

Councillors' Induction Pack 2019

1.1 Introduction to Milton Keynes Council

- Structure Chart 2019
- Committee Structure

1.2 Being a Councillor

- Elected Councillor Role Profile
- Code of Conduct
- Calendar of Meetings 2019/20
- Support Services for Councillors
- Personal Security Guide
- Scheme of Councillors' Allowances
- LGiU resources for new councillors (Link only - <https://tinyurl.com/yxm9slx9>)

1.3 Policies and Procedures

- Council Plan 2016/20
- Council Constitution (Link only - <https://tinyurl.com/y2dnkfmz>)
- Data Sharing Checklist
- Data Protection Good Practice Note
- Parishes Protocol
- Parish Clerks addresses
- Ombudsman Services
- Civic Offices Fire and Evacuation Procedure
- Saxon Court Fire and Evacuation Procedure
- Fire Safety Policy
- IT Security Policy
- Guidance for Councillors serving on Outside Bodies
- Guide for Councillors appointed as Directors of Trusts
- Guidance on Social Media and Safeguarding for Councillors
- National Honours
- Milton Keynes Council Safeguarding Children and Adults - Corporate Policy Statement

1.4 Administration

- Councillor Personal Details form
- Register of Interests form
- Contact Details form
- Photograph Permission form
- IT Services
- Stationery Order form
- Mileage Claims form
- Expenses Claims form
- Ward Based Budget Grant Guidance Notes
- Ward Based Budget Application Form

Corporate Leadership Team

March 2019

Together with



Director Health and Social Care Integration
Jill Wilkinson



Finance and Resources

Professional finance ● Revenue and benefits ● HR
ICT ● Customer services ● LGSS ● Audit and risk

Environment and Property

Highways ● Waste and Recycling ● Transportation
Property ● Facilities ● Management
Regulatory services ● Health and Safety

Growth, Economy and Culture

Place Making ● Planning ● Economic
development ● Arts and Heritage ● Historic
environment ● Leisure ● Sports development

Law and Governance

Legal services ● Democratic services ● Elections
Civic events and mayoralty ● Councilor support
Governance

Policy, Insight and Communications

Policy ● Partnerships ● Performance
Communications ● Information Governance
Emergency Planning ● Community safety

Housing and Regeneration

Tenancy management ● Repairs and maintenance
Tackling homelessness ● Strategic housing
Regeneration and development ● Private sector
housing ● Resident engagement and support

Children's Services

Schools ● Early years ● Youth and community
Special needs and disability ● Safeguarding
Family support ● Children in care ● Care Leavers

Adult Services

Mental health ● Learning disability ● Physical
disability ● Older people's services Hospital
discharge ● Adult safeguarding ● Commissioning

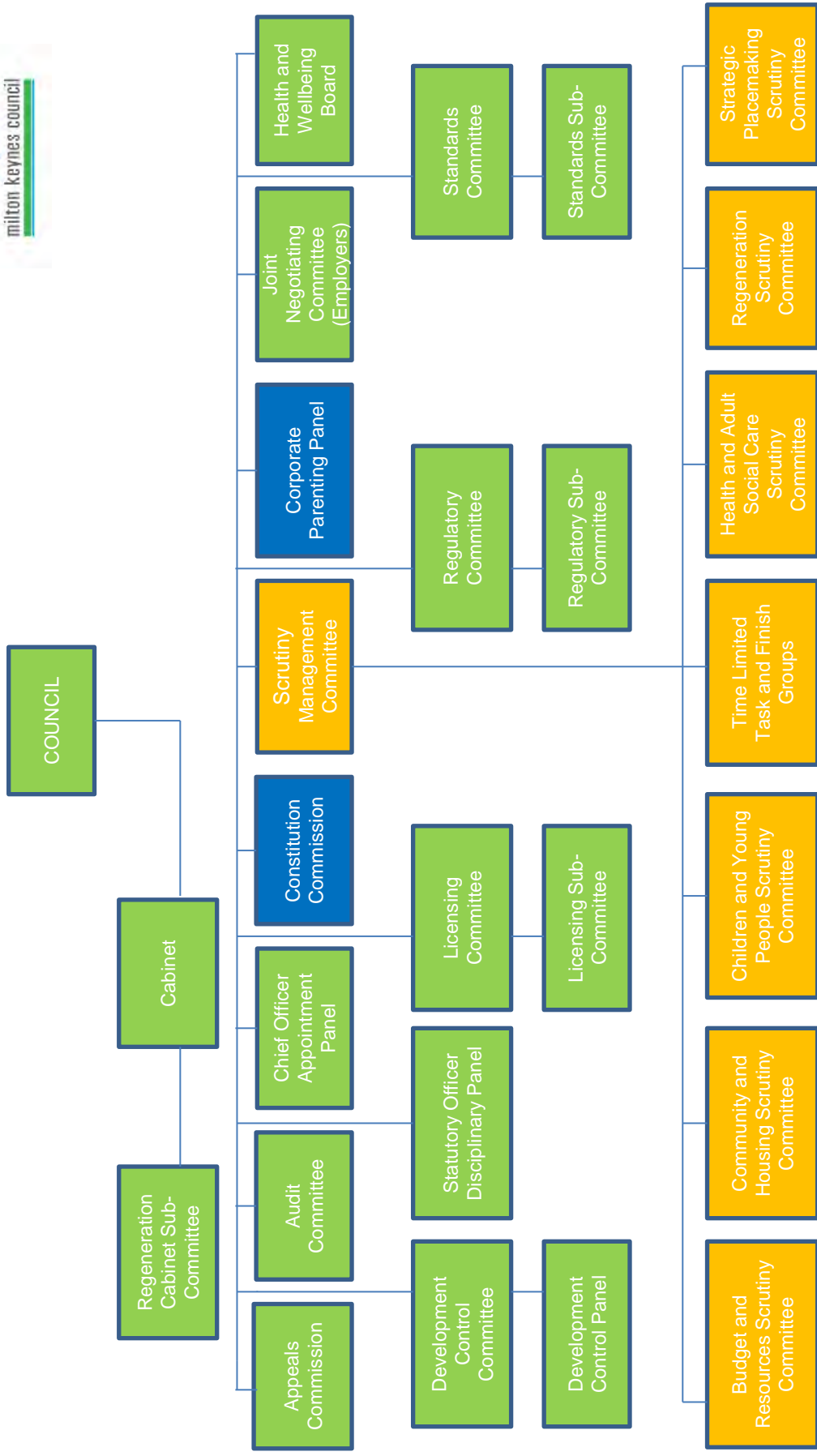
Public Health

Health improvement ● Health protection ●
Public health services ● Needs assessment

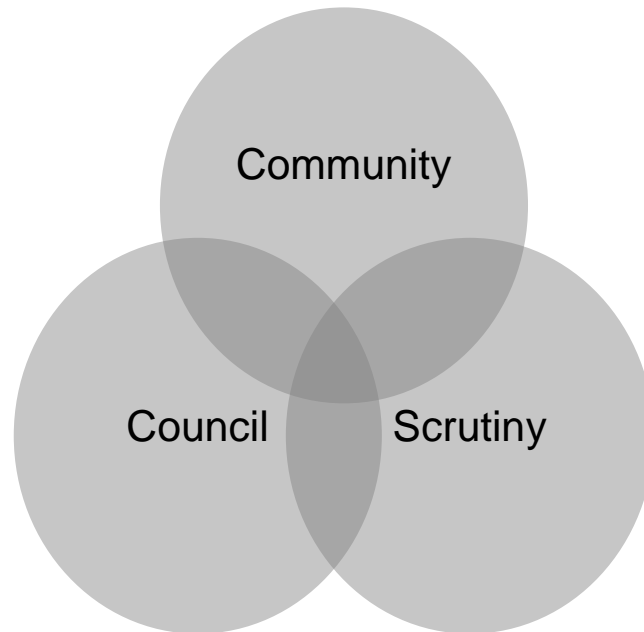
Strategy and Futures

Delivery of MK2050 Strategy ● Regional Local
Enterprise Partnership ● Oxford to Cambridge Arc

Committee Structure 2019/20



ELECTED COUNCILLOR - ROLE PROFILE



1. Context

In Milton Keynes we place a real emphasis on balancing the contribution that Councillors make as community leaders, leaders in the Council and leading through scrutiny and challenge. To be effective in any of the three spheres of leadership we need Councillors who:

- ⦿ Lead and champion the interests of the local community
- ⦿ Involve and consult on key decisions
- ⦿ Empower the community to engage in local governance
- ⦿ Communicate and inform
- ⦿ Forge local partnerships and look for new forms of resource
- ⦿ Represent the council to the community and the community to the council
- ⦿ Model the Code of Conduct and the 10 general principles of public life

1.1. Key elements of the overall role

1. Representing Milton Keynes
 2. The Code of Conduct and Principles of Public Life
 3. Ward Councillor
 4. 'Committee' Councillorship
 5. Learning and Development and personal development
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2. Representing Milton Keynes

All Councillors are key to maintaining and enhancing the reputation and profile of Milton Keynes Council. Being a Milton Keynes Councillor requires that we are always mindful of the impression we create and the impact we have. Within the Council working together and with officers, within the ward dealing with individual constituents or community groups, or representing the Council on outside bodies or at external events: all provide an opportunity for others to see the Council at its best.

Our reputation for good governance, open and transparent democracy, great service and real engagement is heavily reliant on the thousands of interactions we have with each other, our customers and citizens. To that end all Councillors need:

- ⦿ An ability to communicate with a wide range of individuals and groups
- ⦿ Listening and questioning skills
- ⦿ Conflict resolution and mediation skills
- ⦿ Emotional intelligence and resilience in the face of challenge and conflict
- ⦿ A respect for difference, particularly in adversarial situations
- ⦿ An ability to chair and facilitate effective meetings in the community
- ⦿ An ability to build alliances and consensus around contentious and emotive issues

3. Our Code of Conduct & the Ten General Principles of Public Life

1. **Selflessness** – Councillors should serve only the public interest and should never improperly confer an advantage or disadvantage on any person
2. **Honesty and integrity** – Councillors should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly, and should on all occasions avoid the appearance of such behaviour
3. **Objectivity** – Councillors should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits
4. **Accountability** – Councillors should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office
5. **Openness** – Councillors should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions
6. **Personal Judgement** – Councillors may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions
7. **Respect for Others** – Councillors should promote equality by not discriminating against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers and its other employees

8. **Duty to uphold the law** – Councillors should uphold the law and on all occasions, act in accordance with the trust that the public is entitled to place in them
9. **Stewardship** – Councillors should do whatever they are able to do to ensure the their authorities use their resources prudently, and in accordance with the law
10. **Leadership** – Councillors should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence

Relevant Authorities (General Principles) Order 2001 (S.I. 2001/1401)

4. Ward Councillor Role

Community Leadership

1. Be a leader in your community, an advocate for your ward and represent its interests and those of its residents
2. Undertake casework and act to resolve problems and grievances
3. Let people know about decisions that affect them
4. Involve and consult local people on issues that affect them and action the Council is considering
5. Promote local participation in Council matters

Representation

1. Contribute to the effectiveness of Council business through participation in debates and meetings
2. Represent the Council to the community and the community in the Council
3. Develop effective working relationships with officers and get things done on behalf of your constituents
4. Help to form Council policy, scrutinise decisions and bring new ideas for Council improvement
5. Be a role model for the Council within the community and when representing the Council on outside bodies

Partnership

1. Build partnerships within your ward bringing together the various groups and communities that exist for the benefit of the ward
2. Find ways and means to ensure that resources, both Council and other, are brought to bear on the challenges your ward faces
3. Engage with and influence those private and third sector organisations and groups that work within your ward

Personal

1. Meet your obligations under the Code of Conduct and to work in accordance with the ten principles of public life
2. Commit to personal development and to acquire and improve the skills you need to be successful in the roles you undertake. To undertake an annual review and personal development plan

3. Provide a regular ward report that informs your constituents of the work you have done, the success you have had and your priorities for the future
4. Make an active contribution to your political group (if any)

5. Ward Councillor Knowledge & Abilities

Knowledge

1. Issues within the ward (including ward boundaries and Index of Social Deprivation)
2. How the Council works and how to get it to work for your ward
3. The priorities, key policies and aspirations of the Council
4. The Council structure, key contacts, service standards and procedures
5. Keep up to date with national and local policy initiatives and their impact on the ward
6. Your obligations and responsibilities as a Councillor

Leadership

1. Capable of leading and influencing in the interests of the community
2. Ability to build effective working relationships in the community and the Council
3. Ability to get people to do willingly what needs to be done to resolve community and constituent issues
4. Chair, lead and facilitate meetings and discussions

Interpersonal

1. Effective listening and questioning skills
2. Public speaking and presentations
3. Managing difficult situations and able to influence and negotiate positive solutions to difficult issues
4. Media skills –social media, writing and being interviewed
5. Ability to build relationships with diverse groups and individuals – being respectful of difference and representing all sections of the community

Personal Effectiveness

1. Ability to manage a case load of issues, concerns and complaints and familiar with the Council policies and process for resolution
2. Priority setting and time management
3. Personal resilience in the face of public pressures and workloads – emotional intelligence
4. Familiarity with ICT systems and Council processes
5. Understanding and ability to question Council financial performance
6. Ability to access, understand and question Council performance management information

6. Committee Member Roles

1. Support the panel Chairperson in providing effective overview, scrutiny and input into policy development (effective support would be the same for other panels)
2. Champion the role of Overview and Scrutiny and the positive contribution it makes to the performance and improvement of the Council, its policies and its services (and/or championing the role of any panel)
3. Build a detailed understanding of the areas of interest the panel is charged with examining
4. Monitor progress of reviews and ensure that work is progressed in a timely and effective manner
5. Keep up to date with policy developments in the area of interest and look for good practice and examples from across the local government sector and other sectors
6. Engage with other interested parties within and outside the Council to ensure the widest involvement and engagement of others in the work of the panel

7. Committee Member Knowledge & Abilities

Knowledge

1. Understanding the importance of the work of the relevant Committee (or sub-committee, review group etc.) to the work of the Council and community
2. Detailed understanding of the content and context for the work of the Committee
3. Awareness of the challenges facing the Committee
4. Awareness of the issues facing the Council and the impact these might have on the priorities and work of the Committee

Leadership

1. To provide personal leadership to enhance the work of the Committee. Being a role model for effective team working
2. Taking responsibility for personal effectiveness and contribution
3. Taking collective responsibility for the quality of Committee outputs and impact of Committees recommendations

Interpersonal

1. Ability to build effective working relationships with Councillors from all groups in the interest of furthering the work of the Committee
2. Ability to take on particular responsibilities, for example, developing a particular area of work on behalf of the Committee to feed into formal decision making processes
3. Presentation and public speaking in representing and promoting the work of the Committee
4. Ability to share good practice

Personal Effectiveness

1. Ability to analyse and understand complex information and to synthesise conflicting points of view to reach informed decisions and gain consensus on agreed actions
2. Ability to influence others to take on board recommendations from the Committee
3. Ongoing personal development to gain particular expertise in areas of Committee interest
4. Develop the skills necessary to take on more senior roles

8. Learning and Development

Take personal responsibility for identifying, planning, and meeting individual learning and development needs.

Personal Development Planning

We will make available a personal annual review and personal development planning session for every Councillor. This will take the form of a one to one meeting with a member development specialist. It will help the Councillor to reflect on the impact they have had during the year, their goals and key priorities for the following year and the support and learning opportunities that will best help them.

Core Training

Councillors who want to take up seats on quasi-judicial committees or groups will be required to attend compulsory training sessions. These will include:

- Licensing
- Development Control
- Appeals Panels
- Adoption and fostering Panels
- Standards Committee
- All induction modules

Learning Programmes

An annual programme of learning and development activities and events is provided. This is informed by a combination of generic themes taken from personal development planning sessions and the steer given by the Member Development Champions. This group of Councillors will consider key areas for development, contribute to the design of individual programme outputs and monitor and evaluate outcomes and value.

Social Media

We are increasingly connecting to others, people and communities through the use of social media such as Facebook, Twitter and LinkedIn. For those Councillors who are looking to start using social media or, indeed, improve their current use, we will provide regular one to one or group sessions to help understand the approach and start using the applications.

Milton Keynes Council

The Code of Conduct for Members and Co-Opted Members

Approved by the Council on 11 July 2012

Part 1: General Obligations

The Members of Milton Keynes Council must:

1. provide leadership to the authority and communities within its area, by personal example;
2. respect others and not bully any person;
3. not do anything which may cause the Authority to breach its equality duties;
4. not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority;
5. respect the confidentiality of information received by them as a Member:-
 - (a) not disclosing information to third parties unless
 - (i) required by law to do so; or
 - (ii) where there is a clear and overriding public interest in doing so and the disclosure is made in good faith and in compliance with the reasonable requirements of the Council; and
 - (b) not obstructing third parties' legal rights of access to information;
6. not conduct themselves in a manner which could reasonably be regarded as bringing their office or the Authority into disrepute;
7. not use or attempt to use their position as a Member improperly to confer on or secure for themselves or for any other person, an advantage or disadvantage;
8. when using or authorising the use by others of the resources of the Authority;
 - (a) act in accordance with the Authority's reasonable requirements; and
 - (b) ensure that such resources are not used improperly for political purposes (including party political purposes);
9. exercise their own independent judgement, taking decisions for good and substantial reasons:-
 - (a) attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups;
 - (b) paying due regard to the advice of officers, in particular to the advice of the statutory chief officers and specifically the Chief Finance Officer and the Monitoring Officer in fulfilling their roles; and
 - (c) stating the reasons for decisions where those reasons are not otherwise apparent;
10. submit themselves to whatever scrutiny is appropriate to their office; and
11. whilst exercising their duties, ensure that they uphold the rule of law.

Part 2: Registration, Disclosure and Duties on Interests Held by Members and Co-Opted Members

A. Disclosable Pecuniary Interests

Members of Milton Keynes Council must:

1. comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which they have a Disclosable Pecuniary Interest, as defined by the Localism Act 2011 and set out at Table 1
2. ensure that their register of interests is kept up to date and notify the Monitoring Officer in writing with 28 days of becoming aware of any change in respect of their Disclosable Pecuniary Interests
3. make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any Meeting at which they are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent (unless the interest is a sensitive interest in which event they need not disclose the nature of the interest)
4. recognise that “meeting” means any meeting organised by or on behalf of the authority, including:-
 - any meeting of the Council, or a Committee or Sub-Committee of Council
 - taking a decision as a Ward Councillor or as a Member of the Cabinet
 - any briefing by officers; and
 - any site inspection to do with business of the authority

B. Personal Interests: other pecuniary interests and interests other than pecuniary interests

Members of Milton Keynes Council must:

- 1 in addition to the requirements at A. above, if they attend a meeting at which any item of business is to be considered and they are aware that they have a Personal Interest in that item, they must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 2 recognise that they will have a pecuniary interest or an interest other than a pecuniary interest (a “Personal Interest”) in an item of business where:-

- (a) a decision in relation to that item of business might reasonably be regarded as affecting the well being or financial standing of
 - (i) themselves;
 - (ii) a member of their family;
 - (iii) a person with whom they have a close association; or
 - (iv) a person from whom they have in the previous [twelve months] received a gift or hospitality with an estimated value of at least £100 as a Member (other than when as part of their approved duties)

to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which they have been elected (or otherwise of the authority's administrative area); or

- (b) it relates to or is likely to affect any of the interests listed in the Table 1 in the Schedule to this Code, but in respect of a member of their family (other than their spouse, civil partner or person with whom they are living as spouse or civil partner) or a person with whom they have a close association

and that interest is not a Disclosable Pecuniary Interest

- 3. note that personal interests of the kind listed in the Table 2 in the Schedule to this Code may be added to the Member's register of interests for reasons of openness and transparency.

C. Compliance with Standing Orders relating to Interests

Members of Milton Keynes Council must:

- 1. in addition to the requirements above, comply with any and all obligations contained within the Council's standing orders, namely
 - (a) Council Procedure Rules; and
 - (b) Cabinet Procedure Rulesrelating to interests

D. Gifts and Hospitality

Members of Milton Keynes Council must:

- 1 for inclusion in the Register of Interests for a period of [three years], notify the Monitoring Officer within 28 days and in writing of the receipt of any gift, benefit or hospitality with a value in excess of £100 which they have accepted as a Member from any person or body other than the authority.
- 2 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved for this purpose as set out in the Council's protocol on gifts and hospitality.

TABLE 1
Disclosable Pecuniary Interests (2012 Regulations)

1. Employment, office, trade, profession or vocation	Carried out by you and/or by your spouse or civil partner for a profit or gain
2. Sponsorship	Name(s) of any person or body other than the Council, who has made a payment or provision of any other financial benefit to me within the 12 month period preceding this notification in respect of any expenses incurred by me in carrying out my duties as a member or towards my election expenses.
3. Contracts	Description of any contract under which goods and services are to be provided, or works executed, made between the Council and myself and / or my spouse or civil partner or a firm, company or other body in which I and/or my spouse or civil partner has a beneficial interest and which has not been fully discharged
4. Land	Address or other description of any land in the Council's area in which I and / or my spouse or civil partner has a beneficial interest. You only need to register land in the Council's area. This includes your home if you own it or rent it.
5. Licences	Address or other description of any land in the Council's area for which I and / or my spouse or civil partner has a licence (alone or jointly with others) to occupy for a month or longer.
6. Corporate tenancies	Address or other description of any land where the landlord is the Council and in which the tenant is a body in which I and/or my spouse or civil partner has a beneficial interest.
7. Securities	Name(s) of any person or body who (to my knowledge) has a place of business or land in the Council's area and in whom I and/or my spouse or civil partner has a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000; or one hundredth of the total issued share capital (whichever is the lower) or if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which I, my spouse or civil partner has a beneficial interest that exceeds one hundredth of the total issued share capital of that class. "Securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society. The nominal value of shares is the face value of those shares (the value recorded on the share certificate)

TABLE 2 Other Interests (Voluntary addition)	
8. Public Bodies	Bodies of which you are a member or hold a position of general control or management which exercise functions of a public nature
9. Charitable bodies	Bodies of which you are a member or hold a position of general control or management which are directed to charitable purposes
10. Bodies which influence public opinion or policy	Bodies of which you are a member or hold a position of general control or management whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

CALENDAR OF MEETINGS 2019/20

MAY 2019				
Mon	13			
Tues	14			
Wed	15	19:30	Annual Council Meeting	
Thurs	16			
Fri	17			
Mon	20			
Tues	21			
Wed	22			
Thurs	23			
Fri	24			
Mon	27			Public Holiday
Tue	28	17:30	Delegated Decisions	
Wed	29			
Thurs	30			
FRI	31			
JUNE 2019				
Mon	3			
Tues	4	18:30	Cabinet	
Wed	5			
Thurs	6	19:00	Development Control Committee	
Fri	7			
Mon	10	10.00	Joint Negotiating Committee – Employers* (Briefing Meeting)	
Tues	11	10:00	Standards Sub-Committee	
		17:30	Delegated Decisions	
		19:00	Scrutiny Management Committee	
Wed	12	18:30	Licensing Committee	
		18:35	Regulatory Committee	
Thurs	13			
Fri	14			
Mon	17			
Tues	18	17:30	Delegated Decisions	
Wed	19	19:30	Council	
Thurs	20	19:00	Development Control Panel	
Fri	21			
Mon	24			
Tues	25	17:30	Delegated Decisions	
		18:30	Corporate Parenting Panel	
Wed	26	18:30	Health and Wellbeing Board	
		18.30	Executive Scrutiny Call-in meeting (provisional)	
Thurs	27	18:15	Regeneration Cabinet Sub-Committee	
Fri	28			
JULY 2019				
Mon	1			
Tues	2	17:30	Delegated Decisions	LGA Conference
		18:30	Standards Committee	LGA Conference
Wed	3	19:00	Regeneration Scrutiny Committee	LGA Conference
Thurs	4	19:00	Development Control Committee	LGA Conference
Fri	5			
Mon	8	10.00	JNC* / Joint Negotiating Committee – Employers	
Tues	9	10:00	Standards Sub-Committee	
		18:30	Cabinet	
Wed	10	19:00	Budget Resources Scrutiny Committee	
Thurs	11	18:00	Constitution Commission	
Fri	12			
Mon	15			

Tues	16	17:30	Delegated Decisions	
		19:00	Strategic Placemaking Scrutiny Committee	
Wed	17	19:30	Council	
Thurs	18	14:00	SaferMK Partnership	
		19:00	Development Control Panel	
Fri	19			
Mon	22			School Holiday Start
Tues	23	17:30	Delegated Decisions	
		19:00	Community and Housing Scrutiny Committee	
Wed	24	19:00	Scrutiny Management Committee	
Thurs	25			
Fri	26			
Mon	29			
Tues	30	17:30	Delegated Decisions	
		19:00	Audit Committee	
Wed	31	18.30	Executive Scrutiny Call-in meeting (provisional)	
		19:00	Health and Adult Social Care Scrutiny Committee	
AUGUST 2019				
Thurs	1	19:00	Development Control Committee	
Fri	2			
Mon	5			
Tues	6	17:30	Delegated Decisions	
Wed	7			
Thurs	8	18:30		
Fri	9			
Mon	12			
Tues	13	17:30	Delegated Decisions	
Wed	14			
Thurs	15	19:00	Development Control Panel	
Fri	16			
Mon	19			
Tues	20	17:30	Delegated Decisions	
Wed	21			
Thurs	22			
Fri	23			
Mon	26			Public Holiday
Tues	27	17:30	Delegated Decisions	
Wed	28	18:30	Executive Scrutiny Call In Meeting (Provisional)	
Thurs	29			
Fri	30			School Holiday End
SEPTEMBER 2019				
Mon	2			
Tues	3	18:30	Cabinet	
Wed	4	19:00	Scrutiny Management Committee	
Thurs	5	19:00	Development Control Committee	
Fri	6			
Mon	9			
Tues	10	10:00	Standards Sub-Committee	
		17:30	Delegated Decisions	
		18:30	Corporate Parenting Panel	
Wed	11	18:30	Licensing Committee	
		18:35	Regulatory Committee	
Thurs	12	18:15	Regeneration Cabinet Sub-Committee	
		19:00	Children and Young People Scrutiny Committee	
Fri	13			
Mon	16	10.00	Joint Negotiating Committee – Employers (Briefing Meeting)*	Liberal Democrat Conference Starts
Tues	17	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	18	19:30	Council	Conference Ends
Thurs	19	19:00	Development Control Panel	
Fri	20			

Mon	23			Labour Conference Starts
Tues	24	17:30	Delegated Decisions	
		19:00	Audit Committee	
Wed	25	19:00	Regeneration Scrutiny Committee	Conference Ends
Thurs	26	18.30	Executive Scrutiny Call-in meeting (provisional)	
Fri	27			
Mon	30			Conservative Conference Starts
OCTOBER 2019				
Tues	1	18:30	Cabinet	
Wed	2	19:00	Budget and Resources Scrutiny Committee	Conference Ends
Thurs	3	18:30	Standards Committee	
		19:00		
Fri	4			
Mon	7	10.00	JNC* / Joint Negotiating Committee - Employers	
Tues	8	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	9	19:00	Health and Adult Social Care Scrutiny Committee	
Thurs	10	19:00	Development Control Committee	
Fri	11			
Mon	14			
Tues	15	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	16	18:30	Health and Wellbeing Board	
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Tues	22	17:30	Delegated Decisions	
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Wed	23	19:30	Council	
Thurs	24	14:00	SaferMK Partnership	
		19:00	Development Control Panel	
Fri	25			
Mon	28			School Holiday Start
Tues	29	17:30	Delegated Decisions	
Wed	30			
Thurs	31			
NOVEMBER 2019				
Fri	1			School Holiday End
Mon	4			
Tues	5	18:30	Cabinet	
Wed	6			
Thurs	7	19:00	Development Control Committee	
Fri	8			
Mon	11	10.00	Joint Negotiating Committee – Employers* (Briefing Meeting)	
Tues	12	10:00	Standards Sub-Committee	
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Mon	25			
Tues	26	17:30	Delegated Decisions	

Wed	27	19:30	Council	
Thurs	28	18.30	Executive Scrutiny Call-in meeting (provisional)	
Fri	29			
DECEMBER 2019				
Mon	2			
Tues	3	18:30	Cabinet (Provisional)	
Wed	4	19:00	Children and Young People Scrutiny Committee	
Thurs	5	19:00	Development Control Committee	
Fri	6			
Mon	9	10:00	JNC* / Joint Negotiating Committee - Employers	
Tues	10	17:30	Delegated Decisions	
		18:30	Standards Committee	
		19:00	Budget and Resources Scrutiny Committee	
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Mon	16			
Tues	17	17:30	Delegated Decisions	
		18:30	Cabinet (Provisional)	
Wed	18	19:00	Health and Adult Social Care Scrutiny Committee	
Thurs	19	19:00	Regeneration Scrutiny Committee	
Fri	20			
Mon	23			School Holiday Start
Tues	24			
Wed	25			Public Holiday
Thurs	26			Public Holiday
Fri	27			
Mon	30	18.30	Executive Scrutiny Call-in meeting (provisional)	
Tues	31			
JANUARY 2020				
Wed	1			Public Holiday
Thurs	2	19:00	Budget and Resources Scrutiny Committee	
Fri	3			School Holiday End
Mon	6			
Tues	7	18:30	Cabinet	
Wed	8	19:00	Budget and Resources Scrutiny Committee	
		19:00	Strategic Placemaking Scrutiny Committee	
Thurs	9	19:00	Development Control Committee	
Fri	10			
Mon	13			
Tues	14	10:00	Standards Sub-Committee	
		17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	15			
Thurs	16	18:00	Constitution Commission	
		18:15	Regeneration Cabinet Sub-Committee	
Fri	17			
Mon	20	10.00	Joint Negotiating Committee – Employers* (Briefing Meeting)	
Tues	21	17:30	Delegated Decisions	
		18:30	Corporate Parenting Panel	
		19:00	Budget and Resources Scrutiny Committee	
Wed	22	19:30	Council	
Thurs	23	19:00	Development Control Panel	
Fri	24			
Mon	27			
Tues	28	17:30	Delegated Decisions	
		19:00	Community and Housing Scrutiny Committee	
Wed	29	19:00	Audit Committee	
Thurs	30	14:00	SaferMK Partnership	
		18.30	Executive Scrutiny Call-in meeting (provisional)	

Fri	31			
FEBRUARY 2020				
Mon	3			
Tues	4	18:30	Cabinet	
Wed	5	18:30	Health and Wellbeing Board	
Thurs	6	19.00	Development Control Committee	
Fri	7			
Mon	10			
Tues	11	17:30	Delegated Decisions	
Wed	12	19:00	Children and Young People Scrutiny Committee	
Thurs	13			
Fri	14			
Mon	17			School Holiday Start
Tues	18	17:30	Delegated Decisions	
Wed	19			
Thurs	20			
Fri	21			School Holiday End
Mon	24	10:00	JNC* / Joint Negotiating Committee – Employers	
Tues	25	17:30	Delegated Decisions	
		19:00	Scrutiny Management Committee	
Wed	26	19:30	Council	
Thurs	27	18:30	Executive Scrutiny Call-in meeting (provisional)	
		19:00	Development Control Panel	
Fri	28			
MARCH 2020				
Mon	2			
Tues	3	18:30	Cabinet	
Wed	4	19:00	Strategic Placemaking Scrutiny Committee	
Thurs	5	19:00	Development Control Committee	
Fri	6			
Mon	9			
Tues	10	17:30	Delegated Decisions	
		18:30	Standards Committee	
		19:00	Budget and Resources Scrutiny Committee	
Wed	11	18:30	Licensing Committee	
		18:35	Regulatory Committee	
Thurs	12	19:00	Health and Adult Social Care Scrutiny Committee	
Fri	13			
Mon	16			
Tues	17	10:00	Standards Sub-Committee	
		17:30	Delegated Decisions	
		18.30	Corporate Parenting Panel	
		19:00	Regeneration Scrutiny Committee	
Wed	18	19:30	Council	
Thurs	19	19:00	Development Control Panel	
Fri	20			
Mon	23			
Tues	24	17:30	Delegated Decisions	
		19:00	Community and Housing Scrutiny Committee	
		19:00	Audit Committee	
Wed	25	19:00	Scrutiny Management Committee	
Thurs	26	18:00	Constitution Commission	
		18.30	Executive Scrutiny Call-in meeting (provisional)	
Fri	27			
Mon	30			
Tues	31	17:30	Delegated Decisions	
		19:00	Children and Young People Scrutiny Committee	

APRIL 2020			
Wed	1		
Thurs	2	19:00	Development Control Committee
Fri	3		
Mon	6		School Holiday Start
Tues	7	17:30	Delegated Decisions
Wed	8	18:30	Health and Wellbeing Board
Thurs	9	14:00	SaferMK Partnership
		18.15	Regeneration Cabinet Sub-Committee
Fri	10		Public Holiday
Mon	13		Public Holiday
Tues	14		
Wed	15		
Thurs	16		
Fri	17		School Holiday End
Mon	20		
Tues	21		
Wed	22		
Thurs	23	19:00	Development Control Panel
Fri	24		
Mon	27		
Tues	28		
Wed	29		
Thurs	30	18.30	Executive Scrutiny Call-in meeting (provisional)
MAY 2020			
Fri	1		
Mon	4		Public Holiday
Tues	5		
Wed	6		
Thurs	7		Borough Elections
Fri	8		

Support Services for Councillors

1. Protocol for using services to Councillors

The services listed in the following section are provided in connection with your duties as a Milton Keynes Councillor. It is not appropriate to use them for matters internal to your political party, personal correspondence or private business / work related matters.

The content of any letters, articles, other correspondence, including e-mails etc, sent out in your name should be a-political, contain no party bias and not be critical of other political groups or the administration.

Council provided IT equipment and photocopying / printing facilities are also subject to the same rules.

2. Services available

The provision of services to Councillors is co-ordinated by Simon Heap, Committee Services and Scrutiny Manager, who can be contacted on 01908 252567 or on e-mail at simon.heap@milton-keynes.gov.uk.

Service	Details
Arranging Surgeries	Booking venues, processing payments
Car Parking	Parking permits for Council Car Park (this is limited to Cabinet Members and Group Leaders and a very limited number for others who need to attend daytime meetings)
Courier Service	Post is delivered three times a week (Monday, Wednesday and Friday) to home address
Door access/ID cards	Civic Offices and Saxon Court
Basic Allowance	£10,000 pa (rising to £10,500 from April 2018)
Expenses	Payable for 'approved duties'
Group Rooms	1 per political party
IT Facilities at Council	Computers available in Group Rooms / Secure printer/copier, Wi-Fi in Council Chamber and Meeting Rooms
IT Facilities at home	iPad
IT Training	In-house by IT Division

Service	Details
Councillor Development Programme	An annual training programme will be available commencing in May / June 2018.
Newsletter	<i>Councillors' News</i> – gives updates of meetings, calendar of meetings, general items of news etc. sent by e-mail on a Friday afternoon
Personal stationery	Letterhead, business cards, compliments slips
Postage	Letters to constituents on council business only
Sports and Social Club	Councillors can join MKC Sports and Social Club as non-voting members
Storage	Secure Lockers in Councillors' Suite
Tea and coffee facilities	In Group Rooms available 24/7
Typing	Text can be e-mailed for 'topping and tailing' but we expect Councillors to email their constituents wherever possible.

PROTECT YOURSELF

A guide to personal security



CONFIDENTIAL

Effective personal security

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Protecting yourself and your family

Our own security, and the safety of those close to us, is of utmost importance. The more you do to protect yourself, the safer you and your family will be.

Personal security means taking personal responsibility

While it is impossible to provide security for every eventuality this guide provides generic advice and identifies other valuable sources of information.

In this guide, we'll give you advice on how to stay safe at home, at work, on-the-move and online. The recommendations are based on research, but they are ultimately common sense precautions. By adapting them to your individual needs you can create a firm foundation for your personal security.

Exactly which measures you adopt will depend on the extent or level of threat you are likely to encounter. To help assess this, consider the following:

- Your profession – does the role you perform make you an attractive target?
- Specific threats – is there credible intelligence to suggest you are at risk?
- Your personal history – have you been targeted in the past?

The measures you take should be appropriate to the perceived threat. If they are excessive, they may cause unnecessary inconvenience and stress; if they are insufficient, you may put yourself at risk.

The aim of this booklet is to protect and prepare you so that you and those around you can be assured that all sensible precautions have been taken.

No-one has more responsibility for your personal security than you. Today, individuals face a range of potential threats – from criminals to extremists. Do not make their job easier through complacency.

This guidance book provides some technical detail. Please seek the support of a security professional from the relevant accredited body where required.

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Identifying vulnerability

Vulnerability means there is a risk of successful attack

It is important you learn to recognise situations where you are vulnerable, so you can avoid them or – if this is not possible – be on your guard. For example, most people are relatively vulnerable when answering the door at home, preparing to drive off in their car or at any time when their movements can be predicted. Attackers can be creative when it comes to finding ways and means to target individuals and their families. The objective may be to cause embarrassment, inconvenience and distress, but may also include the intent to cause physical injury or threaten life itself.

No one can be on 'high alert' 24 hours a day. The information in this booklet will help you decide where you need to take precautions, when to maintain heightened awareness and when you should involve the police.

Good personal security should take into account both your work and home life. Here are some effective measures you can take. This list is not exhaustive and the precautions you use will depend on your individual circumstances.



Security at home

House and grounds

- To deter intruders, the perimeter of the property should be made as secure as possible. Keep fences and walls in a good state of repair.
- It is important that boundaries clearly define the difference between public and private space. Front boundaries should be kept low, not exceeding 1.0m in height, to remove hiding places and enable good natural surveillance. Side and rear boundaries should provide robust defensive barriers to a minimum height of 1.8m. An additional diamond style trellis topping is difficult to climb and provides an ideal framework for spiky defensive planting, such as climbing roses.
- Side and rear gates should be the same height as the side and rear boundaries (minimum 1.8m), be lockable and located at or as close to the front building line as possible to avoid recessed areas.
- Garages, outbuildings and sheds should be kept locked when not in use.
- Metal up-and-over garage doors can be secured by fitting purpose made locks to either side, approximately 300mm up from the floor or by fitting an external floor mounted, locking 'T' bar with a closed shackle padlock.
- Wooden garage double doors can be secured externally with two substantial hasps and staples with closed shackle padlocks, one towards the top and one towards the bottom to reduce leverage points.
- Wooden side and rear doors can be secured with a BS 3621: 2007 5-lever mortice deadlock or sash lock fitted half way up the leading edge of the door, with internal locking throw bolts or mortice rack bolts fitted one third from the top and bottom to reduce leverage points.
- Shed doors can be secured externally with two substantial hasps and staples with closed shackle padlocks, one towards the top and one towards the bottom to reduce leverage points. External hinge screws should be replaced with security screws to prevent them being removed and access gained this way.
- Windows should have key operated locks and can be further secured with internal diamond mesh grilles.
- Check garage doors and windows each morning for signs of forced entry.
- Ensure tools and ladders, which could be used to access your home, are locked away.
- Keep the area around your home clear and tidy. This will enable you to identify unusual or suspicious objects quickly and remove anything that could potentially be used to cause damage, e.g. loose bricks, large stones and garden ornaments.
- If possible, keep your dustbin/recycling bins behind secure gates until collection day to prevent them being used as climbing aids.

Doors, windows and locks

A large proportion of newly built properties have been awarded Secured by Design (SBD) certification, which means that they have had attack tested doors and windows installed under the SBD Scheme. Some existing properties have had their doors and/or windows replaced with attack tested products that meet BS PAS 24:2012 or the equivalent, which includes the door and/or window, frame, locks, fittings and glazing. If there is documentation to confirm that this is the case, the measures detailed in this section will not be required. Alternatively there may be documentation to prove that an existing building has had the doors and/or windows replaced to the above standard. Further information is available at: www.securedbydesign.com



- Establish a routine for completing checks to confirm all doors and windows are secure before going to bed or leaving the house.
- Ensure good quality locks are fitted to external doors and access windows.
- Solid timber doors should be at least 44mm thick and supported with substantial hinges. Hinge bolts (metal pins that automatically engage or disengage as the door is opened or closed) can provide additional security, particularly for outward opening doors where the hinges are exposed.
- A house with a solid timber front door should have a Kitemarked BS 3621: 2007 5-lever mortice deadlock (single point locking mechanism that can be opened or deadlocked with a key from both the inside and outside), fitted one third of the way up the leading edge.
- A solid timber front door belonging to a flat or house that has been converted into flats or separate rooms should have a Kitemarked BS 8621: 2007 deadlock (all of the security benefits of a BS 3621: 2007 lock, but has an internal thumb turn to enable quick exit without a key), fitted one third of the way up the leading edge of the door (see LACORS Housing - Fire Safety Guidance).
- A surface mounted BS 3621: 2007 automatic deadlocking rim latch lock for a house or BS 8621: 2007 automatic deadlocking escape night latch lock for flats or separate rooms in converted houses should be fitted one third of the way down the leading edge.
- Fit a Door and Hardware Federation Technical Specification (DHF TS) 003 door chain or limiter to outer doors and make sure you use it.
- Fit an internal shield/cowl (letter guard) to prevent car and house keys being fished through the opening. Alternatively, if the risk dictates, either blank off the letterbox slot and fit an external mailbox or fit an internal fire-proof letterbox.
- To protect thumb turn locks from being opened from outside, adjacent glass panels should be replaced with laminated glass which meets the minimum requirements of BS EN 356: 2000 class P1A. Alternatives are LPS 1175 SR1 or STS 202 BR2 fixed internal grilles or security film.

- If the door has a key operated multi-locking mechanism, make sure that you always lock it with a key. Simply closing the door and pushing the handle up will not prevent someone entering. You must push the handle up to engage the multi-locking mechanism and then use the thumb turn or key to lock it – LIFT, LOCK, REMOVE (if you have a key). Remember to keep the key out of sight but in a secure place in case of fire.
- A UPVC, aluminium or composite door, including external double/French or patio doors, will often have a multi-point locking mechanism. This should include either a DHF TS 007 Kitemarked 3-star cylinder or alternatively a DHF TS 007 1-star cylinder plus a pair of DHF TS 007 2-star handles. If not, these can usually be upgraded quickly and easily.
- Solid timber side and rear doors should have a BS 3621: 2007 5-lever mortice deadlock or sash lock fitted half way up the leading edge of the door, with locking throw bolts or mortice rack bolts fitted one third from the top and bottom on the leading edge.
- Lower hardwood panels can be reinforced internally with a 12mm overlapping plywood panel, glued and screwed into the door. The void created between the existing hardwood panel and the overlapping plywood panel should be in filled with chipboard of an appropriate thickness.
- Patio doors should have a minimum of three locking points, with an anti-lift device to prevent the sliding door being lifted off its track. Surface mounted patio locks can be fitted to provide additional security.
- Solid timber external glazed double doorsets should have a Kitemarked BS 3621:2007 5-lever mortice sash lock fitted half way up the leading edge, with either mortice rack bolts or surface mounted locking throw bolts fitted to the top and bottom of each of the two doors, securing into the frame, not into the opposing leaf.
- Double doors require two pairs of hinge bolts located as close as possible to the hinges. Alternatively, new hinges with integral bolts can be fitted.
- A DHF TS 002 door viewer or audio/visual door entry system (video entry/intercom) will enable you to identify callers before you open the door. Even then, only open the door with the chain or limiter on.
- All accessible windows should have key operated locks, unless they are designated fire escape routes. Ideally windows will have multi-point locking, but if not, additional surface mounted key operated locks can be fitted.
- Easily accessible externally beaded windows should have the glazed panels secured with security clips, double sided security tape or silicone sealant which has been applied to the frame and the glazed panel bedded onto it.
- Obscure the view into your home by fitting blinds, curtains or film including glazed exterior doors. Get into the habit of closing curtains or blinds when occupying a well-lit room.
- If you replace doors, windows and security products, ensure they have been tested to withstand attack and meet one of the following standards: For doors: PAS 24:2012, STS 201, STS 202 BR2, LPS 1175 SR2 or LPS 2081 SR B. For windows: PAS 24:2012, STS 204, LPS 1175 SR1 or LPS 2081 SR A.

Further guidance is available at: www.securedbydesign.com

All security improvements should be made in consultation with your insurance company.

Key care

- Do not leave a key under the doormat or in other obvious hiding places. It is better to give responsible members of the household their own keys.
- Do not label your keys – if you need to identify keys, use a colour-code theme.
- Keep control of your door keys, make sure you know who has copies and if you cannot account for all the keys, change the locks. Do not give keys to people you do not know, e.g. trades people.
- Make sure the keys for doors and windows which could be used to exit the building in the event of a fire are readily accessible. They should not be visible or easily reached from outside.

Alarms

Intruders do not want to be seen or heard so setting off an alarm and attracting attention is their enemy. Police recommend that you select an installer who is affiliated to one of the recognised alarm inspectorate bodies, such as the National Security Inspectorate (NSI) or the Security Systems and Alarms Inspection Board (SSAIB).

Generally, there are three types of intruder alarm system:

1. Monitored – which may provide a police response via the alarm company.
 2. Speech dialler – which automatically calls pre-programmed key-holders (not police).
 3. Audible only – which relies on neighbours and passers-by to react.
- To maximise the deterrent, place external, active alarm bell boxes with flashing lights and sounders at the front and back of the property (burglar alarms).
 - Consider fitting mains-operated smoke detectors or a fire alarm system in your home, if there is not already one installed. Have a fire extinguisher for example, available for emergencies.
- Be aware that DIY alarms will not necessarily receive a police response.

Lighting

- Good external lighting can help to deter intruders.
- Low wattage lighting is recommended to illuminate all external doors, car parking and garage areas and footpaths leading to your home.
- External lighting should switch on using a photo electric cell (dusk to dawn) with a manual override.
- Bollard lighting is not recommended as it does not project sufficient light at the right height to aid facial verification and reduce the fear of crime.

- Consider fitting other forms of security lighting for use in emergencies or if suspicion is aroused. Floodlights, sited in strategic places, make it difficult for would-be assailants to hide from view.
- Always have reserve lighting available such as a torch.

CCTV

- (From 2016) If your domestic CCTV system covers any areas beyond your boundaries, even partially, then it will be subject to the Data Protection Act and must be registered with the Information Commissioner's Office (ICO). For more information about the legal requirements of CCTV, please visit the ICO's website at: ico.org.uk/for-the-public/cctv
- Seek further advice from a professional CCTV installer accredited to one of the recognised CCTV inspectorate bodies, such as the National Security Inspectorate (NSI) or the Security Systems and Alarms Inspection Board (SSAIB).

Visitors

- Positively identify callers before opening the door.
- Ask friends and relatives to inform you of intended visits.
- Arrange fixed times for tradespeople to call; check their identity on arrival and never leave them alone in the house.
- Be wary of late night callers to your home.
- Instruct children never to answer the door or let strangers in to your home. Tell them to fetch an adult to do it.



Confidential waste

When discarding sensitive, confidential or personal material, ensure that you treat it as confidential waste:

- Do not place it directly in the bin, separate it from normal waste.
- Shred it, put it in a confidential waste bag and keep it safe, not in a public area, until it can be disposed of correctly.
- Carefully dispose of CDs, DVDs, USBs, PCs, laptops, tablets and other devices that contain sensitive, confidential or personal data.
- There are reputable companies that specialise in confidential waste disposal.

Firearms and weapons attack

'Stay Safe' principles (Run Hide Tell) give some simple actions to consider at an incident and the information that armed officers may need in the event of a firearms and weapons attack. Full guidance is contained on the NaCTSO website www.gov.uk/government/publications/recongnising-the-terrorist-threat



- Try not to get trapped.
 - Be quiet, silence your phone.
 - Lock / barricade yourself in.
 - Move away from the door.
- Tell**
- Call 999 – What do the police need to know?
- Location – Where are the suspects?
 - Direction – Where did you last see the suspects?
 - Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
 - Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
 - Stop other people entering the building if it is safe to do so.

Armed Police Response

- Follow officers' instructions.
- Remain calm.
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

Officers may

- Point guns at you.
- Treat you firmly.
- Question you.
- Be unable to distinguish you from the attacker.
- Officers will evacuate you when it is safe to do so.

You must **STAY SAFE**

- What are your plans if there were an incident?
- What are the local plans? e.g. personal emergency evacuation plan.

Run

- Escape if you can.
- Consider the safest options.
- Is there a safe route? RUN if not HIDE.
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

Hide

- If you can't RUN, HIDE.
- Find cover from gunfire.
- If you can see the attacker, they may be able to see you.
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork / reinforced walls.
- Be aware of your exits.

Street safety

Suzy Lamplugh Trust highlight that it takes three things for a violent or aggressive incident to happen – a victim, a perpetrator and an opportunity. By taking some suitable safety precautions, you can reduce the opportunities and therefore the risk of experiencing violence or aggression.

- Plan ahead, before you go out think about how you are going to get home. Can you travel home with a friend? What time does the last bus/train leave?
- Avoid danger points like quiet or poorly lit alleyways, subways or isolated car parks. Walk down the middle of the pavement if the street is deserted.
- If you do have to pass danger points, think about what you would do if you felt threatened.
- Consider heading for a public place; somewhere you know there will be other people, for example a garage or shop.
- If you are at all worried, try and stay near a group of people.
- Try to keep both hands free and do not walk with your hands in your pockets.
- Try to use well-lit, busy streets and use the route you know best.
- Whenever possible, walk facing oncoming traffic to avoid vehicles approaching from behind you.
- Avoid passing stationary cars with their engines running and people sitting in them.
- If you do have to walk in the same direction as the traffic and a vehicle pulls up suddenly alongside you, turn and walk or run in the other direction.
- Never accept a lift from a stranger or someone you do not know well, even if there is poor weather or you are late. Consider calling a friend or licensed cab.
- Keep your mind on your surroundings – remember if you are talking on your mobile phone or wearing headphones, you will not be aware of potential problems near you.
- Be particularly careful when using cashpoint machines. Make sure nobody is loitering nearby and do not count your money in the middle of the street.
- If you think you are being followed, trust your instincts and take action. As confidently as you can, cross the road, turning to see who is behind you. If you are still being followed, keep moving. Make for a busy area and tell people what is happening. If necessary, call the police.
- Try not to keep all your valuables in one place. It's a good idea to keep valuables such as wallets in an inside pocket.
- Consider carrying a personal safety alarm, which can be used to disorientate an attacker giving you vital seconds to get away.
- Let a friend know of your movements, planned routes, location and return time.

For further advice visit: www.suzylamplugh.org



Meetings and surgeries

Meetings and surgeries (e.g. MP/Councillor/GP)

When conducting meetings or surgeries, particularly where you may be alone in an office, you may meet people who are confrontational or in different states of distress. They may display different emotions and be upset, angry or aggressive. It is important to continually assess your surroundings, the person's behaviour and potential threats before and during meetings. You should take proportionate steps to reduce the risks and stay safe.

Ask yourself the following questions:

- Have I developed a plan for staff, outlining what to do in an emergency and have I reviewed it and tested it regularly with them?
- Is there an appointments system which identifies the visitor, location, start time, finishing time and ensures proportionate checks are conducted to reduce the risk?
- Is the designated surgery/meeting room close to other members of staff in case I need assistance?
- Are colleagues aware of where and when I am holding my surgery/meeting?
- Is there an incident log book that centrally and accurately records incidents? All types of unacceptable behaviour should be documented, dated, timed and signed. Anecdotal accounts can be unreliable.
- Has or is the visitor displaying signs of irrational, aggressive, or confrontational behaviour?
- Is it safe for me to conduct the surgery/meeting?
- Do I need to consider other options e.g. request a colleague to support me during the meeting or even call the police?
- Will my colleague check on me if the meeting takes longer than expected?
- Do they know how to contact me?
- Have I checked the room to make sure that it is set up correctly with no items lying around that could be used as weapons?
- Is my chair nearest the door, so that I can get out quickly if I need to?
- Do I have an escape route and have I identified a safe area for me and my staff?
- If I have concerns during the meeting how would I excuse myself without causing further issues?
- Have I planned a quick and safe exit if needed?
- How do I call for help if I need to?
- Have I agreed a key phrase to alert staff in the event I need assistance?
- Have I got my mobile phone with me, is the battery charged and can I get a signal?

Motor vehicles and travel

- Have I got a personal safety alarm with me and have I checked that it's working? These can be carried discreetly; they are designed to disorientate, giving vital seconds to get away.
- Is there a panic button facility in the room?
- Am I wearing appropriate clothing? A long scarf around the neck could be used to cause harm.
- Am I sat at their level?
- Am I using eye contact and open hand gestures to display a helpful attitude?

This checklist is not exhaustive, but should form part of your dynamic risk assessment. You may also consider having additional training to ensure that you have the necessary skills to deal with a potentially volatile situation.

Motor vehicles and travel

It is important to consider the security of any vehicles you use regularly; this includes personal and work usage. You may wish to consider alternative routes for regular journeys to reduce the predictability of your travel routines. Carry a fully charged mobile phone. For further advice and guidance refer to Suzy Lamplugh Trust: www.suzylamplugh.org

Vehicle security

- At home or in work, park your car in a locked garage or a secure parking area. If neither of these is an option, leave your vehicle where it can be seen by the general public. Try to park in a well-lit area, within view of a CCTV camera or in a staffed car park.
 - When leaving your vehicle, ensure that the windows are closed and it is fully locked and secure.
 - Be alert to any visual changes to your vehicle. If you notice a suspicious object on or near the vehicle, do not approach or enter it. Contact the police and give them the location and registration number of your vehicle.
 - Carry a torch so you can check your vehicle after dark.
 - Never leave laptops, documents, corporate clothing, parking permits or papers in unattended vehicles, as they may identify you or your employer.
- ### Regular journeys
- If possible, avoid setting patterns in your travel arrangements which could make it easy for anyone to predict your whereabouts. Vary your routes and times of departure as much as possible.
 - Make sure someone at home or work knows your route and the time you expect to arrive.
 - Lock the vehicle doors and boot during your journey. Open windows only enough for ventilation purposes, particularly in town. Keep your distance from the vehicle in front.

- Do not run out of fuel! Always check you have the fuel required to complete your journey. Ensure you have adequate breakdown recovery cover.

- If you break down, pull as far off the road as you can and put your hazard warning lights on. Call your breakdown organisation and let them know if you are travelling alone or if you have children with you.
- If you break down on a motorway, it is usually safer to wait for assistance outside your vehicle, standing on the verge or behind the crash barrier. Take your keys with you and lock all doors except the one nearest to you, which you can leave wide open so that you can get in quickly if you need to.
- Make a habit of checking the road before leaving your home or place of work. Note any suspicious or strange vehicles and report them.
- If the driver of another car forces you to stop and then gets out of his/her car, stay in your car, keep the engine running and if you need to, reverse to get away.

If you think you are being followed:

- Try to keep calm.
- Keep the vehicle moving, even if only slowly.
- Close all windows and ensure doors/boot are locked.
- Contact the police immediately.
- If you can, make your way towards the nearest open police station.
- Do not drive home.
- Record the registration number of any suspicious vehicle.

Working away from home

Before travelling, make sure that someone at home knows:

- Your contact telephone number.
- Where you are going.
- Who you are going to see.
- How you will travel.
- When you expect to arrive and when you expect to return.
- What to do in the event of undue delay.

Public transport

Taxis

- If possible, do not use waiting taxis. Call and book ahead, so there is a record of your booking and the vehicle is properly licensed.
- Do not share a taxi with someone you do not know.
- Consider alternative pick-up or drop-off points to your home or place of work.
- Do not wear anything that would disclose your occupation.

Rail, sea, air and other public transport

- If travelling by train, enter a carriage that is already occupied. Keep luggage in view if you have to store it on a rack. Do not leave your possessions on your seat.
- Never leave your luggage unattended. Between packing your bags and check-in, maintain control of all items, both checked and carry-on luggage.
- If you have to surrender your luggage, make sure you get the right bags back. Do not open them unless you are confident they have not been tampered with. Secure zip loops with a padlock or use a lockable luggage strap.
- When travelling by ship, be cautious about walking on deck at night. Try to obtain a cabin and ensure that the door is kept locked at all times.
- Do not take responsibility for the luggage of people you do not know.
- Consider carrying a personal safety alarm with you.

Hotels

- Where possible, avoid regularly using the same hotel.
- At reception, try to avoid other people hearing your name and room number.
- Never see visitors in your hotel room. Meet them in a recognised place of business, in a public space or a meeting room (where venue staff will be aware of the arrangement).
- Be wary of hotel paging. It is advisable to prearrange with the hotel for callers to leave their name and contact details with reception. This will reduce the risk of identification and possible attack.
- Include a door wedge in your luggage.
- Know the fire and escape route options.

Delivered items and telephone threats

Delivered items

Letters, parcels, packages and other items delivered by post or courier have been used on occasions to disguise harmful devices and substances. Delivered items may be explosive, incendiary, sharps or blades, or conceivably contain chemical, biological or radiological material. Other hazardous or offensive material such as faeces, have also been used in delivered items. Anyone receiving a suspicious delivery is unlikely to know what type it is, so procedures and precautions should cater for every eventuality.

A delivered item will probably have received fairly rough handling in the post, so is unlikely to detonate because it is moved. Any attempt to open such an item may well set it off. Threat items come in a wide range of shapes and sizes. A well-made device will look innocuous but may still have tell-tale signs.



Indicators of a suspicious delivered item:

- Unexpected item, especially if hand delivered.
- A padded envelope or other bulky package.
- An additional inner envelope or other contents that may be difficult to remove.
- Labelling or excessive sealing that encourages opening at a particular end or in a specific way.
- Oddly-shaped or lop-sided.
- Envelope flap completely stuck down.
- Marked 'To be opened by', 'Personal' or 'Confidential'.
- Item addressed to the organisation or a job title rather than a named person.
- Item addressed to a high profile individual.
- Unexpected or unusual origin (postmark and/or return address).
- Poorly or inaccurately addressed.
- Address printed unusually or unevenly e.g. using a lettering stencil. Unfamiliar style of writing.
- No return address or a return address that cannot be verified.
- Unusual postmarks or no postmarks.
- More stamps than needed for the size and weight of the package.
- Unusual smell.
- Greasy or oily stains emerging from within.
- Small hole(s) in the envelope or wrapping.
- Powders or liquids emanating from the package.
- Sudden onset of illness or irritation of skin, eyes or nose.

If in doubt call 999 and ask for the police. Clear the area immediately.

Do not attempt to open the letter or package. Avoid unnecessary handling. Keep it separate so it is easily identifiable. For further advice visit: www.cpni.gov.uk

Telephone threats and anonymous calls

Anonymous calls and telephone threats are usually intended to lower your morale or cause fear, alarm and distress. These calls can be extremely distressing but, if it is bearable, keeping the caller talking can reveal important information. If the call is not too upsetting, consider the following actions:

- Note details about the caller: e.g. gender, accent, a speech impediment.
- Listen for any clues as to the intention of the caller or the specific threat.
- Listen for background noise, which may provide valuable information about the location or circumstances of the caller (traffic, trains, children etc.).
- Write down the details immediately; include date, time and exact words spoken, if possible. Keep a note pad and pen to hand.
- On termination of the call operate any trace facility, such as the BT 1471 service.
- Inform the police immediately if threats have been made.
- Consider making your home phone number ex-directory.

IT security and online communications

Tell your children to hang up without responding, if they receive such a call. You may decide that your children should not answer the telephone, if there is a risk of a malicious call.

Use a caller display function, so that the call can be screened before being answered.

If you are persistently receiving silent calls, do not say anything when you answer. Normal callers will identify themselves and if it is the malicious caller you can hang up.

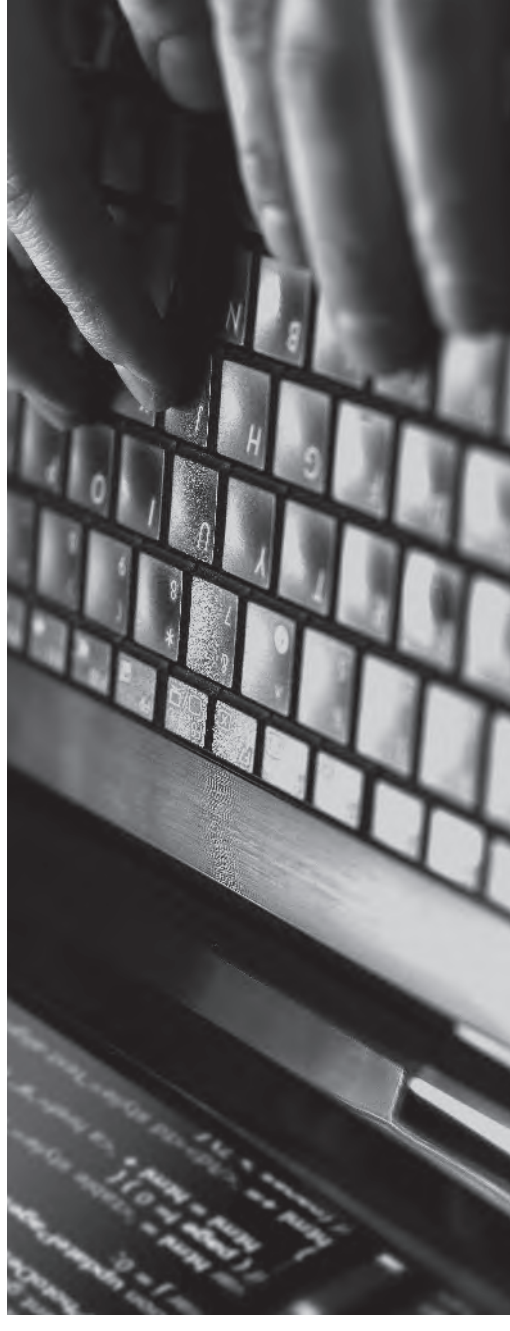
Amend the outgoing message on your answer machine or voicemail. You should not provide any personal information or indicate that you are away from your property for any length of time.

The use of social media, smartphones and tablets has increased the potential for theft of information that could be used to target you. Get Safe On Line (www.getsafeonline.org) provides practical advice on how to protect yourself, your computers, mobile devices and your business against fraud, identity theft, viruses and many other problems encountered online.

Mobile devices

You need to be aware of the security risks and take steps to protect your devices. Think about the activities you use your device for – online banking, personal emails, social media and photographs. Do you want these to be made public or used against you?

- Use all of the security facilities available, e.g. device tracking, screen and SIM passcodes.
- Disable your Wi-Fi and Bluetooth connection when not in use.
- Record the IMEI numbers for your phone and tablet. An IMEI is 15 numbers long and uniquely identifies your phone. It is on the phone box package, under the phone battery or can be found by typing *#06# into your phone.
- Change the default PIN for voicemail access.
- Avoid using public Wi-Fi hotspots. These may not be secure.
- Disable location services if appropriate and review privacy settings to prevent someone tracking your movements and identifying your home address or place of work. Geotagging marks a video, photo or other media with a location, this can reveal private information to a third party.
- Remove metadata from pictures, especially ones taken from mobile phones before you post them online.



IT security

- Use a firewall and anti-virus software and keep them up to date. Run system scans regularly.
- Be cautious when using third party applications. Malicious codes known as 'malware' can spread rapidly around social networks or via email.
- Do not open emails from unknown or suspicious senders.
- Treat all email attachments and links with caution. Where it exists, turn off the option to automatically download attachments to emails.
- Use software controls that ensure only reputable websites can be accessed, reducing the risk of malicious software being installed on the system.
- Make sure that the latest updates to your device's operating system are promptly installed.
- Check the security protection of your home/business Wi-Fi networks. Change the default (manufacturer) passcode.
- Use a hard-to-guess password and never write it down. Do not tell anyone your password.
- Do not use the same password for all security log-on purposes.
- Shred CDs/DVDs before disposal if they contain sensitive information.

Children's personal safety online

Information and support for young people/parents and professionals is available on the education website at: www.thinkuknow.co.uk

Child Exploitation and Online Protection Centre (CEOP): www.ceop.police.uk

Protest activity

Online Social Networking (OSN)



The internet can be a valuable source of information, education and entertainment for all the family. However, you need to take precautions when using it, especially for social networking purposes.

Internet-based social networking sites such as Facebook, Twitter, LinkedIn and Instagram are popular applications that allow individuals to create a profile containing personal information and interact with other users. Review your privacy settings otherwise some or all of your OSN profiles can be seen by a large audience.

Business networking sites, such as LinkedIn, also require personal profiles to be created which normally include an individual's work history. Whilst these applications are useful tools to communicate with others or advertise your professional skills, publishing personal information on your OSN profiles presents potential risks:

- You may be susceptible to identity theft, as dates of birth, full names, home addresses and email details are key pieces of information for identity fraudsters. Some sites 'own' any data posted on them and may reserve the right to sell your details to third parties.
- Posting information can put your personal safety at risk. If you provide too much information and do not have the appropriate privacy settings applied, your business or social network accounts can be a veritable 'gold mine' for those intent on building up a picture of your relationships, opinions, places of interest and any other subject that they may seek to exploit in the future.
- Location-based information can be posted on social networks, especially from GPS-enabled mobile devices, which tells others exactly where you are or have been. This information is not secure and could be viewed by anyone, including those who may want to harm you or your family, friends and colleagues. The responsibility rests with you to ensure that no-one is put at risk due to what is disclosed.
- Regularly check what information you can find out about yourself, your family or your business on-line and edit where able.

You should not include personal details such as:

- Mobile phone numbers.
- Personal or work addresses.
- Employment details.
- Family members.
- Hobbies and places frequented.
- Vehicle details.
- Work information on personal accounts.
- To avoid putting other people at risk, photographs of family, friends and colleagues should only be published with your consent and theirs. If applicable, published photographs should not reveal your occupation, home or place of work.
- Review your account settings. Disable photo and location tagging, so you have to approve another user identifying you in a photograph or being at a specific location. Ensure your privacy settings are adequate and your account is as locked down as it can be.
- It is equally important that family and friends are made aware of any risk, in order for them to take suitable precautions with their online presence. This is especially relevant if they are used to posting content about the person 'at risk'.

Demonstrations

It is possible that your profession or association with an organisation could lead to protesters gathering at your home or work. They may assemble close to the boundary of your home, work place or even on your property.

If this happens:

- Stay calm – such protests may intimidate but will not necessarily lead to a physical threat.
- Remain inside.
- Close and lock doors and windows and draw the curtains/blinds.
- Inform the police using the 999 system.
- Inform your workplace/colleagues.
- Do not, in any way, respond to or antagonise the protesters; remain indoors out of sight and avoid confrontation.
- If possible, note descriptions of individuals and vehicles present.
- If you have a CCTV system fitted that has recorded images of protesters, you should hand any footage obtained over to the police; it may assist with identification and provide evidence in cases where offences have been committed.
- Postpone any expected visitors.
- Wait for the arrival of police.

Publicity and the media

In the event of an attack

Leafleting campaigns

Your neighbours may receive letters or leaflets describing in extreme terms the work that you do. Most people, whatever their personal view on the subject at issue, will be sympathetic towards anyone who is being victimised.

- You may want to talk to your neighbours.
- All incidents should be logged and reported to police and to your employer.
- Do not remove any posters or offensive notices found on your property without prior, careful examination.
- Leaflets or other materials should be passed to police.

Avoid revealing details about personal circumstances which might be of use to a person planning to target you or your business interests. This includes interactions with the media, be it for work or social purposes. It is impossible to provide advice to cater for every eventuality but the following are some examples of the kind of publicity which should be avoided or controlled:

- Home addresses and other identifying details should be excluded from business publications and online networks.
- Work related press releases, publicity materials and website content should be reviewed to see if any information can be removed or amended to protect individuals.
- Television camera crews and press photographers should not generally be allowed to enter private homes. However, where agreement is reached to grant interviews to the press on private premises or to the publication of articles about the private lives of interviewees or their families, the media should be asked not to publish details which would help to identify a home address or regular way of life.
- The electoral role is a source for commercial companies to obtain your personal information. You can seek advice on how to protect this information from your local authority.
- If you have professional membership of any business-related organisation, ask them not to publish your full details or, if they do, to put them on a password-protected area of the site.

If, in spite of the precautions you have taken, an attack has been made or attempted, it is essential that:

- Police are alerted immediately.
- You follow their instructions absolutely.
- Nothing is touched at the scene.
- No information is given, other than to the police.

Useful websites

Security advice

National Counter Terrorism Security Office:
www.gov.uk/government/organisations/national-counter-terrorism-security-office
Centre for Protection of the National Infrastructure: www.cpni.gov.uk
Foreign Travel advice: www.gov.uk/foreign-travel-advice

General crime prevention advice

Secured By Design: www.securedbydesign.com
Anti-fraud advice: www.actionfraud.police.uk
Sold Secure: www.soldsecure.com
Master Locksmith Association (MLA): www.locksmiths.co.uk

Personal safety advice

Crimestoppers: www.crimestoppers-uk.org Tel: 0800 555 111
Suzy Lamplugh Trust: www.suzylamplugh.org
Victim Support: www.victimsupport.org.uk

Cyber/Information security advice

Get Safe Online: www.getsafeonline.org
Cyber Street: www.cyberstreetwise.com
Internet Security & Safety Advice: www.knowthenet.org.uk
Advice on how to help children use the internet safely: www.intemetmatters.org
Child Exploitation and Online Protection Centre (CEOP): www.ceop.police.uk

Direct marketing removal

Mail Preference Service: www.mpsonline.org.uk
Telephone Preference Service: www.tpsonline.org.uk
Local Police Station:
Local Counter Terrorism Security Adviser:
Local Hospital:
Local GP Surgery:

'If you suspect it report it'
0800 789 321
**Confidential Anti-Terrorist
Hotline**

In an emergency dial 999
Non emergency calls dial 101



SCHEME OF COUNCILLORS' ALLOWANCES 2018-2019

1. General

- 1.1 This Scheme is made under the terms of the Local Authorities (Members' Allowances) (England) Regulations 2003.
- 1.2 At the meeting of the Council on 17 January 2018 it was agreed that the Council would adopt this Scheme after taking into account the recommendations made by the Independent Remuneration Panel in that year.
- 1.3 Milton Keynes Council currently has 57 councillors, who serve a 4 year term of office and all of whom are entitled to receive the allowances under this scheme.

2. Basic Allowance

- 2.1 All councillors to receive a Basic Allowance of £10,500 per annum. This is paid in 12 equal, monthly instalments and is subject to both tax and National Insurance contributions where applicable.
- 2.2 If a councillor ceases to be a councillor before the end of his or her term of office, payment of the allowance ceases and a pro rata calculation is made to ensure that the councillor receives the right amount of allowance. If necessary, an adjustment for under or overpayment may have to be made to ensure that the correct final payment is made, and the Council reserves the right to recover any overpayments of Basic Allowance.
- 2.3 The Basic Allowance is intended to recognise the time commitment of all councillors, including such inevitable calls on their time as meetings with officers and constituents and attendance at political group meetings. It is also intended to cover incidental costs, such as the use of their homes for council business, telephone rental and broadband charges.
- 2.4 The Basic Allowance is subject to indexation at a rate of 2% per year from 1 April 2019 until the end of the financial year beginning 1 April 2021

3. Special Responsibility Allowance

- 3.1 The Council also pays Special Responsibility Allowances to those councillors it considers to have significant, additional responsibilities over and above the generally accepted duties of a councillor. These special responsibilities are related to the discharge of the Council's functions.
- 3.2 Milton Keynes Council currently pays Special Responsibility Allowances for the following roles at the rates stated:

Leader of the Council	£30,600
Deputy Leader of the Council	£15,300
Main Opposition Group Leader - per Group Member	£632
Smaller Opposition Group Leader(s) - per Group Member	£632
Cabinet Member* ¹	£11,220
Chair of Scrutiny Management Committee	£7,650
Chair of Scrutiny Committee* ²	£4,590
Chairs of Task and Finish Groups (pro rata depending on the length of time the Group is in place)	£4,590
Chair of Development Control Committee	£8,160
Chair of Licensing & Regulatory Committees (1 person)	£8,160
Chair of Audit Committee	£5,610
Chair of Standards Committee	£3,060
Chair of RegenerationMK Committee	£3,060

*¹ Pool capped at £66,000, increased by 2% for each year 2018 to 2021.

*² Budget Scrutiny Committee, Children and Young People Committee, Executive Scrutiny Committee, Health and Adult Social Care Committee and Housing and Community Committee.

- 3.3 Special Responsibility Allowance is paid in 12 equal, monthly instalments. Special Responsibility Allowances are liable for tax and National Insurance.
- 3.4 Special Responsibility Allowances (and Civic Allowances) are subject to indexation at a rate of 2% per year from 1 April 2018 until the end of the financial year beginning 1 April 2021.
- 3.5 In the event of a councillor ceasing to hold an office which entitled him or her to receive a Special Responsibility Allowance before the term of office is completed, payment of the Allowance ceases, and a calculation based on the number of days in the Council year concerned will be made to determine the entitlement. If necessary, an adjustment for under or overpayment may have to be made to ensure that the correct final payment is made, and the Council reserves the right to recover any overpayments of Special Responsibility Allowance.

- 3.6 In the case of a councillor who is in receipt of a Special Responsibility Allowance being unable to carry out the duty for which the Allowance is payable for a period of three months or more, requiring the duty to be carried out by a specific councillor as deputy, the Council will consider the circumstances, with the option of ceasing the Special Responsibility Allowance payment to the councillor concerned, and making a retrospective payment to the deputising councillor for the whole of the three month period, and continuing until the original councillor is able to resume the duty concerned.
- 3.7 Under the terms of Milton Keynes Council's Scheme of Allowances no councillor is allowed to receive more than one Special Responsibility Allowance, even if they fulfil more than one role.
- 3.8 In the event of a councillor already in receipt of a Special Responsibility Allowance being appointed to an office with a different level of Special Responsibility Allowance, a calculation based on the number of days in the Council year concerned will be made to determine the entitlement. If necessary, an adjustment for under or overpayment may have to be made to ensure that the correct final payment is made, and the Council reserves the right to recover any overpayments of the Special Responsibility Allowance.

4. Co-opted Members of Committees

- 4.1 Persons co-opted to serve on Committees, Sub-Committees or Panels, and who have voting rights, shall receive an allowance of £640 calculated pro-rata to the term of co-option. This is to be paid in 12 equal, monthly instalments and will be liable for tax and National Insurance.
- 4.2 All co-optees are eligible for travel and subsistence allowances at the Councillors' rate when carrying out the duties for which they are co-opted.
- 4.3 If the co-opted person ceases to serve as a co-opted member before the end of his or her term of co-option, payment of the Allowance ceases, and a calculation based on the number of days in the Council year concerned will be made to determine the entitlement. If necessary, an adjustment for under or overpayment may have to be made to ensure that the correct final payment is made, and the Council reserves the right to recover any overpayments of this allowance.

5. Civic Allowances

- 5.1 The Mayor of Milton Keynes receives a civic allowance of £11,220 per annum, in line with that paid to Cabinet Members, paid in two equal instalments of £5,500 in June and November.

- 5.2 The Deputy Mayor of Milton Keynes receives a civic allowance of 50% of the Mayor's allowance, i.e. £5,610 per annum, payable in two equal instalments of £2,750 in June and November.
- 5.3 As part of a local agreement with HM Inspector of Taxes for Milton Keynes, the above civic allowances are not liable for tax or National Insurance contributions.
- 5.4 In the event of a Mayor or Deputy Mayor ceasing to hold office before the term of office is completed, payment of the Allowance ceases, and a calculation based on the number of days in the Council year concerned will be made to determine the entitlement. If necessary, an adjustment for under or overpayment may have to be made to ensure that the correct final payment is made, and the Council reserves the right to recover any overpayments of the Civic Allowance.

6. Child Care and Dependent Carers' Allowance

- 6.1 All councillors and co-opted members of Council committees can claim, on production of appropriate receipts, the Child Care and Dependent Carers' Allowance at the following rates:

Child care:

The Living Wage of £7.83 per hour applies for those aged 25 or over. That the current minimum wage rate apply dependent on the age of the carer, which as 1 April 2018 were:

- £7.38 per hour (21 years and over)
- £5.90 per hour (18 – 20 year olds)
- £4.20 per hour (for workers under 18 who are above compulsory school leaving age)

Other Dependants:

£10 per hour, or the applicable rate for the hourly cost of Milton Keynes Council Home Help carer, whichever is the least.

This is paid for up to a maximum of 5 hours in any 24 hour period and covers care provided for a councillor's/co-opted member's dependent(s) whilst the councillor/co-opted member is carrying out any 'Approved Duties' specified in the Appendix.

This includes travel time associated with the Approved Duties.

- 6.2 Full details of the Dependent Carers' Allowance Scheme are listed in the Appendix of this Scheme

7. Travel and Subsistence

- 7.1 Re-imbusement to councillors for travel and subsistence will be paid at the current rates agreed by the National Joint Council (NJC) for the re-imbusement of Council officers.
- 7.2 From 1 April, 2016 mileage claims are no longer liable for tax and National Insurance contributions.
- 7.3 Councillors will be reimbursed the full cost of travelling by the most appropriate means of transport at standard class rates whilst carrying out Approved Duties, provided a valid receipt (bus ticket etc), is produced to substantiate the claim.
- 7.4 All reasonable claims for subsistence expenses whilst carrying out Approved Duties will be paid provided they are supported by valid receipts. As there is no profit element in the payment of subsistence claims, this allowance is not subject to tax or National Insurance contributions.

8. Claimable Allowances

- 8.1 There is a 3 month time limit for submitting claims for the claimable allowances above i.e. Child Care and Dependent Carers' Allowance and Travel and Subsistence Allowances. Any claims made outside of this time limit will only be paid in exceptional circumstances with the approval of the Service Director, (Legal and Democratic Services) and the Assistant Director, (Audit & Risk Management).

9. Pensions

- 9.1 Councillors are no longer eligible to join the Local Government Pension Scheme.

10. Dual Authority Roles

- 10.1 Councillors cannot receive an allowance from more than one authority (e.g. Fire Authority) for the same duties.

11. Forgoing Allowances

- 11.1 A councillor may forgo all or part of any allowances to which he or she is entitled, provided he or she has given notice in writing to the Service Director (Legal and Democratic Services).

12. Approved Duties

- 12.1 The list of "Approved Duties" under the regulations for which the Travel and Subsistence Allowance is payable is as follows:
 - a meeting of the Council;
 - a meeting of the Cabinet;
 - a meeting of a committee of the Cabinet;

- a meeting of a committee or sub-committee of a committee of the Council where that councillor is a member of that committee, is substituting for a member of that committee or otherwise receives a specific invitation from the chair of that committee;
- a meeting of Cabinet members with the Corporate Leadership Team;
- a meeting with officer colleagues in relation to portfolio / corporate issues (to include Group Leaders, Cabinet members, Chairs, Vice-Chairs and opposition spokespersons) and Ward issues;
- a meeting of some other body to which the Council makes appointments or nominations (i.e. Outside Bodies);
- a meeting of a committee or sub-committee of a body to which the Council makes appointments or nominations;
- a meeting of a local authority association of which the Council is a member (e.g. Local Government Association);
- a meeting in the Councillor's Ward called by a Council Officer or Parish Council;
- duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- duties undertaken on behalf of the Council in pursuance of any Procedure Rule requiring a councillor or councillors to be present while tender documents are opened;
- duties undertaken on behalf of the Council in connection with arrangements made by the Council for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996;
- a meeting which has been:
 - ❖ both authorised by the Council, a committee, or a sub-committee of the Council and one or more other authorities, or a sub-committee of a joint committee, and
 - ❖ to which representatives of more than one political group have been invited or to which two or more Councillors have been invited;
- a meeting of the Cabinet, committee of the Cabinet, committee of the Council, or sub-committee, at which a councillor, who is not appointed to that body:
 - ❖ attends to present an item which he/she has requested be included on the Agenda in his/her name;
 - ❖ is required to attend to answer questions/give evidence; or

- ❖ attends to present a report on behalf of another body of the Council;
- attendance at conferences, seminars and other Councillor Development and training events as approved by the Council or the Service Director (Legal and Democratic Services);
- attendance at casework surgeries organised at advertised times and venues within the Councillor's own ward;
- any other duty approved by the Council in connection with discharging the duties of the authority or its committees or sub-committees.

13. Indexing

13.1 The **Basic Allowance, Special Responsibility Allowances and Civic Allowances** are subject to indexation at a rate of 2% per year from 1 April 2019 until the end of the financial year beginning 1 April 2021

13.2 **The Dependent Carer's Allowance:** indexed to the maximum hourly rates for minimum wage for age of carer/average hourly cost of Milton Keynes Council home help.

13.3 **Travel and Subsistence allowances:** at the same rates and conditions applicable to Officer and HMRC rates where applicable.

14. Duration

14.1 The above Scheme of Allowances is operative from 1 April 2018 until 31 March 2019 or such other time as agreed by the Council.

Dependant Carer Allowance Scheme

1. The Scheme is open to all elected councillors of Milton Keynes Council and co-opted members of Council committees.
2. The Scheme covers the care of dependants whether children, elderly people or people with disabilities for whom those listed in 1 above have responsibility.
3. The rate payable is the current hourly rate for the National Minimum Wage, up to a maximum of 5 hours in any 24 hour period.
4. The Scheme covers care provided for a councillor's/co-opted member's dependant(s) whilst they are carrying out any 'approved duties', including travel time, as listed below.
5. Carers must be over the age of 16 and not be a member of the claimant's own household.
6. Where the provision is for childcare, it is recommended that a registered child-minder / nursery or an approved child carer is used. However, it is ultimately the parents' responsibility to make adequate provision for their childcare needs.
7. Claims should be made on the Councillor ' Business Expense claim forms, supported by valid receipts. Co-opted members of committees should submit their receipts with a covering letter to the Councillor and Electoral Services Officer, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ.
8. Receipts should contain the date the care was provided, length of time the care was provided, the 'approved duty' covered, the cost per hour and should be countersigned by both the carer and claimant. Claimants may wish to use the attached sample receipt as a standard format.
9. In accordance with paragraph 9 of the Council's Scheme of Councillors' Allowances claims for Dependent Carer Allowance payments should be submitted within 3 months of the event.

LIST OF APPROVED DUTIES FOR DEPENDENT CARER'S ALLOWANCE

A scheme may provide for the payment to councillor of an authority of an allowance ("dependants' carers' allowance") in respect of such expenses of arranging for the care of their children or dependants as are necessarily incurred,

The list of "Approved Duties" for which the dependants carers' allowance is payable is follows:

- a meeting of the Council;
- a meeting of the Cabinet;
- a meeting of a committee of the Cabinet;
- a meeting of a committee or sub-committee of a committee of the Council where that councillor is a member of that committee, is substituting for a member of that committee or otherwise receives a specific invitation from the chair of that committee;
- a meeting of Cabinet members with the Corporate Leadership Team;
- a meeting with officer colleagues in relation to portfolio / corporate issues (to include Group Leaders, Cabinet members, Chairs, Vice-Chairs and opposition spokespersons) and Ward issues;
- a meeting of some other body to which the Council makes appointments or nominations (i.e. Outside Bodies);
- a meeting of a committee or sub-committee of a body to which the Council makes appointments or nominations;
- a meeting of a local authority association of which the Council is a member (e.g. Local Government Association);
- a meeting in the Councillor's Ward called by a Council Officer or Parish Council;
- duties undertaken on behalf of the Council in connection with the discharge of any function of the Council conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- duties undertaken on behalf of the Council in pursuance of any Procedure Rule requiring a councillor or councillors to be present while tender documents are opened;
- duties undertaken on behalf of the Council in connection with arrangements made by the Council for the attendance of pupils at a school approved for the purposes of Section 342 of the Education Act 1996;
- a meeting which has been:
 - ❖ both authorised by the Council, a committee, or a sub-committee of the Council and one or more other authorities, or a sub-committee of a joint committee, and
 - ❖ to which representatives of more than one political group have been invited or to which two or more Councillors have been invited;

- a meeting of the Cabinet, committee of the Cabinet, committee of the Council, or sub-committee, at which a councillor, who is not appointed to that body:
 - ❖ attends to present an item which he/she has requested be included on the Agenda in his/her name;
 - ❖ is required to attend to answer questions/give evidence; or
 - ❖ attends to present a report on behalf of another body of the Council;
- attendance at conferences, seminars and other Councillor Development and training events as approved by the Council or the Service Director (Legal and Democratic Services);
- attendance at casework surgeries organised at advertised times and venues within the Councillor's own ward;
- any other duty approved by the Council in connection with discharging the duties of the authority or its committees or sub-committees.

Dependant Carers' Allowance

Data care provided	
Duty covered	
Time from	
Time to	
Total hours	
Cost per hour	
Total	
Name of Carer	
Signature of Carer	
Name of Claimant	
Signature of Claimant	



milton keynes council



Council Plan

2016 - 2020

Purpose of this Council Plan

The Council Plan (The Plan) sets out how Milton Keynes Council will work to achieve its ambitions for Milton Keynes. Within it are the priorities the Council will address between 2016 and 2020 and a more detailed Delivery Plan showing what will be done and the main milestones along the way.

The Plan was developed by the Labour Administration within the framework established by The Agreement to Work in Partnership (The Agreement) signed on 12 May 2016 by the Leader of the Council and Leader of the Liberal Democrat Group. A subsequent revision has been developed based on the new Agreement to Work in Partnership (The Agreement) signed on 14 May 2018 following the election on 3 May 2018.

The priorities and policies within this Plan flow from the Labour manifesto commitments and those of the MK Liberal Democrat Group and therefore the priorities presented in the Agreement.

Vision

Our vision is for a thriving, dynamic European Destination City of 500,000 people, and to ensure a fair, hardworking and more equal Milton Keynes for all.

Milton Keynes is the most successful New Town. We have attracted generations of people and businesses to move to and stay within Milton Keynes, created thousands of jobs and built a city with high quality infrastructure and green space because we have been at the cutting edge of modern thinking.

Milton Keynes Council wants to enable a 21st Century Milton Keynes while preserving what makes us special; an internationally recognised centre of prosperity, economic innovation and cultural creativity, in a high quality green space and built environment.

Our Key Aims

We have three key aims for Milton Keynes:

- **A City of Opportunity**

Milton Keynes has limitless potential. We want every person to have the chance of a good, well paid job and the skills to do it in a more equal society; a prosperous Milton Keynes with a strong, diverse economy that has an international reputation for innovation. We are in the right place to succeed, taking advantage of our excellent links to the wider regional, national and international economies, building on our success in the service and professional industries and taking advantage of new opportunities in a knowledge-based, high skilled economy. We will support people to succeed, develop the skills they need to access well paid employment and have the opportunity to meet their potential.

- **An Affordable City**

We want to create communities that can attract, retain and enable people from every background. Milton Keynes has been built on meeting the aspirations of people to live in a good home at a price they can afford to rent or buy, and businesses being able to access high quality, affordable premises that meet their needs. We will promote more affordable good quality housing and create the space for business to thrive. We want to ensure citizens have access to high quality services, a well maintained built environment and green space, and a range of facilities and cultural offers that are the fabric of any modern, diverse and successful city.

- **A Healthy City**

We will ensure lifelong wellbeing for all. We want Milton Keynes to be an active, vibrant place with people living long, healthy and fulfilling lives. We will support people and invest in services that promote prevention, choice and empowerment. We will reform public services to encourage aspiration, independence and resilience; ensure children and vulnerable people are protected from harm and neglect and work with partners to integrate services, improve outcomes and reduce health inequalities.

Our Challenges

We face a number of challenges to ensure our success continues into the future and over the period of this Plan. We have an increasing population of young people and an increasing elderly population who need support. Housing is becoming more unaffordable making it harder for citizens to access a decent home to rent or buy; homelessness is on the rise. We need to continue to maintain our public realm and green space and tackle our significant transport issues. At the same time, Milton Keynes Council is facing ever decreasing resources from Central Government to fund this increasing demand for services.

Milton Keynes Council is ambitious for the future of Milton Keynes. We will only be able to adapt and meet the aspirations of our citizens and businesses to succeed if we have a clear vision for how the Council will operate; our priorities and the outcomes we wish to achieve and how we will achieve them.

Milton Keynes Council will be doing less in the future. We will ensure that where we continue to deliver services we will focus on working with citizens, communities, businesses and partners to meet these challenges.

Our Values

As an organisation, Milton Keynes Council wants to set an example in our working practices and deliver excellence for our citizens.

We operate on the principles of a co-operative council and want to build partnerships with other public services, voluntary groups, charities and parish and town councils so that the services that our citizens value can continue to be delivered in a sustainable way into the future.

Our organisational values describe the behaviours that colleagues are expected to demonstrate and these competences are embedded within our appraisal mechanism to ensure that our plans are delivered in a co-operative way.

Leadership

Strong leadership is vital to ensuring the continued success of Milton Keynes.

In order to ensure clear leadership for the city and the stability needed for economic success, the new Agreement reached between the Labour Group and Liberal Democrat Group provides for a set of clear priorities, aims and objectives. The Labour and Liberal Democrat manifestos, subject to the Agreement, will be set into the policy framework of Milton Keynes Council.

Our Key Priorities

The key priorities, as set out in the Party Manifestos and The Agreement, are:

- **Budget** – in the light of continuing significant Conservative government funding reductions, securing a balanced and sustainable medium-term budget that mitigates as far as possible against impacting adversely on the most vulnerable, and ensuring the resources that support this process are deployed effectively;
- **Growth and Affordable Housing** – securing the future of Milton Keynes by continuing to support Plan:MK and supporting the aspiration that MK should grow to a population of 500,000 and beyond by 2050. Ensuring people have access to a home they can afford by supporting policies that enable more affordable homes to be built, building more council houses and securing funding to deliver more social housing;
- **Homelessness** – building on the initiatives that have been implemented, a continued focus on addressing homelessness through prevention and support services, improved housing availability and an emphasis on dealing with the causes of homelessness so people can build sustainable lives;
- **Highways** – We recognise the value of our road network, and we understand that this is an area that is very important to the quality of life for citizens and the efficiency and productivity of our businesses. We will make changes and further investment so there are tangible improvements.
- **Children** – putting young people first by always prioritising protecting our vulnerable children from harm and neglect and providing support so every child has the opportunity to succeed;
- **Health and Social Care** – continuing to modernise and improve our adult health and social care services with priority placed on promoting independence, prevention, and dignity through various initiatives, including developing plans for a better integrated and locally accountable adult health and social care system
- **Mental Health** – ensuring mental health services are treated as the same priority to physical health, improving access and waiting times;
- **Economy** – being ambitious for jobs and skills, supporting our vibrant economy with innovative, world-class, initiatives that will enable high quality jobs, inward investment and sharing the benefits of growth fairly;
- **Education and skills** – supporting improvement in our education and skills sector, ensuring a good local school place for every child and a non-selective model of education;
- **Regional Working** – embracing and strengthening our regional relationships to ensure we are well placed to optimise the opportunities and investment that the NIC East-West corridor and devolution may bring;
- **Waste** – continuing a long history of innovation and sustainability, look at community-led initiatives to reduce litter, as well as committing to keeping weekly bin collections;
- **Transport** - tackling our transport issues and improving public transport by undertaking a road safety review and looking at innovative ways of delivering fast, mass transport in Milton Keynes;

- **Environment** – continuing our legacy of maintaining good quality green space by better management, investment and different approaches to landscaping;
- **Regeneration** – continue to prioritise community-led regeneration by developing community-led plans with a ‘yes or no’ referendum for each plan, as well as initiatives to improve access to skills and employment, and reviewing our relationship and funding with Residents’ Associations to improve community wellbeing;
- **European Destination City** – building on our track record of success, we will ensure Milton Keynes becomes a thriving, dynamic European Destination City of 500,000 people;
- **Partnerships** – ensuring a good relationship and better integrated working with our key partners in other public services, businesses, the voluntary and community sector, parish and town councils and our citizens and communities.

Delivering the Council Plan

The Council’s performance management framework translates this Plan into practical action through a hierarchy of directorate and service plans and individual objectives for each colleague. Overall performance is measured against a clear delivery plan, which will be an integral part of this Council Plan.

The diagram overleaf sets out, on one page, the main themes and how they connect to the overall vision and values for Milton Keynes Council.

The Delivery Plan is an integral part of the Council Plan and sets out the detailed activities and milestones that will deliver those themes from now until 2019 and inform project activity.

The Council’s appraisal mechanism for colleagues provides for each individual to have objectives which link to the delivery of the Council Plan. It also requires delivery of those objectives within the values framework set out below and measures this against seven competences, supporting colleagues to succeed for the Council and the City now and for the future.

COUNCIL PLAN 2016 - 2020

VISION

for a thriving, dynamic European Destination City of 500,000 people and to ensure a fair, hardworking and more equal Milton Keynes for all

VALUES

A CO-OPERATIVE BOROUGH WHERE WE:

PUT OUR CUSTOMERS FIRST

WORK AS A TEAM

MAKE A DIFFERENCE EVERY DAY

AIMS

TO MAKE MILTON KEYNES:

A PLACE OF OPPORTUNITY

AN AFFORDABLE PLACE

A HEALTHY PLACE

Every person in MK has the opportunity to achieve their ambitions, a good, well paid job and the skills to achieve it

Every person can live in a good home to buy or rent at a price people can afford in a great environment.

Ensuring lifelong wellbeing for all in an active, vibrant place with people living long, healthy and fulfilling lives.

PARTNERSHIP

CITY LEADERSHIP

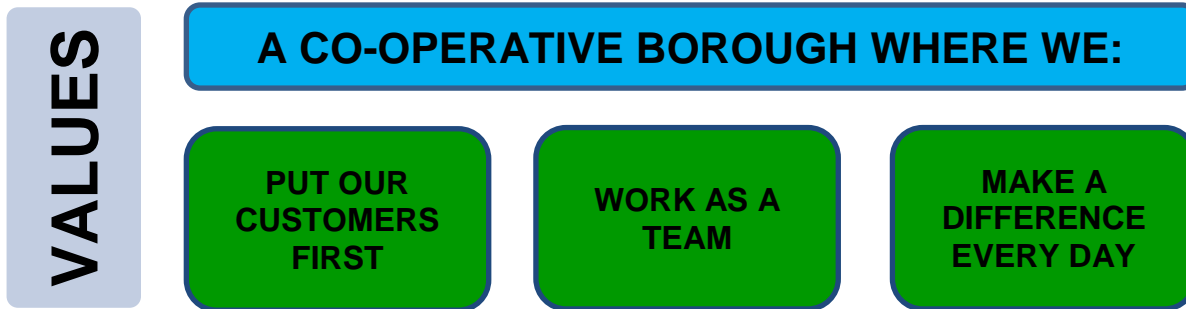
- Enabling and empowering others to improve our City.
- Supporting parishes, the voluntary sector and communities to get things done.
- Working in partnership with health and other public services to innovate, reform and improve outcomes.
- Supporting businesses to grow and contribute to life in a prosperous and more equal City.
- Working with neighbours for a deal that meets Milton Keynes' needs.

DELIVERY PLAN

The Milton Keynes Council Plan was approved at the Council Meeting of 8 June 2016. This Delivery Plan - an integral part of the Council Plan - sets out the implementation pledges and actions that will be undertaken over the next four years. The delivery plan has been revised following

Values

Our values set out how we go about our work:



Cooperative Borough

A Co-operative Borough means a social partnership between citizens, the Council, enterprise and partners to develop a shared sense of responsibility for Milton Keynes. We want engage our communities and give them a real say in the decision making process; maximise social value; promote community based solutions and innovate new ways to deliver services people value in a prosperous and more equal place.

Putting customers first

Our primary focus is ensuring we put our service users at the heart of our thinking at all times; dealing with people with courtesy, respect and professionalism. We will use customer insight and feedback to understand our citizens, communities, businesses, partners and other stakeholders and use that to inform service delivery and future planning.

Working as a team

We recognise that all councillors and colleagues are most effective when we focus on working together for the good of the people of Milton Keynes. We recognise the need for mutual trust and respect for the Council to succeed. We are all community leaders with different roles in ensuring the Council can act as a platform for improved local outcomes; and we are all expected to take this approach in all aspects of our work.

Making a difference every day

In this period of austerity, with reducing funding and increasing demand, we will ensure that our resources are targeted in the most effective way to deliver our priorities and do the best we can for Milton Keynes. We will be action focused, embrace innovation and self-responsibility, and be responsive to the needs of those we serve.

Our People

We value our workforce and all they do for Milton Keynes Council, the city and the citizens they serve. We want colleagues to have clarity of what's expected of them, a healthy and supportive working environment and support to do their jobs professionally and well. As a co-operative council we believe all our people have value and insight into issues and problems, and want them to feel empowered to innovate and thrive in their roles.


We will enshrine the Council's vision and objectives in the Council's appraisal system for staff, which measures performance against annual objectives and competencies as set out below.

Our vision is for a thriving, dynamic European Destination City and to ensure a fair, hardworking and more equal Milton Keynes for all

MILTON KEYNES IS A COOPERATIVE BOROUGH

MKC VALUES – WE:

ARE PROUD TO SERVE MILTON KEYNES



put our customers first



work as a team



make a difference every day

COMPETENCIES



Objectives and Priorities

We have three overall headline objectives for Milton Keynes to be – a place of opportunity, an affordable place and a healthy place.

In order to deliver these, we have determined a detailed set of sixteen priority themes, within which there are specific commitments for action; each allocated to the relevant Cabinet member(s) and presented below.



The following commitments reflect the Council Plan Key Priorities (set out in pages 3 and 4) and are the mechanism by which these priorities will be delivered. The sequence of these priorities has been re-ordered from those in the Council Plan 2012-16, agreed at Council on 8 June 2016. This is to reflect what this Administration believes to be the most significant priorities, and those that will have the greatest impact on Milton Keynes citizens. Budget is first as affordability and austerity is the context through which all that follows is set.

BUDGET				
1	In the light of continuing significant Conservative government funding reductions, securing a balanced medium-term budget that mitigates as far as possible against impacting adversely on the most vulnerable, and ensuring the resources that support this process are deployed effectively	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR BUDGET COMMITMENTS – WE WILL:				
1.1	Refresh the Medium Term Financial Strategy by Feb 19	•	•	•
1.2	Set a balanced budget each year, which reflects the reality of funding availability and increasing demand	•	•	•
1.3	Review the contract procedure rules to ensure Best Value and increase the Social Value for local businesses in procurement by Nov 18	•	•	•
1.4	Review our relationship with LGSS to ensure it is meeting our objectives by Dec 18	•	•	•
1.5	Invite the LGA to conduct a Corporate Peer Review	•	•	•
1.6	Review our customer services, communications and councillor support by Dec 18	•	•	•

2	GROWTH AND AFFORDABLE HOUSING			
	Despite being the fastest growing city in the UK, there is a national housing crisis that current central government policy is failing to address. We will work to secure the future of Milton Keynes, to build a city where everyone has access to a good home to rent or buy at a price they can afford, enabling sustainable growth so that MK can grow to a population of 500,000 and beyond by 2050.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR GROWTH COMMITMENTS – WE WILL:				
2.1	Support Plan:MK through inspection and adopt it	•	•	•
2.2	Commit to the aspiration that MK will grow to a population size of 500,000 by 2050	•	•	•
2.3	Submit a Housing Deal with partners by July 2018	•	•	•
2.4	Support the aspiration for 75,000 truly affordable, new social and council homes	•	•	
2.5	Bring forward the Affordable Housing SPD in line with the Plan:MK timetable.	•	•	
2.6	Complete the adoption of the Site Allocations Plan	•	•	
2.7	Complete the existing programme of 200 new council houses	•	•	
2.8	Submit proposals to Government for an extra 500 new council houses and removal of the HRA borrowing cap by Sep 18	•	•	
2.9	Bring forward plans to ensure empty or disused housing can be brought back into use by March 19		•	
2.10	Work with partners to undertake a feasibility study of establishing a Community Land Trust or Housing Co-operative by March 19		•	

3	HOMELESSNESS			
	Ensuring people have a safe place to stay is hugely important, and this continues to be a priority. Building on the initiatives that are in place and the significant reduction of families in temporary accommodation, there will be continued access to advice to prevent homelessness and support to people at a time of crisis.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR HOMELESSNESS COMMITMENTS – WE WILL:				
3.1	Halve roughsleeping by 2019, and end it by 2021.	•	•	•
3.2	Improve access to support services	•		•
3.3	Keep the use of Bed and Breakfast at low levels	•	•	•
3.4	Continue to support the One Stop Shop and MK Homelessness Partnership	•	•	•
3.5	Work with Citizens:MK to produce a Citizens Guide to Homelessness	•	•	•
3.6	Ensure dignity and respect for homeless people by ruling out Public Space Protection Order for roughsleeping			

HIGHWAYS				
4	We recognise the value of our road network, and we understand that this is an area that is very important to the quality of life for citizens and the efficiency and productivity of our businesses. We will make changes and further investment so there are tangible improvements.	OPPORTUNITY	AFFORDABLE	HEALTHY
	OUR HIGHWAYS COMMITMENTS – WE WILL:			
4.1	Fix 20,000 extra potholes by April 2019	•		•
4.2	Review the pothole intervention criteria by July 18	•		•
4.3	Fix more missing road and street signs			•
4.4	Replace more white lines on highways			•

CHILDREN				
5	Putting young people first by always prioritising protecting our vulnerable children from harm and neglect and providing support so every child has the opportunity to succeed	OPPORTUNITY	AFFORDABLE	HEALTHY
	OUR CHILDREN'S SERVICES COMMITMENTS – WE WILL:			
5.1	Always prioritise protecting vulnerable children from harm and neglect, including child sexual exploitation	•		•
5.2	Ensure our workforce is robust by continuing initiatives to recruit, retain and to recognise the contribution of the social work teams	•		•
5.3	Increase the number of high quality local placements for children and young people.	•		•
5.4	Continue to invest in preventative work, including our Children & Families Practices and maintaining all Children's Centres.	•		•
5.5	Maintain a council-tax exemption for care leavers	•	•	

HEALTH AND SOCIAL CARE				
6	Continuing to modernise and improve our adult health and social care services with priority placed on promoting independence, prevention, and dignity through various initiatives, including developing plans for a better integrated and locally accountable adult health and social care system	OPPORTUNITY	AFFORDABLE	HEALTHY
	OUR HSC COMMITMENTS – WE WILL:			
6.1	Develop plans for a better integrated and locally accountable adult health and social care system	•		•
6.2	Invest extra resources in our HomeCare service			•
6.3	Sign the Dignity Code for Older People			•
6.4	Continue to deliver the Unison Ethical Care Charter, improving pay for homecare workers, including for travel time, and schedules that allow staff to spend sufficient time with clients, and investigate implementing the UNISON Residential Care Charter		•	•
6.5	No cuts to domestic abuse service levels	•		•
6.6	Review the Safer:MK Partnership by Nov 18			•

MENTAL HEALTH				
7	Ensuring good mental health is a key to ensuring wellbeing, and we will work with partners to ensure there is a focus on mental as well as improving the services we deliver.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR MENTAL HEALTH COMMITMENTS – WE WILL:				
7.1	Cut waiting times and access to mental health services			•
7.2	Champion the importance of mental health and ensure it is given parity with physical health in the design and delivery of community health services.	•		•

ECONOMY				
8	Being ambitious for jobs and skills, supporting our vibrant economy with innovative, world-class, initiatives that will enable high quality jobs, inward investment and sharing the benefits of growth fairly;, ensuring we have a strong, resilient economy that is equipped to meet the challenges of the 21 st Century.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR ECONOMY COMMITMENTS – WE WILL:				
8.1	Further develop plans with partners for MK:U, a 21 st century new university in Central Milton Keynes	•		•
8.2	Work with partners to roll out ultra-fast broadband	•		
8.3	Continue to develop Milton Keynes as a world-leading transport innovation and Smart City brand	•		•
8.4	Continue to improve links with business and hold regular business engagement events	•	•	
8.5	Explore a business rate incentive to small businesses who pay the REAL Living Wage	•		

EDUCATION AND SKILLS				
9	Supporting improvement in our education and skills sector, ensuring a good local school place for every child and a non-selective model of education	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR EDUCATION & SKILLS COMMITMENTS – WE WILL:				
9.1	Ensure a good local school place for every child, and plan for growth	•		•
9.2	No support or funding for selective or grammar schools	•		
9.3	Continue to deliver the largest school places programme to ensure a good, local school place for every child.	•		•
9.4	Support a new city centre MK College campus	•		

REGIONAL WORKING						
10	Milton Keynes Council wants to play a full and active leadership role in our region and nationally. We will work to be a proactive and collaborative partner, seeking the best outcomes for our region and for Milton Keynes			OPPORTUNITY	AFFORDABLE	HEALTHY
	OUR REGIONAL WORKING COMMITMENTS – WE WILL:					
10.1	Continue to play a leading role in developing and deepening cross boundary working relationships and governance			•	•	•
10.2	Support SEMLEP to implement the Government LEP review, and as a vital link to the business community			•	•	

WASTE						
11	Continuing a long history of innovation and sustainability, look at community-led initiatives to reduce litter, as well as committing to keeping weekly bin collections			OPPORTUNITY	AFFORDABLE	HEALTHY
	OUR WASTE COMMITMENTS – WE WILL:					
11.1	Reduce litter					•
11.2	Keep weekly bin collections					•

TRANSPORT						
12	Milton Keynes is built on great connectivity and mobility. We want to ensure a transport system fit for the challenges of the future so that our economy can continue to grow and people can move about with ease. We will tackle our transport issues and improve public transport by undertaking a road safety review and looking at innovative ways of delivering fast, mass transport in Milton Keynes			OPPORTUNITY	AFFORDABLE	HEALTHY
	OUR TRANSPORT COMMITMENTS – WE WILL:					
12.1	Maintain reduced bus fares for young people			•		•
12.2	Implement a road safety review by March 19					•
12.3	Introduce a 20mph speed limit on new estates and support any existing community which requests a 20mph limit					•
12.4	Develop plans for a City Metro, a fast, mass transport system for MK			•		•

ENVIRONMENT				
13	We want to continue our legacy of being a green City with a high quality public realm, by better management, investment and different approaches to landscaping, with the Parks Trust as the custodian of choice	OPPORTUNITY	AFFORDABLE	HEALTHY
	OUR ENVIRONMENT COMMITMENTS – WE WILL:			
13.1	Invest more resources in landscaping			•
13.2	Implement a public realm partnership offer to local communities			•
13.3	Bring forward a Carbon, Energy and Sustainability Strategy to 2050			

REGENERATION				
14	We want to ensure that every area of Milton Keynes is able to benefit from the benefits of growth and that every person, so matter where they live, has access to a good home and the ability to fulfil their potential	OPPORTUNITY	AFFORDABLE	HEALTHY
	OUR REGENERATION COMMITMENTS – WE WILL:			
14.1	Develop viable community-led plans for the first regeneration estates	•	•	•
14.2	Guarantee a “Yes or No,” referendum for each plan	•	•	•
14.3	Use the review of contract and procurement social value to ensure local economic benefit from regeneration	•		
14.4	Increase the number of job clubs and skills training on regeneration estates	•		•
14.5	Review the relationship and funding of Residents Associations to improve community wellbeing	•		•
14.6	Maintain current levels of access to welfare support for vulnerable people	•		•
14.7	Continue to support the regeneration of the Wolverton Agora site		•	

EUROPEAN DESTINATION CITY				
15	Building on our track record of success, we will ensure Milton Keynes becomes a thriving, dynamic European Destination City of 500,000 people	OPPORTUNITY	AFFORDABLE	HEALTHY
	OUR EUROPEAN DESTINATION CITY COMMITMENTS – WE WILL:			
15.1	Continue to develop the Strategy for 2050, responding ambitiously to the NIC East-West corridor report	•	•	•
15.2	Support the Milton Keynes International Festival	•		•
15.3	Revitalise MK Bowl	•		•

15.4	Keep all libraries open	•		•
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Partnership

Building on our Cooperative Borough ethos, we will exercise effective and collaborative city leadership, working alongside partners of all backgrounds and disciplines.

PARTNERSHIP

CITY LEADERSHIP

- Enabling and empowering others to improve our City.
- Supporting parishes, the voluntary sector and communities to get things done.
- Working in partnership with health and other public services to innovate, reform and improve outcomes.
- Supporting businesses to grow and contribute to life in a prosperous and more equal City.
- Working with neighbours for a deal that meets Milton Keynes' needs.

PARTNERSHIP				
16	We will deliver a collaborative partnership approach and ensure we are working closely with all stakeholders to ensure that we build community resilience and develop further our Co-operative Council ethos	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR PARTNERSHIP COMMITMENTS – WE WILL:				
16.1	No cuts to direct grants to the community or voluntary sector	•		•
16.2	Establish an MOU with Community Action:MK to develop capacity and sustainability in the voluntary sector	•	•	•
16.3	Continue to develop the devolution and funding offer to parish and town councils by Oct 18			•

Data sharing checklists

These two checklists provide a handy step by step guide through the process of deciding whether to share personal data. One is for systematic data sharing, the other is for one off requests.

The checklists are designed to be used alongside the full code and highlight the relevant considerations to ensure that the sharing complies with the law and meets individuals' expectations.

Data sharing checklist – systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis

Is the sharing justified?

Key points to consider:

- What is the sharing meant to achieve?
- Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?
- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place. As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared.
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it.
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Data sharing checklist – one off requests

Scenario: You are asked to share personal data relating to an individual in 'one off' circumstances

Is the sharing justified?

Key points to consider:

- Do you think you should share the information?
- Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?
- Do you have concerns that an individual is at risk of serious harm?
- Do you need to consider an exemption in the DPA to share?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

Key points to consider:

- What information do you need to share?
 - Only share what is necessary.
 - Distinguish fact from opinion.
- How should the information be shared?
 - Information must be shared securely.
 - Ensure you are giving information to the right person.
- Consider whether it is appropriate/safe to inform the individual that you have shared their information.

Record your decision

Record your data sharing decision and your reasoning – whether or not you shared the information.

If you share information you should record:

- What information was shared and for what purpose.
- Who it was shared with.
- When it was shared.
- Your justification for sharing.
- Whether the information was shared with or without consent.

Advice for elected and prospective councillors

Data Protection Act

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Introduction

1. The Data Protection Act 1998 (DPA) is based around eight principles of good information handling. These give people specific rights in relation to their personal information and place certain obligations on those organisations that are responsible for processing it
2. An overview of the main provisions of the DPA can be found in [The Guide to Data Protection](#).
3. This is part of a series of guidance, which goes into more detail than the Guide, to help data controllers to fully understand their obligations and promote good practice.
4. This guidance aims to provide elected and prospective councillors with advice on how the DPA applies to them.

The role of the councillor

5. Councillors are likely to have three different roles:
 - As a member of the council, for example, as a cabinet member or a member of a committee.
 - A representative of residents of their ward, for example, in dealing with complaints.
 - They may represent a political party, particularly at election time.

Use of personal information

6. When councillors consider using personal information, they should take into account the context in which that information was collected to decide whether their use of the information will be fair and lawful, as required by principle 1 of the DPA:
 - Where a councillor is representing an individual resident who has made a complaint, the councillor will usually have the implied consent of the resident to retain relevant personal data provided and to disclose it as appropriate. The resident will also expect that the organisations (including the local authority) who are the subject of the complaint will disclose personal data to the councillor. If

there is any uncertainty regarding the resident's wishes, it would be appropriate to make direct contact with the resident to confirm the position.

- Sensitive personal information is treated differently; for example, where consent is being relied on this should be explicit in nature. However, in the context of a complaint, councillors – and organisations making disclosures to them - will usually be able to rely on the [Data Protection \(Processing of Sensitive Personal Data\)\(Elected Representatives\) Order 2002](#) as a condition for processing.
- Personal information held by the local authority should not be used for political purposes unless both the local authority and the individuals concerned agree. It would not be possible to use a list of the users of a particular local authority service for electioneering purposes without their consent. An example would be using a local authority list of library users to canvass for re-election on the grounds that the councillor had previously opposed the closure of local libraries.
- When campaigning for election as the representative of a political party, candidates can use personal information, such as mailing lists, legitimately held by their parties. However, personal information they hold in their role as representative of local residents, such as complaints casework, should not be used without the consent of the individual.
- When campaigning for election to an office in a political party, councillors should only use personal information controlled by the party if its rules allow this. It would be wrong, for instance, to use personal information which the candidate might have in their capacity as the local membership secretary, unless the party itself had sanctioned this.
- Candidates for election should be aware that political campaigning falls within the definition of direct marketing. Consequently, they should have regard to the requirements of the DPA (in particular section 11) and the Privacy and Electronic Communication (EC Directive) Regulations 2003 which set out specific rules that must be complied with for each type of marketing communication. For further information on this, the Information

Commissioner has produced [Guidance on Political Campaigning](#) which is available on our website.

Multi-member wards

7. In some types of local authority, councillors are elected under a multi-member system where more than one councillor represents a particular ward.
8. As a result, there may be situations where a councillor who represents a resident may need to pass on that particular individual's personal information to another councillor in the same ward. The councillor will only be allowed to disclose to the other ward councillor the personal information that is necessary:
 - to address the resident's concerns;
 - where the particular issue raises a matter which concerns other elected members in the same ward; or
 - where the resident has been made aware that this is going to take place and why it is necessary.

If a resident objects to a use or disclosure of their information, their objection should normally be honoured.

9. The councillor should not pass on personal information which is not connected to the resident's case.

Example

A resident asks one of the councillors in a multi-member ward for help about teenagers acting in an intimidating way in the area. The councillor wishes to share the resident's complaint with the other ward councillors because it is an issue of general concern.

The councillor lets the resident know that he wants to give the details of their complaint to the other ward councillors and why he wants to do that, rather than giving a general description of the complaint to other ward councillors.

If the resident objects, then his wishes are respected and only the general nature of the complaint is shared.

Notification

10. In considering whether they need to register their processing with the Commissioner, councillors must first decide in which role they are processing personal information:

- **As a member of the council**

Councillors may have access to, and process, personal information in the same way as employees. In this case it is the council rather than the councillor that determines what personal information is used for and how it is processed. For example, if a member of a housing committee has access to tenancy files to consider whether the local authority should proceed with an eviction, the councillor is carrying out the local authority's functions and so does not need to register in their own right.

- **As a representative of the residents of their ward**

When councillors represent residents of their ward, they are likely to have to register in their own right. For example, if they use personal information to timetable surgery appointments or take forward complaints made by local residents.

- **As a representative of a political party**

When acting on behalf of a political party, for instance as an office holder, councillors are entitled to rely upon the registration made by the party.

When individuals campaign on behalf of political parties to be the councillor for a particular ward, they can rely on the parties' registration if the party determines how and why the personal information is processed for the purpose of their individual campaigns.

If a prospective councillor is not part of any political party but campaigning to be an independent councillor for a particular ward, they need to have their own registration.

11. There is an exemption from registration where the only personal information which is processed takes the form of paper records.

12. A standard form for registration by councillors has been created to simplify the procedure.

Offences

13. The DPA contains a number of criminal offences, including:
 - Failure to register when required to do so. For example, a councillor who holds computerised records of residents' details for casework purposes would commit an offence if they had not registered this use of personal information.
 - Making unauthorised disclosures of personal information. For example, a councillor who discloses personal information held by the council to their party for electioneering purposes without the council's consent could commit an offence.
 - Procuring unauthorised disclosures of personal information. For example, a councillor who obtains a copy of personal information apparently for council purposes, but in reality for their own personal use (or the use of their party), is likely to have committed an offence.

Security

14. Councillors should be aware that they need to arrange for appropriate security to protect personal information. They must take into account the nature of the information and the harm that can result. They should consider what technical and organisational measures, such as use of passwords, computer access privileges, procedures and staff training, are appropriate to keep the information safe. Councils should also take appropriate measures in the same way.

More information

15. Additional guidance is available on [our guidance pages](#) if you need further information on other parts of the DPA.
16. If you need any more information about this or any other aspect of data protection, please [contact us](#), or visit our website at www.ico.org.uk.

Milton Keynes Parishes' Protocol

Describing the relationship between Milton Keynes Council and Parish Councils, (being Parish, Town, Community or Neighbourhood Councils and Parish Meetings) within the boundary of the Unitary Authority.

The Parties

1. Milton Keynes Council (MKC) is recognised as the Principal Authority for the area, primarily responsible for the delivery of services to its residents. Policy is set by a combination of democratically elected Ward Councillors and national legislation. Policy is administered by MKC Officers.

2. Parish Councils are the first tier of local government delivering services at a community level. Policy is set by democratically elected Parish Councillors and administered by Parish Council officers usually, but not exclusively, the Clerk. Parish Councils have a range of statutory functions and powers plus additional powers under s137. Or alternatively, by meeting certain requirements¹, 'General Power of Competence'².

3. If a Parish Council (or group of Parish Councils) wishes to take on sole or shared responsibility for service delivery, MKC will actively encourage this where it is best value, taking account of cost, quality, local preferences and practicality. Where it is not best value or practicable, MKC will, in consultation with the Parish Council, explore alternative solutions to encourage more local level input into service delivery. Before a Parish Council or group of Parish Councils takes on the provision of certain services, all costs, funding and staffing arrangements will be discussed and agreed by MKC and the Parish Council(s) prior to any contractual signing.

4. Both Parties are statutorily independent of each other and have separate tax raising powers. Therefore, it is to the benefit of residents that MKC and Parish Councils work closely together to deliver quality services to residents. MKC will give consideration to the difference in size of Parish Councils and the possible effect decisions will have on each individual Parish Council.

Consultation

5. MKC will:
 - Provide a consultation period in accordance with current government guidance as in Appendix 1 providing this does not conflict with statutory requirements. In certain circumstances this consultation period may be reduced in agreement with the Parish Councils concerned.

¹ Prescribed by the Secretary of State, currently the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

² Localism Act 2011 s1

- Provide Parish Councils with sufficient information to enable them to reach an informed view on the matter, including "Frequently Asked Question" style or executive summary documents.
- Consultative documents will be provided electronically where applicable and any Parish Council, on request, will be sent two paper copies of all documents. Further copies can be supplied at a cost to be advised by the relevant service area.

6. Parish Councils will:

- Respond to MKC consultations within the required timeframe. A nil response is assumed if no reply is received by the closing date for the consultation.
- Send local Ward Councillors advanced copies of their consultative documents to allow them the opportunity to comment.

7. MKC will arrange and provide support services for a Parishes' Forum (see Appendix 2) and, if requested, Local Area Forums (see Appendix 3).

8. MKC will provide Officers when requested to attend Parish Council meetings or Local Area Forums to discuss proposed policy.

9. Parish Councils can pursue the call-in procedure for executive decisions taken by MKC.

Communications

10. Communications between MKC Officers and Parish Councils will normally be through the Parish Council Clerk or the nominated Parish Council Officer. Where direct communication is to a Parish Council Councillor e.g. Chair of a Local Area Forum to set the agenda, the Clerk(s) will be copied. Letters, faxes or emails will be answered promptly but within 10 working days and the correspondent will be advised if more time is needed for reply and who is dealing with the enquiry so that contact details are clear. General Communications and Newsletters from a Parish Council to MKC other than to a specific Officer or Department should be sent to local.councils.liaison@milton-keynes.gov.uk

11. Ward Councillors are requested to respond to communications promptly but within 10 working days.

12. MKC will:-

- Hold regular meetings with Parish Councils individually and collectively as mutually agreed (e.g. Parishes' Forum, Area Forums).
- Publish Members' Weekly News to Parish Councils.
- Publish the Parish Council Newsletter regularly and make it available free of charge to Parish Councils.
- Provide access to MKC via a structured Officer Contact List refreshed every 6 months
- Provide support, assistance and guidance to Parish Councils.
- Promote awareness of Parish Council functions to MKC Officers.
- Through direct contact, invite Parish Council representatives to participate in the Standards Committee, SaferMK and any other representative group or stakeholder forum where the views of Parish Councils are required.

- Assist in the distribution of Parish Council precept leaflets that provide information on how the Parish Council intends to use finances in the forthcoming year.

13. Parish Councils will advise local Ward Councillors of their General Meetings and send them advance copies of their agendas and subsequent minutes.

14. Ward Councillors are expected to attend Parish Council meetings and Parish Councils are encouraged to allow Ward Councillors to speak on matters of mutual interest.

15. Parish Councils may request other forms of communication and interaction such as telephone surgeries to be held by MKC Officers or 'Function Forums' to deal with particular functions or activities within MKC.

16. Parish Councils will provide to MKC one copy or an electronic version of any Parish Newsletter.

17. Compliments and Complaints procedures are described in Appendix 4.

Services

18. Services provided by MKC will be according to a published Service Standard. This Service Standard may be amended annually by MKC as part of its budget setting process. It may be amended at other times as part of emergency measures or national legislation.

19. MKC will provide access to MKC internal services such as HR, Legal and IT support to parish councils on an at-cost basis. This is a matter for Milton Keynes Service Partnership LLP (MKSP) to explore with the town and parish community. MKSP are happy to explore such options in the coming year.

Local Council Tax Scheme

20. Based on the current arrangements (March 2013), Milton Keynes Council will make available to parishes the funding received from central government to support the parishes element of the Local Council Tax Scheme.

Elections

21. MKC will conduct General Parish Council elections without charge. Any expenditure incurred for Parish Council by-elections may not be charged if another election is being held at the same time. The estimated cost of holding a Parish Councillor by-election will be notified to Parish Councils in September each year to enable Parish Council budgets to be set.

Grants

22. Grants will be managed separately and are not dependent on the Parish Council signing this Protocol.

Parish Plans

23. Parish Councils are encouraged to produce Parish Plans and/or Neighbourhood Plans in conjunction with their residents. Such Plans will integrate with the Plans and Strategies published by MKC. MKC will use its best endeavours to identify or provide sources of financial support and other assistance in the preparation of these Plans.

Training

24. Training will be provided by the most suitable means available e.g. the Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC), Society of Local Council Clerks (SLCC) and other bodies in line with National Training Strategy, to ensure that the highest levels of competence are available. Parish Councils will encourage their Councillors to make use of this training provision. MKC will provide training on the statutory code of conduct applicable to Parish Councillors.

25. Induction training will be provided and undertaken by MKC for Ward Councillors and Senior MKC Officers so that they will be aware of the role, powers and authority of Parish Councils and Clerks.

Standards Committee

26. Both MKC and the Parish Councils will adopt and adhere to a Code of Conduct and will work with the MKC Standards Committee to promote and maintain high standards of conduct.

27. Clerks to Parish Councils will assist The Monitoring Officer by keeping Declarations of Interest, notifying the Monitoring Officer of changes to those declarations, keeping copies and sending the originals to the Monitoring Officer. Updates can be sent to parish.registers@milton-keynes.gov.uk

28. Clerks to Parish Councils will also update the Monitoring Officer whenever they adopt a new Code of Conduct by sending a copy of the new Code to parish.registers@milton-keynes.gov.uk.

29. Milton Keynes Council Standards Committee will continue to hear complaints made against Parish Councillors and will make its process for determining complaints available on its website.

Parish Council Representative Bodies

30. MKC will ensure it maintains an effective working relationship with Parish Councils and their representative bodies where applicable e.g. the National Association of Local Councils (NALC), Buckinghamshire and Milton Keynes County Association (BMKALC), District Associations e.g. Milton Keynes Association of Local Councils (MKALC).

Changes to this Agreement

31. This Protocol is intended as a 'living document' and either party may propose changes from time to time such changes only being made by mutual consent. This Protocol will remain in force until it is terminated by mutual agreement. A review of this Protocol will be completed every four years from the initial date of signature.

Appendix 1: Consultation

Consultation time should consider the number of on-going consultations being considered in any one time scale, the complexity of the issues, the ability of T&PCs to make a meaningful response within the proposed time scale and should be in line with Government Consultation Principles published on 17 July 2012

<http://www.cabinetoffice.gov.uk/sites/default/files/resources/Consultation-Principles.pdf> .

These make it clear that: -

“There may be circumstances where consultation is not appropriate, for example, for minor or technical amendments to regulation or existing policy frameworks, where the measure is necessary to deal with a court judgment or where adequate consultation has taken place at an earlier stage. However, longer and more detailed consultation will be needed in situations where smaller, more vulnerable organisations such as small charities could be affected. The principles of the Compact between government and the voluntary and community sector will continue to be respected.”

A footnote says; -

“Where it is appropriate, and enables meaningful engagement, conduct 12-week formal written consultations, with clear explanations and rationale for shorter time-frames or a more informal approach.”

Timing is mentioned as follows: -

“Timeframes for consultation should be proportionate and realistic to allow stakeholders sufficient time to provide a considered response. The amount of time required will depend on the nature and impact of the proposal (for example, the diversity of interested parties or the complexity of the issue, or even external events), and might typically vary between 2 and 12 weeks.”

Appendix 2: Parishes' Forum

1. The Parishes' Forum (PF) is a public meeting for all Parish Councils and shall meet four times each year to;

- **Consider and debate matters of interest presented by Parish Councils or MKC**
- **Discuss or resolve issues raised by a Parish Council that have a broader interest to more than one Parish Council**
- **Request a report or information from an MKC officer**
- **Be informed about matters of interest by External Bodies (e.g. local NHS, HCA)**
- **Receive reports from other consultative bodies on matters that might affect the members of the PF e.g. Transport Partnership, Local Area Forums**
- **Make recommendations to MKC and other bodies.**

2. Membership shall consist of two representatives from each Parish Council who shall be nominated annually and confirmed to MKC following the Parish Annual General Meeting, the MKC Cabinet Member with responsibility for Parish Councils and two additional MKC members. Substitutions will be allowed.

3. The Chair of the PF will be the MKC Cabinet Member with responsibility for Parish Councils. A Vice Chair will be elected to serve for two years by ballot of all Parishes to be held at the PF. The Chair and Vice-Chair will jointly agree and prepare the Agenda for the PF. Items for inclusion on the agenda will be sought from Parish Councils and MKC. Reasons for not including requested items should be given to the requesting parish council.

4 The meetings of the PF will be supported by officers of MKC and attended by others.

5 The agenda of the PF will be distributed to all Parish Councils and circulated to the Cabinet Members of MKC 15 clear days prior to the meeting and diarised and published on CMIS.

6. Draft Minutes will be distributed to all Parish Councils and Forum Members by MKC within 20 working days following the PF.

7. Key points from each PF will be reported in the MKC Parish Newsletter.

8. PF representatives will give feedback to their respective Parish Councils on matters discussed at the PF.

Appendix 3: Local Area Forums

1. Local Area Forums (LAFs) are public meetings for a group of Parish Councils who have common interests and shall meet four times each year to:

- **Consider and debate matters of interest presented by Parish Councils or MKC specific to that group of Parish Councils**
- **Discuss or resolve issues raised by a Parish Council that have a broader interest to more than one Parish Council**
- **Request a report or information from an MKC Officer**
- **Be informed about matters of interest from External Bodies {e.g. local NHS, HCA}**
- **Receive reports from representatives to other consultative bodies on matters that might affect the members of the LAF. {eg Transport Partnership}**

2. The LAF will produce its own local constitution based on the above principles.

3. The LAF will only be created at the wish of the participating Parish Councils. Generally, they are regarded as valuable by the rural parishes but less so for urban parishes.

4. Each Parish Council shall have two votes.

5. The Chair and, if appropriate, Vice-Chair will be elected in accordance with the LAF constitution.

6. The LAF will be attended by the local Ward Councillor(s) who will give a report on matters of current or forthcoming interest to the LAF.

7. Where requested by the LAF, it will be administered by an Officer from MKC who will support the Chair in the development of the Agenda, distribute the Agenda 10 working days before the LAF, take notes and distribute Minutes within 20 working days of the LAF to all Parish Councils and Ward Councillors in the LAF Area, and attending MKC Officers.

Appendix 4: Compliments and Complaints Procedures

Compliments

1. If Parish Councils have a compliment about a Milton Keynes Council service or Officer, they are requested to contact the Officer relevant Senior Manager responsible.

Complaints

1. Initially, if Parish Councils have a complaint about a service or Officer, they are advised to contact the Senior Officer responsible for that service, to try and remedy the situation.

2. If they do not receive a response, or are not satisfied with the response given regarding a particular service, they then submit details of the complaint to the relevant Head of Service / Assistant Director which will be entered into the REACT system (MKC Complaints and Compliments system).

3. In all cases where a full response is not possible within 15 working days, a holding reply should be sent within 5 working days saying who will make contact, what will happen next and when.

4. Parish Councils are advised that if they have a particular concern regarding Milton Keynes Council policy, they should contact the Assistant Director or Corporate Director responsible for that service.

The review of this document was undertaken by a Parish Protocol Review Group consisting of 3 parish councillors and officers from the Neighbourhood Management Service.

Signed in April 2013 & approved by Cabinet on 13 March 2013.



ANDREW GEARY
Leader
Milton Keynes Council



DAVID HILL
Chief Executive
Milton Keynes Council

CLERKS ADDRESS TELEPHONE NUMBERS

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<i>PARISH WARDEN:</i>	Steve Offord	
WESTON UNDERWOOD PARISH COUNCIL		
Miss Shelagh Muir westonunderwoodpc@gmail.com	15 Pacific Avenue, Brooklands, Milton Keynes, MK10 7GA	07514 619927
WHITEHOUSE PARISH MEETING www.whitehouse-pc.org.uk		
Mynhardt Kitshoff chair@whitehouse-pc.org.uk		0779 542 6862
WOBURN SANDS TOWN COUNCIL www.woburnsands.co.uk		
Mrs Lynne Stapleton l.stapleton@wstc.org.uk	Memorial Hall, 4 High Street, Woburn Sands, Milton Keynes, MK17 8RH	01908 585368 Fax: 01908 585239
WOLVERTON & GREENLEYS TOWN COUNCIL www.wolvertonandgreenleystowncouncil.gov.uk		
Sally McLellan office@wolvertonandgreenleystowncouncil.gov.uk	Town Hall, Creed Street, Wolverton, Milton Keynes MK12 5LY	01908 326800
<i>3 CARETAKERS</i>		
WOUGHTON COMMUNITY COUNCIL www.woughtoncommunitycouncil.gov.uk		
Steve McNay steve.mcnay@woughtoncommunitycouncil.gov.uk	Woughton Community Council Hub, Local Centre, Garraways, Coffee Hall. Milton Keynes MK6 5EG	01908 395681 Fax: 01908 695350
<i>ENVIRONMENTAL OFFICER:</i> Lorraine Essam 07983 599278 lorraine.essam@woughtoncommunitycouncil.gov.uk		

How to complain about a council

This leaflet explains how we can help with complaints about councils and other organisations.

This leaflet is on our [website](#). Or you can call us if you need more information.



Who we are

We look at complaints about:

- > councils
- > some other authorities, including education admissions appeal panels
- > all types of care services for adults, including care in a residential home or care at home.

In this leaflet when we refer to 'councils' and 'councillors' - this applies to all the organisations that we can investigate. There's a [full list](#) on our website or you can call us and ask if you're not sure if we can deal with your complaint.

We investigate complaints in a fair way - we do not take sides.

Our service is free.



What we can do

We can look at complaints about most council services, including those covering:

- > housing (we can only look at some types of housing complaint, we will tell you if you need to ask the Housing Ombudsman to look at your complaint)
- > planning
- > education
- > transport and highways
- > environmental health
- > neighbour nuisance and anti-social behaviour
- > adult social care and support.

We have a separate leaflet which explains what to do if you or a member of your family has a complaint about adult social care services. It applies whether you or your local council are paying for your care.

We can look at complaints about things that have gone wrong in the way a service has been given or the way a decision has been made, if this has caused problems for you. For example, you may want to complain about:

- > administrative fault, such as the council making a mistake or not following its own rules
- > poor service or no service
- > delay, or
- > bad advice.

If we find that the council has done something wrong, we will try to get it to put the matter right. What we ask the council to do will depend on the particular complaint, what went wrong and how this affected you.

If you're not sure whether we can look at your complaint, call us on **0300 061 0614** or go to our website at www.lgo.org.uk.



What we can't do

The law says we can decide whether to look at your complaint.

We cannot usually question what a council has done simply because you do not agree with it.

We may not look at your complaint if you're only slightly affected by what has gone wrong or if it is not likely that we would find fault in what has happened.

There are some things we do not have the power to look at. For example, if you are already taking action in the courts about the problem. If we can't help, we will tell you about other organisations that may be able to help.

Making a complaint

If you have a complaint, the first step is to complain to the council. You can ask the council how to complain or you can ask a councillor to help. In most cases, we will only look at a complaint after the council has had a fair chance to deal with it. Councils often have more than one stage in their complaints procedure. You will usually have to complete all stages before we will look at your complaint.

If you are not happy with the response you receive from the council, or you do not get an answer within a reasonable time, you can complain to us. We think up to 12 weeks is a reasonable time for the council to look at your complaint and reply to you. In some cases we might ask you to give the council more time to deal with your complaint. This is because it may be able to put things right.

Usually, you should complain to us within 12 months of when you first knew about the problem. If you leave it any later, we may not be able to help.

How we will deal with your complaint

If we can deal with your complaint, we will gather the facts and look at whether something has gone wrong that has caused you problems.

If we find that the council has done something wrong and we can see you have been personally affected, we will try and get it to put the matter right. What we ask the council to do will depend on the complaint. It will depend on what went wrong and how it affected you.

If we can, we will send you copies of the information we have relied upon to make our decision on your complaint.

Some complaints can cover both health and social care. These are investigated by a team we set up jointly with the Parliamentary and Health Service Ombudsman. We will tell you if we think this team should investigate your complaint and ask for your consent before sharing information about your complaint.

Our investigations are private. You should not give people who work for the media any information which we gave to you while investigating your complaint.

We will not identify people in the information we publish.

What the outcome might be

We will make one of the following decisions.

- > Uphold your complaint and recommend how the council should put things right
- > Uphold part of your complaint
- > Uphold your complaint but not make any recommendations because the council has put things right by the time we finish looking at the complaint
- > Uphold your complaint but not make any recommendations as we think the fault didn't have a significant effect on you
- > Not uphold your complaint

To put things right we might ask the council to:

- > apologise
- > provide the service
- > make a decision that it should have made before
- > look again at a decision that it did not take properly in the first place
- > improve its procedures so similar problems don't happen again
- > make a payment.

Publishing our decisions

- > We publish most of our decisions on our website three months after the date of the decision.
- > In a small number of cases we find issues that other councils could learn from, or the public should know about. In these cases we will publish a

detailed report of the investigation on our website. The council has to put a notice in a local newspaper about the report. We may also send the report to the media with a press release.

- > If a council does not agree with our recommendations we can issue a further report. A further report explains that an authority has not carried out our recommendations. The council has to put a notice in a local newspaper and we may send the report to the media with a press release.
- > We may decide not to publish a decision or report if we think there is a risk that you could be identified.

How to complain

Go to our website at www.lgo.org.uk for more information about our service and an online complaint form.

Call us on **0300 061 0614*** to talk about your complaint. We can take the details by phone so you don't have to complain in writing.

We welcome calls from textphone users using Next Generation Text. (This used to be called Text Relay or Typetalk.)

Text call back to **0762 481 1595**.

*Calling us will cost the same (or less) as calling a national rate number starting 01 or 02. Calls to numbers starting 03 counts towards any inclusive minutes in the same way as calls to numbers starting 01 or 02. This applies to calls from any type of line including mobiles, BT lines, other fixed phone lines and payphones. We may record calls for quality and training purposes.

Meeting your needs

Our service is for everyone who needs it.

Please let us know if you need us to adapt the way we communicate so you can use our service.

We will try to communicate with you in the way you have requested. However we must use public money carefully so what we can offer will depend on our resources (for example staff time and money).



Key facts

- > We make our decisions independently of all government departments, councils and politicians.
- > We look at complaints without taking sides. We are not consumer champions.
- > The Ombudsman is appointed by Her Majesty the Queen.
- > We have the same powers as the High Court to obtain information and documents.
- > Our decisions are final and cannot be appealed. However, you can challenge them in the High Court if you think our reasoning has a legal flaw.
- > We do not have to investigate every complaint we receive, even if we have the power to do so. For example, we may decide not to investigate if we think the problem you mention would have affected you only slightly.
- > We are committed to providing a fair service and spending public money effectively.
- > When we find that a council has done something wrong, we may recommend how it should put it right. Although we cannot make councils do what we recommend, they are almost always willing to act on what we say.



CIVIC OFFICES FIRE & EVACUATION PROCEDURES

**Version 12
September 2018**

Fire and Evacuation Procedures
Civic Offices

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1. Introduction

These procedures are maintained and updated by the Corporate Health and Safety Team. The advice of the Fire and Rescue service has been sought in the initial preparation of this document.

The Health and Safety Team will keep up to date records of all nominated Building Evacuation Managers (BEMs), Assembly point Co-coordinators (APC's) and Search and Evacuation Officers (SEOs). (See Fire Safety Policy H & S manual section 4 sub section 4.5)

2. THE FIRE ALARM SYSTEM (Alarm Types and their Meaning)

The fire alarm is tested every Tuesday at 9.00am and is preceded by a Public address system announcement.

The premises have an automatic fire detection system that activates the EVACUATION ALARM which is a two tone sounder.

The EVACUATION ALARM will also sound immediately if a Fire Alarm Call Point is activated.

The blowing of whistles by SEOs will represent the EVACUATION ALARM should the Fire Alarm System fail to operate for any reason. Fire evacuation staff will be informed by either telephone or the public address system.

Due to the design of this building, staff on first and second floors who cannot self-evacuate must have a Personal Emergency Escape Plan (See section 3.4 on page 5) in place.

3. FIRE PROCEDURES – NORMAL OPENING HOURS (Monday to Friday 0900-1715)

3.1 RAISING THE ALARM

ON DISCOVERING A FIRE

- Activate the nearest Fire Alarm Call Point.
- Leave the building immediately by the nearest available Fire Exit.
- Once outside, make your way to your Evacuation Assembly Point and remain there until instructed by the emergency evacuation staff to do otherwise.

3.2 WHEN THE EVACUATION ALARM SOUNDS (Irrespective of duration)

YOU MUST EVACUATE THE BUILDING IMMEDIATELY.

YOU MUST NOT Stop to collect any personal belongings

Do not use any lifts, except the designated Fire evacuation lift.

Enter the building if the Alarm is sounding

Re-enter the building before instructed to do so by a the BEM or APC (See section 3.6 on page 6)

Note

Customer Service Assistants and Caretakers will act according to their defined duties. (See Section 4)

3.3 DESIGNATED ASSEMBLY POINTS

Persons without designated duties must leave the building by the nearest safe exit and assemble at the nearest assembly point. There are two designated Assembly Points for council staff (see annex F). The following zones should report to Assembly Points as follows:

Assembly Point A

(Front of the building at the corner nearest the underpass / traffic lights)

Zones A,B,H,K,M,L & P.

Assembly Point B

(Rear and centre of public car park at the rear of Civic Offices)

Zones C,D,E,I,J,N & O.

Assembly Point C

(Front of the building at the Corner nearest the Library)

Zone F (Nat West Bank).

Note: Zone A (the reception area) reports direct to the BEM on duty.

Please refer to annexes C, D, E & F to this document for your Zone Areas and Assembly points.

3.4 PERSONS WITH A DISABILITY

Members of staff should assist any persons with a disability to evacuate the building.

IT IS THE RESPONSIBILITY OF ANY MEMBER OF STAFF WITH A DISABILITY (OR A MEDICAL CONDITION) THAT AFFECTS THEIR ABILITY TO MAKE THEIR WAY TO THE ASSEMBLY POINT WITHOUT ASSISTANCE, TO MAKE THEIR CONDITION KNOWN TO THEIR LINE MANAGER, SO THAT A PERSONAL EMERGENCY ESCAPE PLAN (PEEP) CAN BE DEvised.

PERSONS UNABLE TO USE THE STAIRS IN THE EVENT OF AN EMERGENCY MUST HAVE A PEEP IN PLACE.

It is the responsibility of those taking room bookings for rooms or functions to ensure that prospective users are aware of the buildings limitations for users with a 'condition'.

3.5 DISABLED EVACUATION.

Members of staff should assist any persons with a disability to evacuate the building.

3.5.1 DISABLED EVACUATION LIFT.

Staff and visitors who are unable to leave the building along with others during an evacuation should proceed to the disabled emergency evacuation lift and descend to the ground floor, and then if safe to do so exit the building via the nearest exit which is located in the loading bay, if this is unavailable for any reason they should use one of the alternative exit routes.

3.5.2 REFUGES.

In the event that for some reason the disabled evacuation lift is inaccessible or unusable, persons who cannot leave the building along with others should proceed to one of the refuges and make their presence known to the BEM by using the intercom at the green refuge call point SEOs are to make a note of anyone in a refuge and report this to the APC, so they can inform the BEM.

Note – The refuges are located on the internal stair case landings to all four staircases on the top two floors. To view a diagram showing the locations of the refuges and the emergency evacuation lift please see annex's A & B to this document. There are no evacuation chairs within the premise as staff with mobility issues are supposed to use the fire evacuation lift.

3.6 VISITORS AND CONTRACTORS

All visitors and white collar contractors must sign in at reception and blue collar contractors at the Loading Bay. If you have a visitor(s) or contractors with you when the alarm sounds, you are their evacuation buddy and you should escort them to the nearest Evacuation Assembly Point. Their presence should then be immediately reported to the APC who will notify the BEM, so that they can be checked off, the sign in register.

If the visitor has mobility problems or is a parent with young children, staff should if possible assist them to leave the building via the stairs, if this is not possible they should in the first instance be taken to the emergency lift and escorted out of the building, if for any reason this is inaccessible or unusable they should as a last resort be taken to the nearest refuge and their presence communicated to the BEM via the refuge intercom. SEOs are to make a note of anyone in a refuge and report this to the APC, so they can inform the BEM.

If the visitor has registered in the visitors book and during the evacuation decides to go about their business, (rather than await developments then):

- *During normal office hours*, upon reoccupation the member of staff they were visiting must return the visitors pass to reception and ensure they are signed out in the visitors register.
- *Outside of office hours*, upon the visitor's departure the member of staff they were visiting must ensure the pass is returned to security and they are signed out in the visitors register.

Notes:

- *To view a diagram showing the locations of the refuges and the emergency evacuation lift please see annex's A & B to this document.*

3.7 THE ALL CLEAR

When it has been determined that the building is safe to re-enter, APC's will announce the "All Clear". When returning to the building after an evacuation, the re-entry should only be made via the front reception. **The rear staff entrance / exit or fire exits must not be used to re-enter the building.**

3.8 MEETINGS & MEETING ROOMS

It is the responsibility of the Meeting Leader to take control of the evacuation and escort attendees to the designated assembly point for that meeting location. See Annex F to this document for locations of assembly points

4. SPECIAL DUTIES

4.1 BUILDING EVACUATION MANAGER (BEM)

Nominated senior managers based in Civic Offices will act as BEMs. All BEMs will receive training upon appointment and refresher training as required.

On hearing the ALARM the BEM will:

- Collect procedural notes, evacuation checklist, radio, Stopwatch and Blue fluorescent clothing from Reception.
- Dial (9)999 from the reception area to ensure that the Fire & Rescue Service have received the automated alarm call. *If it is a drill a member of the facilities team will be present to stop the call being made.*
- Read the location codes for the activation and sensor type on the alarm panel and note these on the checklist. *The instructions for reading the panel are posted on the wall below the panel.*
- Take up position at the front of the building and periodically using the radio (channel 1) request Evacuation Status Reports from the Assembly point coordinators (APC's) Note. Zone A (the reception areas) will be reporting direct to the BEM, and enter the information they provide onto the evacuation check list. *BEM's must confirm the receipt of messages from APC's by sending back an "assembly point, A or B message received".*

- Await the Fire & Rescue Service and:
 1. Assist where necessary,
 2. Inform them of locations where no zone clear reports have been received,
 3. Inform them of the locations where refuge call points have been used.
- Co-ordinate through the APC's any First Aid requests.
- On receipt of the Fire & Rescue Service "All Clear", initiate re-occupation by notifying the initial re-occupation staff gathered at the front of the building. (Reception and Caretakers).

Issue subsequent "General All Clear" by radio to the APC's. Or

- In the event that the alarm will not reset after receiving the Fire and Rescue Service "all clear" the BEM must decide if re occupation is possible. If reoccupation is to take place the BEM must contact the facilities team and ask for the back-up alarm procedure to be activated.
- On receipt of the Fire and Rescue Services notification that the building cannot be reoccupied: use the radio to contact the APC's at the assembly points and ask for all managers to assemble at the front of the building so that they can be directed to initiate their teams business continuity plans, then phone 311773 and ask for the Corporate Directors to be informed that either Civic offices or Saxon Court are currently unusable and ask them to initiate their service groups business continuity plans.

Upon receiving notification of a Telephone threat or a suspect package being found the BEM will:

- Rendezvous with the Corporate Health and Safety Team and facilities representatives in the reception area of the building under threat and proceed to work through the document titled "Advice for BEM's in the event of a suspect package (i.e. bomb, incendiary device or chemical / biological device) being found or a telephone threat being received"
- If after having worked through this document, the suspicions remain then the emergency services (9)999 must be called on a land line and apprised of the situation.
- The BEM and the representatives of the Corporate Health and Safety Team and the Facilities Team will then await the arrival of the emergency services and provide assistance where required

4.2 THE FACILITIES TEAM

If it is a drill a member of the team must be present in reception to prevent the BEM making the back up call (9)999 call.

As soon as the alarm sounds a member of the team must take the contractors log in/out book to the BEM at the front of the building.

Upon receiving the request for the back alarm system to be activated the facilities team will prior to reoccupation send out an email to all staff based at Civic Offices, informing them of the situation and asking them to:

- Be extra vigilant
- Ring 999 if a fire is found.

Upon resolution of the fire alarm problem they will send out another email to all staff based at Civic Offices, stating the problem has been resolved and the building is now operating under the normal alarm procedures.

4.3 RECEPTIONISTS

On hearing the alarm Reception staff will if safe to do so:

- Place the BEM's "Kit", the spare first aid kit and Building Layout Plans on Reception in case they are required.
- Ensure that all visitors within the Reception area and Reception interview Rooms evacuate the building immediately and when the zone is clear report the fact to the BEM on duty.
- Stop any new visitors from entering the building.
- Once a week during the fire alarm test reception staff will check that their evacuation equipment and the BEMs equipment is present (and in the case of the BEMs radio functioning). Any faults / missing equipment must be reported to the Corporate Health and Safety Team immediately.

Receptionists not acting under the direction of the BEM should evacuate from the building in accordance with the prescribed procedures.

4.4 CARETAKERS

On hearing the alarm all Caretakers should:

- Proceed to Reception via the exterior of the building and await the BEM's instructions.
- Prior to the all-clear being given, the caretakers will re-enter the building before staff to reset any activated call points and alarms on the Fire Exit doors.

4.5 SECURITY GUARDS

On hearing the alarm the security guards will, once the public have left the reception area:

- Install the crowd control barriers outside the main entrance.

Note - for outside of normal office hours please see section 5 of this document.

4.6 SEARCH & EVACUATION OFFICERS (SEOs)

SEOs will be nominated from volunteers, in the relevant Evacuation Zones. If there are insufficient volunteers; staff will be nominated by the relevant senior manager.

In the event that the Council becomes aware that the alarm system is compromised or a suspect package has been found, instructions for the use of the alternative alert (whistles) will be issued to the SEOs.

On hearing the Evacuation alarm all SEO's will:

- If it's safe to do so, collect their waist coats and whistle from the place of storage and put the waist coat on.
- Conduct a search of their allocated search areas as illustrated in the annexes to this document. The search MUST include all rooms, stores, toilets, cellular offices, meeting rooms, refuges etc.

Note:-

SEOs must NOT enter any area where there are signs that a fire may be present. They should note the location and report it to their APC at the assembly point.

- In cases where a key pad is fitted to an entrance door and the vision panel does not allow sight of the whole room local managers must provide Search and Evacuation Officers with the access codes. If for security reasons the code cannot be made available, local managers must make their own arrangements for reporting to the Search and Evacuation Officers that the area is clear.
- Make a report e.g. "Zone clear", "staff refusing to evacuate", to the APC at their designated Evacuation Assembly Points.
- Remain with the APC to provide assistance with crowd control / re-entry.

4.7 ASSEMBLY POINT CO-ORDINATORS (APC'S)

APC'S will be nominated from volunteers, if there are insufficient volunteers, staff will be nominated by the relevant senior manager.

Once a week during the fire alarm test the APC'S will check that their evacuation equipment is present and the radios function correctly. Any faults / missing equipment must be reported to health and Safety immediately.

On hearing the Evacuation alarm the APC'S will:

- If it's safe to do so collect their radios, red vests high and check lists from the storage boxes and proceed to their designated Evacuation Assembly Point.

- Notify the BEM of any First Aid requirements at their assembly point. *Ensure these reports are received by listening for the confirmation message for the BEM. i.e. “Assembly point 1 or 2 (as appropriate) message received”.* If no confirmation is received, ask the BEM to confirm they have received the message.
- Ensure all staff at the assembly area are kept clear of the roadways where necessary. Once SEO’s have reported they can be used for crown control.
- Complete the feedback / report form noting information from the zones as they report in. Note any missing reports and report these to BEM with other Zone reports, when asked by the BEM to do so. *Ensure these reports are received by listening for the confirmation message for the BEM. i.e. “Assembly point A or B (as appropriate) message received”.* If no confirmation is received, ask the BEM to confirm they have received the message.
- Give the “All Clear and safe to reoccupy” message to staff at the assembly point, **only when directed by the BEM to do so.**

4.8 FIRST AIDERS

On hearing the Evacuation alarm First Aiders will:

- If it’s safe to do so collect their First Aid equipment, evacuate in the normal way and proceed to the front of the building reporting to the BEM to await further instructions. A spare First Aid Kit is available on Reception.

4.9 TENANTS i.e. the bank

Tenants are responsible for:

- Conducting a search of their areas (zones) as illustrated in the annexes to this document. They must search all rooms, stores, offices etc. in their zone and
- Make a zone status report i.e. “zone clear” or “staff refusing to evacuate” to the Assembly Point Co-coordinator at their assembly point, which by the corner of the library.

4.10 EQUIPMENT

- BEMs equipment will be kept in the security office (located to the side of the public lifts).
- APC’s equipment is stored in the secure boxes, one at the rear and the other at the front of the premises.
- SEOs will be issued with their own equipment which is to be kept readily available in their work area.
- SEOs and APC’s will check their equipment is present (and in the case of the radios, functioning) once a week during the fire alarm test, reception staff will undertake this function for the BEMs equipment kept in the security room. Any faults / missing equipment should be reported to the Corporate Health and Safety Team.

5. FIRE PROCEDURES – OUTSIDE NORMAL OPENING HOURS (Monday to Friday (1715-0730) – INCLUDING COUNCIL MEETINGS.

Outside of normal office hours contractors will sign in and out using the attendance register located at the security desk.

If the fire alarm sounds the Senior Officer / Manager/ Elected Member present must ensure that the area they were using has been evacuated and all its occupants have left the building.

On hearing the Fire Alarm **YOU MUST EVACUATE THE BUILDING IMMEDIATELY, YOU MUST NOT:**

Stop to collect personal belongings.

Use any Lifts.

Enter the building if the alarm is sounding.

Re-enter the building whilst the alarm continues to sound.

You will assemble at Assembly Point A which is located at the front of the building at the corner nearest the underpass/traffic lights.

- The most Senior Officer / Manager / Elected Member present will dial 999 to ensure the Fire Service has received the call.
- Having obtained the Contractors register from the security guard at reception, the Senior Council Officer / Manager / Elected Member will take a roll call of the contractors whilst awaiting the Fire & Rescue Service.

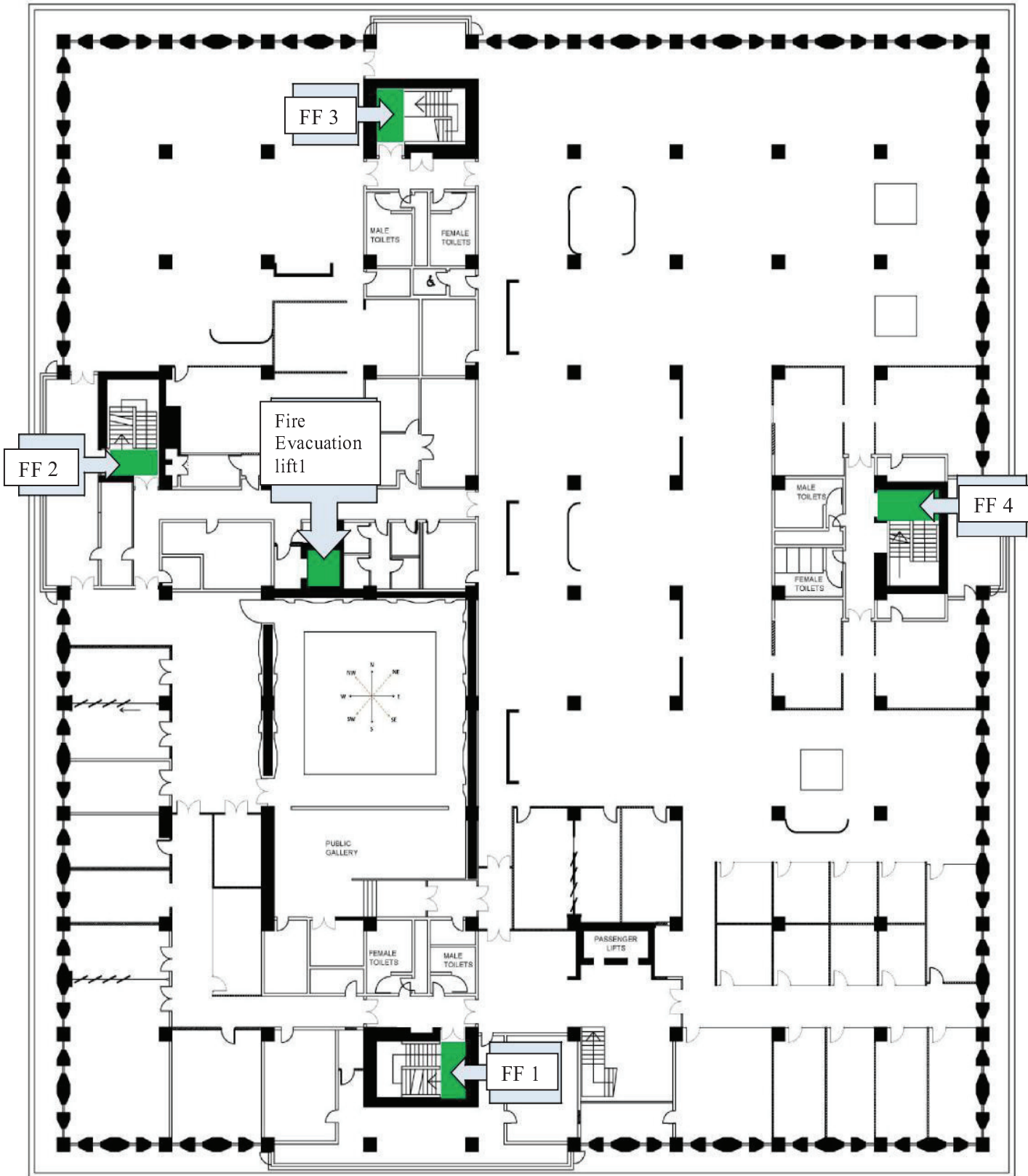
6. LINE MANAGERS RESPONSIBILITIES

It is a Line Management responsibility to ensure that all staff understand the fire precautions and the action to be taken in the event of a fire. This information must be part of the first day induction process.

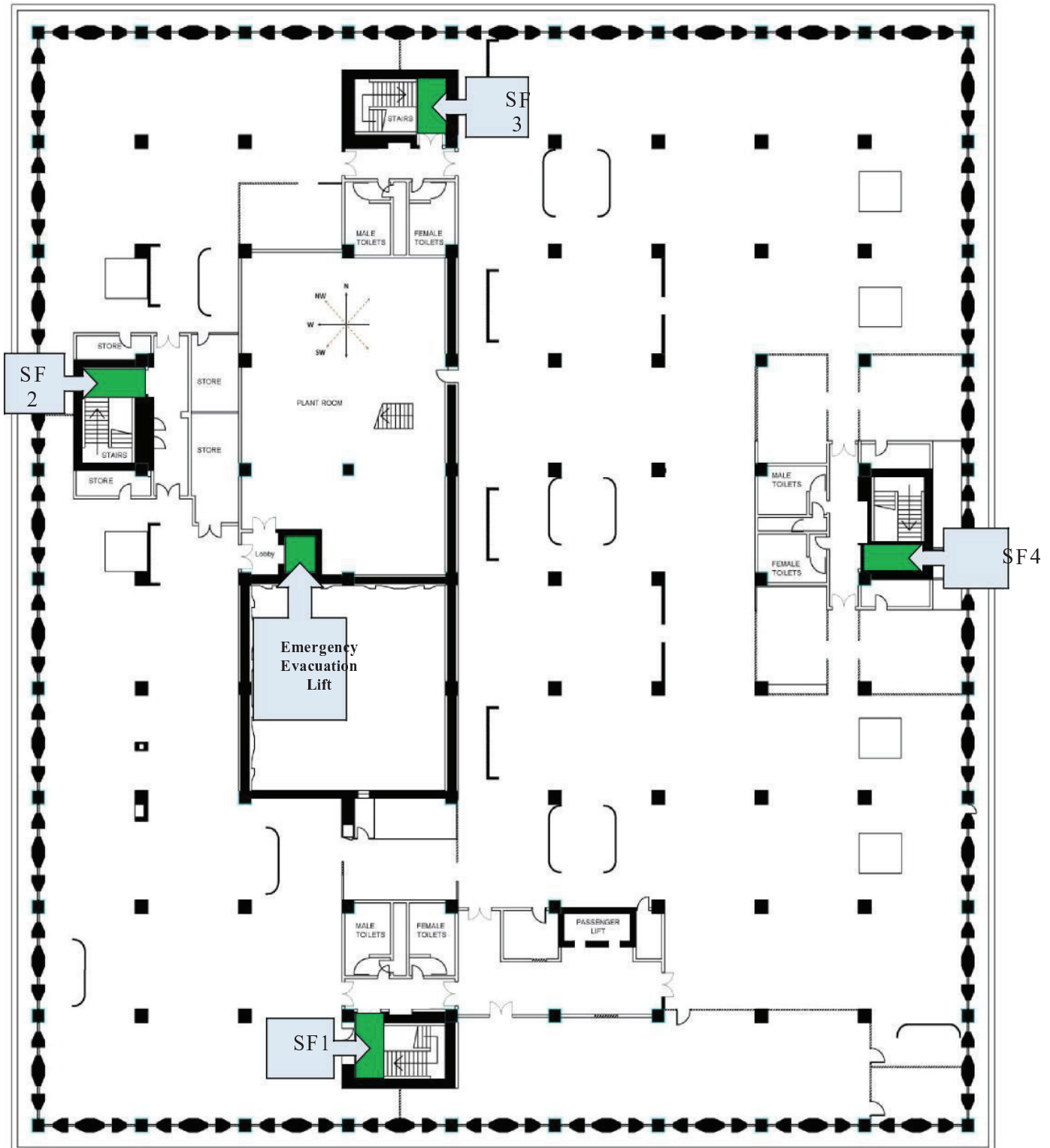
In the case of elected members it is the responsibility of the manager of Democratic Services to ensure all elected members understand the fire precautions and the action they are required to take in the event of a fire.

Managers who have staff who may need assistance evacuating must ensure a Personal Emergency Escape Plan is created for those staff. The Corporate Health and Safety Team within Build Services Unit can provide assistance with this if required.

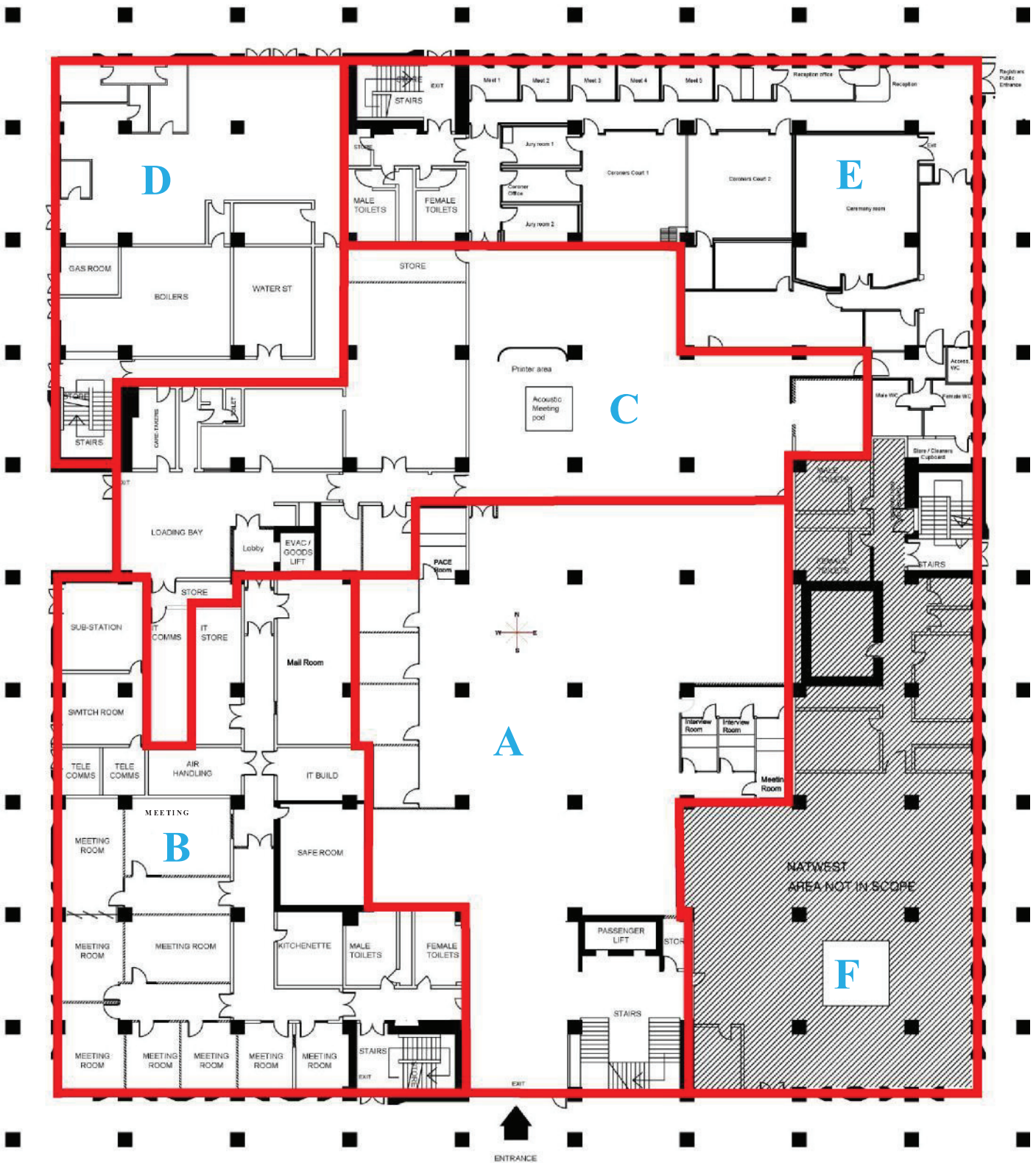
First floor refuges and location of emergency evacuation lift.



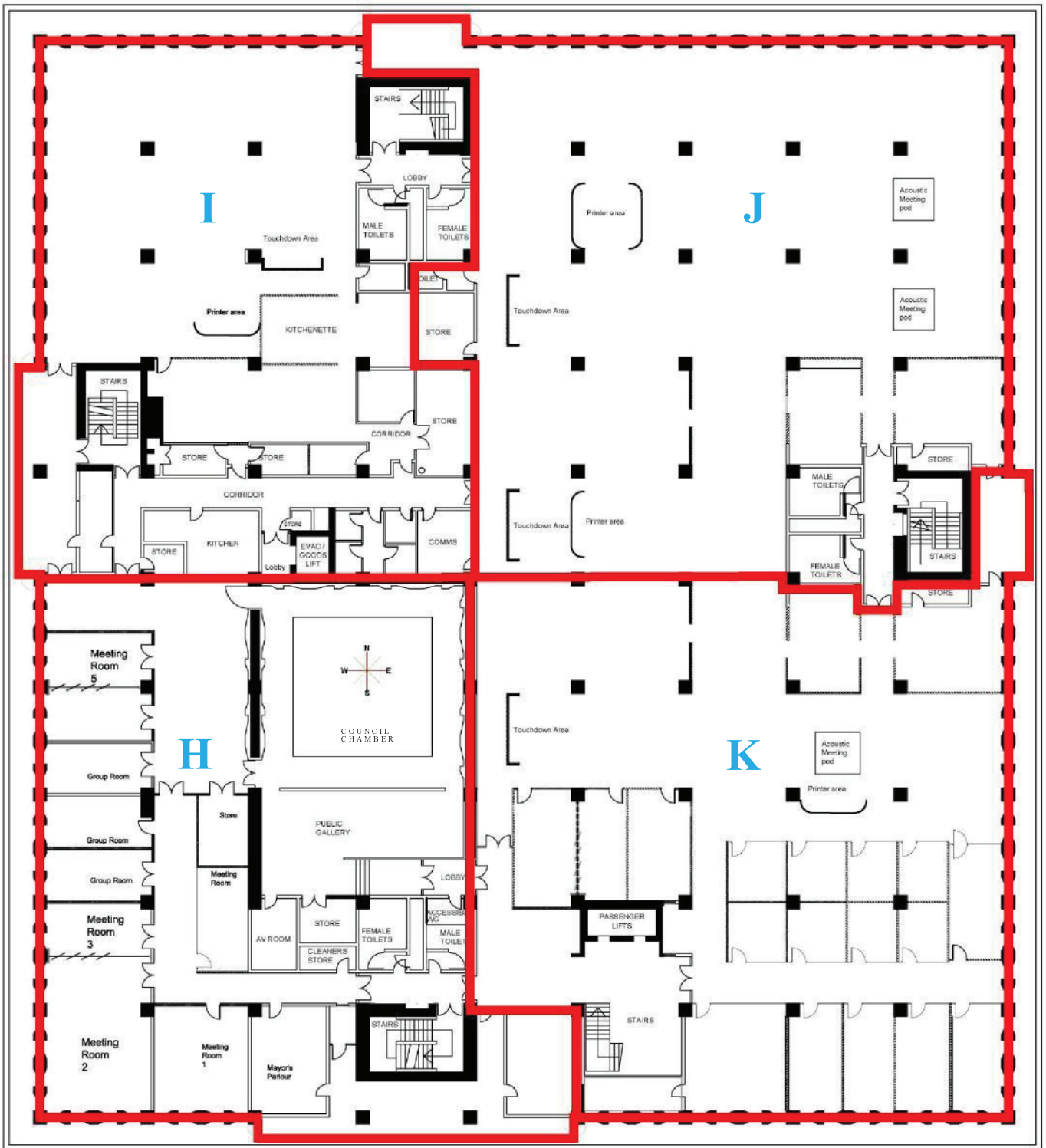
Second floor refuges & location of emergency



evacuation lift.

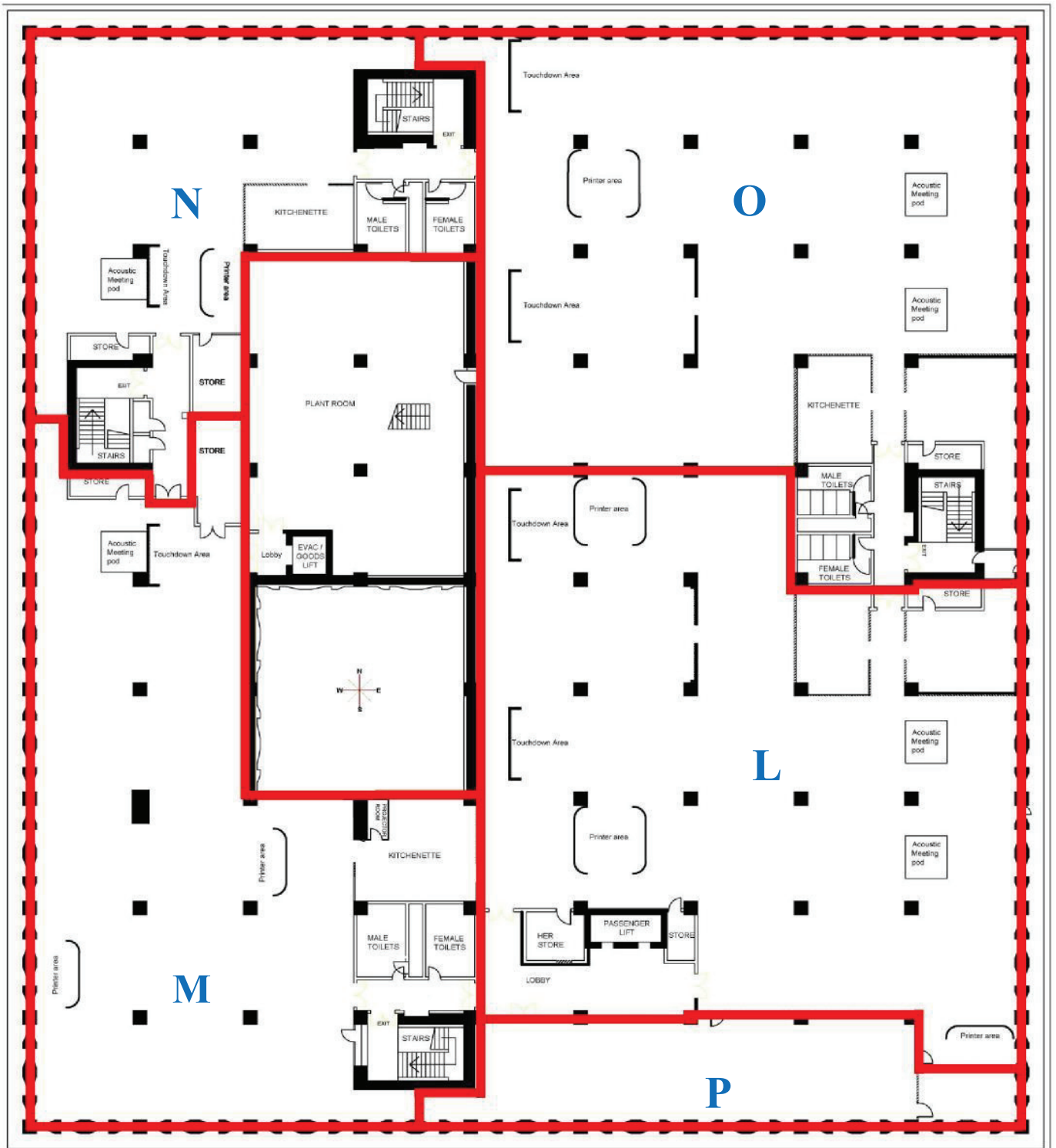


Evacuation Zones.Ground Floor.



Evacuation zones.

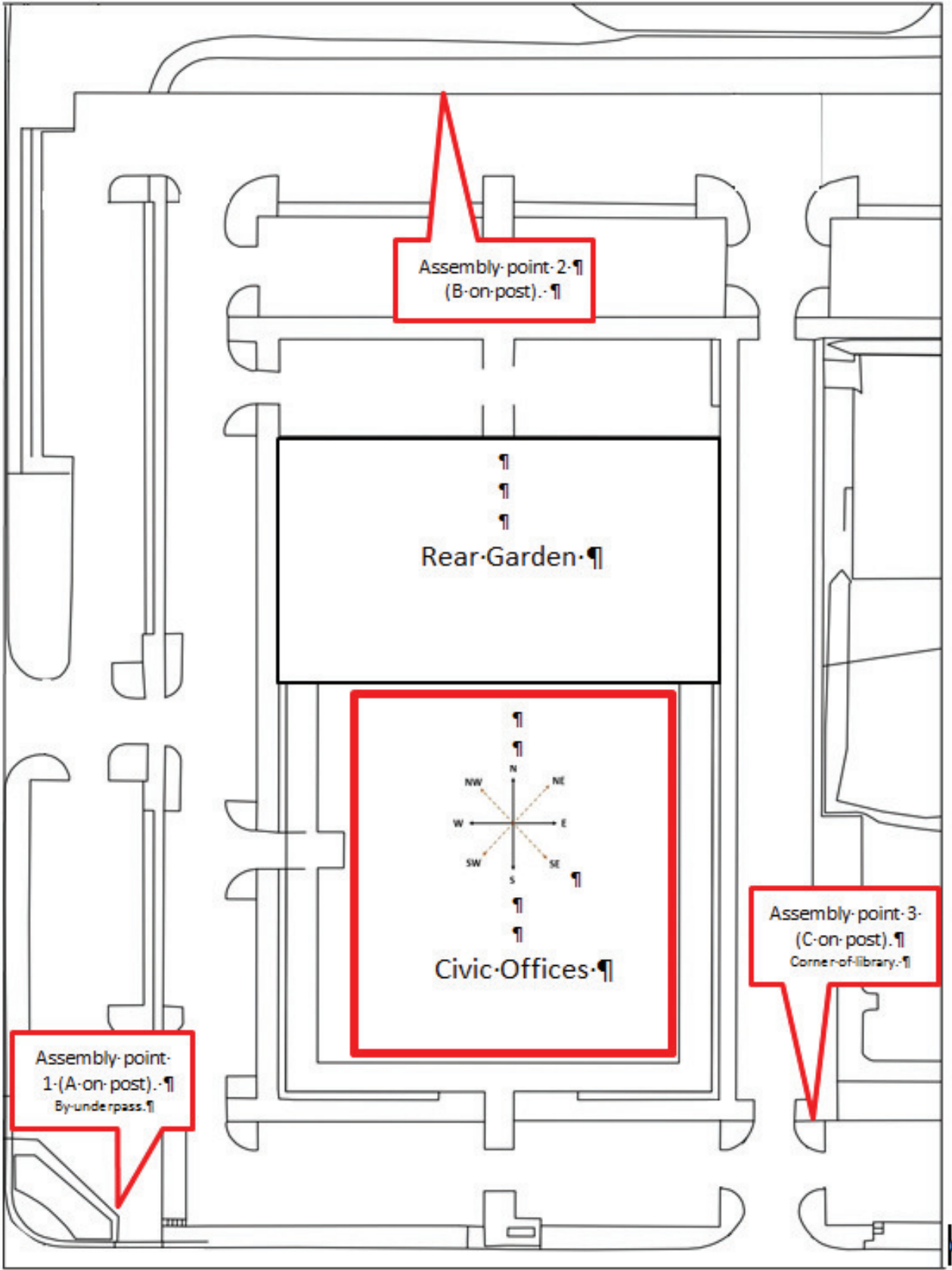
First Floor
(Middle floor).



Evacuation Zones

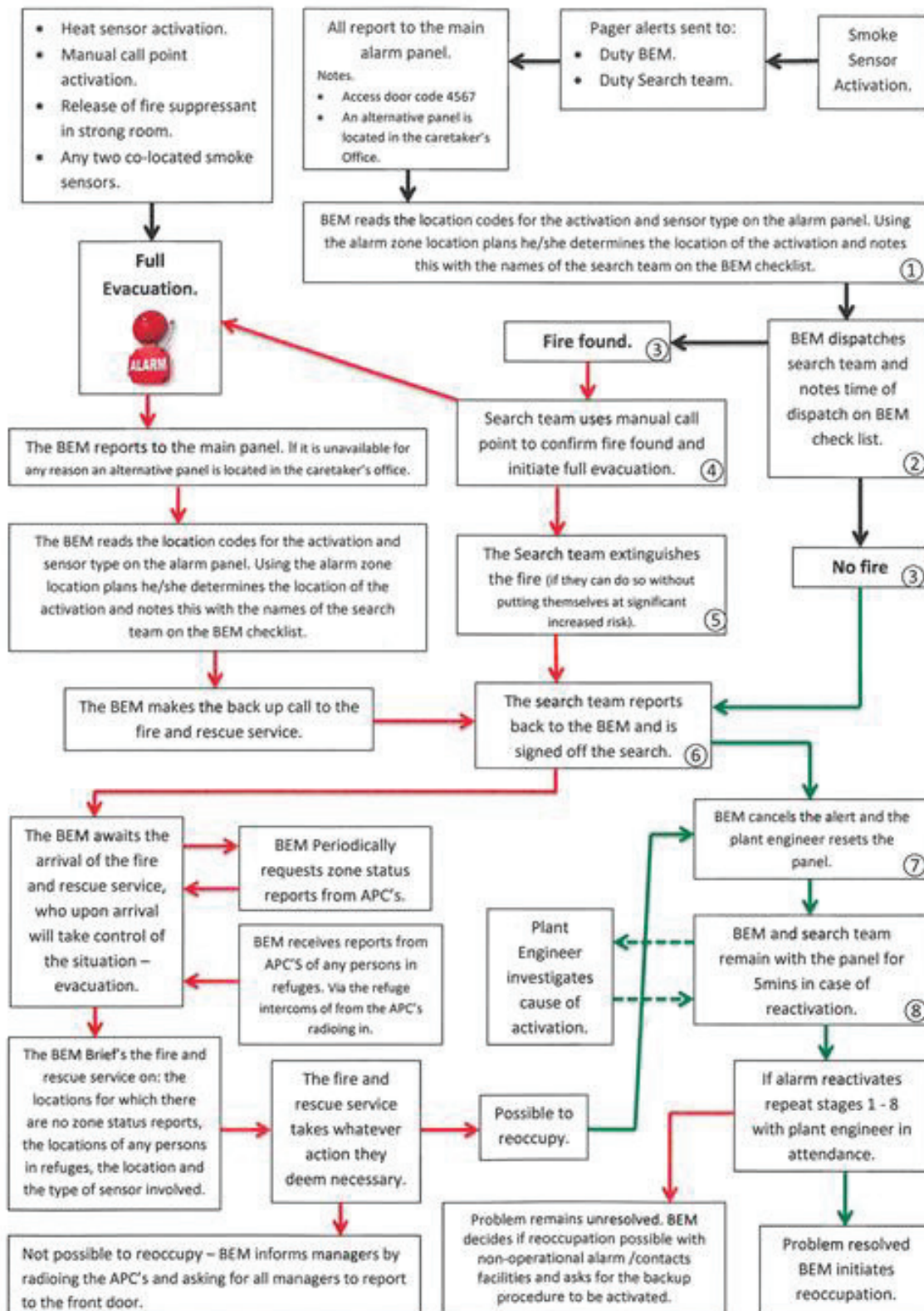
Second Floor

(Top floor)



EVACUATION ASSEMBLY POINTS

The Civic emergency alarm - evacuation process.





SAXON COURT FIRE & EVACUATION PROCEDURES

**Version 13
October 2018**

Fire and Evacuation Procedures
Saxon Court

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Definitions of the term 'Condition'

Not all disabilities are obvious, for that reason the term 'condition' will be used to describe all disabilities that may affect a persons ability to leave the building promptly in an emergency. (please note that the condition may include, for example angina, because the stress of an evacuation coupled with having to use stairs could bring on an attack).

Introduction

These procedures are maintained and updated by the Health and Safety Team, within The Build Services Team. The advice of the Fire and Rescue service was sought in the initial preparation of this document.

The Health and Safety Team will keep up to date records of all nominated Fire Evacuation staff. (See Fire Safety Policy, H & S manual section 4.5)

2. THE FIRE ALARM SYSTEM (Alarm Types and their Meaning)

The premise has an automatic fire detection system that activates the EVACUATION ALARM which is a continuous siren.

The EVACUATION ALARM will sound immediately if a Fire Alarm Call Point is activated.

The blowing of whistles by SEO's will represent the EVACUATION ALARM should the Fire Alarm System fail to operate for any reason.

Due to the design of this building staff on first floor who cannot use the stairs must have a Personal Emergency Evacuation Plan (See section 3.4 on page 3).

3. FIRE PROCEDURES – NORMAL OPENING HOURS (Monday to Friday 0830-1700) *See section 5 for procedures outside of normal working hours.*

3.1 RAISING THE ALARM

ON DISCOVERING A FIRE

- Break the glass of the nearest Fire Alarm Call Point.
- Leave the building immediately by the nearest available Fire Exit.
- Once outside, make your way to the Evacuation Assembly Point and remain there until instructed by the emergency evacuation staff to do otherwise.

3.2 WHEN THE EVACUATION ALARM SOUNDS (Irrespective of duration).

YOU MUST EVACUATE THE BUILDING IMMEDIATELY.

YOU MUST NOT Stop to collect any personal belongings.

Use any lifts.

Enter the building if the Alarm is sounding.

Re-enter the building before instructed to do so by the BEM.

Note

Caretakers will act under Special Procedures. (See Section 4)

3.3 DESIGNATED ASSEMBLY POINT

Persons without designated responsibilities must leave the building by the nearest safe exit and assemble at appropriate assembly point.

The designated Assembly Point is at the front of the building in the area of the underpass for Saxon Gate and Avebury Boulevard. See Annex D

3.4 PERSONS WITH A DISABILITY

Members of staff should assist any persons with a disability to evacuate the building.

IT IS THE RESPONSIBILITY OF ANY PERSON WITH A 'CONDITION' (For the definition of the term 'condition' see page1 of this document) **THAT AFFECTS THEIR ABILITY TO MAKE THEIR WAY TO THE ASSEMBLY POINT WITHOUT ASSISTANCE, TO MAKE THEIR CONDITION KNOWN TO THEIR LINE MANAGER, SO THAT A PERSONAL EMERGENCY EVACUATION PLAN (PEEP) CAN BE DEvised.**

PERSONS UNABLE TO USE THE STAIRS IN THE EVENT OF AN EMERGENCY MUST HAVE A PEEP IN PLACE.

It is the responsibility of those taking bookings for rooms or functions to ensure that prospective users are made aware of the buildings limitations for users with a 'condition'.

3.5 ALL OCCUPANTS EXCEPT TENANTS.

All non-tenants must sign in at Reception, where they will be given an access pass, should one be required, this includes FES engineers and MKC staff working in or from the building. If you are escorting a visitor(s) when the evacuation alarm sounds, the visitor(s) should be escorted to the Assembly Point. Their presence should then be immediately reported.

If the visitor has registered in the visitors book and during the evacuation decides to go about their business, rather than await developments then:

- *During normal office hours*, upon reoccupation the member of staff they were visiting must return the visitors pass to reception and ensure they are signed out in the visitors register.
- *Outside of office hours*, upon the visitor's departure the member of staff they were visiting must ensure the pass is returned to security and they are signed out in the visitors register.

3.6 THE ALL CLEAR

When the Fire & Rescue Service has determined the building is safe to re-enter, the BEM at the assembly point will announce the "All Clear". When returning after an evacuation, the re-entry should only be made via the front reception. Fire exits should not be used to re-enter the building.

3.7 MEETINGS

It is the responsibility of the Meeting Leader to take control of the evacuation and escort attendees to the designated assembly point.

4. SPECIAL PROCEDURES

4.1 BUILDING EVACUATION MANAGER (BEM)

The security staff based in Saxon Court will act as BEMs. The BEMs will receive training upon appointment and refresher training as required.

On hearing the EVACUATION ALARM the BEM will:

- Collect procedural notes, evacuation checklist, radio and blue vests from Reception. A spare set can be found in the Facilities Office.
- Dial (9)999 to ensure that the fire and rescue service have received the automated call. *(If it's a drill a member of the facilities team will be present to stop the call being made).*

Note the reception area(s) will be reporting direct to the BEM.

- Await the Fire & Rescue Service and:
 1. Assist as required,
 2. Inform them of locations where no zone clear reports have been received,
 3. Inform them of the locations where refuge call points have been used.
- Co-ordinate any First Aid requests.
- On receipt of the Fire & Rescue Service "All Clear", initiate re-occupation by notifying the initial re-occupation staff gathered at the front of the building (Caretakers and FES engineers).
- In the event that the alarm will not reset after receiving the Fire and Rescue Service "all clear" the BEM must decide if re-occupation is possible. If re-occupation is to take place the BEM must contact the facilities team and ask for the back up alarm procedure to be activated.

- On receipt of the Fire and Rescue Services notification that the building cannot be reoccupied: Contact all managers so that they can be directed to initiate their teams business continuity plans, then phone 311773, the Community Alarm centre, and ask for the Corporate Directors to be informed that Saxon Court is currently unusable and ask them to initiate their business continuity plans.

Upon receiving notification of a Telephone threat or a suspect package being found the BEM will:

- Rendezvous with the Corporate Health and Safety Team and facilities representatives in the reception area and proceed to work through the document titled “Advice for BEM’s in the event of a suspect package (i.e. bomb, incendiary device or chemical / biological device) being found or a telephone threat being received” (this is in the BEM’s book in the red box).
- If after having worked through this document, the suspicions remain then the emergency services (9)999 must be called on a land line and apprised of the situation.
- The BEM’s and the representatives of the Corporate Health and Safety team and the Facilities team will then await the arrival of the emergency services and provide assistance where required.

4.2 THE FACILITIES TEAM

If it is a drill a member of the team must be present in reception to prevent the BEM’s making the back-up (9) 999 call.

Upon receiving the request for the back alarm system to be activated the facilities team will prior to reoccupation send out an email to all staff based at Saxon Court, informing them of the situation and asking them to:

- Be extra vigilant
- Ring (9) 999 if a fire is found.

Upon resolution of the fire alarm problem they will send out another email to all staff based at Saxon Court, stating the problem has been resolved and the building is now operating under the normal alarm procedures.

4.3 SECURITY STAFF

On hearing the alarm Security staff will if safe to do so:

- Phone Ext 2001 to inform Civic Offices Reception and Switchboard of building evacuation.
- Collect the BEM’s “Kit”, the spare first aid kit and Building Layout Plans on Reception in case they are required.

- Ensure that all visitors within the Reception area and Reception Interview Rooms evacuate the building immediately and that new visitors are stopped from entering the building.
- Act as the BEM for the evacuation.
- Once a week, security staff will check that their evacuation equipment and the BEM's equipment is present (and in the case of BEM's radios functioning). Any faults / missing equipment must be reported to the Health and Safety Team immediately.

4.4 CARETAKERS

Once a week the caretakers will check that the alternative set of BEM's equipment is present (and in the case of BEM's radios functioning). Any faults / missing equipment must be reported to the Health and Safety immediately.

On hearing the alarm all Caretakers should:

- Proceed to Reception via the exterior of the building and await the BEM's instructions.
- Once all clear is given by Fire & Rescue Service, instruction will be given by the BEM to re-enter the building before staff to reset any activated call points and the alarms on all Fire Exit doors.

4.5 SECURITY GUARDS (during normal office hours)

On hearing the alarm the security guards will, once the public have left the reception area:

- Install the crowd control barriers outside the main entrance.

For outside of normal office hours see section 5 of this document.

4.6 SEARCH & EVACUATION OFFICERS (SEOs)

SEOs will be nominated from volunteers, in the relevant Evacuation Zones for all tenanted areas. If there are insufficient volunteers; staff should be nominated by the relevant senior manager.

In the event that the Council becomes aware that the alarm system is compromised or a suspect package has been found, instructions for the use of the alternative alert (whistles) will be issued to the SEOs.

On hearing the Evacuation alarm all SEOs will:

- If it's safe to do so, collect their yellow vest and whistle from their place of storage and put the arm band on.

- Conduct a search of their allocated search areas as illustrated in the annexes to this document. The search MUST include all rooms, stores, toilets, cellular offices, meeting rooms, refuges etc.

Note:-

SEO's must NOT enter any area where there are signs that a fire may be present. They should note the location and report it to the BEM at the assembly point.

- In cases where a key pad is fitted to an entrance door and the vision panel does not allow sight of the whole room local managers must provide SEOs with the access codes. If for security reasons the code cannot be made available, local managers must make their own arrangements for reporting to the SEOs that the area is clear.
- Make a report i.e. "Zone clear", "disabled person in refuge", "staff refusing to evacuate", to the BEM, who will be located at the entrance to the reception area at front of the building.

4.7 FIRST AIDERS (SECURITY GUARD OR FROM TENANTS)

On hearing the Evacuation alarm First Aiders will:

- If it's safe to do so collect their First Aid equipment, evacuate in the normal way and proceed to the front of the building reporting to the BEM to await further instructions. A spare First Aid Kit is available on Reception.

4.8 TENANTS

Tenants are responsible for:

- Conducting a search of their areas (zones) as illustrated in the annexes to this document. They must search all rooms, stores, offices etc. in their areas and
- Make an area status report i.e. "area clear" or "staff refusing to evacuate" to the Building Evacuation Manager coordinators (who will be wearing a Blue vest) who will be located at the entrance to the reception area at front of the building.

4.9 EQUIPMENT

- BEMs equipment will be kept at reception with a spare set in the Facilities Management office.
- SEOs will be issued with their own equipment which is to be kept readily available in their work area.
- SEOs will check their equipment is present (and in the case of the radios, functioning) once a week during the fire alarm test – reception staff and caretakers will undertake this function for the BEMs equipment kept by them. Any faults / missing equipment should be reported to the Corporate Health and Safety team.

5. FIRE PROCEDURES – FOR OUTSIDE OF THE NORMAL WEEKLY OFFICE OPENING HOURS (which are: Monday to Friday 08.30 – 17.00) this also covers the weekend working.

On hearing the Fire Alarm **ALL OCCUPANTS MUST EVACUATE THE BUILDING IMMEDIATELY**

THEY MUST NOT: **Stop to collect personal belongings.**

Use any Lifts.

Enter / re-enter the building if the alarm is sounding.

When out of the building **they will** assemble at the Assembly Point which is situated at the front of the building at the corner nearest the underpass/traffic lights.

5.1 CONTRACTORS.

Will sign in and out using the attendance register located at the reception desk.

5.2 MKC OCCUPANTS.

- If the fire alarm sounds, the Senior Officer / Manager / Elected Member present must ensure that the area they were using has been evacuated and all its occupants have left the building.
- The most Senior Officer / Manager / Elected Member present will dial (9)999 to ensure that the Fire & Rescue Service has received the automated call.
- Having obtained the Contractors registers from the security guard (if contractors are in the building a security guard will be on duty) at reception, the Senior Officer / Manager / Elected Member will take a roll call of the contractors whilst awaiting the Fire & Rescue Service.

5.3 TENANTS.

It is the tenant's responsibility to be able to give an 'occupied areas' status report (e.g. empty, persons still present etc.) to the fire and rescue service upon their arrival.

If any tenants are in the building there will be security guard present, if the alarm sounds the **SECURITY GUARD** will:

- Relocate to the main premises reception area at the front of the building.
- Retrieve the evacuation folder from the red box (black ring folder). In the event that reception is un-accessible a spare folder is kept in a duplicate box in the facilities office.

- Dial (9)999 to ensure that the Fire & Rescue Service has received the automated call.
- Dial 01744 833375 for the building engineer (FES) and request they attend to reset the alarm.
- Await the Fire & Rescue Service and:
 - Inform them of the area and/or source of the activation
 - Assist as required,
- On receipt of the Fire and Rescue Services notification that the building is not fit for use, the security guard will phone:
 - 07795 507123 and ask for the duty manager to be informed.
 - 01908 311773 (Community alarm control centre) and ask for the Corporate Directors to be informed that Saxon Court is unusable and ask them to initiate their service groups business continuity plans.

6. LINE MANAGERS RESPONSIBILITIES

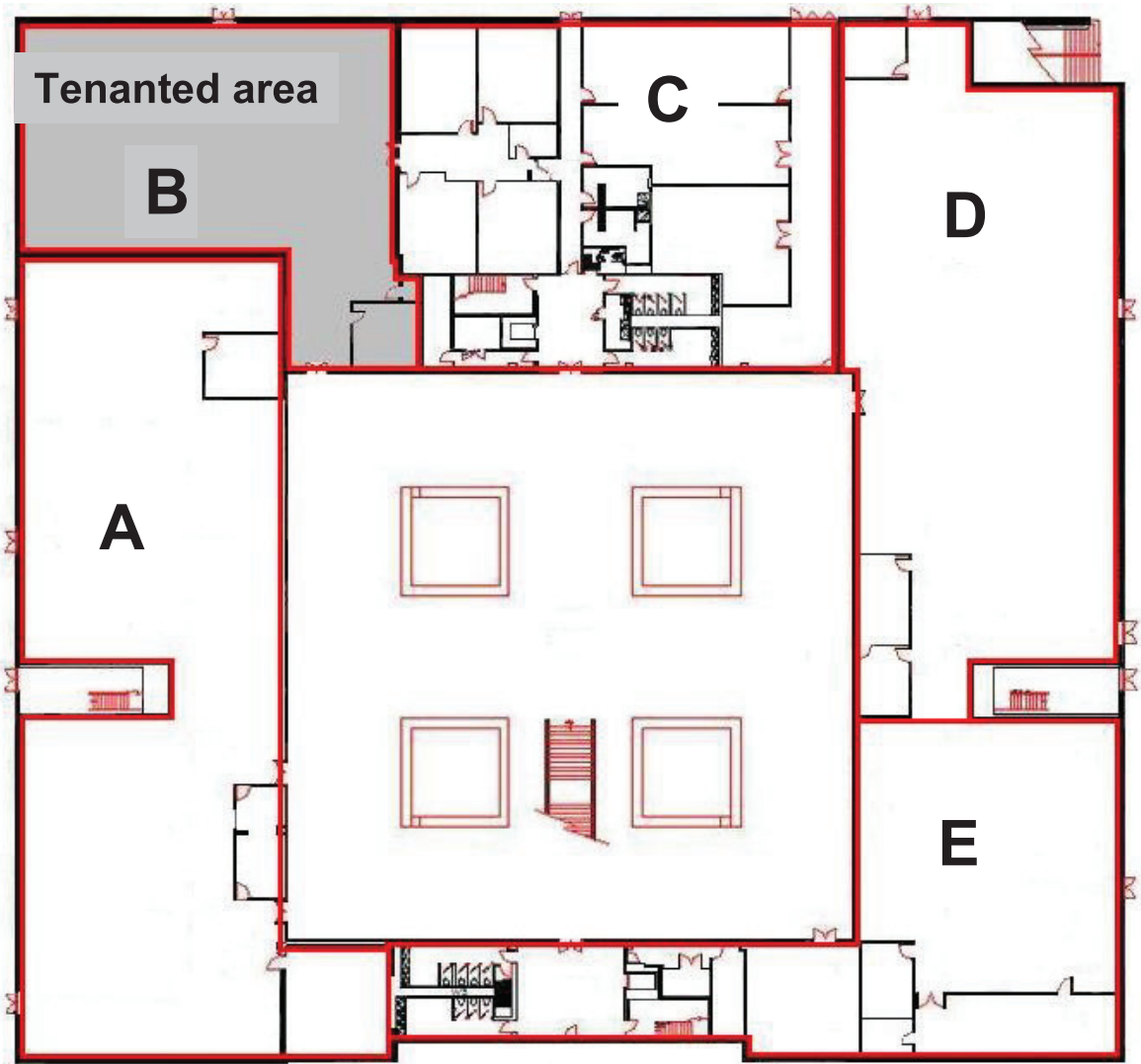
It is a Line Management responsibility to ensure that all staff understand the fire precautions and the action to be taken in the event of a fire. This information must be part of the first day induction process.

Managers who have staff who may need assistance evacuating must ensure a Personal Emergency Escape Plan is created for those staff. The Corporate Health and Safety Team within the Build Assets team can provide assistance with this if required.

(rear)

Lower
Ground

SOUTH ROW



AVEBURY BOULEVARD

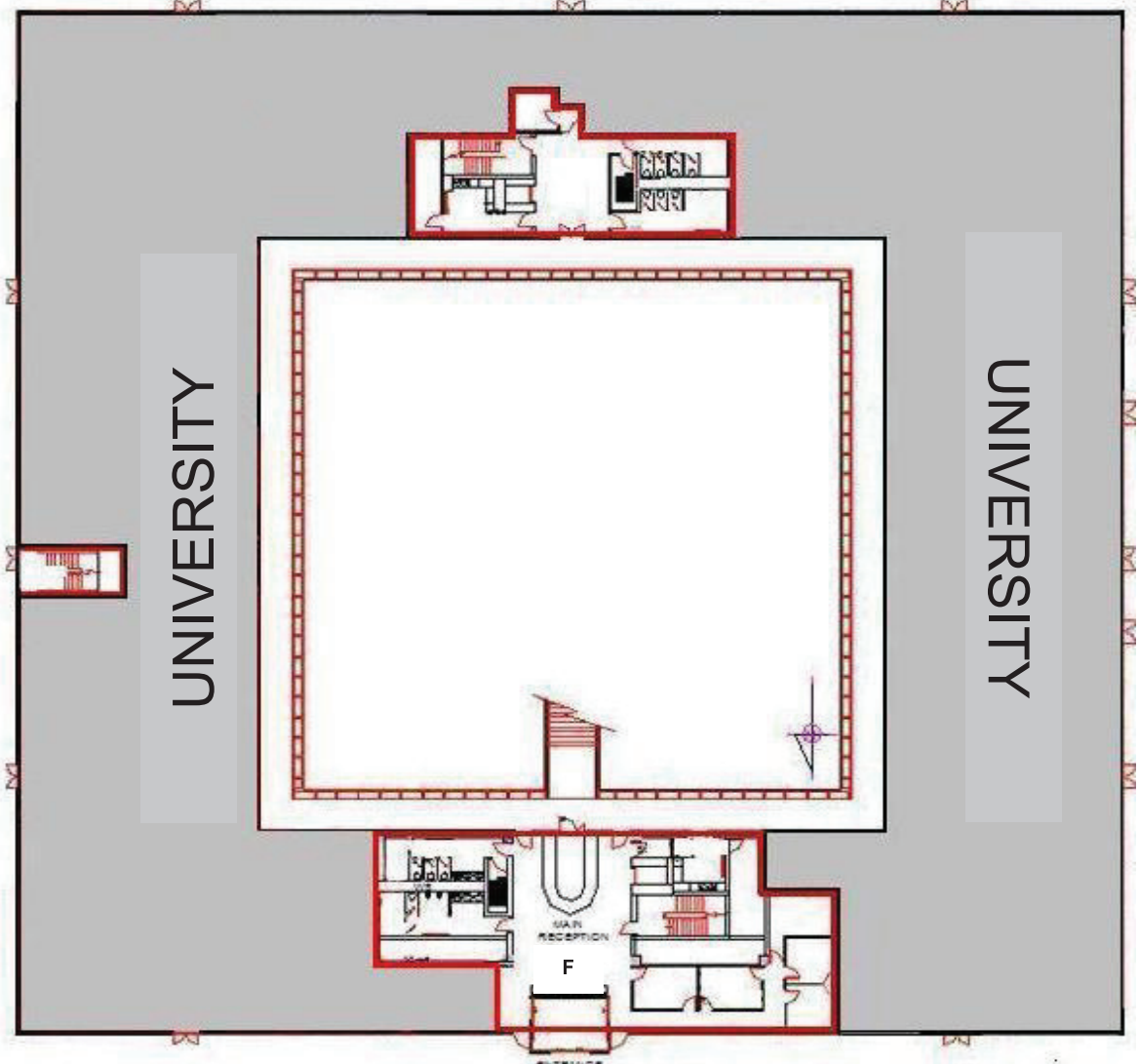
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Annex A

Ground
Floor

(rear)

SOUTH ROW



AVEBURY BOULEVARD

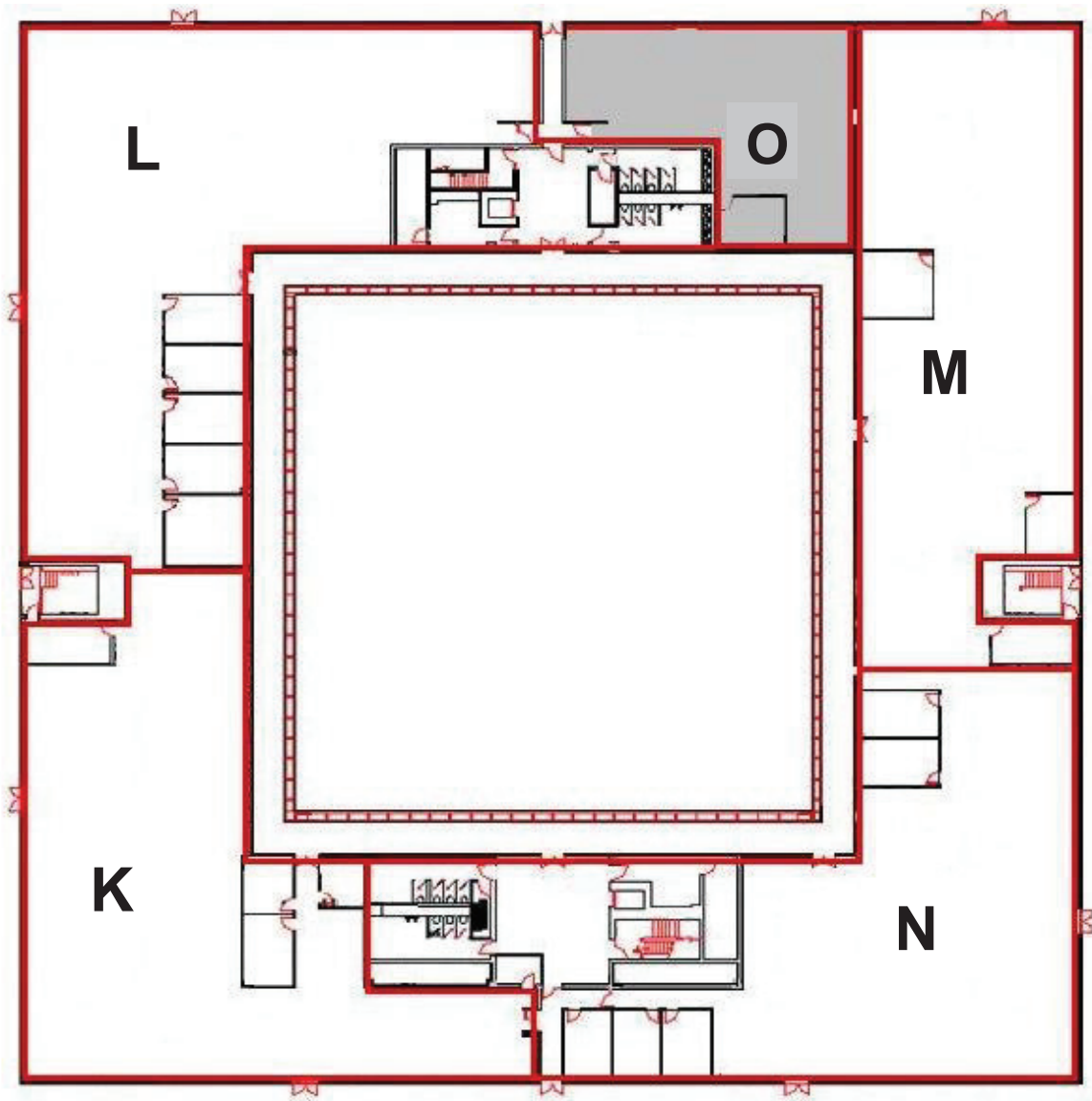
(front)

Annex B

First Floor

(rear)

SOUTH ROW



AVEBURY BOULEVARD

(front)

Annex C



FIRE ASSEMBLY POINT

Annex D

Corporate Policy and Guidance

FIRE SAFETY

Milton Keynes Council recognises its duties under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005. As a result Milton Keynes council will implement the policy as stated in section 1 of this document.

DEFINITIONS

RR(FS)O.	=	Regulatory Reform (Fire Safety) Order 2005;
Premise.	=	Any workplace used for the purposes of an employer's undertakings;
Responsible person (RP).	=	The RP has duties under the RR(FS)O and is defined as: <ol style="list-style-type: none"> 1. In a workplace, the employer, where the workplace is to any extent under his control. 2. In other non-domestic premises, the person who has control of the premises (as occupier or otherwise) in connection with the carrying on of a trade, business or other undertaking (for profit or not). 3. The premises' owner, where the person in control of the premises does not have control in connection with the carrying on of a trade, business or other undertaking.
	=	A person shall be regarded as competent when they have received sufficient training and have experience or knowledge to undertake the task.
General fire precautions.	=	Equipment or arrangements for fighting fires, fire detection, evacuation routes, emergency exits and maintenance of the above, including measures to mitigate the effects of fire.

Oxidising agent.	=	Substance that tends to give-off oxygen when the ambient temperature rises over a certain point and, thus, may cause ignition of sensitive organic material. This term includes oxidizers such as chlorates, perchlorates, peroxides, etc, that react spontaneously and vigorously on contact with some metals and other materials.
Exothermic reaction.	=	Chemical reaction causing heat to be given off.
Flash point.	=	The lowest temperature at which the vapour of a combustible liquid can be ignited in air.
Flammable.	=	Substances with a flash point between 22°C and 55°C and which have to be heated before they give off an ignitable vapour (e.g. diesel, paraffin, oil).
Highly Flammable.	=	Substance with a flash point of less than 21°C which give off an ignitable vapour at normal temperatures (e.g. petrol).
Extremely Flammable.	=	Liquids and liquefied gases which will readily ignite at normal temperatures or may explode or react violently (e.g. propane, butane, methane).
Portable Fire Equipment.	=	Is Fire Fighting Equipment that is designed to be carried and operated by hand and which in working order has a weight not exceeding 20kg.
CHST	=	Corporate Health & Safety Team.
PEEP.	=	Personal Emergency Evacuation Plan.
Review.	=	Is a desk top exercise to confirm adequacy and validity.
Fire door.	=	Is a door assembly (inc. frame) which is designed to hold back fire and smoke for a designated period and has been tested under BS 476 part 22.

- Corporate buildings. = Civic Offices and Saxon Court.
- Hot works. = Works that involve using a heat source or create heat. E.g. brazing a pipe or grinding metal.

1. THE COUNCIL POLICY

Part 1

General Overview.

1. The council will take the lead in fire safety matters in council owned buildings jointly occupied with partner organisation and/or tenants.
2. In fire safety matters the council will not just meet the legal minimum standards, but will aim to achieve good practice at all times.
3. All staff, including staff of partner organisations and/or tenants are expected to co-operate with the council and each other on fire safety matters.
4. A service level agreement exists between the council, its partners and contractors for the management of a number of functions, including inspection, maintenance and repair of emergency lighting, fire detection and fire-fighting equipment as well as plant and machinery maintenance in the corporate buildings.

Legislation

The Regulatory Reform (Fire Safety) Order places the following duties on employers to:

1. Assess fire hazards and fire risks.
2. Remove fire hazards as far as reasonably practicable.
3. Reduce fire risks as far as is reasonably practicable.
4. Protect against fire if one does start.

Fire risk assessments

The CHST will ensure fire risk assessments are in place for all council owned premises and that reviews are undertaken as required.

The responsibility for ensuring fire risk assessments have been undertaken lies with the senior managers of each service group (that is the directors and heads of service) that has a work place under their control.

All fire risk assessments must be reviewed at least annually or following any significant alterations which may have affected the validity of the assessment.

It is the duty of service group's management teams to implement any remedial actions identified by the assessment within any stated time scale.

Resources

1. The council will ensure that adequate resources including funding, is made available in a timely manner to meet all fire safety requirements.
2. If existing service level agreements (SLA's) do not meet a fire safety need, this will be referred to the Corporate Management Team for action.
3. It is the duty of service group's management teams to ensure adequate resources are made available to meet fire safety requirements at sites they control.

Part 2

1. Reducing the risk of fire

- 1.1 Good housekeeping will generally deal with the problem of materials which could support a fire. The most likely sources of ignition are an electrical fault, or construction / refurbishment activities.
- 1.2 **Smoking is prohibited in all Council premises.**
- 1.3 Children and Families, service groups management will ensure arrangements are in place to achieve similar standards in schools.
- 1.4 **A significant ignition risk is associated with 'hot work' by contractors.**

In corporate buildings it is the policy for Permits to Work to be issued for high risk activities, including hot work, these are to be issued to contractors prior to work commencing. It will be the duty of the authorising officer to ensure work does not contravene the conditions of any Permit to Work, (see H & S manual section 4.2 for information on permits to work). Service groups' management will ensure similar procedures are in place for works under their control.

- 1.5 To ensure fire safety it is necessary for electrical and mechanical plant and equipment to be properly maintained in the corporate buildings. This work is covered by the facilities team as described previously in this document. Service group's management will ensure similar procedures are in place for premises under their control.

2. Reducing the risk of spread of fire.

- 2.1 Work on buildings must not reduce the effectiveness of any fire compartment walls. In corporate buildings Permits to Work for contractors working on fire compartment walls or floors, including requirements to 'fire stop' openings around cables services etc. are issued

by authorising officers. Facilities management will record and archive these permits.

Service groups' management will ensure that similar standards are maintained in premises under their control.

- 2.2 Officers authorising works will ensure any building / refurbishment works or alterations do not adversely affect fire control measures. This includes a duty to consult the councils Property and Facilities Team as appropriate.

3. Ensuring means of escape are adequate

- 3.1 There must be adequate means of escape available to all employees and visitors in the event of a fire.
- 3.2 Fire risk assessments will be used to confirm that means of escape are adequate, including the provision of emergency lighting. A competent person will maintain the emergency lighting annually. In corporate buildings this work is covered by the facilities Team as described previously in this document. Service group management teams will ensure a similar standard is achieved in premises under their control.
- 3.3 In corporate buildings any office layout changes will be referred to the CHST by the relevant manager or project team. The CHST will confirm that the means of escape etc. are not compromised.

4. Detecting and giving warning of fire.

- 4.1 All council corporate buildings are equipped with automatic fire detection and alarms. This is supplemented with break glass call points.
- 4.2 The fire risk assessments will be used to confirm fire warning arrangements are adequate in the corporate buildings.

5. Preparing and implementing fire and evacuation procedures

- 5.1 It will be the duty of the CHST to prepare and revise as necessary fire evacuation procedures for the corporate buildings.

Such procedures will include how we will protect visitors and members of the public and other employer's staff.

The fire evacuation procedures for Civic Offices and Saxon Court include details of the following nominated roles: Building Evacuation Managers,

Search officers, Assembly Point Co-ordinators and the Fire Search Team.

- 5.2 Fire evacuation procedures for corporate buildings will be available on the intranet. Publicity will be arranged by the CHST following any significant amendments or alterations. The CHST will provide facilities management with details of these procedures and prepare floor plans, etc. for display as appropriate.
- 5.3 Service groups management teams will be responsible for ensuring fire evacuation procedures are prepared for buildings under their control.
- 5.4 Service groups managers will ensure any procedures they create are made known to relevant people. This includes schools management teams.

6. Provision and maintenance of Fire Fighting Equipment.

- 6.1 All provided portable fire-fighting equipment will meet the BS5306 part 3 and BS EN3 parts 1-6 standards.
- 6.2 All portable fire-fighting equipment will be serviced annually by a competent person. In the corporate buildings this work is covered by the facilities team as detailed previously in this document. Service groups' management teams will be responsible for meeting this requirement in premises under their control.

7. Fire alarm system and emergency lighting.

- 7.1 Provision of Fire Fighting Equipment will be determined as part of the risk assessment process. This will include the need for sprinkler provision.
- 7.2 Fire alarms will be tested weekly, and a record will be kept by the premises manager. The alarm system in corporate buildings will receive annual routine maintenance and service, this work is covered by the facilities team as detailed previously in this document. Service groups management teams will be responsible for meeting this requirement in premises under their control.
- 7.3 Emergency lighting (where fitted) must be checked monthly and be maintained annually by a competent engineer. In the corporate buildings this work is covered by the facilities team. Service groups management teams will ensure this standard is achieved in premises under their control.

8. Firefighting arrangements.

8.1 Firefighting is legally required if it is possible that people could not evacuate safely without fighting the fire. However in council buildings it is unlikely that a fire could become so big or spread so rapidly that we could not evacuate safely without fighting a fire. Any exceptions to this will be identified in the fire risk assessments. Nevertheless it would be prudent to have some staff trained in firefighting to prevent a small easily controlled fire developing in to a large fire.

8.2 Service groups management teams will decide on and arrange for firefighting training as appropriate.

9. Training and provision of info to staff

9.1 In corporate buildings training will be provided to officers with a defined role. The CHST will co-ordinate this training.

As part of this the CHST will maintain a list of staff with appointed roles in the corporate buildings and at least three monthly confirm that the list is accurate and take any necessary steps to fill the vacancies.

In the event that there is insufficient volunteers to undertake these roles, service group managers will delegate staff to those roles.

9.2 As part of first day induction, staff must be advised of the fire alarm sound, the meaning of any alarms, the evacuation routes, their assembly places and of the general emergency evacuation plans.

9.3 Service groups management teams will consider and make arrangements for any further training in fire matters they consider appropriate.

9.4 Fire evacuation drills will be undertaken at least annually. Any exceptions to this will be identified in the fire risk assessments. In the corporate buildings the current practice is for this work to undertaken by the facilities Team.

It is currently Children and families service groups' policy for schools to undertake termly fire evacuation drills.

9.5 Service groups managers will ensure in premises under their control they meet the requirement for at least annual fire evacuation drills.

Following a fire evacuation drill, there will be a review to identify and resolve any problems. In corporate buildings the CHST will organise this

review and consult Building Evacuation Managers, Search & Evacuation Officers, Assembly point co-ordinators and the Fire search team, this review will be based around the availability of the BEM who co-ordinated the evacuation and should take place within 2-3 working days. In other premises it is the service groups premise manager who is responsible for ensuring the review takes place as described above.

10. Safety assistance

10.1 The council will appoint as required appropriately qualified consultants and suitably trained members of the CHST to assist in undertaking preventative and protective measures

11. Co-operation and co-ordination.

11.1. It is the duty of the CHST to:

- Ensure that other employers with employees in the corporate buildings are provided with information on any fire risks and preventative / protective measures.
- Liaise with other employers in the corporate buildings and be satisfied with those employers' steps to control the risk of fire.

11.2 Service groups managers will ensure in premises under their control other employer's staff are provided with information on any fire risks and our preventative and protective measures.

2. GENERAL INFORMATION.

The RR(FS)O replaces all previous fire safety legislation. Any fire certificate issued under the Fire Precautions Act 1972 no longer has any legal standing.

If a fire certificate was issued in respect of a premises, or a building has been constructed to recent building regulations and assuming that no material alterations have been carried out that have had an adverse impact on the physical fire precautions, (which have been adequately maintained), it is unlikely that any significant improvements to the physical fire protection arrangements are required to comply with the RR(FS)O.

However a fire risk assessment must still be undertaken and kept up to date to ensure the premises fire precautions remain current.

The responsibility for complying with the RR(FS)O rests with the responsible person in a work place. For definition of a 'responsible person' see previous section of this document.

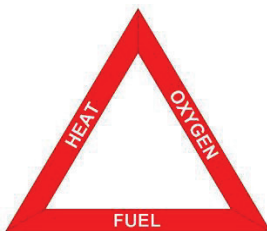
Fire safety engineering (Travel distances, Fire breaks, Protected zones etc) are part of the initial design requirements or subsequent refurbishment design requirements and as such are not dealt with in this guidance document. Fire safety engineering is dealt with by The Building Regulations Approved Document B, fire safety.

FIRE AND SMOKE

FIRE

Before a fire can start three things are needed;

1. Heat – a source of ignition.
This could be from misuse of electrical or cooking appliances, e.g. overloaded sockets, extension leads or leaving appliance unattended;
2. Fuel e.g. flammable solids, cooking oils or piles of rubbish;
3. Oxygen - from the air or from oxidising chemical substances.



If any of the above sides of the triangle are missing or removed a fire will not develop or will go out.

SMOKE

The principle hazard to life from a fire is smoke NOT the flames. Smoke generated by a fire will be hot and contain un-burnt materials that can easily ignite in the presence of oxygen thereby causing the fire to spread

Occupants may become disorientated due reduced visibility and to the toxic effects of smoke, and in some instances may be asphyxiated. In addition, smoke causes widespread damage to equipment, surfaces and finishes throughout the building, even where heat may not have penetrated.

In practical terms, building occupiers can control smoke by:

- Ensuring that fire doors are shut at all times – **fixing them open with hooks or wedges is prohibited**, however if doors have to be open to facilitate access and egress the fitting of

magnetic 'hold open' devices that will close the doors when the alarms are activated could be an acceptable solution. Before fitting these devices the CHST must be consulted and the fire risk assessment updated.

- Ensuring escape routes are always free of any stored materials, boxes of paper and other flammables, rubbish and any other item that may generate smoke - including upholstered furniture;
- Ensuring that the fire stopping is in place, (i.e. plugging holes through walls around pipe-work and other services to prevent spread of smoke).

3. RESPONSIBILITIES

The responsibility for ensuring that fire risk assessments have been carried out lies with the senior managers of each service group. That is the Directors and Heads of Service.

If it is found that a premise lacks a Fire Risk Assessment, then the one should be carried out without delay.

MANAGERS

- To ensure that a current FRA is in place for every premise where they have staff located/based, this includes partner organisations premises.
- Where the council is the owner or major occupier to implement any remedial actions identified by the FRA, if the actions required are outside of their purview then they must refer the matter to a level of management that is able to implement the actions;
- To review the FRA annually or if something significant to the assessment changes;
- To ensure all staff are briefed on the premises emergency evacuation procedures as soon as they are located/based at a premise;
- To devise a PEEP for any of their staff who has a disability or medical condition that could affect their ability to leave premises during an evacuation. See annex 6 to this document for the checklist and PEEP proforma.

ALL STAFF

- Not to misuse anything provided for their safety i.e. using fire extinguishers to prop doors open;
- To report to their managers any potential deficiency in the councils emergency evacuation procedures or equipment, as soon as they become aware of them;
- Ensure that all fire doors are kept closed, unless they are held open by the fire alarm system.

During evacuations

- Upon hearing the fire alarm, to leave the premises by the nearest ‘safe’ means of exit and assemble at the designated assembly point;
- Not to re enter premises until instructed to do so by the building / evacuation manager.

4. PRECAUTIONS

The risk of fire can be significantly reduced through good management and effective fire precautions. These include:

- Means of detecting and giving warning in case of fire;
- The provision of means of escape – emergency routes and exits;
- Means of fighting fires, i.e. extinguishers.
- The provision of information, instruction and training to all staff.
- Good management includes:
 - The maintenance of all equipment provided for fire safety, such as fire detection/warning systems, fire doors and fire-fighting equipment;
 - Good housekeeping;
 - Safe storage and use of flammable materials;
 - Maintenance of electrical systems and other equipment which may cause fire;
 - Safe storage of flammable rubbish and waste;
 - Reducing the risk of arson.
- The monthly SEO evacuation zone checks, see annex 5 for the checklist.

5. DETECTION AND WARNING

The early discovery and warning of fire will increase the time available for escape and enable people to evacuate safely. **All workplaces should be provided with the means of raising the alarm.** This should be appropriate to the type of premise or workplace.

There are two basic types of fire detection systems one is for the protection of life and the other for the protection of property.

A fire detection system can range from human activation; with either a hand bell or warning shout to raise the alarm (but they must be audible through out the premise) or a manually activated alarm bell system (call point system), to a fully automatic electronic detection and alarm system.

A property protection system is usually a fully automatic detection system linked to an off site monitoring station. This is commonly specified if there is a significant fire risk when the building is unoccupied.

For further information on the categories of fire alarm please see Annex 2 to this document

Whatever system is used, it is essential that it is regularly checked and maintained.

Before installing a system, it is advisable to consult the fire authority or other competent organisation about what is proposed.

6. OCCUPANCY LEVELS

As a guide to occupancy levels the following tables have been extracted from the Building Regulations Approved Document B.

The occupancy level is arrived at by using which ever of the criteria detailed below, gives the lowest occupancy level.

Occupant capacity in rooms or areas, in non-education premises.

Type of accommodation	Floor space per person in m ²
Standing areas, bars without seating, etc.	0.3
Assembly halls, dance floors, pop concerts, etc.	0.5
Dining rooms, seated lounge / bar restaurants, etc.	1.0

Occupant capacity in rooms or areas, in education premises.

Type of accommodation.	Floor space per person in m ²
Classroom / Lecture room / Study room.	The maximum design capacity (e.g. the number of seats)
Dining room.	0.9
Assembly hall / dual purpose area.	0.45
Sports hall (not used for assembly or examinations, etc.)	5.0
Store room.	30.0
Office	6.0

Staff common room.	1.0
--------------------	-----

Widths of escape routes and exits in all premise.

Maximum numbers of persons	Minimum width in mm
50	750
110	850
220	1050
More than 220	75mm per 15 or part of 15

Minimum number of escape routes and exits from a room or storey in all premises.

Maximum numbers of persons	Minimum numbers of escape routes / exits
60	1
600	2
More than 600	3

Example

Based on an assembly hall that is 10meters wide by 25meters long and has two 850mm wide escape routes/exits.

Floor area = 10x25= 250m² divided by .5 = capacity of 500 persons.

Two 850mm wide escape routes/exits = 110 x 2 = 220 persons.

Two exits = 600 persons.

Therefore as it is the lowest capacity of the three, the hall capacity would be 220person.

7. MEANS OF ESCAPE – EMERGENCY ROUTES AND EXITS

Regardless of the location of a fire, once people are aware of it they should be able to proceed safely along a recognisable escape route, to a place of safety. The general principle is that, other than in very small premises or those presenting a very low fire risk, there should be alternative means of escape.

All escape routes and exits:

- Must be kept clear and be available for use; final exits must not be locked and should be easily opened;
Must be adequately signposted with the approved signs;
- Must be provided with suitable emergency lighting where needed;
- Must lead to a place of safety;
- Must be constructed from suitable fire-resisting materials;

- Must be of sufficient width to allow all persons present to escape, including those in wheelchairs.

ITEMS PROHIBITED ON AN ESCAPE ROUTE

Items that could be a potential fire hazard or those that could cause an obstruction or restrict the width should not be located in corridors or stairways intended for use as a means of escape.

In particular the following items should not be located in corridors or stairways that serve as the means of escape from a workplace or part of it:

- Portable heaters of any type;
- Heaters which have unprotected naked flames or radiant bars;
- Oil-fuelled heaters or boilers;
- Cooking appliances;
- Coat racks;
- Temporary stored items including items in transit, e.g. furniture, waste bins etc.;
- Lighting using naked flames;
- Gas boilers, pipes, meters or other fittings;
- Gaming or vending machines;
- Electrical equipment (other than normal lighting, emergency escape lighting, fire alarm systems, or equipment associated with a security system).

NOTE.

Lifts must not be used in the event of a fire, because they may open into the fire or cease working mid journey trapping the occupants in the shaft, which is effectively a flue / chimney and a means for the fire to spread from floor to floor.

An alternative way to evacuate disabled employees must be addressed by managers when carrying out their fire risk assessments.

REFURBISHMENT OR ALTERATIONS TO THE WORKPLACE

If any refurbishment, re-decoration or alterations are made to the workplace, managers must ensure that there are still enough escape routes available should a fire occur. To ensure that changes comply with current regulations they should have them approved by the CHST.

If any of the above changes are to be made to a certificated premise, the relevant enforcing authority (Fire Brigade) must be informed beforehand.

8. EMERGENCY EVACUATION PROCEDURES

There are two systems in use within the council to enable evacuation status reports to be made to the attending Fire and Rescue service after an emergency evacuation.

THE REGISTER SYSTEM.

This is where a register is kept of all persons as they enter or leave a premise, this enables a roll call to be undertaken after the evacuation by the evacuation manager to confirm (or not) that the premise has been vacated. Unfortunately this system only works where you can be sure that the register is **ALWAYS** going to be correct i.e. in a school.

THE ZONE CLEAR SYSTEM.

This is where each floor of a premise is divided up into zones and usually a minimum of three staff within the zone are appointed to search the zone on their way out and give the zone status report to the evacuation manager. In the corporate premises this report is made to the assembly point co-ordinators at the assembly point, who then relays the information on to the Building Evacuation Manager. This system works particularly well in premises where the staff CANNOT be guaranteed to be present at any given time .e.g. they are peripatetic workers or agile working..

The Emergency Evacuation Plans for Saxon Court and Civic Offices can be accessed by going to the Health and Safety home page on the intranet and selecting the relevant sub folder. Emergency evacuation information for other premises should be prominently displayed. See annex 3 for sample fire action sign and annex 4 for sample evacuation duties sign.

EVACUATION STAFF

- The Building Evacuation Manager (BEM) is a senior manager or teacher who acts as the council's representative and liaises with the Fire and Rescue Service and co-ordinates the council's response to the situation which ultimately could be to make the decision to implement the business continuity plan if re-occupation is not possible.
- The Assembly Point Co-ordinators (APC's) are nominated members of staff who receive the zone status reports from the SEO's (and report the information on the BEM when asked), manage the assembly area and initiate the re-occupation when instructed by the BEM to do so.
-

- Search and Evacuation Officers (SEO's) are appointed staff from the premises zones who check their zones as they leave the premises.
- The Fire search team are specially trained staff who go to the location of the alert to check if there is actually a fire.

9. FIRE DOORS

Fire doors are vital to ensure that the occupants can evacuate to a place of safety. A fire door will hold

back fire and smoke thereby preventing escape routes from becoming unusable as well as preventing the spread of fire and smoke from one area to another. With the exception of fire doors linked to the alarm system, all other fire doors must be kept **CLOSED** at all times.

10. FIREFIGHTING EQUIPMENT INC MAINTENANCE AND TESTING

All Council workplaces must, be provided with means of fighting a fire for use by people in the premises. Usually, this means providing portable fire fighting equipment or fire blankets.

Portable fire extinguishers enable **suitably trained** persons to tackle a fire in its early stages, if they can do so without putting themselves in danger.

NOTE: Only trained staff should use extinguishers. See annex 1 to this document for types and applications.

The types, number and location of extinguishers will depend on the nature of the risk and the size of the premises.

Extinguishers should be located in conspicuous positions on brackets or stands where they will be readily seen by persons following an escape route. Positions near to room exits, corridors, stairways, lobbies and landing are most suitable. Extinguishers should not be located where a potential fire might prevent access to them. Care should be taken to ensure that a heavy extinguisher does not in itself cause injuries by being dislodged and falling on to limbs or bodies. Extinguishers sited in schools require extra thought to avoid such accidents and the use of recessed housings should be considered.

All equipment provided to safeguard the safety of employees in the workplace, such as fire detection/warning systems, fire doors and fire-fighting equipment, should be regularly checked and maintained by a competent person in accordance

with the relevant standards and the manufacturer's recommendations.

For information on the specification and selection of fire extinguishers please see annex 1 to this document.

A suitable record of all such maintenance and testing must be kept by the premises manager and be available for inspection at all times.

11. INFORMATION, INSTRUCTION AND TRAINING FOR EMPLOYEES

Managers are responsible for ensuring that training and information is given to all employees regarding the prevention of fires and what they should do if a fire occurs.

Consideration should be given to employees working in the premises outside normal working hours those with disabilities, learning difficulties and those who do not use English as their first language.

Training/information should include the points listed below and should always be followed in the event of an emergency evacuation:

- The action to take on discovering a fire;
- How to raise the alarm/how people will be warned that there is a fire;
- The action to take upon hearing the alarm;
- How the evacuation of the workplace should be carried out/procedures for alerting members of the public and visitors including, where appropriate, directing them to exits;
- The evacuation procedure, assembly points and procedures for checking whether the workplace has been evacuated;
- The location of and when appropriate the use of fire-fighting equipment.
- Identification of key escape routes, how people can gain access to them and escape to places of safety;
- The duties and identity of employees who have specific responsibilities in the event of a fire;
- Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities members of the public and visitors;
- Where appropriate, any machines/processes/power supplies which need stopping or isolating in the event of a fire;

- Specific arrangements, if necessary for high fire risk areas of the workplace;
- How the fire brigade and any other necessary emergency services will be called and who will be responsible for doing this;
- Procedures for liaising with the fire brigade on arrival and notifying them of any special risks, e.g. the location of highly flammable materials;
- What training employees need and the arrangements for ensuring that this training is given.

On their first day all employees should be given information about:

- The location and use of escape routes from where they are working;
- The location, operation and meaning of the fire warning system where they are working.

12. FURTHER INFORMATION

If you have any queries regarding any of the matters in this guidance note, or would simply like more information, please contact the Corporate Health and Safety Team on 01908 253495/4531.

The following fire safety risk assessment guides contain further useful information on:


- Offices & shops
- Factories & warehouse;
- Sleeping accommodation;
- Residential care premises;
- Educational premises;
- Small and medium places of assembly;
- Large place of assembly;
- Theatres', cinemas and similar premises;
- Open air events & venues;
- Health care premises;
- Transport premises and facilities;
- Means of escape for disabled person (supplementary guide);
- Animal premises and stables.

They can all be accessed by following this link
<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>

The following documents may also be useful:

Fire Safety: A short guide to making your premises safe.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14879/making-your-premises-safe-short-guide.pdf

Building Regulations Part B Available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441669/BR_PDF_AD_B2_2013.pdf

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<h1>(ICT) Security Policy</h1>		
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2.0	1/4/15	First Draft	Paul Wheeler
2.1	30/6/15	Updated with feedback comments from Corporate IT group	Paul Wheeler
2.2	08/05/18	Update branding and incorporate GDPR	Paul Wheeler

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1 Policy Statement

This policy is the council's approach to Information and Communications Technology (ICT) Security Management and contains no sensitive or restricted information and may be freely publicised to relevant parties.

2 Purpose

Milton Keynes Council has a large investment in the use of Information Technology (IT) and Telecommunications which is used to the benefit of all departments. These resources are funded from public money and are provided to enable the Council to carry out its business in providing services to the people of Milton Keynes. In many areas of work the use of IT is vital and must be protected from any form of disruption or loss of service. It is therefore essential that the availability, integrity and confidentiality of the IT systems and data are maintained at a level which is appropriate for the Council's needs

3 Scope

This ICT Security Policy applies to, but not limited to all Milton Keynes Council Councillors, Committees, Departments, Partners, Employees of the Council, contractual third parties and agents of the Council who access the Councils systems and process data on behalf of the Council:

- ICT systems belonging to, or under the control of, Milton Keynes Council;
- Information stored, or in use, on Council ICT systems;
- Information in transit across the Council's voice or data networks;
- Control of information leaving the Council;
- Information access resources;
- All parties who have access to, or use of ICT systems and information belonging to, or under the control of, Milton Keynes Council including:

Application of this policy applies throughout the information lifecycle from acquisition to disposal.

4 Definitions and Responsibilities

Co-ordination:

The Council co-ordinates information technology security policy across the authority through the following roles:

- Head of Strategic ICT Development:
- Senior Information Risk Owner (SIRO):
- IT Security Officer (ITSO):

Any concerns may be addressed directly to the above, reported via the IT Service Desk or communicated as an agenda item on the monthly Corporate ICT Group.

- IT Security Officer: The Council's IT Security Manager is responsible for ensuring policies and procedures are in place to cover all aspects of ICT systems and Information security. All policies will be communicated across

the Council to ensure good working practices and to minimise the risk to the Council's reputation.

- Corporate Directors, Service Directors, Heads of Service, Assistant Directors: are responsible for ensuring that ICT systems and information within their service areas are managed in accordance with the Council's ICT Security Policy. Day to day responsibility for the management of ICT systems and information may be delegated to staff designated system owners within departments.
- Users: It is the responsibility of any individual or organisation having access to the Council's ICT systems and information to comply with the Council's ICT Security Policy, associated guidelines and procedures and to take adequate steps to safeguard the security of the ICT systems and information to which they have access. Any suspected or actual security weakness, threats, events or incidents must be immediately reported to the ICT Service desk or any of the ICT Security Co-ordination roles above.

5 Risks

Milton Keynes Council recognises that there are risks associated with users accessing and handling information in order to conduct official Council business.

This policy aims to mitigate the following risks:

- Unauthorised access to information
- Unauthorised introduction of malicious software and viruses.
- Potential sanctions against the Council or individuals imposed by the Information Commissioner's Office as a result of information loss or misuse
- Potential legal action against the Council or individuals as a result of information loss or misuse
- Council reputational damage as a result of information loss or misuse.

Non-compliance with this policy could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide necessary services to our customers.

6 Applying the Policy

The Council is committed to the development and maintenance of an ICT Security Policy to:

- Provide direction and support for ICT security in accordance with business requirements, regulations and legal requirements;
- State the responsibilities of staff, partners, contractors and any other individual or organisation having access to the Council's ICT systems;
- State management intent to support the goals and principles of security in line with business strategy and objectives.
- Provide a framework by which the confidentiality, integrity and availability of ICT resources can be maintained.
- Optimise the management of risks, by preventing and minimising the impact of ICT security incidents;

- Ensure that all breaches of ICT security are reported, investigated and appropriate action taken where required;
- Ensure that supporting ICT security policies and procedures are regularly reviewed to ensure continued good practices and protection against new threats;
- Ensure ICT information security requirements are regularly communicated to all relevant parties.

6.1 Authorised Use

Access to ICT systems and Information for which the Council is responsible is permitted in support of the Council's areas of business or in connection with a service utilised by the Council. Authorised users are defined as: Council employees, elected members, authorised contractors, temporary staff, partner organisations or members of the public when using public information services provided by the Council.

6.2 Acceptable use

All users of ICT systems and information for which the Council is responsible must agree to and abide by the terms of this policy and associated security policies and applicable Codes of Connection or Conduct.

6.3 Security awareness

The Council is committed to promoting safe working practices. It is the responsibility of managers to ensure that users of resources have the appropriate training commensurate with the information and systems to which they have access. Relevant information security policies, procedures and guidelines will be accessible and disseminated to all users. It remains the employees' responsibility to ensure they are adequately informed of information technology security policies and procedures.

6.4 Business Continuity

The Council has developed, and maintains, a Business Continuity Strategy based on specific risk assessment to maintain critical business functions including ICT in the event of any significant disruption to services or facilities on which the Council is reliant.

6.5 Monitoring and reporting

The Council reserves the right to monitor the use of ICT systems and information, including email and internet usage, to protect the confidentiality, integrity and availability of the Council's information assets and ensure compliance with the Council's policies. The Council may, at its discretion, or where required by law, report security incidents to the relevant UK authorities for further investigation.

6.6 Risk Assessment

The Council has developed a Risk Management Strategy and the risk to the Council's ICT systems and information will be managed under this framework with reference to the guidelines detailed in *BS 7799-3:2006 Information security management systems – Part 3: Guidelines for information security risk management*. Reviews are independent, unbiased and verified by either internal audit or external parties when required.

6.7 Security Policy Review

The Council will conduct an annual review of the policy or following any significant security incidents by any parties under section 2, changes to UK or EU legislation or changes to the Council's business requirement or structure.

6.8 Asset Management

The Council or its agents will maintain an inventory consisting of all information assets which will be managed in accordance with the Council's information security policies and procedures.

6.9 Sanctions and Disciplinary Action

Failure of Council employees to comply with the Council's Information Security Policy may lead to disciplinary action under the Council's disciplinary procedure.

Failure of contractors, temporary staff, public, partners or third party organisations to comply with the Council's Information Security Policy may result in termination of contracts and connections, suspension of services and/or lead to prosecution.

7 Policy Compliance

If any user is found to have breached this policy, they will be subject to Milton Keynes Council's disciplinary procedure. If a criminal offence is considered to have been committed further action may be taken to assist in the prosecution of the offender(s).

8 Compliance with legal and contractual obligations

Milton Keynes Council will abide by all UK legislation relating to information processing including:

- General Data Protection Regulation 2016
- The Data Protection Act (2018)
- The Freedom of Information Act (2000)
- The Computer Misuse Act (1990)
- The Human Rights Act (1998)
- The Copyright, Designs and Patents Act (1988).
- The Regulation of Investigatory Powers Act (2000)
- The Electronic Communications Act (2000)
- Privacy and Electronic Communications Regulations (2003)

Milton Keynes Council will also comply with any contractual requirements, standards and principles required to maintain the business functions of the Council including:

- Protection of intellectual property rights;
- Protection of the authority's records;
- Compliance checking and audit procedures;

- Prevention of facilities misuse;
- Relevant codes of connection to third party networks and services.

9 Development of specific ICT policies, procedures and guidelines

The Council is committed to the ongoing development and review of ICT policies, procedures and guidelines to manage the risk of emerging threats to its systems and services. Any major revisions of the policy will be presented at the monthly Corporate ICT Board and will need to be agreed by the ITSO, SIRO and Head of Strategic ICT Development.

10 Breaches of Policy

Breaches of this policy and/or security incidents can be defined as events which could have, or have resulted in, loss or damage to Council assets, or an event which is in breach of the Council's security procedures and policies.

All Council employees, councillors, partner agencies, contractors and vendors have a responsibility to report security incidents and breaches of this policy as quickly as possible through the Council's Incident Reporting Policy. This obligation also extends to any external organisation contracted to support or access the Information Systems of the Council

The Council will take appropriate measures to remedy any breach of the policy and its associated procedures and guidelines through the relevant frameworks in place. In the case of an individual then the matter may be dealt with under the disciplinary process.

11 Incident Reporting

Under the council's Incident Reporting Policy, all breaches must be reported at the earliest opportunity by the person discovering the breach. Breaches can involve not only Information Technology equipment but also data that is mishandled, lost or abused or any other incident which may cause a security concern or which may contravene the Council's IT Security Policy, Data Protection Policy and/or any other associated policies.

12 Incident Management

During reporting of a breach, details of the incident will be entered into the call logging system by the IT Service Desk operator taking the call. Once the call has been entered into the system, an email will be sent to the IT Security Officer, Head of Strategic ICT Development and the council's SIRO. The aforementioned officers (either individually or collectively) will then determine escalation path and any representations or reporting which has to be made to the Information Commissioner's Office, law enforcement, internal audit or any other agency.

13 Policy Governance

The following table identifies who within Milton Keynes Council is Accountable, Responsible, Informed or Consulted with regards to this policy. The following definitions apply:

- Responsible – the person(s) responsible for developing and implementing the policy.

- Accountable – the person who has ultimate accountability and authority for the policy.
- Consulted – the person(s) or groups to be consulted prior to final policy implementation or amendment.
- Informed – the person(s) or groups to be informed after policy implementation or amendment.
- Responsible Senior Information Governance Officer
- Accountable Data Protection Officer
- Consulted Knowledge and Information Services Steering Group
- Informed All Staff, Councillors, Contractors and Partners

14 Review and Revision

This policy will be reviewed as it is deemed appropriate, but no less frequently than every 12 months.

Policy review will be undertaken by the Information Assurance Governance Manager.

15 Key Messages

Users must familiarise themselves with the detail, essence and spirit of this policy before using the IT Systems of the Council provided.

Users are responsible for ensuring the security of their network account logon-id and password.

Users must assess any risks associated with processing of data and ensure that the work practices being employed are the most appropriate mechanism to use

16 Appendix A- List of Milton Keynes Council Policies

Title	Status	Review Date
Information Processing Policy	Revised May 2018	
Incident Reporting Policy	Revised May 2018	
Acquisition and disposal of ICT Equipment Policy	Revised May 2018	
Social Media Policy	Revised May 2018	
Mobile and Fixed Line Telephony Policy	Revised May 2018	
Physical Access Policy	Revised May 2018	
Patching Management Policy	Revised May 2018	
Agile Working Policy	Revised May 2018	
Data Protection Policy	Revised May 2018	
Internet Acceptable Use Policy	Revised May 2018	
Email Acceptable Use Policy	Revised May 2018	
Password & System Access Policy	Revised May 2018	
Clear Desk Policy	Revised May 2018	

GUIDANCE FOR COUNCILLORS SERVING ON OUTSIDE BODIES

Introduction

This guidance draws attention to the main issues which you as a Councillor should consider when appointed to serve on outside bodies. In the context of this guidance, an outside body is a non-statutory organisation which may be a charity, an incorporated company (either limited by shares or guarantee), a friendly society or an unincorporated association.

Service on outside bodies has always been an established part of a Councillor's role. As a member on an external body a Councillor will be able to use their knowledge and skills as a Council member to assist the organisation to which they are appointed. Councils now increasingly work in partnership with external organisations and greater clarity is needed as to the role of Councillors appointed to these bodies. Funding streams may benefit outside bodies and channelled through the Council as the accountable body and questions of accountability and governance will arise.

Membership of an outside body brings into play different considerations to those which relate to council membership. As a member of an outside body you will have different duties, obligations and liabilities depending upon the type of organisation involved.

Matters to consider before appointment

Membership on outside bodies can take various forms and before taking up active membership it would be prudent to establish the capacity in which you are appointed. This may be either:-

- As a member of the management committee, board or directors, committee of trustees of the outside body. Here you will not only be representing the interests of the Council, but you will also have duties to the outside body and a role in its governance. You will have detailed responsibilities which are outlined further in this guidance (See section on directors duties); or
- As a member of an outside body where you represent the Council's position as a 'member' of the outside body but take no part in its management or governance other than to attend and vote at annual or general meetings. Here you will be mainly concerned with representing the Council and will not have responsibilities for governance of the body.

The main issues:

- The application of the Council's Code of Conduct.
- The primary duty to act in the interests of the outside body.
- Duties as a charity trustee (if applicable).

- Duties as a company director (if applicable).
- Liabilities in respect of unincorporated organisations.
- Conflict with the member's role as a councillor.

Code of Conduct - Register of Interests

The Council's Code of Conduct requires that you ensure that your Register of Interest is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of Disclosable Pecuniary Interests (Part 2: A2). This includes membership on public and charitable bodies.

Matters to check – questions to ask

Councillors are advised that in the event of being appointed to an outside body and taking up your position you should be clear about the answers to the following questions:-

1. What is the nature of the organisation and its main activities? Is it a company, if so what type of company is it (limited by shares or guarantee)? Is it unincorporated? Does it have charitable status?
2. In what capacity do I serve on the outside body? Is the effect of my appointment to make me a member of the company, a director or a charitable trustee?
3. Do I have a copy of the body's governing instrument (this may be a trust deed, a constitution or memorandum and articles or association)?
4. Have I been supplied with a copy of any code of conduct to which I am subject as a member of the body.
5. Am I aware of the identity of other directors, trustees or committee members?
6. Is there an officer of the body such as a secretary or clerk to whom I can refer?
7. Are written minutes kept of meetings and have I seen these minutes?
8. Are meetings being conducted in accordance with the governing instrument?
9. Am I aware of the financial position of the organisation to which I have been appointed?
10. Am I aware of any contracts between the body and the Council?
11. Do the governing body of the organisation receive regular reports on the financial position?
12. Have I seen the last annual report and accounts?
13. Am I aware and have I been advised of the main risks the body faces and what steps are taken to deal with such risks?

14. Have I been informed of the main insurances held by the body?

Council's Code of Conduct

A Councillor should observe the Council's Code of Conduct whenever the Councillor is acting as a representative of the authority.

Directors Duties

If the body is a limited company, it is likely that you will be appointed as a company director. You will need to complete a form giving your details for filing in the Register of Companies at Companies House. The secretary of the body should assist you with this.

Duties of company directors are not the same as your responsibilities as a councillor.

These duties can be summarised as follows:

1. A fiduciary duty to the company, not to the individual shareholders or members, to act honestly and in good faith and in the best interests of the company as a whole. Directors are, therefore, in a similar position to trustees who must take proper care of the assets of the company.
2. A general duty of care and skill to the company, but a director requires no greater skill than might reasonably be expected of someone of that individual's particular knowledge and experience. A director is not deemed to be an expert, but is expected to use due diligence and to obtain expert advice if necessary.
3. Like a councillor in respect of council decisions, the director is under a duty to exercise independent judgement, though it is permissible for him to take into account the interests of the third party which he represents. In such a case the director must disclose that position and tread a fine line between the interests of the company and the party represented. The director cannot vote simply in accordance with the Council mandate: to do so would be a breach of duty.
4. There may be actual or potential conflicts between the interests of the council and the interests of the company. For example, the company might be inflating a bid for a council grant. In such rare circumstances the only proper way for the conflict to be resolved is for the councillor to resign either from the company or from the council.
5. Directors are not allowed to make a private profit from their position. They must therefore disclose any interests they or their family have in relation to the company's contracts. Whether they are then allowed to vote will depend upon the company's Articles of Association.

6. Directors must ensure compliance with the Companies Acts in relation to the keeping of accounts and that the relevant returns are made to the Registrar of Companies. Failure to do so incurs fines and persistent default can lead to disqualification as a director.
7. They should also ensure compliance with other legislation such as health and safety and equalities legislation if the company employs staff or employs contractors to undertake works.

Charitable Trustees

A number of useful publications are available on the Charity Commission's Website at: www.charitycommission.gov.uk. See Publication CC3 – "Responsibility of Charity Trustees" is a useful reference document. Those who are responsible for the control and administration of a charity are referred to as trustees, even where the organisation is a company limited by guarantee even though they are not strictly trustees.

A charity may also be unincorporated (see below).

The duties of charity trustees can be summarised as follows:

1. Trustees must take care to act in accordance with the charity's trust deed or governing document and to protect the charity's assets. They are also responsible for compliance with the Charities' Acts and the Trustee Act 2000.
2. Trustees must not make a private profit from their position. They must also perform their duty with the standard of care which an ordinary, prudent business person would show. Higher standards are required of professionals and in relation to investment matters.
3. Charitable trustees must ensure that the information relating to the trust and trustees is registered with the Charity Commissioners and that the annual accounts and returns are completed and sent.
4. If charitable income exceeds £10,000 the letters, adverts, cheques etc must bear a statement that the organisation is a registered charity.
5. Trustees are under a duty to ensure compliance with all relevant legislation, for example, in relation to tax and health and safety.

Further information on being a Director or Trustee is provided in the next document.

Unincorporated organisations

Groups which are not limited companies may be “unincorporated associations” which have no separate identity from their members. The rules governing the members’ duties and liabilities will (or should) be set out in a constitution, which is simply an agreement between members as to how the organisation will operate. Usually the constitution will provide for a management committee to be responsible for the everyday running of the organisation. Management Committee members must act within the constitution and must take reasonable care when exercising their powers.

Councillors who are involved in the administration of an unincorporated body will need to be aware that as the body has no separate corporate status, any liabilities will fall upon the members personally.

Councillors need to assess the risk of personal liability and the extent to which this has been covered by insurance arrangements.

Conflicts of interests and bias

Councillors appointed to an outside body will have a personal interest in that body and will need to consider their position when they sit on Cabinet, a Council committee or other decision making body which is considering a matter to which that interest relates.

A personal interest will always need to be declared and the Councillor will need to consider whether or not they also have a prejudicial interest arising from that.

If the Councillor has any interest in an item of business arising from their membership of an outside body that Councillor must leave the Chamber. In certain circumstances you may make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose.

Involvement and Reporting

Councillors appointed to an outside body should ensure that they take a proper role in the management and governance of the body. This will include attending meetings regularly and being familiar with issues relating to that body.

It is recommended that a Councillor appointed as the Council’s representative should consider the need to make reports to the Council on the progress being made by that body and any issues which the Council should consider.

Further advice

Relationships between the Council and outside bodies and the Council’s representative can involve complex issues. In any case of dispute or difficulty advice should be sought from the Head of Legal Services.

GUIDANCE FOR COUNCILLORS APPOINTED BY THE COUNCIL AS DIRECTORS OR TRUSTS/OUTSIDE ORGANISATIONS

1. GENERAL

- 1.1 The Council frequently appoints representatives to serve on a range of outside organisations, including voluntary organisations, charities, local government associations, trusts and companies.
- 1.2 As a trustee/director the first obligation of the representative is to the trust/company. In the event of conflict with the Council the trustee/director must either step aside from the Council or from the board.
- 1.3 It is important that trustee/director clarify:
- (a) What are you taking on and why are you there?
 - (b) Is it in the Council's interest you are there, or is it the trustee/company which has the most to gain?
 - (c) Are you clear what the role of the trust/company is and where it sits with your council responsibilities?
 - (d) Is appropriate trustee/directors indemnity available against any liability attaching to the trust/company in connection with any negligence, default, breach of duty or breach of trust by the trust/company in relation to the trust/company of which you are a trustee/director?

2. COUNCILLORS' OBLIGATIONS

- 2.1 Milton Keynes Council Constitution outlines Councillors' general obligations. This guide only outlines the obligations that are most relevant to the Councillors who act as trustees/directors of trusts/companies:
- (1) Not do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Authority;
 - (2) Respect the confidentiality of information received by them as a Councillor;
 - (3) Not use or attempt to use their position as a Councillor improperly to confer on or secure for themselves or for any other person, an advantage or disadvantage;
 - (4) Exercise their own independent judgement;
 - (5) Comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which they have a Disclosable Pecuniary Interest;
 - (6) Ensure that their register of interests is kept up to date and notify the Monitoring Officer in writing with 28 days of becoming aware of any change in respect of their Disclosable Pecuniary Interests;
 - (7) Make verbal declaration of the existence and nature of any Disclosable Pecuniary Interest at any Meeting at which they are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent (unless the interest

is a sensitive interest in which event they need not disclose the nature of the interest);

- (8) In addition to the requirements to disclose pecuniary interests, if they attend a meeting at which any item of business is to be considered and they are aware that they have a Personal Interest in that item, they must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

3. TRUSTS

3.1 Trustees have independent control over, and legal responsibility for, a charity's management and administration. A trust has no separate identity from the trustees.

3.2 Trustees' duties:

- (1) Ensure that their charity is carrying out its purposes for the public benefit. To do so, trustees need to ensure that they understand the charity's purposes as set out in its governing document; plan what your charity will do, and what you want it to achieve; be able to explain how all of the charity's activities are intended to further or support its purposes; understand how the charity benefits the public by carrying out its purposes. Spending charity funds on the wrong purposes is a very serious matter; in some cases trustees may have to reimburse the charity personally.
- (2) Comply with charity's governing document and the law. Trustees must make sure that the charity complies with its governing document and complies with charity law requirements and other laws that apply to their charity. Trustees should take reasonable steps to find out what the relevant law is.
- (3) Act in your charity's best interests. Trustees (and no one else) decide what will best enable the trust charity to carry out its purposes. Trustees must make balanced and adequately informed decisions, thinking about the long term as well as the short term. Trustees must avoid putting themselves in a position where their duty to their charity conflicts with their personal interests or loyalty to any other person or body. Trustees must not receive any benefit from the charity unless it is properly authorised and is clearly in the charity's interests. This also includes anyone who is financially connected to the trustee, such as their partner, dependent child or business partner.
- (4) Manage your charity's resources responsibly. Trustees must act responsibly, reasonably and honestly. This is sometimes called the duty of prudence. Prudence is about exercising sound judgement. Trustees must make sure their charity's assets are only used to support or carry out its purposes and avoid exposing the charity's assets, beneficiaries or reputation to undue risk. Trustees must ensure that they do not over-commit the charity and take special care when investing or borrowing; comply with any restrictions on spending funds or selling land. Trustees should put appropriate procedures and safeguards in place and take reasonable steps to ensure that these are followed. Otherwise, trustees

may be at risk of making the charity vulnerable to fraud or theft, or other kinds of abuse, and being in breach of their duty.

- (5) Act with reasonable care and skill. Trustees must use reasonable care and skill and make use of their skills and experience. When necessary, appropriate advice must be taken. Trustees should give enough time, thought and energy to their role, for example by preparing for, attending and actively participating in all trustees' meetings.
- (6) Ensure their charity is accountable. Trustees must comply with statutory accounting and reporting requirements. They should also be able to demonstrate that their charity is complying with the law, well run and effective and ensure appropriate accountability to members. If the charity has a membership separate from the trustees, they must ensure accountability within the charity, particularly where responsibility is delegated for particular tasks or decisions to staff or volunteers.

3.3 Trustees' Personal Liability

3.3.1 Trustees can be held liable to their charity for any financial loss they cause or help to cause. Charity trustees may be held personally liable to:

- (a) to their charity, for a financial loss caused by them acting improperly;
- (b) to a third party that has a legal claim against the charity that the charity can't meet.

3.3.2 Generally, a trustee incurs personal liability if they:

- (a) Act outside of the scope of the trust deed;
- (b) Fall below the required standard of care;
- (c) Make personal profit from the trust assets;
- (d) Do not comply with the duty to make returns (trustees incur personal liability for fines).

3.3.3 In order to reduce the risk of becoming personally liable, Charity Commissioners guidance suggests Trustees to ensure take the following steps:

- (a) ensure trustees understand their responsibilities;
- (b) ensure the charity can meet its financial obligations, particularly before agreeing to any contract or substantial borrowing;
- (c) ensure the charity can meet any obligations to staff pension schemes;
- (d) hold regular trustee meetings and keep proper records of decisions made and the reasons for those decisions;
- (e) ensure you prevent conflicts of interest from affecting decisions;
- (f) ensure any transactions with and benefits to trustees or connected persons are properly authorised;
- (g) take appropriate advice from a suitably qualified person when required;
- (h) if any powers are delegated, give clear written instructions and make sure the instructions are being followed;

- (i) ensure the charity has effective management and financial controls including keeping receipts and records of income and expenditure, receiving regular financial reports and filing accounts on time;
- (j) ensure the charity is complying with other laws that apply to it;
- (k) consider whether the charity needs additional insurance or needs to become incorporated

3.3.4 Trustees may remain personally liable once they retire (e.g. if they have entered into a contract on behalf of the trust) and should therefore seek an indemnity from their successors. However, if the charity is a company, the trustees for the time being will be responsible.

3.4 Trustees' Indemnities

3.4.1 The law generally protects trustees who have acted honestly and reasonably from personal liability to their charity. There is no legal protection for trustees who have acted dishonestly, negligently or recklessly.

3.4.2 An indemnity can be given from the trust fund provided the trustee has acted properly within his/her powers.

3.4.3 Trustees may take out insurance to protect themselves against personal liability. However, it is not available for criminal acts, fraud etc.

3.4.4 Trustees may pay for the indemnity premiums themselves. However, if the premiums are paid out from the charitable funds trustees will need to obtain consent from the Charity Commissioners (unless the trust deed allows it).

For further information on trustees' key duties and what trustees need to do to carry out these duties competently you might find useful to refer to the guidance "The essential trustee: what you need to know, what you need to do" published by the Charity Commissioners, which can be located by following this link <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3/the-essential-trustee-what-you-need-to-know-what-you-need-to-do>

4. COMPANY

4.1 On incorporation a company becomes a separate legal entity, which can hold property in its own right, enter into contracts and sue and be sued in its own name. The company is distinct from its shareholders and members. The management of a company is generally the responsibility of a board of directors. Directors are those who are appointed by the company to act in that capacity.

4.2 Directors' Duties

A director is an agent of the company. Under Companies Act 2006 the director has the following duties to the Company:

- (1) Duty to act within powers. A director must act in accordance with the company's constitution and must only exercise his powers for their proper purpose.

- (2) Duty to promote the success of the company. A director must act in the way he considers, in good faith, would be most likely to promote the success of the company for the benefit of its members as a whole.
- (3) Duty to exercise independent judgment. Like a Councillor in respect of Council decisions, the director is under a duty to exercise independent judgement, though it is permissible for him/her to take account of the interests of a third party, which he/she represents. In such a case the director must disclose that position and treads a fine line between the interests of the company and the party represented (in this case the Council). The director cannot vote simply in accordance with the Council mandate. To do so would be a breach of duty.
- (4) Duty to exercise reasonable care, skill and diligence. However, director requires no greater skill than might reasonably be expected of someone of that individual's particular knowledge and experience. A director is not deemed to be an expert, but is expected to use diligence and to obtain expert advice if necessary.
- (5) Duty to avoid conflicts of interest. There may be actual or potential conflicts between the interests of the Council and the interests of the company. In such circumstances the only proper way for the conflict to be resolved is for the Councillor to resign either from the company or from the Council.
- (6) Duty not to accept benefits from third parties. They must therefore disclose any interests they or their family may have in relation to the company's contracts. Whether they are then allowed to vote will depend on the Articles of Association. Note that the duty will continue to apply after a person ceases to be a director in relation to things done or omitted by him before he ceased to be a director.
- (7) Duty to declare interest in proposed transaction or arrangement with the company. Directors must declare to the other directors the nature and extent of any interest, direct or indirect, in a proposed transaction or arrangement with the company. The director need not be a party to the transaction for the duty to apply. An interest of another person in a contract with the company may require the director to make a disclosure under this duty, if the other person's interest amounts to a direct or indirect interest on the part of the director. The declaration must be made before the company enters into the transaction or arrangement.

4.3 Directors' Liabilities

- (1) The company's identity must clearly be shown on its stationery, i.e. the company number, place of registration, registered office address and if any of the directors' names are shown then they must all appear. Non-compliance is an offence and the directors and company officers can be fined.

- (2) A company can only act within the scope set out in its Memorandum of Association (the document which sets out the objects of the company). Those directors knowingly causing the company to act beyond the activities set out in the Memorandum will be liable personally. In very limited circumstances it is possible for the actions of the directors to be ratified by the Members of the company.
- (3) A director may also be liable for breach of trust, if they misapply the money or property of the company. Directors may also be liable if they fail to take action to prevent breach by a co-director of which they are aware.
- (4) In the event of failure to act in accordance with the best interests of the company, or if a director uses their powers improperly or makes a personal profit from their position as director, then the director may be personally liable for loss to the company and may be required to give to the company any personal profit made.
- (5) If the level of skill and care shown by a director falls below that which could be reasonably expected and the company suffers loss, the director will be liable for the loss incurred. However if it believes the director acted honestly and reasonably, a Court may excuse the director the liability.
- (6) If a director knows or ought to know that there is no reasonable prospect of the company avoiding liquidation, a Court may require that director to contribute to the company's assets on liquidation if the company continues to trade. This is known as wrongful trading. No such order will be made if the Court is satisfied that the director took all reasonable steps to minimise the loss to the creditors. If a director has concerns about a company's financial position they could be well advised to inform the other directors and seek advice from the company auditors. They should try to ensure that further debts are not incurred.
- (7) A director will also be liable if, to their knowledge, the company carries on business with intent to defraud creditors or any other person, or for any other fraudulent purpose. Fraudulent trading can also lead to disqualification from acting as a director.
- (8) All cheques and similar documents which purport to be signed on behalf of the company must bear the company name. Where they do not, the director signing on behalf of the company may be liable to a fine and may also be liable to the payee if the company fails to honour the cheque. It is therefore wise for directors to make sure that all documents they sign on behalf of the company state very clearly that they act as agent for the company, (e.g. Director, for and on behalf of ...).
- (9) A third party who enters into a contract on the assumption that a director had power to bind the company, may be able to claim damages against the director if it subsequently transpires that the director had no such power. Directors would be well advised to ensure that contracts are approved by

the board and that the authority to enter into any contract has been properly delegated before signing it.

- (10) Though company liability ceases on dissolution the liability of the directors (if any) may still be enforced after dissolution.

4.4 Directors' Indemnities and Insurance

- (1) Directors cannot be indemnified against liability arising out of negligence, default, or breach of duty or trust. However the company's Articles of Association may allow for directors to be indemnified by the company in respect of the cost of defending such proceedings if the director is granted relief by the Court or acquitted.
- (2) It is lawful for companies to purchase insurance to protect its directors against claims of negligence, breach of duty, trust, default. Directors would be well advised to ensure that such a policy of insurance is maintained at all times.
- (3) It is not possible for the Council to provide indemnities or insurance for Councillors acting as directors.

4.5 Regulated companies

- (1) A regulated company should mention on its documents that the company is controlled or influenced by the local authority.
- (2) Regulatory company should not:
 - (a) In respect of the carrying out of any relevant duty, pay to a regulated director remuneration in excess of the maximum amount;
 - (b) in respect of expenditure on travelling or subsistence in connection with the carrying out of a relevant duty, pay to a regulated director an allowance, or reimburse expenses, in excess of the maximum amount;
- (3) Where a director becomes disqualified as a Councillor of a local authority the company should make arrangements to pass the resolution to remove the director.

Guidance on Social Media and Safeguarding for Councillors

Introduction

Online technologies are useful for sharing information; however there are some safeguarding risks to be mindful of. This brief aims to provide you with guidance on how to effectively use social media, whilst keeping yourself and residents safe.

Definition

By social media we are referring to social networking sites (such as Facebook, Instagram, Twitter, You Tube, Snapchat, etc.); it also applies to personal web pages, and internet presence including blogs.

Guidance:

- **Keep it safe** - learn about privacy settings, develop appropriate levels of filtering and monitoring.
- **Check that content is appropriate** – Councillors should carefully consider what comments, images and videos they share, as content can be easily downloaded and distorted.
- **Consider who you befriend online** - Do not invite or accept ‘friend’ requests from children and/or vulnerable adults you have met in the course of your role as a Councillor.
- **Check the policy** – The Milton Keynes Council Social Media Policy outlines appropriate use of social media. There is also further guidance on social media in the Councillor's Induction Pack 2018. Refer to your party policy for specific party guidance in relation to social media.
- **Ask for permission** - Written consent should be obtained for the use of any photos or video recordings of individuals. In the case of children, written consent **must** be obtained by the child's legal guardian.
- **Familiarise yourself with CEOP site** - CEOP (Child Exploitation and Online Protection) provide some useful guidance on online safety: <https://www.thinkuknow.co.uk/>
- **Think about your digital footprint** - everything posted online remains online forever.
- **Don't share personal/identifiable information** - Avoid putting children or vulnerable adults at risk by taking care not to share any content that might identify them or where they come from, for example visible school uniform, identifiable locations, using personal details such as their full name and contact details.
- **Don't give them the opportunity**- We know that people who use the internet and social media to target and abuse children and vulnerable adults or to discredit and misrepresent individuals or organisations are often very skilled in being able to use and manipulate information.

National Honours

Milton Keynes has an Honours Group which meets three times a year. One of its objectives is to raise awareness in Milton Keynes of the opportunities to submit citations into the Honours system including provision of feedback to improve the quality of nominations from MK, and provision of information on process and deadlines.

The group is very keen to encourage and channel applications from grass roots. The Ministry of Housing, Communities and Local Government is keen to see an increase in nominations from those working with the homeless, in housing, Community Rights, Troubled Families Programme and those supporting integration and interfaith work.

The purpose of this briefing is to provide an outline of the national honours and to encourage you through your work as a ward Councillor to keep a look out for individuals who have made an outstanding contribution to our MK community, to the region or indeed nationally. If significant achievements and impact can be demonstrated, they could be nominated for a national honour.

Honours are awarded twice a year, on the Queen's Birthday in June and at the New Year, to people from all walks of life who have demonstrated outstanding service to the community or their field of work.

Anybody can nominate, but it is very important this is kept confidential from the candidate so as not to raise expectations. Guidance is available to assist with this task, including how to write your nomination so it is presented in the best possible way. You can nominate at any time, however it can take from 18 months to 2 years for a nomination to be processed.

There are different types of honours and awards. You cannot nominate someone for a specific award e.g. BEM, MBE or OBE as that decision is made by the honours committee.

Whether someone gets an honour - and the honour they get - is decided by an honours committee. The committee's decisions go to the Prime Minister and then to the Queen, who awards the honour.

The person must still be actively involved in what you're nominating them for and it is important to provide evidence including relevant facts and figures to show the impact your candidate has had.

Nominations can be made online, or you can download the form <https://www.gov.uk/honours/nominate-someone-in-the-uk> and send in by post or e-mail. Rather than using the public form, it may be possible to submit a citation of 3,000 characters (including spaces) via the Buckinghamshire Lieutenancy Honours committee. Please e-mail: Policy&PerformanceDepartment@milton-keynes.gov.uk

to contact the MK Honours Group for guidance on the best approach.

The Queen's Award for Voluntary Service

This annual award recognises and rewards outstanding achievement by voluntary groups in the community.

Nominations must be submitted online by midnight on 15 September 2019 to make sure your nominated group is considered for the 2020 awards.

Further information and a nomination form can be obtained from the website <https://www.gov.uk/queens-award-for-voluntary-service> .

The Queen's Awards for Enterprise

These are awarded annually for outstanding achievement by UK businesses in the categories of:

- innovation
- international trade
- sustainable development

Information about these awards including, application forms, eligibility and submission deadlines can be found at www.gov.uk/queens-awards-for-enterprise/business-awards or by calling 020 7215 6880.

Royal Garden Parties

Each year the Buckinghamshire Lieutenancy is invited by the Lord Chamberlain to put forward to Buckingham Palace a number of individuals from around the county whose services to the community merit an invitation to a Royal Garden Party in the following year.

Garden Parties are an important way for the Queen to speak to a broad range of people from all walks of life, all of whom have made a positive impact in their community.

The Royal Garden Party is a golden opportunity to thank people who put themselves out for the benefit of others. If you would like to nominate someone to attend please complete the nomination form on the Buckinghamshire Lieutenancy <https://www.bucksliutenancy.org/royal-garden-parties> . You can submit nominations at any time but any received after 31 October may not be considered until the following year. Successful nominees will be notified in February 2020.

Author Jo Hooper
Job title Head of Safeguarding & Quality Assurance
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Milton Keynes Council Safeguarding Children and Adults Corporate Policy Statement

Milton Keynes Council is committed to making sure that everyone living in Milton Keynes is safe and protected and that our specific statutory responsibilities to safeguard children and adults at risk are effectively met.

Safeguarding children and adults from abuse is everybody's business. We all share a responsibility, both corporately and individually, to ensure that every person in society is treated with dignity and respect and protected from others who may abuse them. All council employees, elected members and contractors who come into contact with children or adults at risk in the course of their work have a duty of care to safeguard and promote their welfare and to work to prevent, detect and report neglect and abuse.

As part of the council's commitment to safeguarding, we actively work with our partners under the auspices of the **Milton Keynes Safeguarding Board (MKSb)** to ensure that statutory guidance is followed, awareness and good practice is promoted and the children's workforce is safe and effective.

What is safeguarding?

Protecting children from maltreatment; preventing the impairment of health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.

(Working Together to Safeguard Children).

Child protection is a part of safeguarding and promoting welfare. This refers to activity that is undertaken to protect specific children who are suffering or likely to suffer significant harm (*Working Together to Safeguard Children*).

An adult at risk of abuse is anyone who has needs for care and support (whether or not the local authority is meeting any of those needs); is experiencing, or is at risk of, abuse or neglect; and as a result of those needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The responsibilities of Milton Keynes Council

Milton Keynes Council has a duty to safeguard and promote the welfare of children and of adults who may be at risk of harm. The council endeavours to ensure that everyone working with, or on behalf of, children and/or adults is competent, confident and safe to do so.

The council promotes safer recruitment policy and practices. Disclosure and Barring (DBS) checks are undertaken for employees in accordance with statutory and regulatory requirements (Protection of Freedoms Act 2012). Checks are undertaken to ensure that staff, where appropriate, are registered with relevant professional and other bodies e.g. social workers and teachers. Safeguarding responsibilities for all employees must be included in recruitment materials, including job descriptions, and routinely discussed as part of management and supervision processes. There must be clear and well understood lines of accountability and support regarding safeguarding in each service area throughout the council. These must be clearly understood and supported by relevant staff guidance, the code of conduct and disciplinary procedures.

The council has a range of policies and guidance that encourage and support staff to raise concerns about the safety and welfare of children or adults towards whom we have safeguarding responsibilities. These include the [‘Whistle Blowing Policy’](#), which provides guidance for staff and the public to report concerns about other employees/contractors or about the way the council operates.

The council endeavours to ensure that, through procurement processes, services commissioned and contracted on its behalf have safeguarding responsibilities built in to contracts and that appropriate policies and staff training are in place. This includes an expectation that any person or organisation using the council premises or resources adheres to the council’s safeguarding standards.

All employees whose work brings them into contact with children and/or adults at risk should complete basic awareness safeguarding training. This is available through the council’s intranet, either as e-learning or through its induction materials and training brochures provided. More specialist single and inter-agency training opportunities are available for those who work routinely with children and young people and/or adults at a level appropriate to their role and responsibilities (see further information below).

Elected members, led by the lead members for children and for adults, have a responsibility to be aware of, and support, the council’s safeguarding responsibilities and to scrutinise how these are carried out in the planning and delivery of services.

Safeguarding responsibilities of employees of Milton Keynes Council

The council expects **all employees** to take all reasonable steps to ensure the safety of any child or adult involved in any activity or interaction for which they are responsible. Any person responsible for or working with children or vulnerable adults in any capacity, whether paid or unpaid, is considered, both legally and morally, to owe them a duty of care. This includes a duty to behave in a manner that does not threaten, harm or put people at risk of harm from others. All employees also have a responsibility to conduct themselves in their private lives in a manner that does not compromise their position in the workplace or call in to question their suitability to work with children or vulnerable adults.

All members of the council's workforce should:

- be alert to the possibility of abuse and neglect;
- participate in relevant safeguarding training and multi-agency partnership working to safeguard children and adults;
- be familiar with local procedures and protocols for safeguarding children and adults and follow the employer's and any other relevant professional codes of conduct;
- report any concerns about the safety or welfare of a child or adult.

All employees working for or on behalf of the council have a duty to report any child or adult protection or welfare concerns.

Milton Keynes Council's HR Disciplinary Policy and Code of Conduct make it clear that failure to report on a safeguarding matter (this could concern a child or adult at risk) may result in disciplinary proceedings.

When required, service areas can seek advice and referrals should be made to the Multi-Agency Safeguarding Hub (MASH) or Adult Social Care Access Team as relevant.

Allegations about people who work with children are dealt with by the Local Authority Designated Officer (LADO) (see contact details below).

For further guidance see Milton Keynes Safeguarding Board Inter-agency Safeguarding Procedures and Adults at Risk (Safeguarding) - Milton Keynes Council

Monitoring

The monitoring of the policy statement across the Council will be carried out in a range of ways, including through internal audit and HR recruitment, induction processes, performance challenge and through *Working Together Section 11* audits by the Milton Keynes Safeguarding Board.

Contacts and further information

Children's Services Multi-Agency Safeguarding Hub (MASH):

Tel: 01908 253169 or 253170 during office hours or 01908 265545 out of office hours

email: children@milton-keynes.gov.uk

Adult Social Care Access Team:

Tel: 01908 253772 during office hours or 01908 725005 out of office hours

Minicom: 01908 253394

email: Access.Team@Milton-Keynes.gov.uk

For allegations about people who work with children:

Local Authority Designated Office (LADO)

Tel: 01908 254306

email: lado@milton-keynes.gov.uk

secure email: lado@milton-keynes.gcsx.gov.uk

More information and guidance on safeguarding can be found here:

<https://www.milton-keynes.gov.uk/social-care-and-health/safeguarding-people-at-risk>

Councillor Personal Details Form

Please use this form to let us have YOUR personal details for the first time and for subsequent changes to them. Please send the first form to SIMON HEAP in Democratic Services. Forms recording future changes need to be sent to HR - currently based in Saxon Court - before the appropriate payroll deadline to enable changes to be reflected in the next payroll run.

PLEASE PRINT IN BLOCK LETTERS.

Councillor Details <i>(If you do not know your Personnel Number please enter your National Insurance Number and Date of Birth)</i>			
Personnel Number	National Insurance Number	Date of Birth (dd/mm/yy)	
Enter your name <i>(If you have changed your name please enter your NEW name below)</i>			
Title <i>(e.g. Mrs, Mr)</i>	Surname	First Name	Initials

Effective Date
Date that the change(s) takes effect (dd/mm/yy)

Change of Name <i>(Enter your PREVIOUS name)</i>			
Title <i>(e.g. Mrs, Mr)</i>	Surname	First Name	Initials

Personal Details	
Nationality	Disabled Do you consider your self to have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> Please give details of disability (If you wish):

Address <i>(include full address with postcode)</i>			
House number and street name			
District	City		
Post code	County		
Telephone numbers:	Home	Work	Mobile

Account Details for Salary Payment	
Name on the Bank Account	Bank Sort Code
Bank (or Building Society) Name and Address:	
Account number	Roll number <i>(Only applicable to Building Societies - 16 digits only)</i>

Casual Car Allowance		
Registration number	Make and Model of Car	Engine size

Signature	
Councillor's signature	Date (dd/mm/yy)

**REGISTER OF MEMBERS' INTERESTS - NOTIFICATION OF INTERESTS PURSUANT TO
MILTON KEYNES COUNCIL CODE OF CONDUCT (11 July 2012)**

I (full name) _____ being a(n elected or co-opted) member of Milton Keynes Council GIVE NOTICE that I [and my spouse, civil partner or person with whom I am living as a spouse or civil partner]* have the following interests [please state NONE where appropriate].

NOTE: You are required to register both your interests and those of your spouse, civil partner or person with whom you are living as a spouse or civil partner [referred to as “my spouse or civil partner” for the purposes of this Register].

*cross out as appropriate

Interest	Supporting Notes	Disclosure
Disclosable Pecuniary Interests (2012 Regulations)		
1. Employment, office, trade, profession or vocation	Carried out by you and/or by your spouse or civil partner for a profit or gain	
2. Sponsorship	Name(s) of any person or body other than the Council, who has made a payment or provision of any other financial benefit to you within the 12 month period preceding this notification in respect of any expenses incurred by you in carrying out your duties as a member or towards your election expenses.	
3. Contracts	Description of any contract under which goods and services are to be provided, or works executed, made between the Council and you and / or your spouse or civil partner or a firm, company or other body in which you and/or your spouse or civil partner has a beneficial interest and which has not been fully discharged	
4. Land	Address or other description of any land in the Council's area in which you and / or your spouse or civil partner has a beneficial interest. You only need to register land in the Council's area. This includes your home if you own it or rent it.	
5. Licences	Address or other description of any land in the Council's area for which you and / or your spouse or civil partner has a licence (alone or jointly with others) to occupy for a month or longer.	
6. Corporate tenancies	Address or other description of any land where the landlord is the Council and in which the tenant is a body in which you and/or your spouse or civil partner has a beneficial interest.	
7. Securities	Name(s) of any person or body who (to your knowledge) has a place of business or land in the Council's area and in whom you and/or your spouse or civil partner has a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000; or one hundredth of the total issued share capital (whichever is the lower) or if the share capital of that body is of more than	

Interest	Supporting Notes	Disclosure
	<p>one class, the total nominal value of the shares of any one class in which you, your spouse or civil partner has a beneficial interest that exceeds one hundredth of the total issued share capital of that class.</p> <p>“Securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.</p> <p>The nominal value of shares is the face value of those shares (the value recorded on the share certificate)</p>	
Gifts and hospitality		
8. Gifts and hospitality	Names of any person or body, other than the Council from whom you have received any gift, benefit or hospitality with a value in excess of £100 which you have accepted as a member	
Other Interests (voluntary additions)		
9. Public Bodies	Bodies of which you are a member or hold a position of general control or management which exercise functions of a public nature	
10. Charitable bodies	Bodies of which you are a member or hold a position of general control or management which are directed to charitable purposes	
11. Bodies which influence public opinion or policy	Bodies of which you are a member or hold a position of general control or management whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)	

Signed:

Dated:

Note – Interests should be registered within 28 days of the adoption of the Code of Conduct or within 28 days of the member becoming aware of a change. Failure to declare an interest may be a criminal offence

Information for contact lists

1. Use of contact details

Councillors' contact details are now available to the public in a wide variety of formats – e-mail, internet, Live:MK etc. However we need your permission before we make them public.

Can you please complete and sign the form below and return to Simon Heap, Committee Services and Scrutiny Manager, Milton Keynes Council, as soon as practicable - simon.heap@milton-keynes.gov.uk .

The information in *italics* will only be used internally by Council staff and **will not** be passed on to the general public unless you indicate otherwise.

2. Contact details form

Name _____

Address _____

Contact Tel _____

Home Tel _____

(if different from Contact No)

Council email _____

Mobile _____

Work Tel _____

Work email _____

Twitter _____

Facebook _____

Other Social Media _____

Signed

Date

Photography Permission Form

The Council will ensure as far as possible that your images are not used inappropriately but by signing this permission form you accept that should this happen the Council does not accept responsibility.

1. Photography usage and permission

As part of our communications activity, Milton Keynes Council occasionally uses photography for publicity purposes. We would like your permission to include your photograph in our publications, website and other publicity material. The image(s) will remain the property of Milton Keynes Council. The image may also be included in the central Milton Keynes Council image library for use by other Milton Keynes Council practitioners.

Councillors: Please confirm that the information below can be used as contact details by the public. If you have alternative contact details that you would prefer the public to use, please include them on the back of this form.

Name _____

Address _____

Contact telephone number _____

Email address _____

I permit Milton Keynes Council, to use photographs of me in Milton Keynes Council publications and publicity material, and for inclusion in the central Milton Keynes Council image library without compensation to me. I waive any right to approve the finished photograph or any copy which might be used in conjunction with the finished photograph.

Signed: _____ **Date:** _____

For Milton Keynes Council internal use:

Photographer:

Date:

Subject: Councillors

Copyright: MKC

IT Services

1. Equipment

1.1 Computers

The Council will provide each Councillor with an iPad for use on Council business.

There is no obligation to take the equipment offered by the Council. Many Councillors decide to continue to use their own devices and our IT department can assist to provide you access to your emails etc. via your own device.

1.2 Printers

Printers and photocopiers are available in the Civic Offices. As the Council moves towards a paper-lite environment, Councillors will be expected to use their iPads to access committee papers etc. thus reducing the amount of agendas, papers etc. that need to be provide. We are unable to supply toner cartridges for personally owned equipment.

2. IT Support

The Council provides IT support for any IT equipment it provides to councillors. During office hours (08.30 – 17.30 hrs) please ring the IT Helpdesk on 254444 or e-mail: ithelpdesk@milton-keynes.gov.uk.

The Council is unable to provide IT support for privately owned equipment.

3. IT Training

Access to IT training and coaching is offered to Councillors via the IT training and development team. In the first instance, contact Simon Heap, Committee Services and Scrutiny Manager on 01908 252567 or simon.heap@milton-keynes.gov.uk.

3.1 Key contacts

For professional advice or to book a coaching session, contact the **IT Helpdesk**
Email: ithelpdesk@milton-keynes.gov.uk.

Order form for personalised stationery

A supply of Milton Keynes Council headed paper will be provided upon request. A template will be supplied to enable you to create your own personalisation.

Order form

Please tick those items which you require:

Compliments Slips (*minimum order 1000*)

Business Cards (*minimum order 200*)

Please indicate below the details you wish to appear on the above:

Name:

(E.g. Cllr/Councillor Fred Bloggs, Cllr/Councillor Frederick Bloggs, Cllr/Councillor F Bloggs)

Ward:

Address:

Tel:

Fax:

Email:

Mobile:

Please return this form to Simon Heap, Committee Services and Scrutiny Manager, Democratic Services, Civic Offices, as soon as possible or email simon.heap@milton-keynes.gov.uk.



Business Expense Claim Form

Payroll Number

Month Ending

Councillor Name

Failure to complete all of the above details will result in this claim being rejected by the Payroll Department

This is a Payroll Department form and may only be used to claim reimbursement of any necessary expenses. Other than mileage and parking, incurred by employees whilst carrying out official Council business. It is not to be used for claiming refunds of Corporate Purchases made or Bills paid on behalf of the Council, or refunds of Professional Fees.

Date	Time Out	Time In	Location and details of Council business	VAT		Accommodation		Subsistence		Travel		Other			
				£	p	£	p	£	p	£	p	£	p		
/ /	:	:													
/ /	:	:													
/ /	:	:													
/ /	:	:													
/ /	:	:													
/ /	:	:													
/ /	:	:													
Brought forward from reverse of claim form:															
TOTALS															
<i>payroll use only</i>												6455	6625	6720	6560

Councillor Declaration

I confirm that the details above and overleaf are correct and that the expenses claimed were necessarily incurred whilst on official Council business.

Councillor Signature:

Directorate: Resources

Date / /

Authoriser's Declaration

I confirm that the above named councillor has necessarily incurred the expenditure above and is entitled to claim the appropriate reimbursement. I am an authorised signature/the line manager or designated authorised signature on behalf of the line manager.

Authoriser's Signature:

Name:

Date / /

WARD BASED BUDGETS: GUIDANCE NOTES FOR COUNCILLORS

Introduction

The Council has established Ward Budgets to enable all councillors to have the ability to make a small but vital contribution to projects carried out in their local communities.

Each councillor is allocated a budget of £1,000 to spend during each Council Year on Ward based issues.

This document provides a guide for councillors and officers on how Ward budgets might be used in an individual councillor's area.

The scheme aims to be as flexible and simple as possible. Nevertheless it is necessary to have some rules governing its operation in order to ensure that councillors and the Council's legal and financial positions are safeguarded.

Some suggestions as to how the funds might be used are listed below:

- Resurfacing playing field car park
- Restoration of a community hall
- Installing a disabled toilet in a village hall
- Supporting a local scout group
- Supporting dial-a-ride
- Purchase of cutlery and crockery for a community group
- Purchase of village entrance signs
- Renovating a local landmark / community area
- Supporting a local youth group

Councillors are encouraged to seek out appropriate schemes that can be accommodated within the Ward budgets rather than inviting general applications, which may result in some organisations being disappointed.

Basic Principles of the Scheme

Part 1 of the Local Government Act 2000 gives the Council broader powers to promote the social, economic and environmental well-being of its area. This power brings with it benefits for authorities and local communities through more effective relationships with partners and the public, greater freedoms and flexibilities and the ability to be innovative and creative. It is of particular relevance to promoting Councillors' community leadership role and the development of this scheme.

- The scheme is to enable councillors to put forward proposals for expenditure to promote the wellbeing of the local communities, which he/she represents.
- It can be applied to enable a councillor to respond flexibly to local priorities.
- The funds should be used to benefit more than one person.
- The scheme will be flexible to enable the councillor to have wide discretion over the way in which his/her budget is spent, but the grant process must be transparent, accountable and auditable.

How the Funds Can Be Used

The Ward Budgets can be used to fund new projects or to provide additional “match” funding against already committed resources. In the case where funding is matched it can either be matched against internal or external resources.

The Ward Budgets can be used for projects either within or outside a councillor’s ward providing it can be demonstrated that people from within his/her ward can participate and/or benefit from the project.

Ward budgets can also be used to ‘pump prime’, to test whether a project which would require longer term funding, is viable. This would normally be done in collaboration with other bodies who may be able to pick up the ongoing revenue budget in future years.

Examples:

- *Providing money towards fencing for an open space within a ward (ward based)*
- *Providing a contribution towards purchasing computer equipment for a voluntary organisation (outside ward)*

Projects Which Are Excluded

The Ward Budgets cannot be used:

- a) For Party Political purposes.
- b) For activities for which the Authority has no clear legal powers or where the Service Director (Legal and Democratic Services) has advised that the project is unlawful or improper.
- c) Where expenditure would be contrary to a Council policy.
- d) Where it is a matter in which the local councillor has a personal and prejudicial interest to which the Councillors Code of Conduct applies. A councillor may have declared a personal interest under the Code of Conduct e.g. by virtue of being a member of a Parish Council, but as the councillor does not have a personal financial interest this does not preclude the application, but it should be declared on the application form.
- e) Where only one individual or a very small number of people will benefit unless very exceptional circumstances apply.
- f) Where an ongoing commitment would be created for the Council:
- g) For a repeat application for the same project for more than one year or within 2 years of a successful application; or
- h) Where there is already an existing budget available for a service, eg clearance of fly-tipping, or graffiti cleaning.

All schemes will be considered, bearing in mind the above criteria. If you are not sure whether the scheme you have in mind will be eligible for a grant, please contact Simon Heap (Committee Services and Scrutiny Manager) on 01908 252567 in the first instance.

The Budget and How It Will Be Allocated

The budget can be spent on capital or revenue items.

The sums are allocated to individual councillors. However, it will be possible for two or more councillors to pool their budgets to fund a project within their ward, or covering more than one ward or a project that will be of benefit for people from any ward. Councillors are encouraged to consult with fellow ward councillors to make best use of the funds available to councillors and to ensure duplication is avoided.

Councillors may allocate part, or all, of their fund to an organisation already in receipt of Council funding. However, they may want to take this into account when deciding how to allocate their fund.

Unused elements of individual Ward Budgets cannot be carried forward year on year, as the objective of the scheme is to have more activity for councillors in their local communities and this is not consistent with accruing the funds over a number of years.

No proposal to spend a Ward Budget allocation will be approved, nor payments made, after 28 February of the financial year preceding a Council election and until after 1 June in the year of a Council election.

No proposal to spend a Ward Budget will be approved following the announcement of a Council by-election or when the need for a by-election becomes known if that allocation directly benefits the ward where the vacancy has/will occur, or for 4 weeks following the by-election.

Administration of the Scheme

In order to access their ward fund, councillors are asked to complete a Ward fund application form. Support in doing this can be provided by staff in Democratic Services.

Any queries with regard to the rules of the scheme should be directed, in the first instance, to Simon Heap (Committee Services and Scrutiny Manager) on 01908 252567. When completed, the form should be passed to Simon for payment to be arranged.

The Committee Services and Scrutiny Manager, on behalf of the Service Director (Legal and Democratic Services), will be responsible for checking the application to ensure that it complies with the rules of the scheme, that the individual Councillor's budget is not exceeded, and will arrange payment.

Payment will be arranged by the BACs system where possible. It is not possible to make payments by cheque. A beneficiary information form will be emailed to the councillor, and the beneficiary (where an email address has been provided). The beneficiary information form states that the payment is made on the understanding that it is for the purposes of which it is approved only and that if the money is not to be spent on this purpose, it should be returned to the Council.

Payment is also made on condition that the expenditure is subject to Council audit. Organisations will be expected to obtain and retain (for a period of three years) evidence of the expenditure for audit purposes.

The Service Director (Legal and Democratic Services) may, from time to time, make minor amendments to the administration of the scheme.

It is anticipated that requests for grants from the Ward fund will normally be approved.

However, in the event that an application is refused, the final decision will rest with the Service Director (Legal and Democratic Services).

Details of the grants allocated to councillors will be reported to the Council on a quarterly basis.

APPLICATION FORM FOR RELEASE OF WARD BUDGET

All sections must be completed and the ward Councillor Declaration signed before approval can be sought for release of funds.
Missing details could delay your application.

COUNCILLOR DETAILS:

COUNCILLOR:	WARD:
--------------------	--------------

Details of community project identified:

**Is there any supporting evidence? YES/NO
(If yes please attach to this application)**

Details of matched funding (if appropriate)

Amount required:

Name of organisation or MKC department to which payment should be made:

Address:

Contact name: **Tel. No:**

E-mail address:

BANK DETAILS (if applicable) (these are required to process payments to third party organisations)

Bank Name:
.....

Bank Branch:
.....

Sort Code:

--	--	--	--	--	--

Account Name:
.....

Account Number:

--	--	--	--	--	--	--	--

APPLICATION FORM FOR RELEASE OF WARD BUDGET

COUNCILLOR'S DECLARATION

I declare that the proposal for expenditure from the Ward budget to the organisation detailed overleaf is bona fide and meets the criteria for Ward Budget expenditure.

I confirm that I **do / do not*** have any direct personal and prejudicial interest in this organisation. If you are in doubt as to whether you should declare an interest, please contact the Service Director (Legal and Democratic Services).

** Delete if not applicable*

If applicable, please give details below of any personal interests in this Organisation:

Signature: _____ Date: _____
(Ward Councillor to sign)

Please return the completed application form to the Committee Services and Scrutiny Manager, Civic Offices, 1 Saxon Gate East, MK9 3EJ.

Alternatively, the completed application form can be returned via e-mail to Simon.heap@milton-keynes.gov.uk. Please note that the confirmation required by the Councillor's Declaration must be included in your email text.

FOR OFFICE USE ONLY
Approved by:Date:
Simon Heap, Committee Services & Scrutiny Manager
Actioned by:Date:
Sally Kempster, Business Support Assistant

FOR OFFICE USE ONLY
Application criteria met:
Vendor Ref:
SAP Ref: