RFO)

Mable Kong-Rawlinson (Business Services Manager / Deputy Clerk)

OC 81/25 Apologies:

There were apologies received from Cllrs Bobey and McMillan.

RESOLVED - noted

OC 82/25 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 83/25 Questions from the public (maximum 10 minutes):

There were no questions received.

RESOLVED - noted

OC 84/25 Chairs announcements:

There were no announcements made

RESOLVED - noted

OC 85/25 Minutes of previous meeting(s):

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

- Monday 9th March 2026.

It was proposed that the minutes were a true and accurate record.

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

RESOLVED by way of unanimous vote

OC 86/25 To review and approve the bank reconciliation and payments made during the month of March 2026

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

Proposal:



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

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

OC 87/25 To review and approve the following policies:

- a) Risk Register and Contingency Planning
- b) Councillor Allowances and Expenses
- c) Comments, Compliments & Complaints
- d) Councillor and Officer Protocol
- e) Information
- f) Data and GDPR
- g) General Privacy Statement
- h) Freedom of Information Publication Scheme
- i) Code of Conduct
- j) Guidelines for Broadcast

It was noted that the General Privacy Statement was not available via the link provided, so this policy was provided and spoken to by the Council Manager.

It was noted that the Risk Register document states that this will work alongside the Contingency Planning document. This in actuality sits within the Business Continuity Plan, which includes contingency planning, so updated wording will be included to make this clear.

Interest was also expressed in the other documents and included discussion around whether the council may choose to implement the allowances policy that covers Quality Council status.

There was also discussion around the patchy nature of the policies and the need to have a 'suite' – the Business Support Manager (BSM) spoke to the suite that the HR provider offers and that this is for discussion later in the meeting.

RESOLVED

It was agreed that the policies noted were suitable for formal ratification at the Annual meeting.

OC 88/25 To agree to a proposal regarding internal audit, in preparation for the Annual Meeting

The RFO spoke to the paper that aimed to clarify that council has met the necessary standards around internal audit, with a view to formally appointing at the Annual Meeting. The Council Manager also spoke to the new 'Assertion 10' covering data management and related.

Proposal

That the committee initially agrees to appoint Auditing Solutions as our internal audit provider, with a view to formally appoint during Annual Meeting

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

RESOLVED by way of unanimous vote

OC 89/25 To propose implementation of the annual pay increase, in line with Green Book conditions.

As has happened previously, the employers have made their 'full and final' offer for the pay scales for the coming year and, to help avoid negative impacts on officers, it was suggested that this be implemented from 1st April, with a view to addressing any variances if and when they occur.

Proposal:



That WCC implements a 3.3% pay increase to all scale points, backdated to April 1st 2026, from the April pay date. That in the event that there is any further increase later in the year, that this will be included once formally agreed.

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

RESOLVED by way of unanimous vote.

OC 90/25 To receive an update on the end of year figures

The committee reviewed the draft final figures from the end of the 2025/26 financial year, which showed a surplus of around £105,000. This is due to underspends in key areas (mainly staffing) and income at a higher level than anticipated. There will be some adjustments over the coming weeks and final figures will be provided at a later meeting. Councillors expressed reassurance given impending loss of LCTRS and praised the financial planning of the RFO.

RESOLVED - noted

OC 91/25 To begin considerations of implementing HR policy suite provided by the HR consultants, to replace those currently in place (with a view to formal agreement in the new council year).

The committee started considerations around the replacement of the various policies that council has ratified, with policies provided by CHRGS, the HR consultants, with a view to them updating as and when needed (e.g. with legislative updates). This linked to discussions earlier in the meeting and was supplemented by the BSM discussing some of the changes to employment legislation that will impact on the council.

Proposal:

That the committee will look at the implementation of the CHRGS policies in the new council year

Proposed by: Cllr Norris. Seconded by: Cllr Smith

RESOLVED by way of unanimous vote

Date of next meeting:

TBC at the Annual Meeting

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

THE CHAIR CLOSED THE MEETING AT 6.42PM

Chair _____ Date _____



WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 13th May 2026

Agenda Item OC 09/26

PURPOSE OF REPORT:

To provide the committee with an end of year financial report

RECOMMENDATION:

That the committee notes the report.

MAIN ISSUES AND CONSIDERATIONS:

As of 31 March 2026, the financial year concludes with a gross surplus of £105,974.90

Budgeted Receipts: £1,313,718.00

Actual Receipts: £1,364,628.70

Variance: £50,909.82

Budgeted Payments: £1,364,717.92

Actual Payments: £1,309,652.84

Variance: £55,065.08

Gross surplus: $50,909.82 + 55,065.08 = £105,974.90$

This is in line with the forecasted surplus of £103,435.07.

The following adjustments were made:

<u>Prepayments - Decrease Expenditure</u>		<u>Code</u>	
Annual IT service	Cloudy IT	I.T & Telephony	17,758.32
			£17,758.32
<u>Debtors - Increase Income</u>		<u>Code</u>	
Third quarter invoice for Beyond project	The Open University	Beyond Project	10,980.79
Car charging - electricity usage	bp pulse	Electricity	2,165.94
Music Hub invoice	Milton Keynes Council	Salaries	478.80
			£13,625.53

The net surplus therefore was:

$£103,435.07 + £17,758.32 + £13,625.53 = \mathbf{£134,818.92}$

And it was be transferred to General Reserves, strengthening the Council's financial position for the new year and ensuring capacity to address upcoming challenges, including ongoing investment in meeting places and the anticipated loss of LCTRS funding.

AUTHOR

Marta Sobis - RFO

Woughton Community Council

Summary of Receipts and Payments

08 May 2026 (2025-2026)

All Cost Centres and Codes

Coffee Hall MP

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Hire of Meeting places	15,000.00	12,768.44	-2,231.56		153.34	-153.34	-2,384.90 (-15%)
33	Electricity		151.18	151.18	4,000.00	4,463.00	-463.00	-311.82 (-7%)
34	Gas				1,500.00	1,722.67	-222.67	-222.67 (-14%)
35	Water				1,000.00	748.05	251.95	251.95 (25%)
36	Business Rates				1,800.00	2,327.05	-527.05	-527.05 (-29%)
37	Repairs & Equipment				8,000.00	11,995.98	-3,995.98	-3,995.98 (-49%)
38	Cleaning Supplies				700.00	560.83	139.17	139.17 (19%)
40	Service charges				4,250.00	1,794.35	2,455.65	2,455.65 (57%)
152	Building Insurance				1,600.00	602.80	997.20	997.20 (62%)
SUB TOTAL		15,000.00	12,919.62	-2,080.38	22,850.00	24,368.07	-1,518.07	-3,598.45 (-9%)

Democracy and Governance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Clr Ward fund		250.00	250.00	3,800.00	1,459.33	2,340.67	2,590.67 (68%)
21	Community & Environment fund				8,000.00	3,726.00	4,274.00	4,274.00 (53%)
22	Grant Aid (Res Associations)				2,500.00	1,000.00	1,500.00	1,500.00 (60%)
57	Member Allowances & Expenses				27,379.00	16,624.06	10,754.94	10,754.94 (39%)
SUB TOTAL			250.00	250.00	41,679.00	22,809.39	18,869.61	19,119.61 (45%)

Eaglestone MP

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	Hire of Meeting places	20,000.00	20,333.57	333.57		97.45	-97.45	236.12 (1%)
25	Electricity				4,500.00	4,283.98	216.02	216.02 (4%)
26	Gas				6,000.00	5,980.66	19.34	19.34 (0%)
27	Water				900.00	696.74	203.26	203.26 (22%)
28	Business Rates				5,500.00	5,114.75	385.25	385.25 (7%)
29	Repairs & Equipment				8,000.00	14,304.36	-6,304.36	-6,304.36 (-78%)
30	Cleaning Supplies				700.00	850.73	-150.73	-150.73 (-21%)
31	Waste disposal				1,200.00	839.65	360.35	360.35 (30%)
SUB TOTAL		20,000.00	20,333.57	333.57	26,800.00	32,168.32	-5,368.32	-5,034.75 (-10%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
19	Dog bins		257.00	257.00	8,000.00	8,363.17	-363.17	-106.17 (-1%)
72	Vehicles				500.00	1,445.15	-945.15	-945.15 (-189%)
88	Service budget		145.53	145.53	500.00	1,585.91	-1,085.91	-940.38 (-188%)
100	Tool Library		22.25	22.25	500.00	258.33	241.67	263.92 (52%)
130	The National Lottery Community							(N/A)
146	The National Lottery Community	18,333.00	18,333.00					(0%)

Woughton Community Council

Summary of Receipts and Payments

08 May 2026 (2025-2026)

All Cost Centres and Codes

174 MK Community Foundation Grar		259.75	-259.75	-259.75 (N/A)
SUB TOTAL		18,333.00	18,757.78	424.78
		9,500.00	11,912.31	-2,412.31
				-1,987.53 (-7%)

HQ

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Bank and Investment Interest	15,000.00	23,199.23	8,199.23				8,199.23 (54%)
2	LCTRS Grant	107,000.00	105,353.45	-1,646.55				-1,646.55 (-1%)
8	Precept	888,385.88	888,385.38	-0.50				-0.50 (0%)
9	Additional Income	30,000.00	9,633.57	-20,366.43		682.40	-682.40	-21,048.83 (-70%)
13	Affiliations & Subscriptions				4,000.00	6,152.91	-2,152.91	-2,152.91 (-53%)
14	Professional services				8,500.00	6,675.70	1,824.30	1,824.30 (21%)
15	Audit Fees & Accounting support				5,750.00	3,135.00	2,615.00	2,615.00 (45%)
16	Capital Loan Repayment				26,818.00	26,820.62	-2.62	-2.62 (-0%)
20	Meeting Costs				500.00	434.68	65.32	65.32 (13%)
23	Insurance				5,545.00		5,545.00	5,545.00 (100%)
24	Insurance - Vehicles				4,455.00	6,270.80	-1,815.80	-1,815.80 (-40%)
58	Communications				4,900.00	4,367.00	533.00	533.00 (10%)
59	HQ ORG - Banking fees		-7.20	-7.20	1,000.00	532.35	467.65	460.45 (46%)
60	HQ ORG - Electricity				6,000.00	6,037.65	-37.65	-37.65 (-0%)
61	HQ ORG - Cleaning supplies				2,000.00	2,945.21	-945.21	-945.21 (-47%)
62	HQ ORG - Gas				5,000.00	2,053.03	2,946.97	2,946.97 (58%)
63	HQ ORG - Repairs & Equipment				10,000.00	14,310.85	-4,310.85	-4,310.85 (-43%)
65	HQ ORG - Business Rates				3,500.00	3,193.60	306.40	306.40 (8%)
67	HQ ORG - Waste disposal				3,200.00	3,636.65	-436.65	-436.65 (-13%)
68	HQ ORG - Water				1,200.00	565.39	634.61	634.61 (52%)
69	HQ ORG - Mobiles				910.00	5,526.11	-4,616.11	-4,616.11 (-507%)
74	Stationary, Amenities & Services				4,000.00	6,604.67	-2,604.67	-2,604.67 (-65%)
75	I.T & Telephony				30,000.00	23,046.59	6,953.41	6,953.41 (23%)
76	ER Pension Contributions				149,155.00	142,462.62	6,692.38	6,692.38 (4%)
77	PAYE				79,008.00	71,993.22	7,014.78	7,014.78 (8%)
78	Salaries				140,741.04	119,181.51	21,559.53	21,559.53 (15%)
89	Emerging priorities				7,000.00		7,000.00	7,000.00 (100%)
90	Training and Development				6,000.00	5,756.76	243.24	243.24 (4%)
97	HQ ORG - Service charges					2,705.84	-2,705.84	-2,705.84 (N/A)
99	Recruitment				500.00	1,288.43	-788.43	-788.43 (-157%)
124	EMR - Memorial		600.00	600.00		307.45	-307.45	292.55 (N/A)
125	EMR - Kevin Wilson trust							(N/A)
133	Flood Protection Equipment				1,000.00		1,000.00	1,000.00 (100%)
143	Health and Safety					415.98	-415.98	-415.98 (N/A)
145	CCTV				12,000.00	12,050.00	-50.00	-50.00 (-0%)
148	EMR Neighbourhood Planning P				15,000.00	53.90	14,946.10	14,946.10 (99%)
150	No 99					105.25	-105.25	-105.25 (N/A)
156	EMR Property Reserve				15,000.00		15,000.00	15,000.00 (100%)
157	EE Pension Contributions				41,811.00	36,321.05	5,489.95	5,489.95 (13%)
158	Employee NI Contributions				29,202.00	32,475.19	-3,273.19	-3,273.19 (-11%)
159	Employer NI Contributions				77,315.00	72,512.36	4,802.64	4,802.64 (6%)
164	EMR Refurbishment of EAC and				20,000.00	17,143.75	2,856.25	2,856.25 (14%)
165	Vehicles					1,918.92	-1,918.92	-1,918.92 (N/A)
171	Branding				1,000.00	976.49	23.51	23.51 (2%)
176	Building insurance					1,016.05	-1,016.05	-1,016.05 (N/A)

Woughton Community Council

Summary of Receipts and Payments

08 May 2026 (2025-2026)

All Cost Centres and Codes

SUB TOTAL	1,040,385.88	1,027,164.43	-13,221.45	722,010.04	641,675.98	80,334.06	67,112.61 (3%)
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Landscape

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7 Landscape Grant	195,000.00	190,533.87	-4,466.13				-4,466.13 (-2%)
12 Additional Income		288.00	288.00				288.00 (N/A)
70 Vehicles				3,000.00	5,132.41	-2,132.41	-2,132.41 (-71%)
81 Salaries				198,910.80	173,930.18	24,980.62	24,980.62 (12%)
83 Landscape Running Costs				5,000.00	4,809.99	190.01	190.01 (3%)
84 Service budget				38,000.00	54,862.10	-16,862.10	-16,862.10 (-44%)
172 Machinery Replacement Fund				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL	195,000.00	190,821.87	-4,178.13	249,910.80	238,734.68	11,176.12	6,997.99 (1%)

Meeting places

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
82 Salaries				42,932.04	44,328.52	-1,396.48	-1,396.48 (-3%)
96 Deposit (Hall hire)		2,793.50	2,793.50		200.00	-200.00	2,593.50 (N/A)
155 Community Centres Investment				25,000.00	8,914.97	16,085.03	16,085.03 (64%)
SUB TOTAL		2,793.50	2,793.50	67,932.04	53,443.49	14,488.55	17,282.05 (25%)

Netherfield MP

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6 Hire of Meeting places	10,000.00	13,028.02	3,028.02		106.80	-106.80	2,921.22 (29%)
49 Electricity				1,800.00	1,018.97	781.03	781.03 (43%)
50 Gas				1,600.00	1,096.66	503.34	503.34 (31%)
51 Water				400.00	534.23	-134.23	-134.23 (-33%)
52 Business Rates				2,100.00	2,070.85	29.15	29.15 (1%)
53 Repairs & Equipment				5,000.00	8,387.82	-3,387.82	-3,387.82 (-67%)
54 Cleaning Supplies				600.00	473.30	126.70	126.70 (21%)
134 Building Insurance				800.00	932.38	-132.38	-132.38 (-16%)
SUB TOTAL	10,000.00	13,028.02	3,028.02	12,300.00	14,621.01	-2,321.01	707.01 (3%)

Tinkers Bridge Meeting place

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4 Hire of Meeting places	15,000.00	9,370.34	-5,629.66		52.96	-52.96	-5,682.62 (-37%)
41 Electricity				1,400.00	1,231.31	168.69	168.69 (12%)
42 Gas				1,800.00	1,152.74	647.26	647.26 (35%)
43 Water				400.00	502.70	-102.70	-102.70 (-25%)
44 Business Rates				1,400.00	1,497.00	-97.00	-97.00 (-6%)
45 Repairs & Equipment				6,000.00	4,059.63	1,940.37	1,940.37 (32%)

Woughton Community Council

Summary of Receipts and Payments

08 May 2026 (2025-2026)

All Cost Centres and Codes

46 Cleaning Supplies		500.00	887.22	-387.22	-387.22 (-77%)			
48 Service charges			3,183.51	-3,183.51	-3,183.51 (N/A)			
SUB TOTAL		15,000.00	9,370.34	-5,629.66	11,500.00	12,567.07	-1,067.07	-6,696.73 (-25%)

Youth and Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Additional Income		6,096.11	6,096.11				6,096.11 (N/A)
17	Community Events (NON SP)		1,840.96	1,840.96	10,000.00	10,957.78	-957.78	883.18 (8%)
71	Vehicles				1,000.00	800.08	199.92	199.92 (19%)
79	Salaries		2,223.95	2,223.95	73,408.44	80,220.37	-6,811.93	-4,587.98 (-6%)
80	Community Salaries		800.00	800.00	68,169.60	75,827.31	-7,657.71	-6,857.71 (-10%)
85	Water - No 95				1,000.00	611.89	388.11	388.11 (38%)
86	Youth Services budget		312.00	312.00	10,000.00	5,686.09	4,313.91	4,625.91 (46%)
87	Service Plan Delivery				10,000.00	9,527.78	472.22	472.22 (4%)
110	Advice - services budget					14.76	-14.76	-14.76 (N/A)
136	Community Food		3,506.00	3,506.00	2,000.00	15,841.24	-13,841.24	-10,335.24 (-516%)
137	Electricity - No 95				1,000.00	1,518.01	-518.01	-518.01 (-51%)
138	Gas - No 95				2,000.00	1,755.69	244.31	244.31 (12%)
140	Business Rates - No 95				2,000.00	1,883.28	116.72	116.72 (5%)
141	Repairs and Maintenance - No 9				3,200.00	9,758.52	-6,558.52	-6,558.52 (-204%)
151	Building Insurance					640.32	-640.32	-640.32 (N/A)
160	Woughton Futures Fund				11,458.00	216.70	11,241.30	11,241.30 (98%)
166	HAF Easter 2025		945.88	945.88		2,471.52	-2,471.52	-1,525.64 (N/A)
167	EMR - Wheelie Big Picnic				1,000.00	1,000.00		(0%)
168	EMR - Support for VE 80 celebra				1,000.00	923.00	77.00	77.00 (7%)
169	EMR - Accessibility equipment a				1,000.00	255.60	744.40	744.40 (74%)
170	Business Rates - No 99				2,000.00	-605.87	2,605.87	2,605.87 (130%)
173	Repairs and Maintenance - No 9					4,812.25	-4,812.25	-4,812.25 (N/A)
175	HAF Summer 2025		7,032.74	7,032.74		7,032.74	-7,032.74	(N/A)
177	Hubbub grant		3,000.00	3,000.00		1,497.92	-1,497.92	1,502.08 (N/A)
178	Electricity - No 99					5,156.82	-5,156.82	-5,156.82 (N/A)
179	Household Support Fund		5,100.00	5,100.00		1,003.14	-1,003.14	4,096.86 (N/A)
180	HAF Winter 2025		1,920.00	1,920.00		1,920.00	-1,920.00	(N/A)
181	Beyond Project		18,421.18	18,421.18		12,981.99	-12,981.99	5,439.19 (N/A)
182	PEP					1,495.69	-1,495.69	-1,495.69 (N/A)
183	EMR - Youth and Community Se		3,000.00	3,000.00				3,000.00 (N/A)
184	HAF Easter 2026		2,490.75	2,490.75		2,147.90	-2,147.90	342.85 (N/A)
185	EMR - Culture grant		12,500.00	12,500.00				12,500.00 (N/A)
SUB TOTAL			69,189.57	69,189.57	200,236.04	257,352.52	-57,116.48	12,073.09 (6%)

Summary

NET TOTAL	1,313,718.88	1,364,628.70	50,909.82	1,364,717.92	1,309,652.84	55,065.08	105,974.90
V.A.T.		55,322.05			60,727.56		
GROSS TOTAL		1,419,950.75			1,370,380.40		

WOUGHTON COMMUNITY COUNCIL

Operations Committee – 13th May 2026

Agenda Item OC 11/26

PURPOSE OF REPORT: To inform the committee of new legislation and impact on council policies and processes.

RECOMMENDATION:

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

MAIN ISSUES AND CONSIDERATIONS:

Employment Rights Act 2025 and key things to consider paper for May 2026

The Employment Rights Act 2025 will bring forward immense changes to employment law and will have a significant impact on employers.

Please see below for a summary of the key changes.

April 2026

- There will be from day one the right for employees to take paternity leave and parental leave, plus the ability to take paternity leave immediately after shared parental leave.
- Statutory sick pay is available from the first day of work.
- Voluntary Equality Action Plans for employers with over 250 staff.
- Creation of Fair Work Agency which will help enforce workers' rights. They can support employees with submitting tribunal claims.
- We need to have evidence, and we are implementing everything correctly.
- Keeping records to holiday and pay and having records for 6 years.

Please see link below for more details about the Fair Work Agency.

[Fair Work Agency - GOV.UK](#)

October 2026

- There will be the creation of the Fair Pay Agreement Adult Social Care Negotiation Body.
- New duty to take “all reasonable steps” to prevent sexual harassment.
- **From October 2026 a new type of harassment claim will be introduced where employers will be required to take “all reasonable steps” to prevent harassment by third party, which includes clients, customers, patients and students.**
- There will be new rights and protections to Trade Union Reps.
- Employment Tribunal time limits extended from 3 to 6 months.

1st January 2027

- There will be protection for employees for unfair dismissal after 6 months (which is down from employees being employed by 2 years currently.)
- There will be the removal of the unfair dismissal cap.
- Dismissals for refusing contracts changes relating to “restricted variations” (‘fire and rehire’) will be seen as automatically unfair.

Sometime in 2027

- Mandatory Equality Action Plans for employers with over 250 staff.
- New requirements for flexible working refusals to be reasonable.
- Ban on exploitative zero hour contracts.
- New statutory entitlements to bereavement leave, including pregnancy loss.

Please see the links below for more details about the changes.

STAFFING IMPLICATIONS:

This will mean some changes to policies, that will be covered by the updated suite from CHRGS

FINANCIAL IMPLICATIONS:

This may impact on staffing costs, but these are likely to be minimal.

OTHER IMPLICATIONS:**BACKGROUND PAPERS:**

<https://www.legislation.gov.uk/ukpga/2025/36>

<https://www.acas.org.uk/employment-rights-act-2025>

<https://worknest.com/blog/employment-rights-act-2025-guide>

SUGGESTED PROPOSAL:**AUTHOR**

Mable Kong-Rawlinson
Business Services Manager / Deputy Clerk

Employment Rights Act Roadmap

The Employment Rights Act 2025 will bring the biggest shift to employment law in decades. Below is a summary of the key changes and when they're expected to come into force.

18 December 2025

- The Employment Rights Bill passes, becoming the Employment Rights Act 2025
- The Strikes (Minimum Service Levels) Act 2023 is repealed

18 February 2026

- Repeal of the majority of the Trade Union Act 2016, including changes to industrial action balloting processes, political funds, and picketing rules

1 April 2026

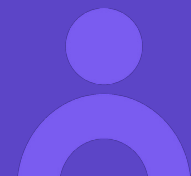
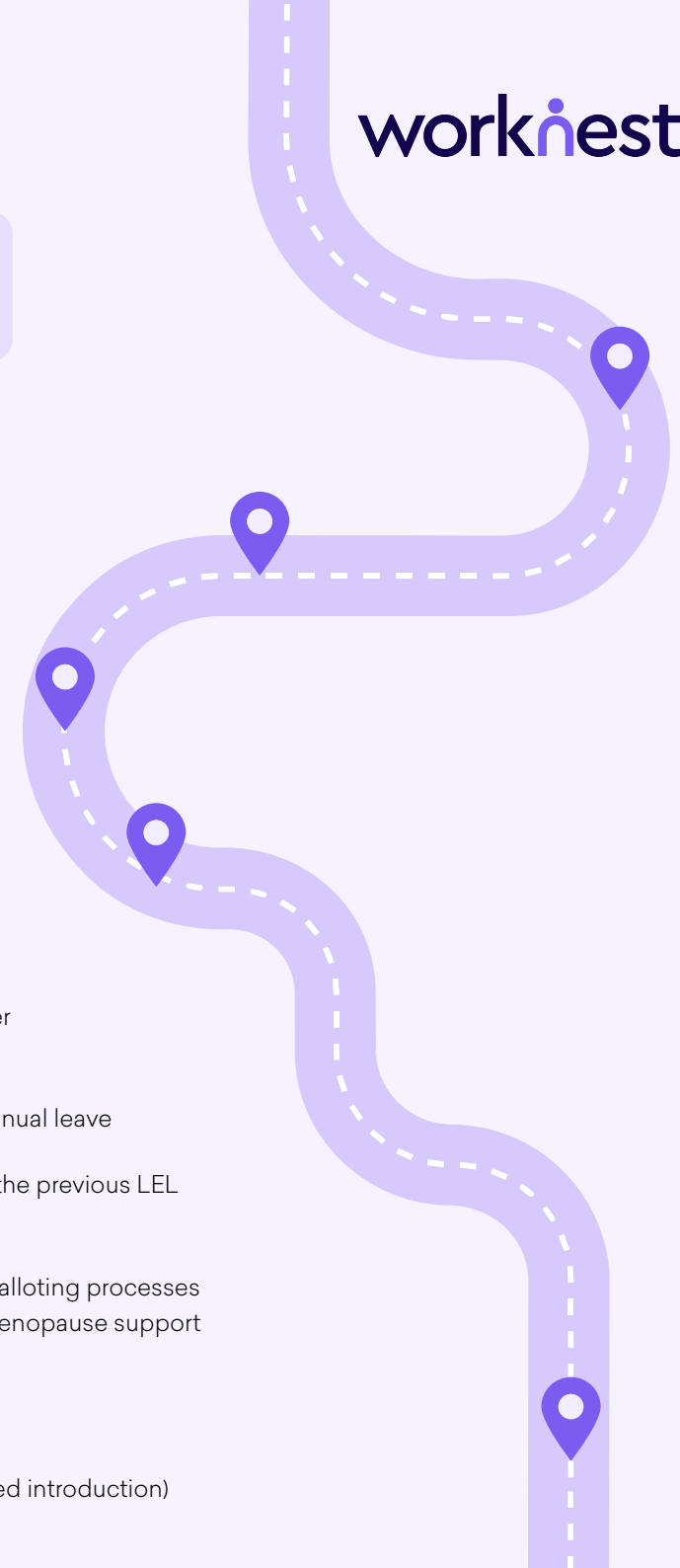
- Repeal of the majority of the Trade Union Act 2016, including changes to industrial action balloting processes, political funds, and picketing rules

6 April 2026

- Collective redundancy protective awards for failure to consult doubles from 90 to 180 days' gross pay
- Day one right to paternity and parental leave, plus ability to take paternity leave immediately after shared parental leave
- Whistleblowing protections widened to include claims of sexual harassment
- New requirement to retain records demonstrating compliance with statutory holiday pay and annual leave entitlements for six years
- Removal of the lower earnings limit (LEL) for statutory sick pay (SSP); employees earning below the previous LEL receive 80% of normal weekly earnings, or the SSP flat rate, whichever is the lower
- SSP payable from the first full day of absence (three waiting days removed)
- Repeal of further elements of the Trade Union Act 2016, including simplifying recognition and balloting processes
- Voluntary Equality Action Plans (for employers with 250+ staff) covering gender pay gaps and menopause support
- Menopause guidance

7 April 2026

- Introduction of the Fair Work Agency, a new body that will enforce certain statutory rights (phased introduction)



August 2026

- Electronic and workplace balloting for statutory Trade Union ballots

October 2026

- Creation of the Fair Pay Agreement Adult Social Care Negotiating Body (England)
- New requirement to consult workers to ensure fair tip allocation and review their tipping policy every three years
- New duty to take “all reasonable steps” to prevent sexual harassment
- New duty to prevent third-party harassment
- New requirement to inform workers of their right to join a Trade Union
- Strengthened Trade Union access rights
- New rights and protections for Trade Union reps
- Extended protections against detriments for taking industrial action
- Ending of two-tier workforces by mandating 'no less favourable' treatment for staff involved in public sector outsourcing (applies to transferring employees and supplier's original workforce)
- Employment Tribunal time limits extended from three to six months (not before October 2026)

1 January 2027

- Protection from unfair dismissal after six months (down from two years)
- Removal of unfair dismissal cap
- Dismissals for refusing contract changes relating to ‘restricted variations’ (‘fire and rehire’) automatically unfair

Sometime in 2027

- Mandatory Equality Action Plans (for employers with 250+ staff)
- Stronger dismissal protections for pregnant workers and those on or returning from family leave
- Specifying steps that are to be regarded as “reasonable” to determine whether an employer has taken “all reasonable steps” to prevent sexual harassment
- Development of a modern industrial relations framework
- Updated protections against blacklisting for Trade Union membership or activity
- Changes to the threshold for collective redundancy consultation
- New requirement for flexible working refusals to be reasonable
- New statutory entitlement to bereavement leave, including pregnancy loss
- Regulation of umbrella companies
- Ban on exploitative zero-hour contracts and protections extended to agency workers
- New right to be paid if a shift is cancelled, moved or cut short by an employer
- New right to reasonable notice of shifts and to compensation if this is not given
- Electronic and workplace balloting for recognition and derecognition ballots



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Last updated: 12 February 2026. For the latest information, see the government's [Implementation Roadmap](#).