



THE FLEET TOWN COUNCIL NOTICE OF MEETING

Notice is hereby given of

THE MEETING OF THE ESTABLISHMENT COMMITTEE

Wednesday 25th February 2026 at 7pm in The Harlington – Music Room

All members are summoned to attend

To Councillors: P. Einchcomb, L. Holt, E. May, R. Schofield, S. Tilley,
P. Wildsmith, G. Woods

RCTong

Rita Tong, Executive Officer
18th February 2026

AGENDA

1.	APOLOGIES Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable.
2.	DECLARATIONS OF INTEREST Under the Local Authorities Localism Act 2011, members must declare any interest and the nature of that interest, which they may have in any of the items under consideration at this meeting. Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.
3.	QUESTIONS FROM THE PUBLIC (3 min per person maximum 15 minutes) To receive questions and statements from members of the public.
4.	MINUTES OF PREVIOUS MEETING To approve and sign as a correct record the main minutes and the confidential minutes of the last meeting held on 12 th November 2025 (<i>copies attached</i>).
Part 1 – ITEMS FOR DECISION	
5.	ADOPTION & SURROGACY POLICY The current Adoption and Surrogacy Policy was approved in March 2022 and is due for review. Members have previously indicated a preference for concise policy documents that focus on principles, with operational detail contained within supporting procedures. The policy has been updated to:

- Reflect current legislation and statutory guidance relating to adoption and surrogacy leave and pay.
- Ensure the policy clearly references the primary governing legislation, while avoiding unnecessary duplication of statute.
- Separate high-level policy principles from detailed procedural guidance, in line with the format used for other employment policies.
- Improve clarity for employees and managers regarding their respective responsibilities.

Where legislation or statutory guidance changes in the future, the revised policy confirms that the Council will continue to meet, as a minimum, its legal obligations without requiring frequent policy re-approval.

There is no reduction in employee entitlement as a result of this update.

RECOMMENDATION

Members are asked to approve the updated *Adoption and Surrogacy Policy* and associated procedure.

6. BEREAVEMENT LEAVE POLICY

The current Bereavement Leave Policy was approved in February 2018 and last reviewed in February 2021. It is now due for review.

Members have previously indicated a preference for concise policy documents that focus on principles, with operational detail contained within supporting procedures.

The policy has been updated to:

- Reflect current legislation and statutory guidance, including statutory parental bereavement leave and pay.
- Clearly reference the primary governing legislation, while avoiding unnecessary duplication of statute.
- Separate high-level policy principles from detailed procedural guidance, in line with the format used for other employment policies.
- Retain managerial discretion while ensuring consistency, fairness, and compassionate application.

RECOMMENDATIONS

Members are asked to approve the updated *Bereavement Leave Policy* and associated procedure.

7. FLEXIBLE WORKING PROCEDURE

Members are asked to consider and approve a new Flexible Working Procedure.

The statutory framework governing flexible working has changed in recent years, most notably through amendments to the Employment Rights Act 1996 and the Flexible Working Regulations. Employees now have a day-one right to request flexible working, may make up to two requests in a 12-month period, and employers are required to consult meaningfully before reaching a decision within a statutory timeframe.

While the Council has historically considered flexible working requests on an informal basis, it does not currently have an up-to-date standalone policy that reflects the current legislative position or sets out a clear and consistent process for handling requests.

The proposed procedure:

- ensures the Council is fully compliant with current legislation.
- provides clarity and consistency for both employees and managers.
- supports fairness, transparency, and equality in decision-making; and
- helps reduce the risk of challenge or dispute arising from the handling of requests.

Approval of the procedure does not create an automatic right to flexible working, nor does it reduce the Council's ability to refuse requests where operational requirements cannot be met.

RECOMMENDATIONS

Members are asked to approve the new *Flexible Working Procedure*.

8. ANNUAL LEAVE PROCEDURE

Annual leave and holiday pay are matters that are largely governed by statute, principally the Working Time Regulations 1998 (as amended). The Council has limited discretion in this area and must ensure that its arrangements remain compliant with current legislation and case law.

While the Council has long operated practical arrangements for managing annual leave, these have not previously been set out in a formally approved document. This document has been developed as a procedure, setting out how officers will apply the Council's legal obligations in a consistent and transparent way, without restating legislation or creating additional policy commitments.

The procedure:

- Formalises existing practice
- Ensures compliance with current employment law
- Provides clarity and consistency for employees and managers
- Reduces legal, operational and governance risk to the Council

The procedure does not create new entitlements beyond those provided by law, nor does it remove any existing contractual rights. Its purpose is to ensure that the Council's statutory obligations are applied fairly, lawfully and consistently.

RECOMMENDATION

Members are asked to approve the new *Annual Leave Procedure*.

Part 2 – ITEMS TO NOTE

9. TRAINING UPDATE

Members to note training received by Officers since the last Establishment Committee meeting.

10. STAFFING UPDATES

Members to note staffing updates since the previous Establishment Committee meeting.

11. UPCOMING CHANGES TO EMPLOYMENT LAW

Members to note the attached report detailing employment law changes.

12. EMPLOYMENT CONTRACTS

Members to receive an update on progress of the Executive Officer on harmonising staffs' employment contracts.

13. DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 8th July 2026 at 7pm in The Harlington (Music Room).

Part 3 – CONFIDENTIAL ITEMS FOR DECISION

Under the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting.

The following types of business will be treated as confidential:

- a. Matters relating to individual staff, engagement, terms of service, conduct and dismissal of employees**

	<ul style="list-style-type: none">b. Terms of tenders, and proposals and counter-proposals in negotiations for contractsc. Receipt of professional legal advice and preparation of cases in legal proceedingsd. The early stages of any disputee. Matters of a commercial nature
14.	<p>STAFF SALARY RECOMMENDATIONS FOR 2026/27</p> <p>To receive the Executive Officer's recommendations for salary increases to take effect from 1 April 2026 (<i>report to be circulated separately</i>).</p> <p>Members to note that the minimum wage for workers over the age of 21 is set to rise to £12.71 in April 2026. This increase has been fully budgeted.</p> <p>RECOMMENDATION</p> <p>To agree staff salaries for the year beginning 1 April 2026.</p>



FLEET TOWN COUNCIL

MINUTES OF THE ESTABLISHMENT COMMITTEE MEETING

held on

Wednesday 12th November 2025 at 7pm

* Councillor Woods (Chairman)

0 Councillor Tilley (Vice Chairman)

* Councillor Einchcomb

* Councillor Holt

* Councillor May

* Councillor Schofield

Councillor Wildsmith

* Present # Absent & No Apology Received 0 Apology for Absence L Late

Also in attendance:

Rita Tong – Executive Officer

EST NOVEMBER 2025 ITEM 1

APOLOGIES

Members received and accepted the apologies as noted above.

EST NOVEMBER 2025 ITEM 2

DECLARATIONS OF INTEREST

There were no declarations of interest.

EST NOVEMBER 2025 ITEM 3

QUESTIONS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

EST NOVEMBER 2025 ITEM 4

MINUTES OF PREVIOUS MEETING

The minutes of the Establishment Committee meeting held on 9th July were approved and signed by the Chairman.

EST NOVEMBER 2025 ITEM 5

INTERNAL AUDITOR REPORT – EMPLOYMENT CONTRACTS

The Internal Auditor noted that, while all members of staff have signed contracts of employment, these contracts are inconsistent in both content and format. Some contain differing terms and conditions, while others omit reference to key employment provisions.

The Auditor recommended that the Council consider adopting the NALC Model Contract of Employment, which NALC advises has been developed in consultation with ACAS and reflects current best practice for local councils.

The Executive Officer advised that, following review, it is proposed that all staff contracts be updated and harmonised using the Council's current standard BrightHR contract template, rather than the NALC model, as this reflects existing working practices and legal requirements. The Executive Officer does not anticipate any significant issues in implementing this approach.

It was agreed that the Chairman of the Establishment Committee will be consulted on any complex or sensitive cases arising during the review. Where matters are particularly complex or have potential financial implications, these will be reported back to the Establishment Committee, either for information on how they have been resolved or for guidance on the appropriate course of action.

The Executive Officer aims to complete the review and issue updated contracts to all staff by **31 December 2025**.

RESOLVED

- a) To note the findings of the Internal Auditor regarding inconsistencies in staff contracts.
- b) That the Executive Officer review and harmonise all employment contracts using the Council's standard BrightHR template, ensuring consistency with current best practice and existing Council policies.
- c) That any complex or sensitive matters be discussed with the Chairman of Establishment in the first instance and referred to the Committee if further discussion or agreement is required.

EST NOVEMBER 2025 ITEM 6

TRADE UNION REFORMS

The Employment Rights Bill introduces the most significant update to UK employment law in decades. Trade union reforms will be the first to take effect, commencing following Royal Assent expected in late 2025, with further stages to be implemented through to October 2026.

Members noted key proposed changes, including:

- the lowering of the threshold for recognising trade unions from 10% to 2% of employees;
- the creation of a new statutory body to issue guidance, mediate disputes, and enforce compliance with union access and recognition rules; and
- new employer duties requiring that all new starters are provided with written information about their right to join a trade union.

The Executive Officer advised that, as part of the wider contract harmonisation exercise, a record will be kept of those employees whose current contracts contain clauses regarding unions, so that these can be reviewed and formally varied once the new legislative requirements are confirmed. All other employees will be issued new terms based on the new legislation.

Members noted that the Bill remains subject to amendment prior to receiving Royal Assent.

RESOLVED

- a) To monitor Government and Fair Work Agency guidance as it is issued.
- b) To review current employment policies and contracts for references to trade union rights, access, and industrial action, noting which staff have existing clauses for later variation when the new law comes into effect.

EST NOVEMBER 2025 ITEM 7

EMPLOYMENT RIGHTS BILL

Members considered a report on the impact of the Employment Rights Bill on the Council.

RESOLVED

That members note the report and review relevant policies and procedures to ensure compliant with legal requirements.

EST NOVEMBER 2025 ITEM 8

WHISTLEBLOWING POLICY

Members considered the revised Whistleblowing Policy. Members requested that Councillors be added to the Scope.

RESOLVED

To approve the revised Whistleblowing Policy

EST NOVEMBER 2025 ITEM 9

BULLYING AND HARASSMENT POLICY

Members considered the revised Bullying and Harassment Policy.

Cllr Schofield raised the point that part of the definition of harassment was not easily understood, specifically the sentence, "*Harassment may occur by association or perception, even where the assumption is incorrect.*" Members agreed that this section should be clarified to ensure the policy is clear and easily understood.

It was further agreed that, once the clarification has been made and Cllr Schofield has confirmed that the amendments reflect the intended meaning, the policy will be deemed approved without the need to return to Committee.

RESOLVED

To approve the revised Bullying and Harassment Policy, subject to the clarification of the definition of harassment and confirmation from Cllr Schofield that the amendments are satisfactory.

EST NOVEMBER 2025 ITEM 10

GRIEVANCE POLICY

Members considered the revised Grievance Policy and made several minor amendments.

During discussion, Members noted that the Council's Standing Orders would need to be updated to provide delegated authority for a Grievance Panel, in line with the arrangements recently approved for the Disciplinary Panel.

RESOLVED

- a) To approve the revised Grievance Policy.
- b) To amend Standing Orders to include the following provision:

Delegation to a Grievance Panel

- a) Comprising three Members of the Establishment Committee, to hear and resolve grievance matters raised by staff, including the authority to determine outcomes and make recommendations as appropriate.

EST NOVEMBER 2025 ITEM 11

TRAINING UPDATE

Members noted training received by Officers since the last Establishment Committee meeting.

Members requested the ACT Awareness training also be circulated to all Councillors.

EST NOVEMBER 2025 ITEM 12 STAFF APPRAISALS

All staff appraisals for 2024/25 have now been completed with the exception of the Executive Officer.

The Chairman of Establishment and the Chairman of the Council to arrange to meet with the Executive Officer to conduct her appraisal.

EST NOVEMBER 2025 ITEM 13 STAFFING UPDATES

Members to note staffing updates since the previous Establishment Committee meeting.

EST NOVEMBER 2025 ITEM 14 DATE AND TIME OF NEXT MEETING

The next meeting of the Establishment Committee is scheduled to be held on Wednesday 25th February 2026 at 7pm in The Harlington (Music Room).

Part 3 CONFIDENTIAL ITEMS

The Chairman stated the reasons that the remainder of the meeting should be held in confidential session is due to matters relating to individual staff and terms of service being discussed.

RESOLVED

That subject to the Public Bodies (Admission to Meetings) Act 1960 Exclusion of the public in accordance with Section 1(2) and by reason of the confidential nature of the business of the Town Council, the Public and Press will be excluded from the Meeting.

**EST NOVEMBER 2025 ITEM 15 STAFF SALARY BUDGET FOR 2026/27
FINANCIAL YEAR**

Members received the impact of draft payroll scenarios on next year's budget and agreed the recommended salary budget for inclusion in next year's budget.

RESOLVED

To recommend Option 2 to Council regarding the staff salaries budget for next financial Year.

Signed: **Date**.....
Chairman

The meeting closed at 9.01pm.



Adoption and Surrogacy Policy

Full Council Approved: March 2022
Last Reviewed: Feb 2026
Due for next Review: Feb 2029

Policy Elements (Principles and Scope)

1. Policy Statement

Fleet Town Council is committed to supporting employees who are adopting a child or who are intended parents in a surrogacy arrangement. The Council recognises the importance of family life and aims to ensure employees are treated fairly, consistently, and in accordance with their legal entitlements.

This policy sets out the Council's commitment to meet, as a minimum, all statutory obligations relating to adoption and surrogacy leave, pay, and associated rights. In addition, the Council provides enhanced adoption and surrogacy pay provisions which exceed statutory requirements, as set out in the associated procedure.

2. Legal Framework

This policy is governed by, and will be applied in accordance with, the following legislation and statutory guidance (as amended from time to time):

- Employment Rights Act 1996
- Children and Families Act 2014
- Statutory Adoption Leave and Pay provisions
- Human Fertilisation and Embryology Act 2008
- Shared Parental Leave Regulations 2014
- Equality Act 2010

Where legislation or statutory guidance changes, the Council will apply those changes even where this policy has not yet been formally updated.

3. Scope

This policy applies to:

- All employees of Fleet Town Council.

It does not apply to:

- Agency workers, contractors, or elected Members.

4. Principles

The Council will:

- Ensure employees are not treated less favourably because they are adopting or becoming parents through surrogacy.
- Apply this policy consistently and without discrimination.
- Respect confidentiality and data protection requirements.
- Consider flexible working requests in line with the Council's Flexible Working Policy.

Procedural Elements (How the Policy Works in Practice)

5. Eligibility

Employees may be entitled to adoption or surrogacy leave and pay where they:

- Are matched with a child through an approved adoption agency; or
- Are an intended parent in a surrogacy arrangement and meet the criteria to apply for a parental order.

Eligibility for statutory and enhanced pay is determined by length of continuous service and earnings, in line with statutory requirements and Council policy.

6. Entitlement to Leave

Eligible employees may take up to 52 weeks' adoption or surrogacy leave, comprising:

- Up to 26 weeks' Ordinary Adoption/Surrogacy Leave; and
- Up to 26 weeks' Additional Adoption/Surrogacy Leave.

Only one parent may take adoption/surrogacy leave in respect of the same child. Parents may choose to convert leave to Shared Parental Leave, subject to eligibility.

7. Pay During Leave

Statutory adoption or surrogacy pay will be paid in accordance with current government rates and eligibility criteria.

Enhanced Adoption and Surrogacy Pay

In addition to statutory entitlements, the Council provides enhanced adoption and surrogacy pay. These arrangements are a local provision and are not required by legislation.

Employees who have completed at least one year's continuous service with the Council by:

- the 26th week before being matched with a child (adoption); or
- the 15th week before the Expected Week of Childbirth (surrogacy)

will be entitled to enhanced adoption or surrogacy pay as follows:

- **First six weeks:** 90% of normal weekly pay, offset against any statutory adoption or surrogacy pay received.
- **Following 12 weeks:** half pay plus statutory adoption or surrogacy pay, subject to the total not exceeding full pay.

Enhanced payments beyond the first six weeks are conditional upon the employee confirming in writing their intention to return to work and to remain in the Council's employment for a minimum period of three months following their return.

If an employee does not return to work for the required period, the Council may require repayment of the enhanced element of pay, but not any statutory pay received.

Payroll will provide confirmation of pay entitlements once notice and evidence requirements are met.

8. Notice and Evidence

Employees must notify the Council in writing of their intention to take adoption or surrogacy leave within statutory timescales.

Employees will be required to provide appropriate evidence, such as:

- A matching certificate from an adoption agency; or
- A declaration and documentation confirming eligibility for a parental order in surrogacy cases.

The Council will confirm leave dates and the expected return-to-work date in writing.

9. Time Off for Adoption Appointments

Employees are entitled to time off to attend adoption appointments in accordance with statutory provisions.

Paid or unpaid entitlement will depend on whether the employee is the primary adopter or the secondary adopter, as defined in legislation.

Employees must provide reasonable notice and evidence of appointments when requested.

10. Rights During Leave

During adoption or surrogacy leave:

- All contractual terms and conditions will continue, except for normal pay.
- Annual leave will continue to accrue.
- Pension contributions will be maintained in line with scheme rules.

11. Contact During Leave and Keeping in Touch (KIT) Days

The Council may maintain reasonable contact with employees during leave to:

- Discuss return-to-work arrangements.
- Provide workplace updates; or
- Agree attendance at training or meetings.

Employees may undertake up to 10 Keeping in Touch (KIT) days by mutual agreement, without bringing leave to an end.

12. Returning to Work

Employees may return to work at any time during adoption/surrogacy leave, subject to statutory notice requirements.

On return:

- Employees returning from Ordinary Leave are entitled to return to the same job.
- Employees returning from Additional Leave will return to the same job, or where not reasonably practicable, to a suitable alternative role on no less favourable terms.

Flexible working requests will be considered in line with Council policy.

13. Failure to Return

If an employee decides not to return to work following adoption or surrogacy leave, they must give notice in accordance with their contract of employment.

Where enhanced pay has been provided, repayment provisions may apply in line with the Council's pay arrangements.

Related Policies:

- Maternity and Paternity Policy
- Shared Parental Leave Policy
- Flexible Working Policy
- Equality and Diversity Policy



Adoption/Surrogacy Policy

Full Council Approved: March 2022

Due for next Review: March 2025

Surrogacy and Adoption Leave

1.1 An employee who adopts a child through

1.2

- i. an approved adoption agency or
- ii. is the intended parent in a surrogacy arrangement who meets the criteria to apply for a parental order

are both entitled to up to 52 weeks' adoption/surrogacy leave. The employee's entitlement is to take up to 26 weeks' ordinary adoption/surrogacy leave followed immediately by up to 26 weeks' additional adoption/surrogacy leave. The employee's maximum entitlement is thus to take up to 52 weeks' adoption/surrogacy leave.

1.2 All employees who take adoption/surrogacy leave have the right to return to work at any time during either ordinary adoption/surrogacy leave or additional adoption/surrogacy leave subject to their following the correct notification procedures as set out below.

Statutory Adoption/Surrogacy Pay and Leave

2.1 Payments for employees who have less than 1 year's continuous employment with their employer

- for adoption at the beginning of the 26th week before being matched with a child and
- for surrogacy – by the 15th week before the Expected Week of Childbirth (EWC)

shall be entitled to Statutory Maternity Pay (SMP), where eligible.

2.2 Employees who qualify for statutory adoption/surrogacy leave will also qualify for statutory adoption/surrogacy pay provided that their average weekly earnings are not less than the lower earnings limit for national insurance contributions. Statutory adoption/surrogacy pay is payable for up to 39 weeks at a rate set by the Government for the relevant tax year. In the first six weeks of the adoption/surrogacy pay period, statutory adoption/surrogacy leave will be paid at 90% of the employee's normal weekly earnings.

2.3 Statutory adoption/surrogacy pay is treated as earnings and is therefore subject to PAYE and national insurance deductions.

Enhanced Adoption/Surrogacy Pay

2.4 Payments for employees who have completed 1 year's continuous employment with their employer by

- for adoption - 26 weeks before matched with a child and

- for surrogacy - 15 weeks before the EWC shall be as follows:-
 - (i) For the first six weeks of absence an employee shall be entitled to nine-tenths of a week's pay offset against payments made by way of Statutory Maternity Pay (SMP) or Maternity Allowance (MA) for employees not eligible for SMP.
 - (ii) An employee who declares in writing that she intends to return to work will for the subsequent 12 weeks' absence receive half a week's pay **plus** SMP, where eligible, without deduction except by the extent to which the combined pay and SMP (or MA and any dependant's allowances if the employee is not eligible for SMP) exceeds full pay. Alternatively the equivalent amount (i.e. 6 weeks' pay) may be paid on any other mutually agreed distribution.
 - (iii) For employees not intending to return to work payments during their adoption/surrogacy leave period following the first 6 weeks will be their entitlement to SMP (currently 39 weeks in total), where eligible.
 - (iv) Payments made by the Council during adoption/surrogacy leave under (ii) above shall be made on the understanding that the employee will return to the Council employment for a period of at least three months, which may be varied by the Council on good cause being shown and, in the event of her not doing so, she shall refund the monies paid, or such part thereof, if any, as the Council may decide. Payments made to the employee by way of SMP are not refundable.

Timing of Adoption/Surrogacy leave

- 3.1 Adoption leave can start on the day the child is placed for adoption or for surrogacy the expected week of childbirth, or up to 14 days earlier.
- 3.2 In order to make administration as easy as possible, the employee should discuss the timing of his/her adoption leave with his/her line manager as early as possible.

Notice requirements

- 4.1 In order to be entitled to take adoption leave and receive statutory adoption pay, the employee is required to give the Council written notification of his/her intention to take adoption leave no later than seven days after the date on which notification of the match with the child was provided by the adoption agency. Notice, which must be in writing if the Employer requests it, must specify the date the child is expected to be placed with the employee for adoption and the date the employee intends his/her adoption leave to start.
 - 4.2 The employee is permitted to bring forward his/her adoption leave start date, provided that he/she advises the Council in writing at least 28 days before the new start date or, if that is not possible, as soon as reasonably practicable. The employee may also postpone his/her adoption leave start date, provided that he/she advises the Council in writing at least 28 days before the original proposed start date or, if that is not possible, as soon as reasonably practicable. The employee must also, if his/her employer requests it, provide evidence of entitlement to adoption leave and pay by producing a "matching certificate" from the adoption agency.
 - 4.3 Any failure to give proper notice of an intention to start adoption leave will be regarded as a
- Policies and Procedures/Current Policies/Adoption-Surrogacy Policy – Approved Council March 2022

disciplinary offence, leading potentially to disciplinary sanctions for misconduct if appropriate.

- 4.4 Within 28 days of receiving the employee's notice of intention to take adoption leave, the Employer will write to the employee confirming the latest date on which the employee must return to work after adoption leave.

Rights during Adoption/Surrogacy leave

- 5.1 During ordinary adoption/surrogacy leave and additional adoption/surrogacy leave, all terms and conditions of the employee's contract except normal pay will continue. Salary/wages will be replaced by statutory adoption/surrogacy pay and enhanced adoption/surrogacy pay if the employee is eligible for it.
- 5.2 This means that, while sums payable by way of wages or salary may cease, all other benefits will remain in place. For example, holiday entitlement will continue to accrue and pension contributions will continue to be paid.
- 5.3 Employees are encouraged to take any outstanding holiday due to them before the commencement of adoption/surrogacy leave. Employees are reminded that holiday must be taken in the year that it is earned.

Contact during Adoption/Surrogacy leave

- 6.1 The Council reserves the right to maintain reasonable contact with employees during adoption/surrogacy leave. This may be to discuss employees' plans for return to work, to discuss any special arrangements to be made or training to be given to ease their return to work or to update them on developments at work during their absence.

Time off to attend adoption appointments

- 7.1 Employees who are adopting a child are entitled to take time off to attend adoption appointments.
- 7.2 An employee adopting a child alone is entitled to take paid time off to attend up to five adoption appointments (under s.57ZJ of the Employment Rights Act 1996). Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments (under s.57ZJ of the Employment Rights Act 1996). The other can elect to take unpaid time off to attend up to two adoption appointments (under s.57ZL of the Employment Rights Act 1996).
- 7.3 The purpose of the appointment is to enable the employee [and his/her partner] to have contact with the child (for example, to bond with him/her before the placement) and for any other purpose connected with the adoption (for example, to meet with the professionals involved in the care of the child).
- 7.4 The appointment must have been arranged by or at the request of the adoption agency. The time off must be taken before the date of the child's placement for adoption with the employee.

- 7.5 The organisation will ask the individual for proof of the date and time of the appointment and that the appointment has been arranged by or at the request of the adoption agency (for example, a letter or email from the adoption agency).
- 7.6 In addition, if the employee is adopting jointly, the organisation will ask the individual to sign a declaration, to be submitted alongside the documentary evidence, confirming that he/she has elected to exercise his/her right under either s.57ZJ or s.57ZL of the Employment Rights Act 1996 to take time off to attend an adoption appointment. The organisation will ask for the declaration on the first occasion on which the individual asks for time off to attend an adoption appointment.

Keeping-in-touch days

- 8.1 Employees can agree to work for the Council (or to attend training) for up to 10 days during their adoption/surrogacy leave without that work bringing their adoption/surrogacy leave to an end and without loss of a week's statutory adoption/surrogacy pay. These are known as "keeping-in-touch" days. Any work carried out on a day shall constitute a day's work for these purposes.
- 8.2 The Council has no right to require employees to carry out any work and employees have no right to undertake any work during their adoption/surrogacy leave. Any work undertaken, and the amount of salary paid for any work done on keeping-in-touch days, is entirely a matter for agreement between employees and the Council.

Returning to work after Adoption/Surrogacy leave

- 9.1 The employee may return to work at any time during ordinary adoption/surrogacy leave or additional adoption/surrogacy leave, provided that he/she gives the appropriate notification. Alternatively, the employee may take his/her full period of adoption/surrogacy leave entitlement and return to work at the end of this period. If the employee wishes to return before the full period of adoption/surrogacy leave has elapsed, he/she must give at least eight weeks' notice in writing to the Council of the date on which he/she intends to return.
- 9.2 The employee has the right to resume working in the same job if returning to work from ordinary adoption/surrogacy leave. If the employee returns to work after a period of additional adoption/surrogacy leave, he/she is entitled to return either to the same job, or if this is not reasonably practicable, to another suitable job that is on terms and conditions not less favourable.
- 9.3 Failure to return to work by the end of adoption/surrogacy leave will be treated as an unauthorised absence unless the employee is sick and produces a current medical certificate before the end of the adoption leave period.
- 9.4 If the employee decides during adoption/surrogacy leave that he/she does not wish to return to work, he/she should give written notice of resignation to The Council as soon as possible and in accordance with the terms of his/her contract of employment.
- 9.5 **Return to work – Flexible Working arrangements**
The Council will consider a range of flexible working arrangements and support facilities for employees returning to work.

Surrogacy

- 10.1 Intended parents in a surrogacy arrangement who meet the criteria to apply for a parental order under the Human Fertilisation and Embryology Act 2008 and intend to apply or have applied for one will be eligible to take ordinary paternity leave and pay, adoption leave and pay and shared parental leave and pay.
- 10.2 The couple must elect which of them will take adoption leave. An employee who takes adoption/surrogacy leave in these circumstances can curtail his or her adoption leave and take shared parental leave with the other parent, provided that the parents both meet the relevant eligibility requirements.



Bereavement Leave Policy

Policy and Finance Approved: February 2018
Last Reviewed: February 2026
Due for Review: February 2029

Policy Elements (Principles and Scope)

1. Policy Statement

Fleet Town Council recognises that the death of a family member or close associate is a difficult and distressing time. The Council is committed to supporting employees compassionately while ensuring consistency, fairness, and compliance with legal obligations.

2. Governing Legislation and Guidance

This policy is informed by, and will comply with, relevant legislation and guidance, including:

- Employment Rights Act 1996
- Parental Bereavement (Leave and Pay) Act 2018 and associated regulations
- Equality Act 2010
- ACAS guidance on time off for bereavement

3. Scope

This policy applies to all employees of Fleet Town Council, regardless of length of service.

It does not apply to Councillors, agency workers, or contractors.

4. Principles

- Bereavement leave will be handled sensitively and confidentially.
- Decisions will be fair, consistent, and proportionate.
- The Council will have regard to equality considerations and individual circumstances.
- Managers will exercise discretion within the framework of this policy and procedure.

Procedural Elements (How the Policy Is Applied in Practice)

5. Entitlement

Employees may be entitled to:

- Statutory Parental Bereavement Leave, where eligibility criteria are met, following the death of a child under the age of 18 or a stillbirth after 24 weeks of pregnancy.
- Council Bereavement Leave, as set out below, which is discretionary and intended to provide compassionate support.

Statutory entitlements will take precedence where applicable.

6. Council Bereavement Leave

In the event of the death of a close relative, employees may be granted paid bereavement leave as follows:

- Up to three working days' paid leave.
- This may be extended up to five working days at the discretion of the Executive Officer, taking account of individual circumstances.

For other bereavements or significant losses not covered above, up to two working days' paid leave may be granted at the Executive Officer's discretion.

7. Definition of Close Relative

For the purposes of this procedure, a close relative is defined as follows:

- Child
- Parent
- Spouse or partner
- Sibling

- Grandparent
- Grandchild
- Step-parent or step-sibling
- Next of kin or nominated next of kin
- Parents-in-law where the employee has responsibility for funeral arrangements

8. Additional Leave

Where further time off is required:

- Employees may request annual leave or unpaid leave, subject to normal approval processes.
- Managers should take a sympathetic and flexible approach where possible.

9. Notification and Recording

- Employees should notify the Clerk as soon as reasonably practicable of the need for bereavement leave.
- Bereavement leave will be confirmed in writing.
- Records will be maintained confidentially and in accordance with data protection requirements.

10. Equality and Adjustments

The Council will ensure this procedure is applied in line with the Equality Act 2010. Reasonable adjustments will be considered where appropriate, including flexibility in working arrangements following a bereavement.

This policy and procedure should be read in conjunction with the Council's policies on annual leave, flexible working, and equality and diversity.



Bereavement Leave Policy

Policy and Finance Approved: February 2018 (reviewed February 2021)
Due for Review: February 2024

1 Introduction

1.1 Fleet Town Council gives consideration to the granting of paid bereavement leave in the sad event that an employee suffers the death of a close relative.

2 Eligibility

2.1 All employees are entitled to request bereavement leave, regardless of length of service. Leave is granted at the Clerk's discretion as outlined below.

3 Length of paid bereavement leave

3.1 The length of paid bereavement leave will be determined by the Clerk taking account of the circumstances and the rules stipulated below.

3.2 Following the death of a close relative listed in section 6.1, an employee will be granted up to three days paid leave, although this may be extended to up to five days at the Clerk's discretion.

3.3 Employees may be granted up to two days bereavement leave following the death of an immediate close relative not listed in section 6.1, subject to the Clerk's discretion.

4. Additional leave requirements

4.1 Where a member of staff requires leave in circumstances not outlined in

section 3, the Clerk should be sympathetic to requests for annual leave or unpaid leave to cover other contingencies relating to bereavement.

4.2 If an employee requires further time off work in addition to the paid bereavement leave granted by their Clerk under section 3 above, then this should be taken as annual leave or unpaid leave (subject to the normal provisions of Fleet Town Council policy on such leave).

5. Notification of leave

5.1 Where bereavement leave is granted, this should be notified to the employee in writing by the Clerk.

6. Definitions

6.1 Fleet Town Council defines a close relative as follows:

- A child
- Parent
- Spouse or partner
- Next of kin or nominated next of kin
- Sibling
- Parents-in-law, if the member of staff is responsible for the funeral arrangements.
- Grandparent
- Grandchild
- Step Parent or Step Sibling

7. Equality and Diversity

7.1 The procedures outlined here should be carried out with due regard to any equality and diversity issues.



Flexible Working Procedure

Establishment Committee Approved:

Last Reviewed:

February 2026

Due for next Review:

February 2029

1. Purpose

The Council supports flexible working arrangements where possible, recognising that flexible working can support employee wellbeing, improve work–life balance, and enhance recruitment, retention and productivity.

2. Scope

This policy applies to all employees of the Council.

3. Legal Framework

This policy is governed by:

- Employment Rights Act 1996 (as amended)
- Flexible Working Regulations 2014 (as amended)
- Equality Act 2010

All employees have a statutory right to request flexible working from the first day of employment.

4. What is Flexible Working?

Flexible working refers to any working arrangement that provides flexibility in terms of hours worked, working patterns, or location. This may include (but is not limited to):

- part-time working
- job sharing
- flexitime
- compressed hours
- home or hybrid working
- term-time working

Not all roles will be suitable for all forms of flexible working.

5. Making a Flexible Working Request

Employees may make up to **two** flexible working requests in any rolling 12-month period.

Requests must be submitted in writing (email is acceptable) to the employee's line manager and should include:

- the flexible working arrangement being requested
- the proposed start date
- whether the request is permanent or for a temporary period
- whether the request relates to a reasonable adjustment

Employees are not required to explain the impact of the request on the organisation, though they may do so if they wish.

6. Informal Discussion

Employees are encouraged to discuss potential flexible working arrangements informally with their line manager before submitting a formal request.

7. Consideration of Requests

The line manager will:

- acknowledge the request
- consult with the employee to discuss the request and explore options
- consider the request objectively, taking into account service delivery, operational requirements and equality considerations

8. Decision Timescales

A decision will be confirmed in writing as soon as reasonably practicable and no later than **two months** from receipt of the request, unless an extension is agreed with the employee.

9. Outcomes

A request may be:

- approved in full
- approved with modifications
- approved on a trial basis
- refused

If approved, any permanent change will be confirmed in writing and, where necessary, the employee's contract will be updated.

Requests may only be refused for one or more of the statutory business reasons, including (but not limited to):

- the burden of additional costs
- detrimental effect on ability to meet service demand
- inability to reorganise work or recruit additional staff
- detrimental impact on quality or performance

10. Trial Periods

Where appropriate, a trial period may be agreed to assess the effectiveness of the arrangement before a final decision is made.

11. Appeals

If a request is refused, the employee may appeal in writing within 14 days of the decision. Appeals will be considered by a manager not previously involved, where practicable.

12. Complaints

Any concerns about the handling of a flexible working request should be raised informally in the first instance. If unresolved, the matter may be pursued through the Council's Grievance Procedure.

DRAFT



Annual Leave Procedure

Establishment Committee Approved:

Last Reviewed:

February 2026

Due for next Review:

February 2029

1. Purpose

This procedure sets out how Fleet Town Council manages annual leave in order to comply with its statutory obligations under the Working Time Regulations 1998 (as amended).

2. Scope

This procedure applies to all employees of Fleet Town Council, regardless of contractual status or working pattern.

3. Leave Year

The Council's leave year runs from 1 April to 31 March.

4. Annual Leave Entitlement

Employees are entitled to paid annual leave in accordance with the Working Time Regulations.

Individual annual leave entitlements, expressed in days or hours as appropriate, are set out in contracts of employment. Entitlement for part-time and irregular-hours employees is calculated on a pro-rata basis.

5. Booking Annual Leave

Annual leave must be requested in advance and approved by the Executive Officer or Line Manager.

Leave must not be taken until written approval has been given. Taking unauthorised leave, or taking leave after a request has been declined, may be treated as misconduct in accordance with the Disciplinary Policy.

Employees should give as much notice as possible when requesting leave.

6. Notice Expectations

Employees should normally give notice that is at least twice the length of the leave requested, subject to the following minimum expectations:

- Five working days or more: normally at least one month's notice
- One to four working days: normally at least one week's notice

These expectations may be varied by agreement in exceptional circumstances.

7. Approval of Leave

Requests for leave will be considered in light of operational and staffing requirements.

Employees should not make firm travel or accommodation arrangements until leave has been approved. The Council will not normally be liable for costs incurred before approval is given.

Managers are expected to respond to leave requests within a reasonable timeframe so that employees know whether their leave has been approved and can make arrangements accordingly.

8. Unpaid Leave

Requests for unpaid leave must be made in the same way as paid annual leave and will be considered on a case-by-case basis.

9. Business Closure and Encouraged Leave

The Council may operate a reduced service period between Christmas and New Year. Employees are encouraged, where operationally possible, to take annual leave during this period.

There is no mandatory closure and employees will not be required to take annual leave unless otherwise agreed.

Harlington employees may be required to work during this period.

Employees should plan their annual leave in good time and discuss any requirements to work during this period with their Line Manager.

10. Cancellation of Leave

In exceptional circumstances, the Council may request that approved leave is cancelled due to operational requirements. Employees may refuse such a request.

Where cancellation is agreed and the employee suffers a financial loss, the Council will consider reimbursement on a case-by-case basis.

11. Public Holidays

Where an employee is required to work on a public holiday, they will be entitled to take equivalent time off in lieu at another time, to be agreed with their Line Manager.

Holiday Pay

During annual leave, employees will receive holiday pay in accordance with statutory requirements.

Where pay varies, holiday pay will be calculated using the statutory reference period.

12. New Starters and Pre-Booked Leave

Prospective employees will be asked to declare any pre-booked leave during recruitment.

Approved pre-booked leave may be taken even if it exceeds accrued entitlement, subject to agreement on how any excess will be managed.

Leave will not normally be permitted within the first month of employment unless pre-booked before employment commenced.

13. Sickness During Annual Leave

Where an employee becomes unwell during annual leave and follows the Council's sickness reporting procedures, annual leave may be reclassified as sickness absence and taken at a later date, in line with statutory requirements.

14. Family Leave

Annual leave continues to accrue during maternity, paternity, adoption and shared parental leave.

Arrangements for taking annual leave before or after family leave will be discussed as part of pre-leave planning.

15. Carry Over of Annual Leave

Employees are encouraged to take their full annual leave entitlement each year and must take at least four weeks' leave.

Up to five days of annual leave may be carried forward with prior approval.

Statutory carry-over will apply where leave cannot be taken due to sickness or family leave, in accordance with legislation.

Payment in lieu of statutory annual leave will not be permitted except on termination of employment.

16. Termination of Employment

On termination of employment, annual leave entitlement will be recalculated on a pro-rata basis.

Accrued but untaken leave will normally be paid in the final salary or may be required to be taken during the notice period.

Where an employee has taken more leave than accrued, an appropriate deduction may be made from final pay, subject to legal limits.

Name	Job	Training
Alex Robins	General Manager	ACT Awareness
Amy Stanton Hogg	Marketing Manager	Manual Handling Awareness
Amy Stanton Hogg	Marketing Manager	Understanding GDPR
Ben Crane	Facilities and Open Spaces Manager	ACT Awareness
Isabella Keir	Box Office	Lone working
Isabella Keir	Box Office	Manual Handling Awareness
Louise Rogers	Admin Officer	Mental Health Awareness
Melisa Montagnon	Marketing	ACT Awareness
Sarah McKibbin	Duty Manager	Mental Health Awareness
Adam Woodward	Casual	ACT Awareness
Caroline Hirsch	Casual	ACT Awareness
Charlotte Robins	Casual	ACT Awareness
Eleanor Taylor	Casual	ACT Awareness
Hannah Bennett	Casual	ACT Awareness
Katrina Gibbs	Casual	ACT Awareness
Libby Brewer	Casual	ACT Awareness
Michelle Gallon	Casual	ACT Awareness

Name	Job	Training
Melisa Montagnon	Marketing	Cyber Security
Melisa Montagnon	Marketing	Understanding GDPR
Melisa Montagnon	Marketing	Mental Health Awareness
Melisa Montagnon	Marketing	Manual Handling Awareness
Melisa Montagnon	Marketing	Lone working

Provider	Completed
ACT Awareness E-Learning	07/11/2025
Bright Safe	10/12/2025
Bright HR	18/12/2025
ACT Awareness E-Learning	11/11/2025
Bright Safe	15/12/2025
Bright Safe	15/12/2025
Bright HR	24/11/2025
ACT Awareness E-Learning	10/12/2025
Bright HR	19/11/2025
ACT Awareness E-Learning	06/09/2025
ACT Awareness E-Learning	20/09/2025
ACT Awareness E-Learning	07/09/2025
ACT Awareness E-Learning	08/09/2025
ACT Awareness E-Learning	05/11/2025
ACT Awareness E-Learning	22/09/2025
ACT Awareness E-Learning	06/09/2025
ACT Awareness E-Learning	23/09/2025

Provider	Booked
Bright HR	03/11/2025



11. UPCOMING CHANGES TO EMPLOYMENT LAW

1. PURPOSE

Members are advised of a number of employment law changes coming into force between late-2025 and 2027. While many relate to trade unions or national frameworks, several have potential implications for the Council as an employer and should be noted.

2. CHANGES ALREADY IN FORCE

December 2025

- Repeal of the Strikes (Minimum Service Levels) Act 2023.

3. CHANGES TAKING EFFECT EARLY 2026

18 February 2026

- Repeal of most of the Trade Union Act 2016, simplifying rules around:
 - industrial action ballots and notices
 - political funds (including removal of the 10-year renewal ballot requirement)
 - protections from dismissal for industrial action
- Employees newly eligible for day-one paternity leave and unpaid parental leave may now give notice.

1 April 2026

- Removal of the levy paid by trade unions and employer associations to the Certification Officer.

6 April 2026

The following changes are likely to have the most direct HR implications:

- **Day-one rights introduced**
 - Paternity leave
 - Unpaid parental leave
- **Statutory Sick Pay reforms**
 - Removal of the lower earnings limit
 - Removal of the 3-day waiting period
- **Redundancy law**
 - Maximum protective award in collective redundancies doubled
- **Whistleblowing**
 - Stronger protection for workers reporting sexual harassment
- **Bereavement provisions**
 - New extended paternity leave rights where the mother or primary adopter dies within the first year
- **Workplace equality initiatives**
 - Voluntary action plans on gender equality and menopause support
 - New menopause guidance
- **Trade union processes**
 - Simplification of recognition procedures

7 April 2026

- Establishment of the Fair Work Agency, a new national enforcement body.

4. CHANGES EXPECTED LATER IN 2026

October 2026

Measures likely to affect employers include:

- Stronger duties on employers to **prevent sexual harassment**, including:
- requirement to take *all reasonable steps*
- responsibility for harassment by third parties
- New obligation to **inform workers of their right to join a trade union**
- Expanded rights for union representatives and union access to workplaces
- Procurement reforms including the two-tier code
- Other national reforms including social care pay negotiations and tipping law changes

No earlier than October 2026

- Changes to employment tribunal time limits.

December 2026

- Introduction of the Mandatory Seafarers' Charter (sector-specific; no direct Council impact anticipated).

5. SIGNIFICANT REFORM EXPECTED IN 2027

January 2027

- Reduction of the **unfair dismissal qualifying period** from two years to six months
- Removal of the cap on compensatory awards
- Introduction of new protections relating to **“fire and rehire” practices**

These changes are expected to materially increase employment risk and may require policy review closer to implementation.

6. RECOMMENDATION

That Members note the scale of upcoming employment law reform.

Data and analysis from Census 2021

Inflation and price indices

The rate of inflation is the change in prices for goods and services over time. Measures of inflation and prices include consumer price inflation, producer price inflation and the House Price Index.

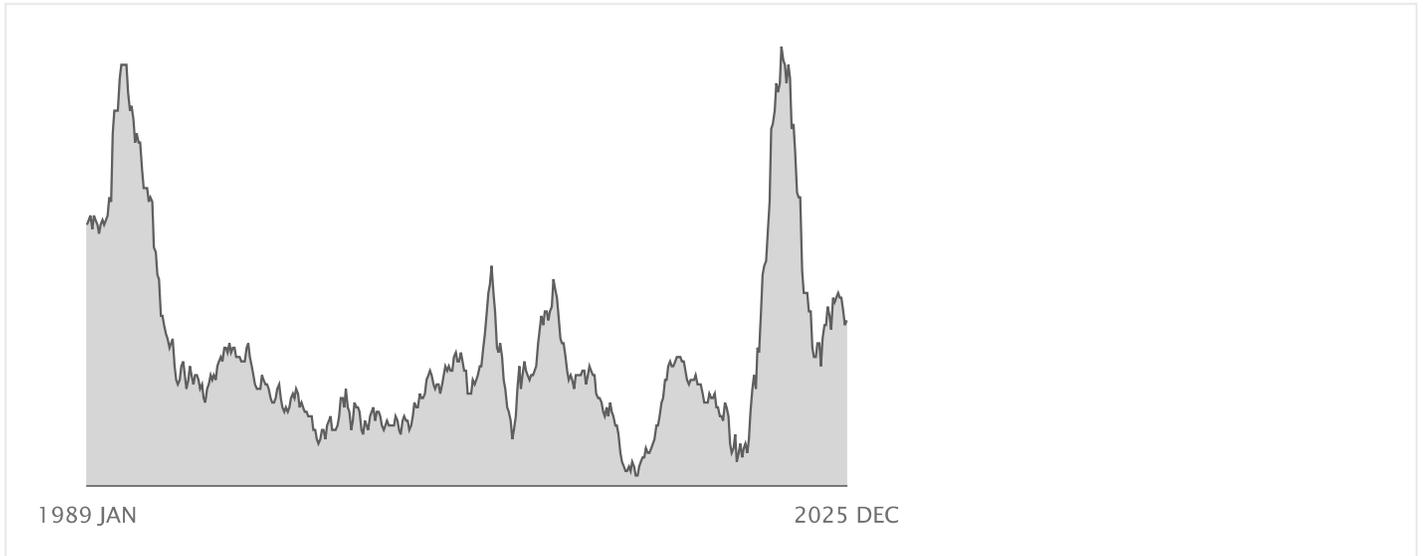
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Spotlight



CPIH ANNUAL RATE 00: ALL ITEMS 2015=100

Change over 12 months

3.6 %

2025 DEC

Release date: 21 January 2026

Next release: 18 February 2026

[View this data](#)

[More data](#)



Consumer price inflation, UK: December 2025

What's in the bulletin?

- The Consumer Prices Index including owner occupiers' housing costs (CPIH) rose by 3.6% in the 12 months to December 2025, up from 3.5% in the 12 months to November.
- On a monthly basis, CPIH rose by 0.4% in December 2025, compared with a rise of 0.3% in December 2024.
- The Consumer Prices Index (CPI) rose by 3.4% in the 12 months to December 2025, up from 3.2% in the 12 months to November.

[Read this statistical bulletin](#)

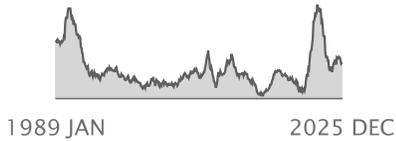
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Time series related to inflation and price indices

CPIH ANNUAL RATE 00: ALL ITEMS 2015=100

Change over 12 months



3.6% 2025 DEC

Release date: 21 January 2026

Next release: 18 February 2026

CPIH INDEX 00: ALL ITEMS 2015=100

Index, 2015 = 100



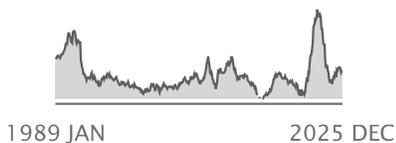
139.9 Index, base year = 100 2025 DEC

Release date: 21 January 2026

Next release: 18 February 2026

CPI ANNUAL RATE 00: ALL ITEMS 2015=100

Change over 12 months



3.4% 2025 DEC

Release date: 21 January 2026

Next release: 18 February 2026

CPI INDEX 00: ALL ITEMS 2015=100

Index, 2015 = 100



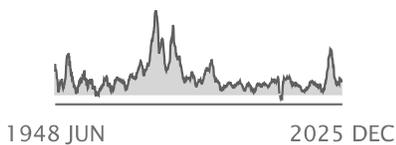
140.1 Index, base year = 100 2025 DEC

Release date: 21 January 2026

Next release: 18 February 2026

RPI All Items: Percentage change over 12 months: Jan 1987=100

Not a National Statistic. Change over 12 months



4.2 % 2025 DEC

Release date: 21 January 2026

Next release: 18 February 2026

RPI All Items Index: Jan 1987=100

Not a National Statistic. Index, 1987 = 100



408.5 Index, base year = 100 2025 DEC

Release date: 21 January 2026

Next release: 18 February 2026

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NEW MILTON
T O W N C O U N C I L

Estates & Facilities Manager (Operations)

Job Description & Role Specification

New Milton Town Council

Location: New Milton, Hampshire

Salary: Scale Point 37

Contract Type: Full-time, Permanent

Purpose of the Role

To lead the delivery of safe, efficient, and high-quality estates and facilities operations across New Milton Town Council's diverse portfolio. This role ensures the proactive management, maintenance, compliance of all council-owned assets, supporting vibrant public spaces and community wellbeing.

Key Responsibilities

Asset & Facilities Management

- Oversee planned and reactive maintenance across council facilities including Ashley Pavilion, Ashley Hub, Empire Skate, Fawcetts Field Pavilion, Fernhill Pavilion, and both Bowls Pavilions.
- Manage upkeep of town fixed assets: Including footbridges, defibrillators, bus shelters, play areas, Muga, skatepark tennis courts, performance pavilion, benches/seats, mixed waste bins.
- Ensure timely servicing and inspections for electrical, gas, fire safety, Legionella, play areas, and noise/HAVS monitoring.

Grounds & Open Spaces

- Coordinate routine and seasonal maintenance of formal/informal open spaces, sports pitches, and floral displays.
- Deliver Service Level Agreement obligations with precision and care.

Operational Oversight & Compliance

- Lead health & safety compliance including risk assessments, safe systems of work, and adherence to council policy.
- Collaborate with contractors to schedule and deliver Speed Limit Reminder (SLR) deployments.

- Prioritise reactive maintenance needs and ensure swift resolution.

Events & Community Engagement

- Support council-led events and community activities, ensuring facilities are prepared and safe.
- Manage football pitch bookings and usage at Fawcetts Field, liaising with teams and stakeholders.

Financial & Administrative Duties

- Approve and process invoices related to estates and facilities operations.
- Raise usage-based invoices (e.g. football bookings) in collaboration with the administrative assistant.

Team Leadership & Collaboration

- Work closely with the Estates & Facilities Supervisor to ensure smooth day-to-day operations.
- Coordinate with the Health & Safety/Projects Manager to ensure the Town Council Operation activities are fully compliant and assist in the delivery of major projects.
- Foster a culture of safety, accountability, and continuous improvement.

Skills & Experience

- Proven experience in estates/facilities management, ideally within a public or community-focused setting.
- Strong understanding of statutory compliance, health & safety, and asset lifecycle planning.
- Excellent organisational and communication skills, with a proactive and collaborative approach.
- Financial acumen and confidence in managing budgets and invoices.
- Ability to lead operational teams and coordinate with external contractors.

Why Join Us?

New Milton Town Council is committed to enhancing the town's character and quality of life. As Estates & Facilities Operations Manager, you'll play a pivotal role in shaping safe, welcoming, and well-maintained spaces for residents and visitors alike.



Witney Town Council



OPERATIONS MANAGER

Witney, England, United Kingdom · 6 days ago · 26 applicants

Actively reviewing applicants

On-site

Full-time

No longer accepting applications

How your profile and resume fit this job

Get AI-powered advice on this job and more exclusive features with Premium. [Try Premium for £0](#)

Show match details

Tailor my resume

Help me stand out

About the job

We're hiring: Operations Manager Witney Town Council | Permanent | £35,412 – £39,152 (SCP 24–28)

Witney Town Council is looking for an experienced **Operations Manager** to lead and continuously improve the delivery of high-quality operational services across the town's public spaces, buildings and estates.

This is a key leadership role with responsibility for grounds, cemeteries, buildings, civic events and frontline operational teams — helping to keep Witney safe, welcoming and well cared for.

About the role

You will lead day-to-day operational services across:

- Recreational grounds, parks and open spaces
- Children's play areas, sports pitches and fine turf
- Cemeteries and burial grounds
- Council buildings and estate assets
- Seasonal floral displays and landscaped features

You'll manage teams, contractors, budgets and assets, ensuring services are delivered safely, efficiently and in full compliance with legislation and council policies. You'll also play a visible role in supporting civic events and responding to emergencies, adverse weather and public safety issues.

Key responsibilities

- Lead and motivate operational teams, supervisors and depot staff
- Plan and deliver cyclical, seasonal and reactive maintenance programmes
- Ensure high standards of health & safety, dignity, presentation and accessibility
- Oversee building maintenance, inspections and contractor management
- Manage cemeteries and burial services sensitively and lawfully
- Support civic events including Remembrance Sunday and Christmas lights
- Manage budgets, resources, KPIs and continuous improvement initiatives
- Act as a key operational contact for councillors, partners and the public

What we're looking for

Essential:

- Proven operational management experience in a relevant service area
- Strong leadership, planning and people-management skills
- Solid knowledge of Health & Safety legislation (including PUWER & LOLER)
- Experience managing budgets, contractors and operational assets
- Practical understanding of grounds, estates or building maintenance
- Full UK driving licence and flexibility for out-of-hours work

Desirable:

- Local authority experience
- Knowledge of cemetery or bereavement services
- Professional memberships (e.g. IOSH, ILAM, BALI, ICCM)
- Relevant H&S or management qualifications

What we offer

- Permanent role, 37 hours per week (with flexibility required)
- Local Government Pension Scheme
- 24 days annual leave rising to 29 days (plus bank holidays & Christmas closure)
- Supportive working environment and opportunities for professional development

If you're a hands-on, people-focused operational leader who takes pride in public service and making a visible difference to a community, we'd love to hear from you.

-  **Apply now** or contact Witney Town Council for further details.

[See less ^](#)

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Operations Manager, Witney, England, United Kingdom

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Where

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Facilities manager salary in South East Region

How much does a Facilities Manager make in South East Region?

Average base salary

£40,714

Pay per: Year 

same as national average

The average salary for a facilities manager is £40,714 per year in South East Region. 2.1k salaries reported, updated at 12 January 2026

Facilities Manager job openings in South East Region

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Senior Operations Manager - Hard FM
Frimley Health NHS Foundation Trust 3.5 .
Slough

 £57,888 - £64,880 a year

 Full-time

1 day ago

Facilities Management Officer
Hampshire County Council 3.8 .
Winchester

 £27,780 - £30,564 a year

1 day ago

Facilities & Safety Manager
London Youth 4.3 .
Forest Row

 £45,000 a year

 Full-time

2 days ago

● ○

1/2

Highest paying cities for Facilities Managers near South East Region

<p>London £46,453 per year > 365 salaries reported</p>	<p>Manchester £42,958 per year > 52 salaries reported</p>	<p>Cambridge £42,445 per year > 14 salaries reported</p>
<p>Bristol £39,076 per year > 86 salaries reported</p>	<p>Birmingham £38,847 per year > 60 salaries reported</p>	<p>Leeds £37,725 per year > 52 salaries reported</p>
<p>Liverpool £37,202 per year > 38 salaries reported</p>	<p>Nottingham £36,242 per year > 22 salaries reported</p>	<p>Doncaster £36,118 per year > 21 salaries reported</p>

Where can a Facilities Manager earn more?

Compare salaries for Facilities Managers in different locations

Enter first location

vs

Enter second location

Compare

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