



milton keynes council



Councillor Induction Pack

2022/23

Councillors' Induction Pack 2022

Notes

1. Starred items are included in the printed pack
2. Full induction pack will be available digitally and accessible via Councillors News

1.1 Introduction to Milton Keynes Council

- Welcome Letter*
- Senior Management Structure Chart 2022*
- [Committee Structure](#) *

1.2 Being a Councillor

- Elected Councillor Role Profile*
- [Code of Conduct](#) *
- Calendar of Meetings 2022/23*
- Councillor Support Briefing Note*
- Personal Safety Guide*
- Scheme of Councillors' Allowances*
- [LGiU resources for new councillors](#)

1.3 Policies and Procedures

- [Council Plan 2016/22](#)
- [Council Constitution](#)
- [Data Sharing Checklist](#)
- Data Protection Good Practice Note
- [Parishes – Together we can](#)
- [Parish Clerks addresses](#)
- [Parish Clerks addresses – live list](#)
- [Ombudsman Services](#)
- [Civic Offices 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*
- Social Media Guidance for Councillors of Milton Keynes
- MKDP – Milton Keynes Development Partnership

1.4 Administration

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

May 2022

To newly elected Councillors (May 2022)

Dear Councillors

Re: New Councillor Welcome and Induction 2022 / 23

Warmest congratulations on your recent election as Councillors to Milton Keynes Council.

I wanted to write to introduce myself, particularly to those of you who are joining Milton Keynes Council for the first time. I know that the coming weeks and months will be a whirlwind of new and unfamiliar activity, but we are here to help you, so please do feel free to get in touch if you need advice or assistance. Contact details for myself and key members of my team are overleaf for your records.

Whilst you will naturally want to take some time to digest information and resources, there are some essential items of business that you will need to attend to. It is particularly important that you understand your responsibilities in respect of the Members Code of Conduct and declaring interests. Although the Council will be adopting a version of the new Local Government Association Code of Conduct over the summer months, the principles from our current and new scheme are very similar.

- There is mandatory training on this subject on Tuesday 17 May at 6.30pm
- You must complete and return your Register of Interest within 28 days of taking office (no later than Friday 3 June)

Your Register of Interest will be published and available to the public, however, you can apply for your home address to be withheld from the publicly available version. Please contact Siobhan Pitkin for more information about how to apply.

As you would expect, we have put together a range of training sessions for new Councillors over the coming months and have made these sessions hybrids wherever possible so you can join online where you need to.

We will also be in touch to schedule an individual one to one session, six weeks or so after your election, to check in on how things are going and see if there is anything you need from us.

Finally, I wanted to make you aware that we send an email bulletin to Councillors every Friday afternoon. This includes details of previous decisions, forthcoming meetings etc, alongside other articles. There is also a section each week on any scheduled or available training, so we hope you'll find reading this worthwhile.

Good luck and best wishes for the next four years.

Yours faithfully



Peter Brown
Head of Democratic Services

Key People in Democratic Services

- Peter Brown (Head of Democratic Services)
01908 253671 / peter.brown@milton-keynes.gov.uk
- Ros Tidman (Committee Services Manager) – decision making, meetings / agendas and governance procedures.
01908 254589 / roslyn.tidman@milton-keynes.gov.uk
- Siobhan Pitkin (Business Support & Civic Events Manager) - allowances, ward-based budgets, or administrative support.
01908 252426 / Siobhan.pitkin@milton-keynes.gov.uk

Michael Bracey - Chief Executive

Tracey Aldworth - Deputy Chief Executive

Also Managing Director of Milton Keynes Development Partnership (MKDP)

Adult Services	Public Health	Children's Services	Customer and Community Services	Finance and Resources	Law and Governance	Environment and Property	Planning and Place-Making
Victoria Collins	Vicky Head	Mac Heath	Sarah Gonsalves	Steve Richardson	Sharon Bridglalsingh	Stuart Proffitt	Paul Thomas
Adults, children's and crisis accommodation commissioning Mick Hancock	MK-wide health protection and improvement Marimba Carr	Children's social care and safeguarding Melinda May	Customer services and data Lisa Beckett	Housing benefit, council tax and business rates, income and debt Robin Bates	Elections and democratic services Pete Brown	Organisation-wide health and safety Alison Cook	Planning policy, applications and enforcement Jon Palmer
Social care and crisis accommodation contracts and quality Dina Adib	Public health programme management Debra Richardson	Learning and Inclusion Marie Denny	Communications Kellie Evans	Social care, schools and housing finance Natasha Hutchin	Legal Catherine Stephens	Waste, environment, water and landscaping Nick Hannon	Urban design, historic environment and Infrastructure delivery Neil Sainsbury
Adult social work, housing solutions and rough sleeping Amanda Griffiths		Family support and children in need services Candice Boatwain	Partnerships, leisure and emergency planning Mel Marshman	IT and Print Hazel Lewis		MKC property management and facilities Bee Lewis	Smart city and transport innovation Brian Matthews
MKC operated home care services, reablement support and sheltered housing Linda Ellen		Looked after children and care leavers Sharon Godfrey	Commercial regulation, licensing and sustainability Neil Allen	Corporate and capital finance, environment and property finance Anna Rulton		Highways, bridges, traffic management and parking Graham Cox	
Older people's and hospital assessment, safeguarding, social work Phil Jones		Safeguarding and Quality Assurance Sophie Marshall		Audit, fraud and risk Jacinta Fru		Building new MKC homes and estate renewal Will Rysdale	
MKC operated day services and overnight short stay schemes Andrea Natale		Special educational needs and disability Caroline Marriott		HR, employee learning and development Julie Clark		Repairing and maintaining MKC homes Stephen Young	
Learning disability, autism and mental health social work Michelle Smith		Early years and school planning, admissions and attendance Simon Sims					

Corporate Leader

Service Leader

Manages others on chart

Senior Management Chart

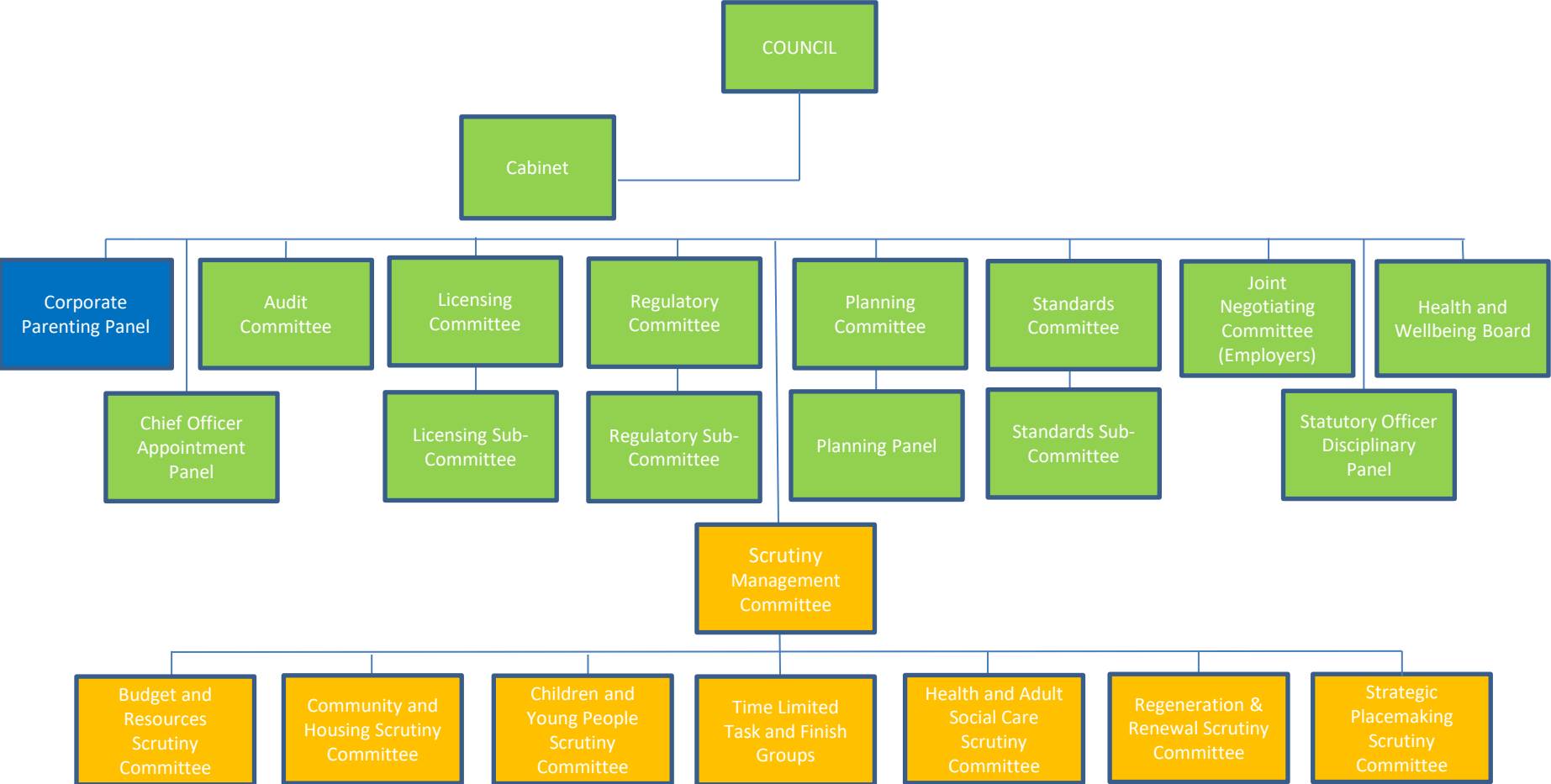
Director and Head of Service

Simplified areas of responsibility, not always job titles

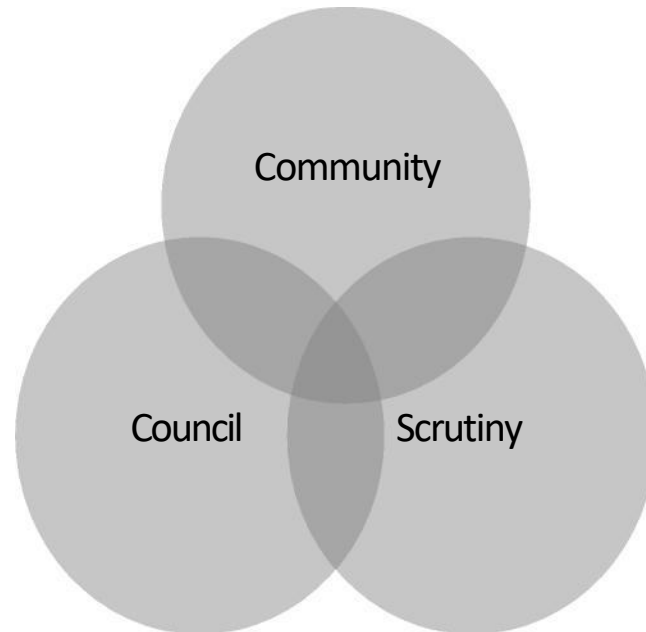
Italics denote interim appointment

June 2022

Committee Structure 2022/2023



ELECTED COUNCILLOR - ROLE PROFILE



1. Context

1.1 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

Key elements of the overall role

- a) Representing Milton Keynes
- b) The Code of Conduct and Principles of Public Life
- c) Ward Councillor
- d) 'Committee' Councillorship
- e) Learning and Development and personal development

2. Representing Milton Keynes

- 2.1 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.
- 2.2 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 Seven General Principles of Public Life

- 3.1 Milton Keynes Council has a Code of Conduct which reflects the seven principles of public life. There are a number of general obligations, alongside the requirement to declare pecuniary (financial) or personal interests, and the receipt of gifts or hospitality.
- **Selflessness** Holders of public office should act solely in terms of the public interest.
 - **Integrity** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
 - **Objectivity** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
 - **Accountability** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
 - **Openness** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
 - **Honesty** Holders of public office should be truthful.
 - **Leadership** Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

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. 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

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

Personal Development Planning

- 8.2 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

- 8.3 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 & Regulatory
 - Planning
 - Standards Committee

Learning Programmes

- 8.4 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

- 8.5 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 Councillors and Co-Opted Councillors

Part 1: General Obligations

Councillors 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 Councillor:-
 - (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 Councillor 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 Councillors and Co-Opted Councillors

A) Disclosable Pecuniary Interests

Councillors 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

Councillors 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 Councillor (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 Councillors' register of interests for reasons of openness and transparency.

C) Compliance with Standing Orders relating to Interests

1. Councillors of Milton Keynes Council must:

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 Rules

relating to interests.

D) Gifts and Hospitality

Councillors 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 Councillor 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 Councillor 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

2022/23

Notes:

1. Calendar subject to approval at the Annual Meeting of the Council in May 2022
2. All meetings will take place at the Civic Offices and be broadcast online, unless otherwise stated
3. All meetings are open to the public except those marked*
4. Deadlines for motions and Councillors Items for Cabinet are shown in red

MAY 2022				
Mon	16			
Tues	17			
Wed	18	19:30	Annual Council Meeting	
Thurs	19			
Fri	20			
Mon	23			
Tues	24			
Wed	25			
Thurs	26			
Fri	27			
Mon	30			Half Term Start
Tues	31	17:30	Delegated Decisions	
JUNE 2022				
Wed	1	14:00	Health and Wellbeing Board	
Thurs	2			PJ Bnk Hol
Fri	3			PJ Bnk Hol / Half Term End
Mon	6	10.00	Joint Negotiating Committee – Employers (Briefing) *	
Tues	7	18:30	Cabinet	23 May 2022 (noon)
Wed	8			
Thurs	9	19:00	Planning Committee	
Fri	10			
Mon	13			
Tues	14	17:30	Delegated Decisions	
		18:30	Licensing Committee	
		18:35	Regulatory Committee	
Wed	15	19:30	Council	31 May 2022 (noon)
Thurs	16	19:00	Planning Panel	
Fri	17			
Mon	20			
Tues	21	17:30	Delegated Decisions	
		18:30	Corporate Parenting Panel	
Wed	22	19:00	Health and Adult Social Care Scrutiny Committee	
Thurs	23	19:00	Regeneration Scrutiny Committee	
Fri	24			
Mon	27			
Tues	28	17:30	Delegated Decisions	LGA Conference
		19:00	Strategic Placemaking Scrutiny Committee	
Wed	29	19:00	Audit Committee	
Thurs	30	19:00	Planning Committee (Provisional)	LGA Conference

JULY 2022				
Fri	1			
Mon	4			
Tues	5	18:30	Cabinet	22 June 2022 (noon)
Wed	6	14:00	SaferMK Partnership	
		19:00	Scrutiny Management Committee	
Thurs	7	19:00	Planning Committee	
Fri	8			
Mon	11	10.00	JNC* / Joint Negotiating Committee – Employers	
Tues	12	17:30	Delegated Decisions	
		19:00	Budget Resources Scrutiny Committee	
Wed	13	19:30	Council	30 June 2022
Thurs	14	19:00	Children and Young People Scrutiny Committee	
Fri	15			
Mon	18			
Tues	19	17:30	Delegated Decisions	
		19:00	Community and Housing Scrutiny Committee	
Wed	20	18:30	Standards Committee	
Thurs	21	19:00	Planning Panel	
Fri	22			School Holiday Start
Mon	25			
Tues	26	17:30	Delegated Decisions	
Wed	27			
Thurs	28			
Fri	29			
AUGUST 2022				
Mon	1			
Tues	2	17:30	Delegated Decisions	
Wed	3			
Thurs	4	19:00	Planning Committee	
Fri	5			
Mon	8			
Tues	9	17:30	Delegated Decisions	
Wed	10			
Thurs	11			
Fri	12			
Mon	15			
Tues	16	17:30	Delegated Decisions	
Wed	17			
Thurs	18	19:00	Planning Panel	
Fri	19			
Mon	22			
Tues	23	17:30	Delegated Decisions	
Wed	24			
Thurs	25			
Fri	26			
Mon	29			Bank Hol
Tues	30	17:30	Delegated Decisions	
Wed	31			

SEPTEMBER 2022				
Thurs	1	19:00	Planning Committee	School Holiday End
Fri	2			
Mon	5			
Tues	6	17:30	Delegated Decisions	
		19:00	Children and Young People Scrutiny Committee	
Wed	7	19:00	Scrutiny Management Committee	
Thurs	8	19:00	Community and Housing Scrutiny Committee	
Fri	9			
Mon	12	10.00	Joint Negotiating Committee – Employers (Briefing)*	
Tues	13	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	14	19:30	Council	1 Sept 2022 (noon)
Thurs	15	19:00	Planning Panel	
Fri	16			LibDem Conf Start
Mon	19			
Tues	20	18:30	Cabinet	7 Sept 2022 (noon) Lib Dem Conf End
Wed	21	19:00	Regeneration Scrutiny Committee	
Thurs	22	19:00	Audit Committee	
Fri	23			
Mon	26			Labour Conf Start
Tues	27	17:30	Delegated Decisions	
		18:30	Licensing Committee	
		18:35	Regulatory Committee	
Wed	28	19:00	Health and Adult Social Care Scrutiny Committee	Labour Conf End
Thurs	29	19:00	Standards Committee	
Fri	30			
OCTOBER 2022				
Mon	3	10.00	JNC* / Joint Negotiating Committee - Employers	Conservative Conf Start
Tues	4	17:30	Delegated Decisions / Cabinet	
Wed	5	19:00	Budget and Resources Scrutiny Committee	Conservative Conf End
Thurs	6	19:00	Planning Committee	
Fri	7			
Mon	10			
Tues	11	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	12	14:00	Health and Wellbeing Board	
		19:00	Strategic Placemaking Scrutiny Committee	
Thurs	13	18:30	Corporate Parenting Panel	
Fri	14			
Mon	17			
Tues	18	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	19	19:30	Council	6 October 2022 (noon)
Thurs	20	19:00	Planning Panel	
Fri	21			
Mon	24			Half Term Start
Tues	25	17:30	Delegated Decisions	
Wed	26			
Thurs	27			
Fri	28			Half Term End
Mon	31			

NOVEMBER 2022				
Tues	1	18:30	Cabinet	19 October 2022 (noon)
Wed	2	18:30	Licensing Committee	
		18:35	Regulatory Committee	
Thurs	3	19:00	Planning Committee	
Fri	4			
Mon	7	10:00	Joint Negotiating Committee – Employers (Briefing) *	
Tues	8	17:30	Delegated Decisions	
Wed	9	14:00	SaferMK Partnership	
Thurs	10			
Fri	11			
Mon	14			
Tues	15	17:30	Delegated Decisions	
Wed	16	19:00	Children and Young People Scrutiny Committee	
Thurs	17	19:00	Planning Panel	
Fri	18			
Mon	21			
Tues	22	17:30	Delegated Decisions	
Wed	23	19:30	Council	10 Nov 2022 (noon)
Thurs	24	19:00	Community and Housing Scrutiny Committee	
Fri	25			
Mon	28			
Tues	29	17:30	Delegated Decisions	
		19:00	Audit Committee	
Wed	30	19:00	Scrutiny Management Committee	
DECEMBER 2022				
Thurs	1	19:00	Planning Committee	
Fri	2			
Mon	5	10:00	JNC* / Joint Negotiating Committee - Employers	
Tues	6	18:30	Cabinet	23 Nov 2022 (noon)
Wed	7	18:30	Corporate Parenting Panel	
Thurs	8	19:00	Planning Panel	
Fri	9			
Mon	12			
Tues	13	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	14	19:00	Health and Adult Social Care Scrutiny Committee	
Thurs	15	19:00	Regeneration Scrutiny Committee	
Fri	16			
Mon	19			School Holiday Start
Tues	20	17:30	Delegated Decisions (Provisional)	
Wed	21			
Thurs	22			
Fri	23			
Mon	26			Bank Hol
Tues	27			Bank Hol
Wed	28			
Thurs	29			
Fri	30			

JANUARY 2023				
Mon	2			Public Holiday / School Holiday Ends
Tues	3	17:30	Delegated Decisions	
Wed	4	19:00	Budget and Resources Scrutiny Committee	
Thurs	5	19:00	Planning Committee	
Fri	6			
Mon	9			
Tues	10	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	11		Strategic Placemaking Scrutiny Committee	
Thurs	12		Budget and Resources Scrutiny Committee	
Fri	13			
Mon	16	10.00	Joint Negotiating Committee – Employers (Briefing) *	
Tues	17	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	18	19:30	Council	5 January 2023 (noon)
Thurs	19	19:00	Planning Panel	
Fri	20			
Mon	23			
Tues	24	17:30	Delegated Decisions	
Wed	25			
Thurs	26	18:30	Standards Committee	
Fri	27			
Mon	30			
Tues	31	17:30	Delegated Decisions	
FEBRUARY 2023				
Wed	1	19.00	Audit Committee	
Thurs	2	19.00	Planning Committee	
Fri	3			
Mon	6			
Tues	7	18:30	Cabinet	25 January 2023 (noon)
Wed	8	18:30	Licensing Committee	
		18:35	Regulatory Committee	
Thurs	9	19:00	Children and Young People Scrutiny Committee	
Fri	10			
Mon	13			Half Term Start
Tues	14	17:30	Delegated Decisions	
Wed	15			
Thurs	16	19:00	Scrutiny Management Committee	
Fri	17			Half Term Ends
Mon	20	10:00	JNC* / Joint Negotiating Committee – Employers	
Tues	21	17:30	Delegated Decisions	
Wed	22	14:00	Health and Wellbeing Board	
		19:30	Council	9 February 2023 (noon)
Thurs	23	19:00	Planning Panel	
Fri	24			
Mon	27			
Tues	28	17:30	Delegated Decisions	

MARCH 2023				
Wed	1	19:00	Community and Housing Scrutiny Committee	
Thurs	2	19:00	Planning Committee	
Fri	3			
Mon	6			
Tues	7	17:30	Delegated Decisions / Cabinet	
Wed	8	14:00	SaferMK Partnership	
		19:00	Regeneration Scrutiny Committee	
Thurs	9	19:00	Health and Adult Social Care Scrutiny Committee	
Fri	10			
Mon	13			
Tues	14	17:30	Delegated Decisions	
		19:00	Budget and Resources Scrutiny Committee	
Wed	15	19:30	Council	2 March 2023 (noon)
Thurs	16	19:00	Planning Panel	
Fri	17			
Mon	20			
Tues	21	17:30	Delegated Decisions	
Wed	22	19:00	Strategic Placemaking Scrutiny Committee	
Thurs	23	18:30	Standards Committee	
Fri	24			
Mon	27			
Tues	28	17:30	Delegated Decisions	
		18.30	Corporate Parenting Panel	
Wed	29	19:00	Scrutiny Management Committee	
Thurs	30	19:00	Planning Committee	
Fri	31			
APRIL 2023				
Mon	3			School Holiday Start
Tues	4	17:30	Delegated Decisions	
Wed	5			
Thurs	6			
Fri	7			Bank Hol
Mon	10			Bank Hol
Tues	11			
Wed	12			
Thurs	13	19:00	Planning Panel	
Fri	14			School Holiday Ends
Mon	17			
Tues	18			
Wed	19			
Thurs	20			
Fri	21			
Mon	24			
Tues	25			
Wed	26			
Thurs	27			
Fri	28			
MAY 2023				
Mon	1			Bank Hol
Tues	2			
Wed	3			
Thurs	4		Elections	

Business Support for Councillors

Siobhan Pitkin – Business Support & Civic Events Manager
01908 252426 or Siobhan.Pitkin@milton-keynes.gov.uk

Purpose

To advise of the Business Support available to all Councillors.

Background

Administrative support to all Councillors is now operated on a flexible pool basis by the Democratic Services Business Support Team. The Mayor/Deputy Mayor and Cabinet Members have allocated support officers. All Political Groups have a Political Assistant.

What can we help with?

The Democratic Services Business Support team can provide assistance with:

- Booking and paying for surgery venues
- Processing Ward Based Budget applications, or expenses
- Ordering stationary or business cards
- Processing Councillor bulk mail requests
- Assisting Councillors to log case work

Councillors can expect that the details of any support provided will be in confidence (and not be shared with other groups) until such time as the information is in the public domain.

How to contact us

Requests can be sent to dsbusinesssupport@milton-keynes.gov.uk. This mailbox will be regularly monitored Monday – Friday and Councillors will be given an indication of the resolution time when their request has been processed. We'll aim to process requests within two working days, but depending on demand, bulk mail outs may take up to a week. Councillors can contact Siobhan Pitkin using the above details for guidance on the process or timescales.

Casework

For ward-based case work, (including that submitted on behalf of residents) Councillors can now log case work directly on a dedicated casework portal. Access and training on the Councillor case work portal can be arranged by contacting Deborah Carr in Customer Services (Deborah.Carr@milton-keynes.gov.uk).

The Business Support Team can also log issues via the Councillor case work system, on behalf of Councillors and will provide a reference number and an expected response date. Councillors will be able to raise performance issues with relevant services in the normal way.

For urgent resident enquiries, guidance as to which service area a query belongs to, or for ward-based work that cannot be logged via the case work portal, Siobhan Pitkin will then be happy to arrange to help.

Bulk mailings

Councillors can send mail to specific estates/roads, or new residents in their wards. The Business Support team will just need the body of the letter and either a database of addresses, or the area that is to receive the mailing specified, so that letter can be mail merged with the electoral register.

Councillors should note the content and style guidelines for bulk mailings:

- Milton Keynes Council branding should not be used for any personal or political mail.
- Content should be linked to duties as a Milton Keynes Councillor. For example; Items about promotion of Councillors activities, contact details, political party, Ward surgeries, Ward based initiatives or news.
- Content should be a-political and not contain any slogans (party or personal) or be critical of other Political Groups.
- Photographs can be included but should be appropriate and ensure that any individuals pictured (other than the Councillor) gave their consent for use.
- Surveys about residents' priorities can be included but should not utilise Council Business Reply Licenses and should be returned to Local Group/Party headquarters.

Councillor bulk mail will cease two Mondays before the commencement of Purdah.

Councillors News

A newsletter for all Councillors is also produced and distributed at the end of each week, which includes decisions, upcoming meetings and other news. Councillors with any suggestions about items for Councillors news should email councillorsnews@milton-keynes.gov.uk. Councillors can submit items by 11am on Friday for inclusion in that week's newsletter.

Safety, Health & Wellbeing Guide for Councillors

A simple guide to safeguarding
your safety, health and
wellbeing



October 2021

Introduction

This guide provides information and advice for councillors to help protect and promote their health, safety and wellbeing. The role of a Councillor is rewarding, complex and challenging. It is important that Councillors have the right training, guidance and support.

It is structured in sections that cover the main activities of Councillors so the information is easy to access.

The H&S Team are here to support you – get in touch with us via:

CHST@milton-keynes.gov.uk

Ward Surgeries

The arrangements for ward surgeries that each Councillor makes will vary according to local circumstances. To ensure Ward Surgeries are safer and more effective you should avoid holding them alone in an otherwise empty building.

The layout of the room should suit you i.e. you should sit nearest the door with the constituents seated on the other side of the table. Seating is best set out at an angle of 45 degrees.

Ideally there should be a separate and comfortable waiting area. If there is not separate waiting room, try to ensure that the waiting constituents are as far as possible away from those you are talking to.

You should make sure there are no objects in the room that could be used as a weapon and that you have a means of summoning help if required i.e. landline or mobile phone that has sufficient signal.

Home Visits

Councillors do sometimes visit residents in their homes, especially those who are elderly, disabled or where they simply want to see for themselves the conditions that are the subject of complaints.

Before arranging a home visit, Councillors should always consider if contact can be made by telephone or email, or if meetings can be held in a public place or Ward Surgery.

If a home visit is undertaken, the following personal safety issues should be considered and planned before the visit:

- ✓ Avoid visiting alone – can a ward colleague or another person accompany you?
- ✓ Where possible arrange the visit during normal working hours.
- ✓ Consult the Council's database to gain information on potentially violent persons.
- ✓ Let somebody know who you are visiting, providing details of address, date and time of visit and expected duration.

During a home visit, the following personal safety measures should be followed:

- ✓ Consider calling the person beforehand to establish their mood/state of mind.
- ✓ Stay alert when approaching the property and after knocking, stand back and to the side of the door.
- ✓ Where necessary, ask for any dogs or other pets to be secured.
- ✓ Where possible, sit in an upright chair. These are easier to stand up from and can be used as a defensive barrier. If you have to sit in an armchair or settee, sit on the edge near the arm to enable you stand up more easily.
- ✓ Ensure you are aware of all of the available escape routes.
- ✓ If in any doubt or you feel threatened make an excuse and leave.

Meetings / Events

It is possible that depending on the nature and outcome of the event / meeting that members of the public may leave feeling angry or upset. In such instances, Councillors may wish to ask to be accompanied to their car or nearest bus stop by other colleagues who also attended the event / meeting.

If waiting for a taxi, you should wait in well-lit areas, preferably inside the building or close to the main entrance. Before entering the taxi ensure it has the relevant licencing plate and they can confirm your booking.

Lone Working

Lone working should be avoided in the first instance and consideration should be given to gaining assistance from a ward colleague, teaming up with other Councillors, or another person who can accompany you.

In the event that lone working can't be avoided you should consider the following:

- ✓ Leave details of where you are going and how long you will be with a friend, relative or colleague.
- ✓ Consider making regular check-in calls to a friend, relative or colleague or ask them to call you at regular intervals.
- ✓ Ensure there is a protocol i.e. a code word to let them know you need help and that they know when to raise the alarm with the police.
- ✓ Ensure you have a mobile phone that is charged and switched on.
- ✓ Remain vigilant of your surroundings and trust your gut instinct. If it feels unsafe, it most likely is.

Telephone Calls

Occasionally you may get the odd nuisance or abusive call. Although such calls are likely to be rare, you might become the target of persistent, anonymous callers with a grudge against the Council.

Such calls need to be dealt with in accordance with Police advice:

- ✓ Keep the caller talking.
- ✓ Note any clues the caller may provide as to sex, age, accent, etc.
- ✓ Listen for any clues as to the caller's motive and intention.
- ✓ Listen for background noises that may provide valuable information.
- ✓ Write down any details immediately to assist the Police.
- ✓ Inform the Police and ensure the incident is reported to the Council (see section: Incident Reporting).

Mail / Email

MKC's IT team have filters in place that stop certain emails ever getting to your MKC inbox. This includes emails with malicious attachments and those that come from email accounts without security markers or that cannot be authenticated. There are also steps in place to stop malicious replication of MKC email addresses to try and prevent people pretending to be from MKC. Councillors on rare occasions can become the target of malicious emails and/or anonymous letters. Such correspondents should be given immediately to the Police and the incident reported to the Council (see section: Incident Reporting).

To protect Councillors personal safety it not recommended that you use your home address for receiving letters.

Social Media

Councillors may conduct a lot of their campaigning and constituency works online. This can be a great way of engaging with the public, here are some simple steps to use social media safely:

Do:

- ✓ Separation - have separate social media accounts for your official role and private life.
- ✓ Take advantage of privacy and security features within platforms.
- ✓ Be careful about sharing your physical location online.
- ✓ Avoid sharing personal or private data/information online – use private messaging services instead.
- ✓ Remember that WhatsApp is tied to your mobile phone number making it hard to separate Councillor work from your private life.
- ✓ Report malicious posts / messages to the police and Council.
- ✓ Remember that images from the web may be subject to copyright – MKC Communications Team have library of images which you can use.
- ✓ Be careful with images of minors – get explicit consent before uploading.
- ✓ Remember what goes online tends to stay online.



Car Safety

As a car user, you need to take the same precautions that most car owners do:

- ✓ Consider parking location. Where possible, park under street lights if you will be returning to the car when its dark and avoid isolated areas.
- ✓ Try to park on the left hand side of the road facing the way you want to drive off and reverse park into bays as this can avoid any delays in the event of making a quick getaway.
- ✓ Have your keys in your hand or easily accessible as you approach the car.
- ✓ Always lock the car doors when you get into the car.

Slips & Trips

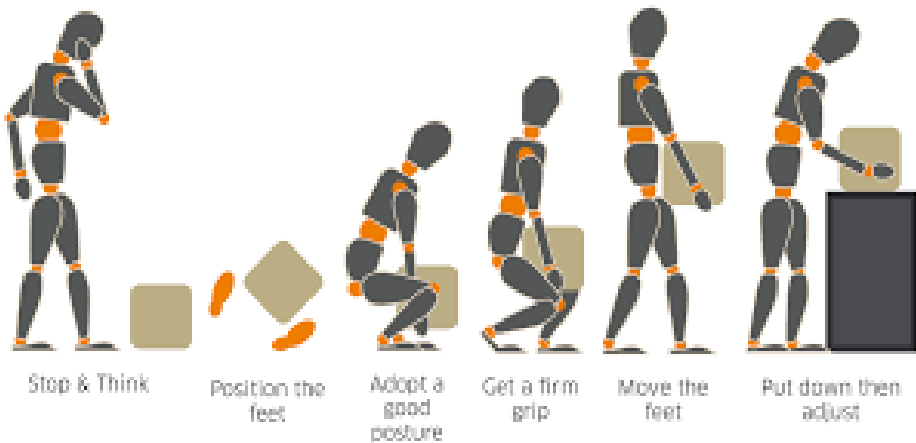
The risk of slips, trips and falls are relevant to everyone. To avoid them, follow the simple steps below:

- ✓ Ensure that you remain aware of your surroundings; avoid being distracted i.e. walking whilst reviewing details on your phone.
- ✓ Avoid walking backwards.
- ✓ Avoid walking on manhole covers, uneven or defective paving / ground.
- ✓ Ensure you wear suitable footwear for the environment that you are visiting.
- ✓ Remember good housekeeping – keep cables tidy, floor areas clear
- ✓ Avoid running, unless in an emergency.

Manual handling

To avoid injuries related to manual handling follow these basic steps:

- ✓ Avoid carrying out manual handling, where possible.
- ✓ Use handling aids to assist with manual handling.
- ✓ Request for help if items are too heavy or large.
- ✓ Ensure you plan your route – is it clear of slip and trip hazards, are there doors or stairs to navigate, is the area well lit?
- ✓ Follow the simple manual handling technique as shown.



Electrical Safety

To avoid injuries associated with the use of electrical equipment follow these basic steps:

- ✓ Carry out a visual inspection of the equipment, lead and plug prior to use.
- ✓ Don't use equipment that is damaged - report any defects to the MKC IT team so they can resolve it.
- ✓ Don't use electrical equipment near or around water unless designed to operate in such conditions and a residual current device is utilised (this detects a variance in current and cuts off the power supply).

Incident Reporting

Please ensure incidents are reported to allow us to check that you are ok and to help with identifying things that could be done to prevent them happening in the future.

If you are subjected to violence/aggression it is likely that others will be at risk too, so knowing about these incidents can help minimise the risks to everyone.

You can report accidents, incidents and near misses by clicking on the link on the Councillors portal.

Wellbeing

Should you have any concerns whilst undertaking your role and you wish to talk to someone in confidence, you are able to gain support from our Employee Assistance Programme. This service is provided by Health Assured Limited, who offer: counselling support, legal information, bereavement assistance, and medical information. They can be contacted on the free help line:

0800 030 5182

Please quote Democratic Services when calling.

Top Tips from Councillors...

Councillors kindly shared some of their tips along the way:

- ✓ 'when leafletting, use a spoon to open letterboxes to save your fingers from being nipped by dogs'.
- ✓ Use 'have I been pwnd' to check if your email account has been compromised - <https://haveibeenpwned.com/>
- ✓ Link up with other councillors when conducting door knocking or leafletting and wear suitable clothing and footwear for the weather.

Training

Face To Face Training You Need:

Personal Safety training is provided to all councillors face to face. This takes around 2 hours. Get in touch with Democratic Services to book this course.

Online Training You Need:

Online training course for personal safety – via Smarter Learning

Online training course for cyber security – via Smarter Learning

To access the online training click on the Smarter Learning icon your Surface Pro:



Personal Safety Devices

Councillors can obtain a personal safety device via the Democratic Services Team. The devices have several key features including:

- ✓ Easy to activate SOS button with direct calls to police, where necessary, bypassing the usual 999 route
- ✓ 2-way communication to alarm receiving centre who can listen in a react accordingly
- ✓ Live location tracking to avoid delays in response and falls detector built-in
- ✓ Amber Alert timer that raises the alarm after pre-set time at a location is exceeded

Further Reading

- ✓ Local Government Association – Personal Safety
<https://www.local.gov.uk/personal-safety>
- ✓ Local Government Association – Handling abuse on social media
<https://www.local.gov.uk/handling-abuse-social-media>



- ✓ Local Government Association - Social Media Do's & Don'ts!
<https://www.local.gov.uk/our-support/guidance-and-resources/communications-support/digital-councils/social-media/get-started/dos-and-donts>
- ✓ Local government Association – General advice on handling intimidation
<https://www.local.gov.uk/general-advice-handling-intimidation>
- ✓ Suzy Lamplugh Trust – Personal safety advice
www.suzylamplugh.org
- ✓ Get Safe Online – General online safety advice
www.getsafeonline.org

Support

If you would like any further advice or support on topics relating to your safety, health and wellbeing, please contact a member of the H&S team via: CHST@Milton-Keynes.gov.uk

Should you have any suggestions for improvements to this guide or other tips for all councillors, please send them to: CHST@Milton-Keynes.co.uk

Acknowledgment

We would like to thank the member of the Democratic Services team and Councillors for their gratefully received support with producing this guide.

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 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

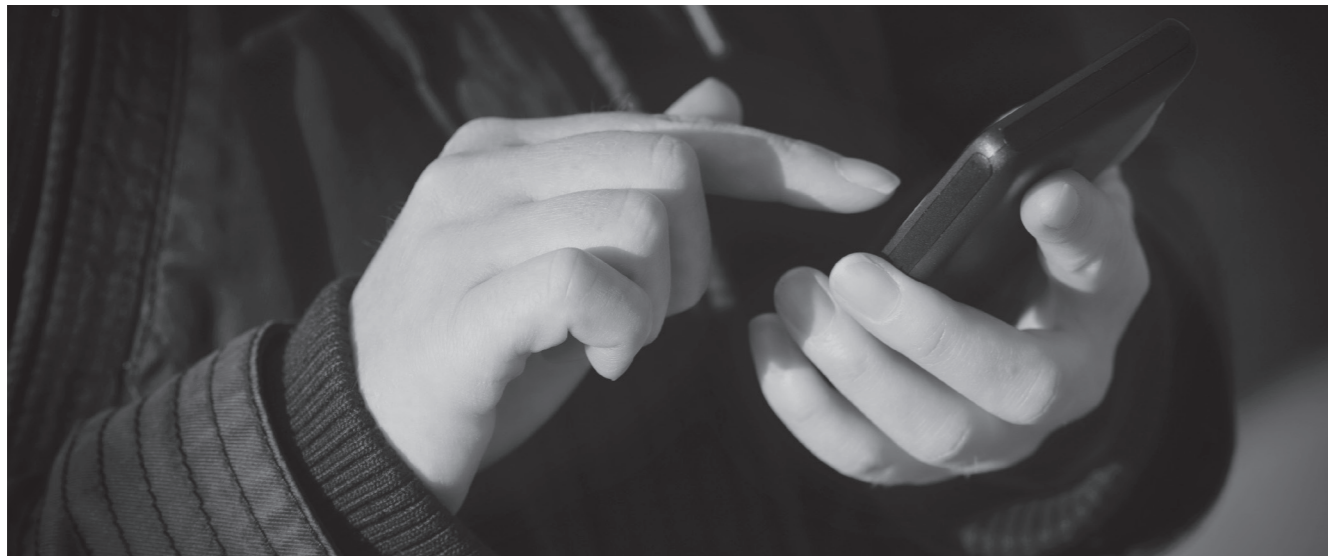
When discarding sensitive, confidential or personal material, ensure that you treat it as confidential waste:

- 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/recognising-the-terrorist-threat



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.

- 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.

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

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.

In the event of an attack

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.internetmatters.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



Milton Keynes Council

Scheme of Councilors' Allowances 2022/23

**SCHEME OF COUNCILLORS'
ALLOWANCES
2022-2023**

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 19 January 2022 it was agreed that the Council would adopt this Scheme after taking into account the recommendations made by the Independent Remuneration Panel in 2021/22.
- 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 £11,165 per annum. This is paid in 12 equal, monthly instalments.
- 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 equal to the percentage increase for staff from the previous financial year, from 1 April 2023 until the end of the financial year beginning 1 April 2025.

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	£33,495
Deputy Leader of the Council	£16,748
Main Opposition Group Leader	£15,073
Cabinet Member* ¹	£11,723
Smaller Opposition Group Leader(s)	£8,374
Chair of Scrutiny Management Committee	£8,374
Chair of Scrutiny Committee* ²	£5,024
Chairs of Task and Finish Groups* ³	£5,024
Chair of Development Control Committee	£8,374
Chair of Licensing & Regulatory Committees (1 person)	£8,374
Chair of Audit Committee	£5,024
Chair of Corporate Parenting Panel	£5,024
Chair of Standards Committee	£3,340

Notes:

*¹ A maximum of 8 Cabinet members may be appointed in addition to the Leader and Deputy Leader

*² Budget and Resources Scrutiny Committee, Children and Young People Scrutiny Committee, Community and Housing Scrutiny Committee, Health and Adult Social Care Scrutiny Committee, Regeneration and Renewal Scrutiny Committee, and Strategic Placemaking Scrutiny Committee.

*³ Payable pro rata depending on the length of time the Group is in place.

3.3 Special Responsibility Allowances are paid in 12 equal, monthly instalments.

3.4 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.

- 3.5 Notwithstanding, any agreed Parental Leave Policy for Councillors, 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 £11,723 per annum, paid in 12 equal, monthly instalments.
- 5.2 The Deputy Mayor of Milton Keynes receives a civic allowance of 50% of the Mayor's allowance, i.e. £5,862 per annum, paid in 12 equal, monthly instalments.
- 5.3 Civic Allowances are liable for tax and National Insurance.

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.

6.2 Child Care:

The current Real Living Wage (as set by the Living Wage Foundation) of £9.90 per hour applies and will be up rated each November in line with the Living Wage Foundation's annual review.

6.3 Specialist Care:

Specialist care is reimbursed based on the actual costs incurred, subject to the production of receipts and medical evidence that this type of care is required. The allowance has no daily or monthly maximum claim when undertaking Approved Councillor Duties.

6.4 Claims for Child Care and Dependent Carers Allowance are inclusive of travel time associated with the Approved Duties.

6.5 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, which are as HMRC (per mile) rates:

- Cars and vans 45p
- Motorcycles 24p
- Bicycles 20p
- Electric vehicles 45p

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 Director Law and Governance and the Chief Internal Auditor.

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 Director Law and Governance.

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) a meeting of the Council;
- b) a meeting of the Cabinet;
- c) a meeting of a committee of the Cabinet;
- d) 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;
- e) a meeting of Cabinet members with the Corporate Leadership Team;
- f) 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;
- g) a meeting of some other body to which the Council makes appointments or nominations (i.e. Outside Bodies);
- h) a meeting of a committee or sub-committee of a body to which the Council makes appointments or nominations;
- i) a meeting of a local authority association of which the Council is a member (e.g. Local Government Association);

- j) a meeting in the Councillor's Ward called by a Council Officer or Parish Council;
- k) 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;
- l) 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;
- m) 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;
- n) a meeting which has been:
 - i) 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
 - ii) to which representatives of more than one political group have been invited or to which two or more Councillors have been invited;
- o) 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:
 - i) attends to present an item which he/she has requested be included on the Agenda in his/her name;
 - ii) is required to attend to answer questions/give evidence; or
 - iii) attends to present a report on behalf of another body of the Council;
- p) attendance at conferences, seminars and other Councillor Development and training events as approved by the Council or the Service Director (Legal and Democratic Services);
- q) attendance at casework surgeries organised at advertised times and venues within the Councillor's own ward;
- r) 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, Civic Allowances and Co-Optees Allowances are subject to indexation commensurate with the percentage increase in staff salaries from the previous financial year, from April 2023 for a period of up to three years.

14. Duration

14.1 The above Scheme of Allowances is operative from 1 April 2022 until 31 March 2023 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 as follows with no maximum time cap:
 - a) Childcare – Real Living Wage
 - b) Specialist Care – actual costs subject to medical evidence supporting the requirement for specialist care
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 set out in Section 12 of the Scheme of Councillors' Allowances.
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's Business Expense claim forms, supported by valid receipts. Co-opted members of committees should submit their receipts with a covering letter to the Head of Democratic Services, Milton Keynes Council, 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.

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	

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.

Together We Can

2021

Working together to do
the best for every local
community within
Milton Keynes



Why this and why now ?

2020 was tough for us all here in Milton Keynes. The impact of the COVID pandemic and the associated lockdown has been both immediate and there will undoubtedly be longer-term implications. What has become really clear is that all councils, regardless of type and size, have pulled together to support the most vulnerable in our community. All Local Councils have worked tirelessly for and on behalf of residents. They have also come together in partnership with Milton Keynes Council (MKC) to find innovative solutions to fast moving challenges caused by the pandemic. Local Councils working together are an incredible and powerful force and this only becomes stronger when working with and alongside MKC. There is a need to build on these incredible partnerships and ways of working and this document sets out some parameters for engagement between and with Local Councils and MKC. The relationship between MKC and Local Councils has, at times, been challenging for all concerned. The purpose of this document is to frame a new relationship between Local Councils and MKC- it isn't based on sanctions or directives, but rather it is to encourage the development of a mature relationship between us all. We all have a role to play in developing this key relationship and our residents and communities expect us to do this especially at this time of increased demand for support, advice and guidance. This will not be easy but - together we can.

Local Councils (Parish¹, Town and Community Councils) have a key role in supporting local communities and shaping and improving their local areas. Milton Keynes is unique, being the first unitary local authority to be fully parished in England, and this is something to celebrate. This unique democratic model is one that has and must continue to be to the benefit of residents and communities. Local Councils and MKC can be proud of the relationships we have with each other - much has been achieved. But these have been difficult times for local government with continued reductions in budgets whilst at the same time an increasing demand on services. The impact of this, both for MKC, Local Councils and our delivery partners has been that all have had to take a long hard look at what they each do and how they do it. The pandemic and associated lockdowns have further exacerbated this challenge.

Given the scale of the task, as a Principal Authority and as Local Councils alike, we are all aware that the only way in which communities can be fully supported is through **working together**. This relationship is one of equals, as we all have a key role to play, and to this end we are all committed to creating the right environment so that Milton Keynes continues to develop and thrive with all councils (both Local and Principal) and communities taking innovative and bold decisions that can effect real change at the local level.

The MKC Plan (2016-2022) recognises the importance of this partnership working and the vital role that Local Councils have in shaping their own local areas and Milton Keynes as a whole. There is a vast reservoir of ideas, innovation and local knowledge within our local communities and we all

¹ Includes Parish Meetings

want to ensure that, working together, we feed into the sustainable and ever-evolving development of Milton Keynes as a place to visit, work and live.

Our structures

- MKC is recognised as the Principal Authority for the area.
- Policy is set by a combination of democratically elected ward councillors and national legislation and administered by MKC Officers.
- Local Councils (48 within Milton Keynes) are the first tier of local government and have a unique and in-depth knowledge of their local communities and places. Local Councils are autonomous and independent and are corporate bodies constrained by statute. They have a number of statutory powers and broader powers can be acquired through a General Power of Competence.
- Policy is set by Local Council Councillors and administered by Local Council Officers, usually but not exclusively, the Clerk.
- It is important for Ward Councillors (within MKC) and Local Councillors (within Local Councils) to recognise the great value in having good relationships across and with the different local councils and with MKC. Good communication and engagement are central to being effective. Local Council Councillors understand the role that Ward Councillors play at the MKC wide level. Equally, Ward Councillors understand the role that Local Council Councillors play at local area level. And whilst there are different types of councillor (be they ward or parish), all are committed to ensuring the best outcomes for their local areas and for Milton Keynes as a whole.

Working together

- ‘Together We Can’ embodies the true ethos of partnership working, which involves all partners contributing to a common goal and communicating and working effectively with each other.
- By pooling knowledge, experience and tools, all members and council officers (both local and principal) can build a better understanding of what works at the very local level and identify the needs and capture the views of residents and communities and represent and act upon these.
- The success of this is dependent on all partners treating each other equally and with respect and with an understanding of the statutory landscape within which each partner operates.
- This collaborative relationship will be mutually beneficial for all and involve both officers and councillors at every level.

- The non-statutory Milton Keynes Association of Local Councils (MKALC) gives voice to issues affecting Local Councils across Milton Keynes and liaises with MKC on their behalf (although of course individual Local Councils also raise specific issues). MKALC is supported by a County Association (BALC) and National Association (NALC) which provide advice, training and literature to Local Councils.

We all know that the challenges that local communities are facing are sometimes very difficult to solve but **together we can** work towards positive solutions. To ensure that all parties feel valued, it is important that we treat each other with respect, dignity and politeness (even when we might not always see things the same way). We must all behave fairly and constructively towards each other when we disagree, and we will listen and be respectful in our exchanges of views. We all know that disagreements will arise sometimes and that's okay, because everyone can express their opinion and be listened to. Sometimes debate will be robust, but all of this is grounded in the aim of making Milton Keynes a better place for our residents and communities.

What this means in reality is that Local Councils and MKC will:

- Respond to each other in a timely manner and work together to ensure a regular flow of information, particularly where issues remain outstanding or unresolved. We all recognise communication is important, so to respond with acknowledgements and regular / periodic updates is helpful.
- Provide inductions to new key officers on the role of Local Councils and MKC.
- Within MKC, have Local Council champions that work with ward councillors, council officers and cabinet members to highlight the key role that Local Councils have.
- Support closer working between ward and Local Council councillors.
- Strive to continuously work together and improve engagement.
- Not work in silos and ensure the words within this document translate into actions.
- Ensure that the Parish Partnership Team continue to be a point of contact, information and advice and provide issue resolution for Local Council difficulties.

Consultation and engagement

Local Councils and MKC recognise the importance of consultation and engagement and it is a key element of the democratic process.

MKC and Local Councils will recognise that consultation and engagement can be challenging but is a key mechanism for ensuring that Local Council and resident voices are heard about key issues impacting on both them and Milton Keynes more generally. As the principal authority, it is MKC that runs formal consultations on both local and national issues, but it also engages Local Councils

in more informal ways through various types of engagement to help inform the development of policy and practice of the Council. To this end **MKC will:**

- Consult and engage positively with Local Councils on matters which impact them and their communities. The matters that will be of importance to some Local Councils might be less so to others, so there will be a bespoke approach for some issues.
- Engage and start conversations early, where it is recognised that things will impact Local Councils. It may well be that formal consultation follows but engaging Local Councils early in the formulation of some policies or initiatives can have a beneficial impact on success.
- Publish formal consultations on <https://www.milton-keynes.gov.uk/consultations> to enable Local Councils to respond accordingly and highlight, in advance, through the parish clerks, the consultations that are coming up.
- Continue to engage with Local Councils using the Parishes Forum (PF), the Parishes Advisory Group (PAG) and other meetings to enable consultation, engagement and dialogue to take place. This can be both formal, but also can be informal through discussions with Local Council members / officers and local resident and other groups.
- Attend Local Council meetings, as and where appropriate, and if requested to discuss the impact on the Local Council and its parish area.
- Ensure that formal consultations, other than those governed by statutory regulations such as planning matters, will be for a minimum of six weeks excluding the Christmas/New Year holiday period and giving some extra allowance in August when many Local Councils do not have formal meetings.
- Understand that community engagement and consultations is about listening and learning and having meaningful dialogue with the community and is an opportunity to find out what is important to them, their neighbourhoods and local areas.
- Use the most effective method to consult and engage, including digital methods.
- Consult in plain English to be clear and concise.

And for Local Councils, they will:

- Respond and engage with formal consultations and provide contributions to shape policies that matter to local residents and communities.
- Provide officer / clerk contributions and support where the nature of the consultation or engagement is more about operational processes.
- Engage with MKC officers in the development of policy or initiatives respecting the uncertainty and confidentiality which comes in the early stages of development but recognising early influence of these decisions can lead to successful results for residents.

During the pandemic, the nature of consultation has evolved as there has been an increase in delegated decision making as MKC has responded to national government directive. There is a need to ensure that, going forward, the primacy of both formal and informal consultation is maintained by MKC and the MKC cabinet is committed to ensuring this.

Useful documents:

- *Cabinet Guidance on Consultation*
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691383/Consultation_Principles_1_.pdf
- *Statement of Community Involvement* setting out how MKC engages and consult with local communities and stakeholders on planning policy documents and planning applications
<https://www.milton-keynes.gov.uk/planning-and-building/planning-policy/statement-of-community-involvement-sci>

Asset and Service Devolution

Both MKC and Local Councils themselves recognise that Local Councils are all different in their makeup, capacity and size and will require different solutions and responses, because they have different needs – one size simply does not fit all. These assets and services are for the benefit of residents and Local Councils can be best placed to deliver this. MKC will support those Local Councils with an appetite to become more involved in service and asset devolution and work across the Local Council community to ensure that the involvement is at a level that suits individual Local Councils and the communities and residents they serve.

Local Councils are welcome to make use of the past experiences and expertise accumulated by MKC in relation to devolution projects in which they choose to engage. For example, this could include shared ambitions for healthy and active communities, to be the Greenest City, promote biodiversity and combat climate change.

Joint working arrangements

Parishes Forum (PF) - We will all ensure we meet regularly to discuss issues that are important to each other. The current way this is done is through the PF, which meets four times a year to achieve this. PF meetings can be held physically or virtually. Physical meetings take place in various locations, e.g. MKC offices, Local Council Offices, other appropriate venues, etc. Each Local Council

nominates two representatives annually. Local Councils share the details of their representatives with MKC (usually following their Annual General Meetings). The Cabinet Member with responsibility for Parish Partnerships chairs the PF. A vice chair is elected by the Local Councils and serves for two years. The election is undertaken by ballot at the PF. The PF provides an opportunity for influencing, bringing fresh ideas and new outlooks, etc, as well as providing and sharing information.

MKC officers from the Parishes Partnership Team support the PF.

Parishes Advisory Group (PAG) - The PAG is made up of a small group of committed and enthusiastic Local Council councillors, who have joint working at the heart of their being and wish to work co-operatively for the greater good of all Local Councils across the MK area. The PAG has no decision-making powers and nor is it a constituted group. It is purely an advisory group. The Cabinet Member and vice chair of the PF also hold the same roles on the PAG. The purpose of the PAG is to:

- advise the Cabinet Member with responsibility for Local Councils on matters of mutual interest to MKC and Local Councils and make any appropriate and relevant recommendations to MKC or hold consultations with / seek views of Local Councils on areas of particular interest.
- To shape and agree approaches on key issues and pieces of work before wider circulation to all Local Councils. There is an opportunity to set up Sub Working/Task Groups to focus on the identified areas of concern or progress. Working / Task Groups are chaired by a PAG representative and opportunities to attend will be issued to all Local Councils. This could be Local Council clerks, Local Council councillors or a combination of both.
- To determine the way forward for the devolution agenda and ensure that services and assets rest with the level of local government that can best maximise the opportunity of particular assets and services to work for the wider community.
- To consider agenda items, discussion topics and show casing for the PF, and agree the agenda for the PF each quarter.
- To foster close co-operation and engagement between each Local Council, stakeholders and partners to ensure the best possible outcomes for the communities that we all work to serve.

Ideally the PAG membership consists of

- Six Local Council councillors
- A Ward councillor from each of the main political parties
- A representative from the **Milton Keynes Association of Local Councils (MKALC)**

MKC officers from the Parishes Partnership Team support the PAG.

Local Area Forums (LAFs) are meetings for groups of Local Councils who share common interests / are connected by physical locality (usually ward). LAFs are attended by the Ward Councillors (who

ordinarily take the role of chair). Support for LAFs is discussed and agreed with MKC Officers and each individual LAF.

Covid-19

We know that Covid-19 has brought about a sudden change to the way in which Local Councils and MKC are working to support our communities. There has been a fantastic response from MKC and Local Councils, we will need to take stock and consider what has worked well and less well and what we can learn from this in terms of working more effectively together. Working together and respecting our different roles, we know that we can make a real difference to our residents as we move into the post Covid 19 recovery era. There will be continued challenges for our communities that may be of an order that MKC and Local Councils will find challenging. There will be a likely rise in demand for services at a time when budgets across all councils will be under considerable pressure. We know there are difficult times ahead, but with an open and honest dialogue between us all (for example, around respective future financial and funding positions) we will be able to deliver for residents.

Together we can...

Create the right environment to make things better for our residents and communities with a collaborative way of working, sending a powerful signal that the old ways of thinking and working in silos are no longer fit for purpose. Collaboration has the potential to:

- bring in a much wider range of resources and use available resources far more efficiently and effectively;
- be fit for purpose to tackle the complexity of the challenges; and
- add far more creative and innovative approaches, as a result of the organisations involved.

This document is intended to be a living document that will be edited and updated / revised over time to encourage open collaboration and avoid stagnation. It is envisaged that it will be circulated for review annually, so that all partners can have the opportunity to say what has been working well, what has not been working so well and what, if anything, needs changing within the document. It is deliberately not focused on specific measurements or sanctions for various parties, but rather it is meant to act as a document that sets out the parameters for mature relationships between all councils within MK.

Contact Details for Parish and Town Councils

Please access the link below to obtain up to date contact details for all 48 Parish and Town Councils within Milton Keynes

<https://www.milton-keynes.gov.uk/your-council-and-elections/councillors-and-committees/parish-and-town-councils/contact-your-parish-or-town-council>

If you require a Word / PDF copy of the list, please contact Heather Baker – Partnership Officer – Parish and Town Councils on Heather.Baker@Milton-keynes.gov.uk

Title:		 milton keynes council
<h1>(ICT) Security Policy</h1>		
Number:	Version: 2.5	Council policies and procedures manual

Version History			
Version	Date	Detail	Author
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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
2.3	1/11/19	Include Cyber Security conditions	Paul Wheeler
2.4	1/10/20	Review	Paul Wheeler
2.5	18/2/22	Review	Peter Firth

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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 including the loss of data through cyber attacks. 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 Council's 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 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 because of information loss or misuse
- Potential legal action against the Council or individuals because of information loss or misuse
- Council reputational damage because 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. Everyone, from our customers and partners to our employees and contractors, should feel that their data is safe. The only way to gain their trust is to proactively protect our systems and databases. We can all contribute to this by being vigilant and keeping cyber security top of mind.

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 *BSI ISO/IEC 27001:2013 Information security*

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).

We expect all our employees to always follow this policy and those who cause security breaches may face disciplinary action:

- First-time, unintentional, small-scale security breach: We may issue a verbal warning and train the employee on security.
- Intentional, repeated or large-scale breaches (which cause severe financial or other damage): We will invoke more severe disciplinary action up to and including termination.

We will examine each incident on a case-by-case basis.

Additionally, employees who are observed to disregard our security instructions will face progressive discipline, even if their behaviour hasn't resulted in a security breach.

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	Annually
Incident Reporting Policy	Revised May 2018	
Acquisition and disposal of ICT Equipment Policy	Revised May 2018	Annually
Social Media Policy	Revised May 2018	
Mobile and Fixed Line Telephony Policy	Revised May 2018	Annually
Physical Access Policy	Revised May 2018	Annually
Patch Management Policy	Revised May 2018	Annually
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	3 Yearly
System Access & Password Policy	Revised May 2018	Annually
Computer, Telephone & Desk Policy	Revised May 2018	Annually
Information Management Policy Framework	Revised Jan 2019	2 Yearly
Print Usage Policy	June 2021	Annually

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 a charity's annual income exceeds £5,000 it is required to apply to the Charity Commission to become a registered charity. Once registered, the charity must disclose its registered status on correspondence, publicity and financial documentation.
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 OF 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 The 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) Regulated Companies 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.

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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 the 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 normally close mid-September for consideration for the following years awards.

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

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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 **MK Together** 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 **MK Together**.

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:

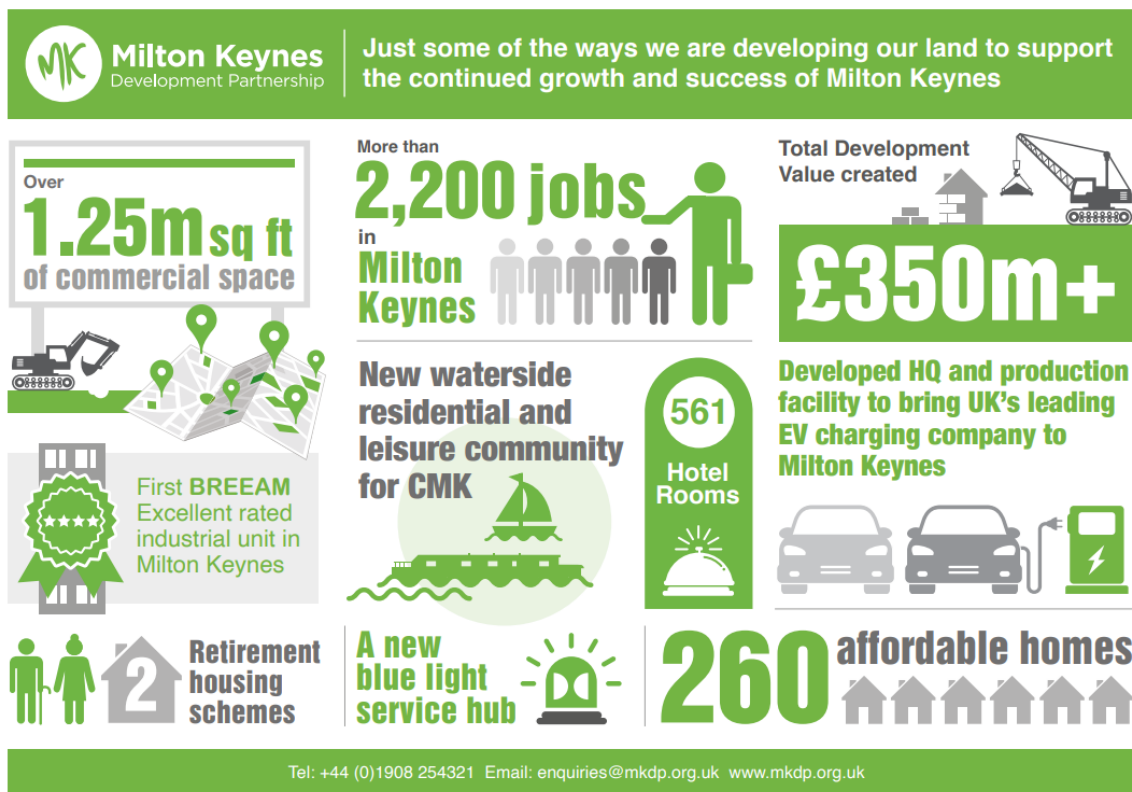
Local Authority Designated Office (LADO)
Tel: 01908 254306
email: lado@milton-keynes.gov.uk
secure email: lado@milton-keynes.gcsx.gov.uk

More information and guidance on safeguarding can be found here:

<https://www.milton-keynes.gov.uk/social-care-and-health/safeguarding-people-at-risk>

MILTON KEYNES DEVELOPMENT PARTNERSHIP

AN OVERVIEW



About MKDP

Milton Keynes Development Partnership (MKDP) is a Limited Liability Partnership (LLP) owned by Milton Keynes Council (MKC).

Its primary role is to use and develop its portfolio of land assets to advance MKC's objectives to develop the city to build on its impressive track record and to become an ever-better place to live and socialise as well as to work and conduct business.

MKDP's managing director is MKC's Deputy Chief Executive Tracey Aldworth who oversees MKDP's [team](#) of professionals reporting to a [board](#) comprising an independent chair, four independent members, three local councillors and MKC Chief Executive Michael Bracey.

What we do

Some of the major projects that MKDP has worked on include Campbell Wharf, Victoria House in Avebury Boulevard, BP Pulse's HQ in Linford Wood, the Blue-Light Hub in West Ashlands and Hotel La Tour. There is more information about these projects on MKDP's website's [case studies section](#).

MKDP has also been pivotal to the development of several residential sites with significant numbers of affordable homes. This strategy will be strengthened with the registration of Milton Keynes Housing Company (MKHC) which you can read more about [here](#).

How we work with councillors

It is our practice to liaise with ward councillors before any development contracts are placed so we look forward to dealing with some of you in that context. Until a site is developed it is maintained by MKDP as “open countryside” so please contact enquiries@mkdp.org.uk if there is a problem on a site in your ward.

Keeping you up-to-date

We try to keep councillors up-to-date with our news through your weekly newsletter produced by MKC. We also have our own newsletter which you can sign up to receive at the bottom of the home page of our website www.mkdp.org.uk. And we post regularly on LinkedIn so please follow the [company page](#).

For more detailed information about MKDP including its achievements so far and its plans for the future please read the latest Financial Statement [here](#).

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 Siobhan Pitkin in Democratic Services email Siobhan.pitkin@milton-keynes.gov.uk. Forms recording future changes need to be sent to HR before the appropriate payroll deadline to enable changes to be reflected in the next payroll run.

PLEASE PRINT IN BLOCK LETTERS.

Councillor Details (If you do not know your Personnel Number please enter your National Insurance Number and Date of Birth)			
Personnel Number	National Insurance Number	Date of Birth (dd/mm/yy)	
Enter your name (If you have changed your name please enter your NEW name below)			
Title (e.g. Mrs, Mr)	Surname	First Name	Initials

Effective Date
Date that the change(s) takes effect (dd/mm/yy)

Change of Name (Enter your PREVIOUS name)			
Title (e.g. Mrs, Mr)	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 (include full address with postcode)			
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 (Only applicable to Building Societies - 16 digits only)

Casual Car Allowance		
Registration number	Make and Model of Car	Engine size

Signature	
Councillor's signature	Date (dd/mm/yy)

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 Siobhan Pitkin, Business Support and Civic Events Manager at Milton Keynes Council, as soon as practicable – Siobhan.pitkin@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: _____

Mobile Tel: _____

Home Tel: _____

Other Tel: _____

Work email: _____

Twitter: _____

Facebook: _____

Other Social Media: _____

Signed: _____

Date: _____

IT Services

1. Equipment

1.1 Computers

The Council will provide each Councillor with an Microsoft Surface Go Device 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 or Surface Go 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 – 17.00 hrs) please ring the IT Helpdesk on 254444 or raise a request via the MKC IT Self Service portal <https://service.hornbill.com/miltonkeynescouncil>.

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 Roslyn Tidman, Committee Services Manager on Roslyn.tidman@milton-keynes.gov.uk / 01908 254589.

3.1 Key contacts

For professional advice or to book a coaching session, contact the **IT Helpdesk on 254444** via the IT Self Service portal.

**REGISTER OF MEMBERS' INTERESTS - NOTIFICATION OF INTERESTS PURSUANT TO
MILTON KEYNES COUNCIL CODE OF CONDUCT**

I (full name) _____ being an (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	<p>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 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

1. Introduction

- 1.2 The Council has established a framework for Ward Based Budgets to enable all councillors to have the ability to make a small but important contribution to projects carried out in their local communities. This document provides a guide for councillors and officers on how Ward budgets might be used in an individual councillor's area.
- 1.3 Each councillor is allocated a budget of £1,000 to spend during each Council Year on Ward based issues (1 June – 28 February). 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.
- 1.4 Some previous examples of how funds have been used are listed below:
- Resurfacing playing field car park
 - Restoration of a community hall
 - Purchase of laptops or other equipment to support school initiatives
 - Supporting a local scout group
 - Purchase of equipment for a community group
 - Purchase or maintenance of children's play equipment
 - Renovating a local landmark / community area
 - Supporting a local youth, or older persons group
- 1.5 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.

2. Basic principles of the scheme

- 2.1 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 relevance to promoting Councillors' community leadership role and the development of this scheme.
- a) The scheme is to enable councillors to put forward proposals for expenditure to promote the wellbeing of the local communities, which he / she represents.
 - b) It can be applied to enable a councillor to respond flexibly to local priorities.
 - c) The funds should be used to benefit more than one person.
 - d) 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.

3. How the funds can be used

- 3.1 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.
- 3.2 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.

3.3 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.

4. Projects which are excluded

4.1 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 Director Law and Governance 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 or pecuniary interest to which the Councillors Code of Conduct applies (see additional note below);
- e) where only one individual or a very small number of people will benefit unless there are very exceptional circumstances which 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.

4.2 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 Peter Brown (Head of Democratic Services) on 01908 253671 in the first instance.

4.3 For the avoidance of doubt, personal or pecuniary interest does not arise in this context where:

- a councillor is a member of the organisation receiving funds (for example a Parish Council), provided that organisation's objectives are directed towards charitable purposes; or
- a councillor or member of the councillor's family would benefit from the project, provided this is not to a greater extent than majority of residents in the Borough entitled to use or access the project or scheme.

5. The budget and how it will be allocated

5.1 The budget can be spent on capital or revenue items.

5.2 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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.

6. Administration of the scheme

6.1 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.

6.2 When completed, the form should be emailed to dsbusinesssupport@milton-keynes.gov.uk for payment to be arranged. Any queries with regard to the rules of the scheme should be directed, in the first instance, to the Head of Democratic Services (Peter Brown - 01908 253671).

6.3 The Business Support & Civic Events Manager, on behalf of The Head of 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.

6.4 Payment will be arranged by the BACs system. It is not possible to make payments by cheque or purchase order numbers. The application form will be made available to Councillors for completion. Councillors must ensure that the recipient understands that payment is made on the basis 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.

6.5 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.

6.6 The Head of Democratic Services and Director Law and Governance may, from time to time, make minor amendments to the administration of the scheme.

6.7 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 Head of Democratic Services, who will set out in writing their justification, making reference to this framework.

6.9 Details of the grants allocated to councillors (including the recipient organisation and amount) will be reported to 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?
(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 Director Law and Governance.

** 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 Head of Democratic Services, Civic Offices, 1 Saxon Gate East, MK9 3EJ.

Alternatively, the completed application form can be returned via e-mail to dsbusinesssupport@milton-keynes.gov.uk Please note that the confirmation required in the Councillor's Declaration must be included in the text of your email.

FOR OFFICE USE ONLY	
Approved by:	Date:
Siobhan Pitkin, Business Support and Civic Events Manager	
Actioned by:	Date:
Business Support Assistant	

FOR OFFICE USE ONLY	
Application criteria met:	
Supplier Number:	
Invoice Number:	
Date Paid:	