

Tuesday 9th April 2024

To: All members of the Operations & Resources Committee

Cllrs Sue Smith (Chair), Liz Simpkins (Vice-Chair), Eamonn Bobey, Tony Coughlan, Donna Fuller, Penny Glasgow, Luke Louis, Ruth McMillan, D'Anne Mordecai, Deanna Norris, April Rennie, Alan Williamson

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Operations & Resources Committee to be held on **Monday 15th April 2024** commencing **6:30pm** at the **Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.**

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

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

The Calendar of Meetings can be accessed at:

<https://www.woughtoncommunitycouncil.gov.uk/council-meeting-calendar/>

Steve McNay
Parish Manager

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

AGENDA

OC 111/24 Apologies:

To record apologies from members unable to attend the meeting.

OC 112/24 Declarations of Interest:

Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.

OC 113/24 Chairs Announcements:

To receive announcements from the Chair.

OC 114/24 Questions from the public (Max. 10 minutes):

To receive questions/statements from members of the public.

OC 115/24 Minutes of the previous meeting:

To receive and approve as a true and correct record the minutes of the Operations & Resources Committee meeting held on:

- Monday 11th March 2024.

(Attached)

OC 116/24 To agree the List of Payments, Bank Reconciliations for the month of March 2024:

(List of Payments & Bank Reconciliations to follow)

OC 117/24 To recommend changes to cash management within WCC.

(Report by the Council Manager attached)

OC 118/24 To recommend signing up to the End Violence at Work campaign.

(Report by the Operations Manager attached)

OC 119/24 HR Legal updates for April 2024

(Document attached – to note)

OC 120/24 Policy reviews for Grievance, Volunteer and Training policies

(Report by the Council Manager and policy documents attached)

OC 121/24 Community Infrastructure Funding launch for 2025/6

(Report by the Council Manager and associated documents attached)

OC 122/24 Shared Prosperity Fund update paper

(Report by Council Manager attached – to note)

OC123/24 Service Plan version 1 2024-2025

(Report by Council Manager attached)

Date of next meeting:

To be confirmed at Annual Meeting on 7th May

Probably Monday 13th May 2024, 6:30pm at the Woughton Community Council Hub,
60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Woughton Community Council

Operations & Resources Committee

Minutes of the meeting held on Monday 11th March 2024, 6:30pm at the Woughton Community Council Hub, the Council Chamber, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

Present: Cllrs Sue Smith (Chair), Liz Simpkins (Vice-Chair), Eamonn Bobey, Tony Coughlan, Luke Louis, D'Anne Mordecai, Deanna Norris, April Rennie, Alan Williamson

Also present:

Steve McNay (Council Manager)

Marta Sobis (Responsible Finance Officer)

OC 99/24 Apologies:

Cllr Ruth McMillan (unwell)

Agreed and accepted.

OC 100/24 Declarations of Interest:

There were no declarations of interest.

NOTED

OC 101/24 Chairs Announcements:

The Chair reported that:

- Coffee Hall Meeting Place would close on Thursday 14th March, to reopen after Easter. This is to enable refurbishment of the toilets.
- Solar has been installed at Tinkers Bridge Meeting Place and is performing well.
- Sam Rogers (Food Coordinator) has her last day this week.
- The Council Manager collected a cheque from the Police and Crime Commissioner to cover the costs of installing CCTV at all council buildings.

OC 102/24 Questions from the public (Max. 10 minutes):

No questions received.

OC 103/24 Minutes of the previous meeting:

The minutes of the Operations & Resources Committee meeting held on Monday 12th February 2024 Were **AGREED** as a true and correct record and signed by the Chair.

RESOLVED

Proposed: Cllr Sue Smith. Seconded: Cllr Tony Coughlan

OC 104/24 To agree the List of Payments, Bank Reconciliations for the month of January / February 2024:

Due to the delays for January's sign offs (due to absence of RFO), all were signed by Cllr Sue Smith and agreed by all.

RESOLVED

OC 105/24 To recommend use of PAYE for councillor allowances.

Following the RFO investigating the situation with allowances, and to follow best practice and guidance from governing bodies, the RFO proposed that councillor allowances should be paid through PAYE, as they are considered to be 'taxable income' in law.

There was significant discussion around the issue, with questions relating to self-employment, impact on benefits, the potential to move people into higher tax brackets, impact on pensions, etc. The RFO explained that the individual circumstances would be managed through the systems and each situation would be different, but that it should be declared whatever the circumstances. By using PAYE, this covers the council and complies with best practice.

Cllr Smith stated that previous attempts to move councillors to PAYE had caused difficulties and so tabled a proposal:

Proposal: 'That Woughton Community Council continues to offer councillors the choice of having allowances paid through PAYE OR that they sign a declaration stating that they are individually responsible for ensuring that the allowance is declared to all relevant authorities'

**Proposed by: Cllr Sue Smith Seconded by Deanna Norris
RESOLVED by way of majority vote.**

It was noted that this was against the advice of the RFO and Council Manager.

OC 106/24 Training provision update for the new council year.

Following agreement at the previous meeting that the Council Manager would collate training options that are available through external agencies, alongside details of any training that can be provided locally, a paper was provided with details of these sessions. Due to the number of different sessions suggested and the pressures of time, the committee was asked to prioritise which sessions were most important (with some legal duty ones already agreed). As a result, the following sessions were suggested, to take place on Wednesday evenings on a monthly basis:

First Aid (this also should include the community members noted previously)
Communications and Social Media
GDPR and Data Protection
Standards in Public Life
Meetings, motions and debate – how to work within Standing Orders
Safeguarding*
Anti sexual harassment*
PREVENT*

Chairing Meetings training was also suggested but can be provided via BMKALC.

There was also agreement that the previously discussed sessions would form part of this programme:

Domestic Abuse (MK Act)

Modern Slavery
Bystander training

The Council Manager will create the programme and send a calendar of training round to all parties.

RESOLVED

OC 107/24 Legal updates for March 2024

The Council Manager provided updates on procurement limits, meeting dates, references, foreign convictions / bankruptcy, funding to schools and the use of Clerks home addresses for correspondence.

RESOLVED - NOTED

OC 108/24 Prevention of Sexual Harassment policy update

The Council Manager spoke about the paper provided, that details new expectations and legislative demands around protecting employees from sexual harassment. There is a process that the council needs to undertake and to meet these standards, the following proposals were made:

Proposal:

- **That the committee tasks officers with the development of a suitable policy and procedure, engaging with the organisation widely (officers and councillors) to help define the policy.**
- **That this should include a shortened version that can be displayed within buildings to ensure all are aware of their duties.**
- **That these are brought to this committee prior to the proposed implementation in October, with an agreement in place by July 2024 (on the understanding that this may change once law is implemented).**

Proposed by: Cllr Sue Smith Seconded by Cllr Liz Simpkins
RESOLVED by way of unanimous vote.

OC 109/24 Biodiversity Duty update paper

The Council Manager spoke about the papers provided, including the possible template for use around ensuring that WCC, as a local authority, complies with its duties under the 2021 Environment Act. This includes an assurance that WCC is 'considering' what they can do to conserve and enhance biodiversity.

To this end, the following was tabled:

Proposal:

- **That the committee tasks the Green Working Group with developing an approach to ensure compliance with the new duty, building on what has happened to this point**
- **That this approach, including details of what / where / when / whom, is presented to this committee for formal ratification.**

Proposed by: Cllr Sue Smith Seconded by Cllr Tony Coughlan
RESOLVED by way of unanimous vote.

OC 110/24 To discuss possible proposals for applications to the Shared Prosperity Fund for public realm improvements

Following a drive around the parish with MKCC representative who help manage the spending of the Shared Prosperity Fund, a paper was created that identified potential areas for improvements to be made. This paper was intended to promote discussion about priorities.

There was considerable discussion around this proposal, with a number of councillors suggesting that spending money on public realm was inappropriate, as this was a duty of MKCC who they stated had failed to maintain appropriately. It was stated that this money should not be spent on anything that MKCC has responsibility for.

It was suggested that this decision could be discussed at the annual meeting in May, that the money be split across the seven estates and have further travels around the estates to identify areas needing work.

The Council Manager explained that this money comes via central government and that there are specific guidelines for spending – what it can / can't be spent on and criteria that needs to be met.

No decision was made. The Council Manager will undertake further work to identify the process that needs to be followed.

Date of next meeting:

Monday 15th April 2024, 6:30pm at the Woughton Community Council Hub, 60, Garraways, Coffee Hall, Milton Keynes, MK6 5EG.

THE CHAIR CLOSED THE MEETING AT 7.30 PM

Chair _____ Date _____

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 15th April 2024

Agenda Item OC 117/24

PURPOSE OF REPORT: To suggest changes to the cash handling and acceptance procedures.

RECOMMENDATION:

1. That committee considers changes to the way the council manages cash payments.

MAIN ISSUES AND CONSIDERATIONS:

Due to changes in insurance levels, the need to ensure staff safety (e.g. in transporting cash) and to ensure that we are compliant with financial regulations, it has been suggested that we should look at our current cash handling / storage / acceptance levels.

As things currently stand, the majority of bookings and payments, both in and out of the council, are made electronically, with the majority being online payments and some spending by officers using debit cards. However, there are still some payments made by cash (donations to community café, payments for ticketed events), with some significant payments for bookings being made (e.g. regular bookers who make monthly cash payments at the office).

Whilst a level of cash is essential, to ensure that residents are able to pay for small items, it is recommended that for all regular bookers, or for amounts over a set amount, electronic payments are requested. This will help ensure that levels of cash stored within the councils buildings remain at a reasonable level, help accounts and accounting practices link to payments made more easily and provide an electronic evidence base if any queries, questions or issues occur.

To allow time for any regular bookers to take any necessary steps to get more organised, it is suggested any changes are sent to them in advance, with a change date of September 2024.

STAFFING IMPLICATIONS:

There are currently times where staff are being used to count large amounts of money, which is both time consuming and potentially places the council at risk, if people are aware of this situation. Whilst the risk remains small, if actions can be taken to reduce risk further, they should be taken.

FINANCIAL IMPLICATIONS:

It is not felt likely that this will have any impact on income and may support some of our bookers to take steps towards formalising their financial interactions.

SUGGESTED PROPOSAL:

‘That the committee agrees to inform all regular bookers that from 30th September 2024, any regular bookings can only be paid for using the online link supplied and that no cash payments of more than £XX will be taken at our offices’.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 15th April 2024

Agenda Item OC 118/24

PURPOSE OF REPORT: To propose that Woughton Community Council signs up to the Unison Violence at Work Charter.

RECOMMENDATION:

1. That the committee recognises the importance of signing up to a charter that aims to protect council officers, volunteers and councillors from violence, and the threat of violence.
2. That the committee agrees to implement the ten points of the charter.

MAIN ISSUES AND CONSIDERATIONS:

Background:

The Health and Safety Executive defines violence at work as “any incident in which an employee is abused, threatened or assaulted in circumstances relating to their work.” In practice this translates to incidents which can include being punched, pushed, kicked, or spat at, as well as verbal abuse or threats.

Unions have campaigned successfully for the Assaults on Emergency Workers (Offences) Act 2018 which provided greater protection for those working in the police, emergency service and the NHS. The new campaign aims for the same protection for all other public service staff.

Based on Health and Safety Executive statistics, in 2019-20 there were 688,000 recorded instances of violence and aggression in UK workplaces. Since 2019 in Milton Keynes, there have been 369 violent incidents recorded against council and school workers, who face a 75% higher risk of violence compared to other sectors.

There are various scenarios within Woughton Community Council where officers, volunteers or councillors may be likely to experience violence or the perceived threat of violence, for example:

- Closing meeting places late at night
- Dealing with rowdy/drunken hall hirers
- Conducting 1-1 advice sessions with vulnerable residents
- Dealing with conflict in the community café/fridge
- Investigating fly tipping/attending court to give evidence
- Dealing with distressed residents
- Councillors conducting home visits with vulnerable residents

We surveyed our officers, councillors, and volunteers on their experiences within Woughton Community Council and found that:

- **50%** had been the victim of violence or aggression in the workplace
- **75%** had reported these incidents to WCC
- **54%** felt concerned about violence or aggression in the workplace
- **72%** reported their concerns to WCC
- **83%** felt supported by WCC with regard to their concerns

Responses were received from 43% of those who received the survey. For reference, the breakdown of responses was as follows:

- Officers (all teams represented) 50%
- Councillors 33%
- Volunteers 16%

The charter itself consists of 10 standards which we would be expected to meet within a year of committing. Some of these exist already, others will need to be created or updated. Current status in **bold**:

1. The employer has a written violence and aggression at work policy, which is available to all staff. The policy should also cover lone working. **We have a lone working policy. We don't yet have a violence and aggression at work policy.**
2. Responsibility for implementing these policies lies with a senior manager. **In place.**
3. Measures are taken to reduce staff working in isolated buildings, offices, or other work areas to a minimum. **Lone working policy in place.**
4. Staff are encouraged to report all violent incidents and they are told how to do this. **Not yet.**
5. The employer collects and monitors data on violent incidents on a regular and ongoing basis. **Not yet.**
6. Where they are in place, union safety reps can access this data and are consulted on solutions to issues relating to violence in the workplace. **Not applicable.**
7. Thorough risk assessments are conducted for staff placed in vulnerable situations. **Need reviewing.**
8. The employer has support pathways in place for staff who are victims of violence at work, so that they know where to turn for advice and support. **In place.**
9. Training to ensure staff are aware of the appropriate way to deal with threatening situations. **Currently identifying training options.**
10. Where appropriate, independent counselling services are available to staff who are the victims of violence at work. **In place.**

The Process

All major employers in public services are being approached and asked to sign up to the charter. All employers seeking to sign up will be asked for evidence of their compliance with the ten points prior to signing. Organisations which need to make changes to their practices will be given one year to make those changes and state, at the time of signing, what their plan is to deliver on all 10 points.

Benefits

Implementing these standards will have several benefits for WCC as an organisation, and for everyone associated with it:

- Helping officers, volunteers, and councillors to feel safe and supported when carrying out their roles.
- A demonstration of our commitment to employee welfare, which should enhance our reputation as an employer.
- Recording and monitoring incidents will help us to identify areas where we need to refine our processes and help us to continually improve our working practices.

BACKGROUND PAPERS:

Unison Violence at Work Charter <https://www.unison.org.uk/content/uploads/2018/04/24948.pdf>

HSE Statistics on Violence at Work <https://www.hse.gov.uk/statistics/causinj/violence/index.htm>

SUGGESTED PROPOSAL:

'That the committee tasks the Operations Manager with preparing the 10 point noted, and when completed, to sign up to the Violence at Work Charter'.

AUTHOR:

Sean Perry – Operations manager

**Personnel
Advice &
Solutions Ltd**

**COUNCIL NEWS
APRIL 2024**

Redundancy and Maternity

Mum’s returning from Maternity Leave have accrued new rights to be protected from being made redundant, from April 2024.

Once an expecting Mother informs the Council that they are pregnant they automatically get first choice of any vacancies, should their post be at risk of redundancy.

Similarly new Mothers returning from Maternity Leave are entitled to first choice of any posts for up to 18 months after their child’s birth or adoption date, if their post is at risk of redundancy.

	The current position	The changes	When does the change take effect?
Pregnancy	No protection	Protected from the date the employee informs the Council of her pregnancy for the full period of pregnancy	Where the Council is informed of the pregnancy on or after 6 April 2024
Maternity leave	Protected during the period of absence on maternity leave only	Protected for 18 months from the first day of the estimated week of childbirth (EWC). The 18-month period can be altered to start from the child’s actual date of birth where the employee informs the Council in writing of the actual date during their maternity leave period.	Where the maternity leave ends on or after 6 April 2024
Adoption leave	Protected during the period of absence on adoption leave only	Protected for the period of 18 months from the date of placement for adoption.	Where the adoption leave ends on or after 6 April 2024
Shared parental leave	Protected during the period of absence on shared parental leave only.	Protected for 18 months from birth/placement for adoption provided that the employee has taken a period of at least six continuous weeks of shared parental leave. This protection will not apply if the employee otherwise has protection under either the maternity or adoption provisions above. Protected during period of absence on shared parental leave only (as now) if fewer	Where the period of six continuous weeks of shared parental leave starts on or after 6 April 2024

		than 6 consecutive weeks of leave are taken.	
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Where an employee suffers a miscarriage before 24 weeks of pregnancy, they will have protection during their pregnancy and for a two-week period following miscarriage. If they miscarry after 24 weeks of pregnancy this is classed as a still birth and they are entitled to maternity leave and will have the same protection as any other employee taking maternity leave.

April Changes to Flexible Working Requests

The changes are:

- Employees can now make two (not one) flexible working requests in any 12-month period.
- Requests have to be dealt with by the Council within two (not three) months of receipt of a request if no extension is agreed.
- Councils are not able to refuse a request until they have ‘consulted’ with the employee.
- Employees will no longer, in their application, have to explain what effect the employee thinks agreeing to the request would have and how any such effect might be dealt with.

Statutory Payment Rates from April 2024

Shared Parental Pay (ShPP)	
Statutory rate of £184.03 or 90% of employee’s weekly earnings if lower.	
Maternity Pay (SMP)	
6 weeks at 90% of average weekly earnings. Then statutory rate of £184.03 or 90% of employee’s weekly earnings if lower.	
Adoption Pay (SAP)	
6 weeks at 90% of average weekly earnings. Then statutory rate of £184.03 or 90% of employee’s weekly earnings if lower.	
Paternity Pay (SPP)	
Statutory rate of £184.03 or 90% of employee’s weekly earnings if lower.	
Parental Bereavement Pay (SPBP)	
Statutory rate of £184.03 or 90% of employee’s weekly earnings if lower.	
Statutory Sick Pay (SSP)	
£116.75 pw for 28 weeks subject to earnings (average £123 per week)	
Minimum Wage from April 2023	
Workers aged 21 and over (National Living Wage)	£11.44/hour
Workers aged 18–20	£8.60/hour
Workers aged 16-17	£6.40/hour
Apprentices under 19, or over 19 and in first year	£6.40/hour

PROFILE

Chris Moses LL.M Chartered FCIPD is Managing Director of Personnel Advice & Solutions Ltd. He is a Chartered Fellow of the Chartered Institute of Personnel and Development, and has a Master’s Degree in Employment Law.

If you have any questions regarding these issues please feel free to contact him on (01529) 305056 or email p.d.solutions@zen.co.uk

OC119/24 Operations Committee – 15.04.24

www.personneladviceandsolutions.co.uk

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 15th April 2024

Agenda Item OC 120/24

PURPOSE OF REPORT: To update policies, in line with review timescales.

RECOMMENDATION:

1. That the committee considers the following policies
 - a. Grievance procedure
 - b. Volunteer Policy and Procedure
 - c. Training and Development policy

MAIN ISSUES AND CONSIDERATIONS:

- The Grievance policy was last updated in February 2022 (**OC 52/22**) and whilst the main body of the policy remains the same, some minor issues changed:
 - o Change from 'Anti-bullying and harassment' to 'Dignity at Work' policy.
 - o Change from a specific name to the Role Title in the final 'sign off' box
 - o Change of dates
- The Volunteer Policy and Process was last updated in February 2022. The Council Manager has reviewed the document and, with some minor layout changes, doesn't see any specific changes needed.
- The Training and Development Policy has been in place since 2022. There are some changes that are proposed including:
 - o An emphasis on the importance of training within the introductory paragraph
 - o Some change in language to make the document more accessible
 - o Some change in language to reduce the individual language approach (e.g. 'your line manager', 'you will', etc.)
 - o Changes to reflect wider policy change (e.g. four, rather than six 1:1 meetings)

The overall policy approach doesn't change, but the language and the 'feel' of the policy is intended to be less corporate.

STAFFING IMPLICATIONS:

No significant impacts on officers – overall, policy approach remains the same.

FINANCIAL IMPLICATIONS:

None noted.

OTHER IMPLICATIONS:

The new HR contract does allow WCC to access a suite of policies. These are due to arrive over the next month or so and can be sent round for consideration if wanted.

BACKGROUND PAPERS:

Grievance procedure review 2024
Volunteer Policy and Procedure review 2024
Training and Development policy review 2024

SUGGESTED PROPOSAL:

That the committee agrees to the changes noted within the documents noted and ratifies these policies in line with the review timings noted within.

AUTHOR

Steve McNay – Council Manager

Woughton Community Council

Grievance procedure 2024

Woughton Community Council is committed to dealing with employee grievances fairly, consistently and without unreasonable delay. This policy sets out the way in which an employee should make any complaints they have about work-related matters and the way in which we as the Employer will deal with these complaints.

These procedures are provided for information only and do not form part of your contract of employment, although these procedures may be referred to in your Contract of Employment (or Terms and Conditions). These non-contractual policy and procedures can be changed by the Employer at any time. If you have a query regarding this policy, you should contact the author (noted at the end of the policy.)

Grievance Procedure

The primary aim of this procedure is to provide a framework for employees should they feel dissatisfied with any matter relating to their employment. Nothing in this policy is intended to prevent you from informally raising any matter you wish to mention. Informal discussion can frequently solve problems without the need for written record.

However, if you wish to raise a formal grievance you should do so in writing.

Principles

If you feel aggrieved at any matter relating to your work (except personal harassment, for which you should refer to the **Dignity at Work**) you should raise the matter with your Line Manager. In circumstances where you do not feel comfortable directing your grievance to your Line Manager or should they be the subject of the complaint, you should submit your grievance to the HR/Operations Manager and / or Council Manager.

Should the subject of the complaint be the Council Manager all grievances should be directed to the Chair of Council.

Procedure

i. Statement of Grievance

- a) To raise a matter formally the employee should **write** (this can be electronic, e.g. via email) to their immediate Line Manager setting out the facts of the grievance. They should try to give specific examples of the complaint, copies of documents, names of witnesses, and dates where possible.
- b) Where an employee's grievance is against their immediate line manager, they should write to the Operations and / or Council Manager who are not the subject of the grievance.
- c) If the subject of the grievance is the Council Manager, the grievance should be

submitted directly to Chair of the Council.

ii. **Grievance meeting**

- a) Within five (5) working days, the grievance should be responded to in writing, the employee will be invited to attend a meeting where the alleged grievance can be discussed.
- b) The employee's manager will usually hold the meeting (unless they are the subject of the grievance, or it is not reasonably practicable for the Line Manager to hold the meeting.)
- c) Fair notice should be given, and the employee should be provided with a minimum of three (3) working days' notice to attend the meeting. They will be informed of their right to be accompanied by a companion at this stage.
- d) The employee's choice of companion will be agreed to if the companion is either a colleague, trade union representative or trade union official to formal meetings. The employee should advise us (the employer) of the identity of the companion (or any change in their choice of companion) and whether they will require any special adjustments to be made for their companion's attendance, at least twenty-four (24) hours before the start of the meeting.
- e) Employees must make every effort to attend any scheduled meetings under this procedure. If you are unable to attend more than two (2) scheduled meetings we reserve the right to decide about your grievance using available evidence but in your absence.
- f) If we plan to refer to any documentation during the formal meeting, this should be sent to the other party at least twenty-four (24) hours before the start of a meeting so they have reasonable chance to prepare.
- g) Further investigation may incur, and, in these instances, we will adjourn the meeting to do so, gather evidence, interview witnesses, or review any further evidence. The meeting will be reconvened after.
- h) You will be informed of any decision in writing within ten (10) working days of your meeting taking place, which will include your right to appeal.

iii. **Your right to appeal**

- a) If the employee is unhappy with our decision and they wish to appeal they should do so in writing to a more senior manager than the manager who dealt with the grievance. (if the Council Manager dealt with your grievance and you are unhappy with his decision you should appeal to the Chair of the Council)
- b) The employee should submit their appeal within five (5) working days of the grievance decision being published.
- c) The employee will be invited to attend a further meeting and they must take all reasonable steps to attend. As far as reasonably practicable, the organisation will be represented by a more senior manager than attended the first meeting.
- d) Following any appeal meeting you will be informed of the final decision, normally within ten (10) working days, which will be confirmed in writing.

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

Employee Handbook
Disciplinary and Capability procedure
Dignity at Work Policy.

Last review date:	15th April 2024
Next review date:	April 2026
Lead:	Operations Manager
Overseeing Committee:	Operations

Approved:	
Review cycle:	2 Yearly



Woughton Community Council

Volunteer policy and process 2024

Volunteer Policy and Process

Woughton Community Council values the support and benefit that comes from volunteers within the community. This policy sets out the principles of volunteering within events and activities overseen by the council and explains the processes behind the recruitment, selection, management, and support that the council will offer volunteers.

Volunteer policy

Woughton Community Council (WCC) understands the invaluable contribution that volunteers make across our community. This includes those who offer help independently, through an agreed volunteering role and includes ongoing and one-off roles. People volunteer for a variety of reasons and a variety of timescales. WCC aims to provide support where appropriate to volunteers across the parish, but the contents of this document relate only to those working directly with events and activities overseen, organised or that are the responsibility of the council.

WCC is strongly committed to providing all delivery in line with the equality and diversity principles defined within our policies. As such, volunteers will be recruited based on the individual's compatibility with the role, regardless of race, colour, nationality, ethnic or national origins, gender, marital status, sexual orientation or disability.

Purpose

The purpose of this policy is to:

- Ensure a consistent approach in the recruitment, development, support and management of volunteers and of those involved in the volunteer relationship.
- Be clear about the nature of volunteering within the council, as a role where there is no obligation on either party to offer or accept work
- Outline our commitment and responsibilities toward volunteers
- Outline our expectations of volunteers

Definitions

A volunteer is someone who wishes to undertake a defined role at the direction of and on behalf of Woughton Community Council. The volunteer enters into the role within the understanding that there will be no monetary compensation or other compensations, other than those agreed and defined in the Volunteer Role description (this could include reimbursement of expenses, provision of suitable clothing or PPE, provision of meals whilst undertaking the role or similar elements).

Arrangements such as work placements or student work experience should not be defined as constituting a volunteer opportunity and should be discussed with the Operations Manager to clarify any arrangements for these roles.

The Volunteer status

A volunteer is not employed by the council and will not be paid a salary. There is no obligation from either party to provide opportunities or to accept a volunteer role.

Volunteers should be treated as valuable contributors to the overall aims of the council and as such, be treated with respect and integrity.

Volunteers who are also employees of the council should be managed as a volunteer whilst in that role and preferably by a manager who is not responsible for them in their employment. Prior to any arrangement such as this being agreed, advice should be sought from the Operations Manager to ensure any potential conflicts of interest are addressed and managed suitably.

Volunteers do not have the same legal status as employees but are expected to have the same protections where applicable. This includes suitable management of health and safety, knowledge of

and access to grievance processes and the opportunity to approach senior managers around any aspect of the role, organisation or delivery of the project within which they work. Volunteers are expected to adhere to many of the organisations policies and procedures, which will be provided and explained as part of the induction process.

Volunteers will have a written agreement, outlining expectations of the role and clarifying the role. This agreement should include details of the role, timings, support offered and similar but should not imply a contract as such.

Identifying suitable volunteer roles

It is important that volunteering is seen as a valuable addition to our organisation, but volunteers must not be used to replace paid staff. Equally, whilst potential volunteers can be seen as people who want to help and therefore the organisation should find them something, it is essential that volunteer roles are developed and agreed prior to taking on any individuals.

All potential volunteer roles should:

- Be identified as part of a project planning process
- Be developed prior to the project commencing, with agreement and all relevant paperwork completed in advance (including role description, person specification, etc.)
- Bring added value to the project and not be focused on providing an opportunity to any specific individual
- Be agreed by the appropriate service manager and the Operations Manager (see process in appendix 1) and, where appropriate, the relevant Committee.
- Be advertised in line with agreed recruitment processes, ensuring engagement with the widest possible range of candidates

Failure to follow the agreed process may result in delays in appointing volunteers, leaving gaps in provision and failure to deliver against agreed targets.

Appointing volunteers

Service Managers are responsible for the creation of suitable role profiles, as detailed above. Once agreed and authorised, suitable adverts will be placed and potential candidates will apply using the same process as a staff appointment. This includes:

- Completion of an application form, monitoring form and other recruitment documentation (which may include provision of a CV, dependent on the role)
- A 'sifting' process to identify suitable candidates for interview
- A formal interview with a minimum of two interviewers, one of whom should be the identified line manager for the potential volunteer
- All necessary checks and references (including DBS check if role includes work with children or vulnerable adults)

This process will follow the same lines as the general recruitment process used across the council, but may be more informal, dependent on the type of role being recruited to.

Once agreed, the volunteer(s) to be appointed should be provided with an agreement, detailing the role and expectations and a date for undertaking an induction should be arranged.

NO VOLUNTEER SHOULD START IN POST BEFORE ALL THE STEPS ABOVE, INCLUDING THE INDUCTION, HAVE TAKEN PLACE.

Supporting volunteers

Once a volunteer is appointed, an induction process should take place. This should include, as a minimum;

- Introduction to Woughton Community Council
- Introductions to relevant officers / members
- Induction into the main place of work, covering facilities, access issues, etc..
- Explanation of the project / service that they will be working within, alongside discussion of the role they will be undertaking
- Health and Safety issues, boundaries, safeguarding and any other relevant policy and procedure relating to the role

- Line management processes, oversight, reporting (including grievance and ‘whistle blowing’ procedures)

It is important that volunteers are correctly inducted, are aware of the limitations and expectations of the role / project /organisation and are ready when the role commences.

The role and the volunteer should receive a review after three months, reflecting on the early delivery, addressing any concerns and ensuring the both the role and the volunteer are suitable.

Once in post and performing the volunteer role, support should continue. This includes regular contact with the line manager, more formal 1:1 support sessions at agreed intervals (the frequency will be dependent on the hours worked, demands of the role, frequency of volunteering), with a minimum expectation of half yearly.

Volunteer should be treated fairly and in line with WCC policy throughout their time with us. This includes being subject to the same management of performance as other people. Whilst the role is different (being a volunteer is, by its very nature, something given without expectation of recompense), it is important to understand that volunteers should be expected to maintain high standards, as are employees.

Having a volunteer that is not suitable causes considerable difficulties; it impacts upon other volunteers and staff, often increasing rather than decreasing the workload, it impacts on service delivery and through this, often also impacts local residents. These impacts can, in turn, cause a loss of faith in services, loss of confidence in the council and loss of engagement from residents.

With this in mind, it is important that whilst being treated fairly, volunteers are not seen as ‘untouchable’ or ‘unmanageable’ – they should be subject to the same expectations as others within the organisation. Where appropriate, a volunteer placement should be brought to an end, in consultation with the Operations Manager, Council Manager or Service Lead.

Benefits of volunteering with WCC

NCVO define volunteering as *‘any activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. Central to this definition is the fact that volunteering must be a choice freely made by each individual.’*

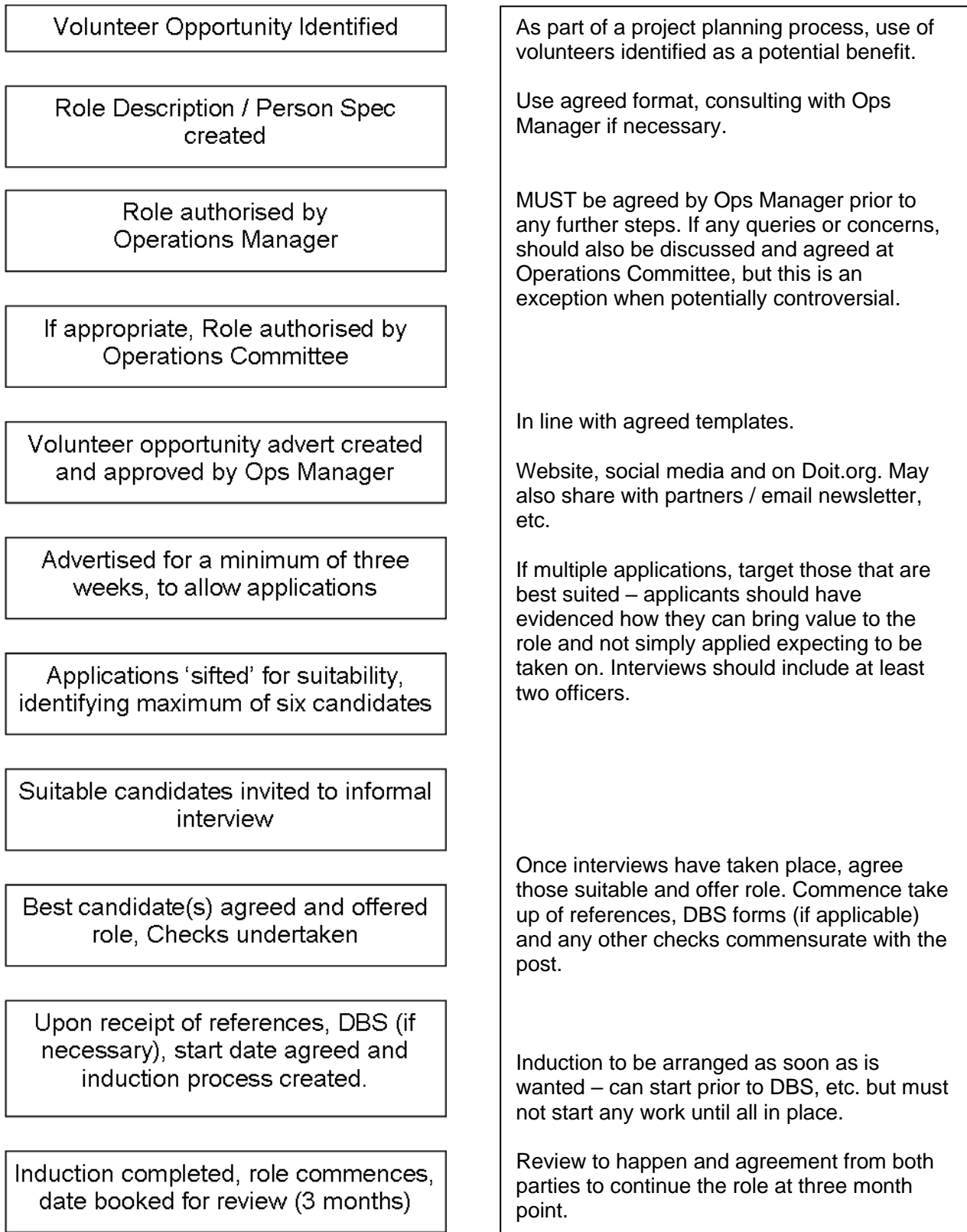
Whilst WCC shares this definition, it aims to ensure that people are not disadvantaged by volunteering. We are also committed to ongoing development of our workforce as a whole (both paid and voluntary, which include councillors) and to this end, we agree that we will;

- Cover all reasonable out of pocket expenses relating to the volunteering role (for example, travel costs whilst undertaking the role, drinks / snacks if appropriate)
- Ensure provision of clothing and equipment relevant to the role, including PPE where necessary
- Provide opportunities for training and development, including regular volunteer events throughout the year
- Advertise paid roles within the volunteering team, to ensure there are opportunities to develop into a paid employee *where this is wanted*. There is no expectation that people do this, but opportunities to for those that do.

This policy will be reviewed in line with the policy review cycle and not less than every three years.

Last review date:	April 2024
Next review date:	April 2026 (or with legislative changes)
Lead:	Operations Manager
Overseeing Committee:	Operations
Approved:	
Review cycle:	2 yearly and/or as per legislation

Appendix One – Volunteer Recruitment Flowchart



Woughton Community Council

Training and Development Policy

2021-2024

Woughton Community Council recognises the progression of its staff as a priority. To ensure we are providing the best service to our residents, every effort will be made to understand where training may be used to aid development of our staff and internal productivity improve the organisation.

Training is integral to the council and should be seen this way, rather than an 'add on' where possible. Officers are encouraged to seek suitable development opportunities, access training that is offered or provided and see training and development as an important part of their role.

Training and development policy

Scope

This policy refers to all permanent full and part-time staff of Woughton Community Council once a successful probationary period has been signed off.

Organisational Responsibilities – individual training opportunities

Woughton Community Council will work towards creating a culture of Continuous Professional Development (CPD). As an Employer, we recognise our responsibility to seek out any beneficial learning and development opportunities. It will be your Line Managers responsibility to coach their staff and identify any staff development needs. It will be the duty of Senior Management to facilitate and maintain a process to ensure the fluidity of this process.

- As per our Appraisal and Review policy, management must conduct one to one reviews a minimum of six four times a year. A yearly appraisal must take place annually to note observations and targets from the previous year, and to also set objectives for the year ahead.
- During one-to-one reviews and appraisals, management should openly discuss training and development needs the staff member may wish to undertake, or that management identify is needed.
- For some staff members, it may be necessary for direct managers to create personal development plans (PDPs) so the staff member can have a clear map of progression, indicative of personal targets and objectives and training opportunities.
- Once a training need is identified, this should be escalated to the Council Manager for reference with the RFO and Operations Manager.
- An assessment may be undertaken to balance budgets, the organisational need for the training and the equity of access for all officers, ensuring all are able to undertaken suitable levels of development.
- ~~Budgeting assessments, and assessments against how much of a priority this training need is to aid our professional development as an organisation will take place.~~
- Your direct Line Managers will feedback concerning your training and development in your next one to one meetings, timescales will be set, and you with your PDPs will be produced should it be deemed necessary.

Responsibilities

- It is the Line Manager's responsibility to ensure that training and development activities are as relevant to the individual's post and identified training needs as possible and also directed towards the achievement of Woughton Community Council's aims and objectives complying with its Strategy Document.
- Induction and related training for new staff is the responsibility of the Line Manager. General introduction to Woughton Community Council, procedural and policy training are the responsibility of the Operations Manager or individual Line Managers.
- Attendance at external conferences and courses has to be specifically approved by both the Line Manager and the Operations Manager and will be within the budget provided.
- Full information about all training and development available will be made via meetings/email/memos/staff notice board. Information about courses can also be sought via the Operations Manager. **If officers identify specific training that is available, this will also be considered, inline with this policy.**
- It is the responsibility of ~~the~~ staff members to check emails/memos/staff notice boards or to consult with the Operations Manager for available training and development courses that may fit their training needs.
- Staff who attend training courses will be asked to feedback relevant information to their Line Manager. The staff member may also be required to publish, via memos, key points from the course that could be of benefit to the training needs of colleagues.

Assessment of Training Needs

All training will be evaluated by the Line Manager with reference to three key criteria:

- I Training needs raised and agreed within the annual appraisal/other formal discussions
- II The benefits of the training for both the individual and the organisation
- III The cost effectiveness of the training

Categorisation of Training to Ensure Effective Use of Resources

Organisational training opportunities

There will be times whereby you may be asked to attend organisational training for a variety of reasons.

- Changes in internal policy and procedure
- Changes in laws, regulations, and statutory obligations
- Equality, diversity, leadership (etc.) training, to ensure our ethos is correctly represented.

On occasion these training opportunities may be mandatory, on these occasions it is expected all staff attend.

Internal procedure

- Line Manager and staff member identify training need.

- Line Manager and staff member discuss the available options and send across to the Council Manager / operational manager.
- Council Manager to review if this is a priority **need**, if this has been approved it will be forwarded for discussion with the Operations Manager and RFO.
- If this opportunity is rejected (for the meantime) the staff member will receive reasons for this in writing.
- Options will be cost assessed and timescales will be set.
- The Line Manager will be informed, to relay back to staff member. PDP should be set if this is requested to view progression and pathway.

It is important to note, whilst we understand training and development is key for us to provide the best service for our Parish, we will not be able to facilitate all requests all the time, the decisions will always be based on a priority and financial risk basis.

Criteria

- I Training and development for individuals must be both ~~systematic~~ **suitable to the role** and cost effective. As much training as possible should be completed on an in-house basis.
- II No individual will be excluded from receiving training and development on the grounds of age, sex, race, grade or part-time status.
- III Woughton Community Council reserves the right to require the participation of individuals in training and development courses/sessions where it is deemed necessary to ensure the achievement of Woughton Community Council's objectives or the reasonable development of a post or service offered.

Linked policies

WCC Employee Handbook
Training agreement

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

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 15th April 2024

Agenda Item OC 121/24

PURPOSE OF REPORT: To inform the committee of the Community Infrastructure Fund for 2025/26.

RECOMMENDATION:

1. That the committee notes the report and associated papers
2. That the committee considers any projects that they would like to see included.

MAIN ISSUES AND CONSIDERATIONS:

The Community Infrastructure Fund is the annual ‘match funded’ grant scheme, run via MKCC and specifically the highways team. This offers funding of up to £20,000 in total, per parish and can include multiple applications. All funding will need to be ‘match funded’ by WCC (so a total of up to £40,000 for the project(s) as a whole).

There is a specific scoring matrix, against which applications will be assessed:

	1	2	3	4
Persistent problem	No background of historic problem	Limited evidence to show a historical problem	Good level of evidence to show a historic problem	Significant evidence to show a consistent long-term problem
Safety	No safety concerns	Low level of safety concerns	Medium level of safety concerns	High level of safety concerns
Community benefit	No evidence of community engagement	Some engagement with the local community	Good level of engagement with local community	Excellent level of engagement with the local community
Added value	No added value	Minimal added value	Some added value	Significant added value

The papers attached do give some suggestions for what the funding could be used for:

- Verge protection
- Gateway signs
- Flood prevention
- Speed Indicator Devices (SIDs)
- Play area flooring or equipment

Funding for WCC in 2023/4 was used for solar panels on Tinkers Bridge Meeting Place, the auto door opener at Netherfield Meeting Place and toilet improvements at Coffee Hall Meeting Place. Looking at other applications, these appear to be unusual, with many / most parishes using the funding for more highways / public realm type issues. This is shown by the table below which details allocations for 2024/25 and suggests that 9 of the 16 applications were for Speed Indicator Devices or speed guns, with others for play equipment, dogs bins and gateway signs.

In full, funding for 2024/25 was awarded for the following:

COMMUNITY INFRASTRUCTURE FUND 2024-2025

Applications recommended for approval based on feasibility and criteria scoring:

	Parish Name	Project	Total Cost	MKCC 50%	Parish 50%*
1	Astwood and Hardmead	Speed Indicator Device (SID) x 1	£3,500	£2,625	£875
2	Clifton Reynes and Newton Blossomville	Village entrance signs	£2,000	£4,500	£1,500
3	Emberton	Speed Indicator Device (SID) x 1	£2844.99	£1422.50	£1422.49
4	Great Linford	Dog waste bins	£6,969	£3,485	£3,485
5	Hanslope	Speed Indicator Device (SID) x 2	£9,200	£4,600	£4,600
6	Haversham	Speed Indicator Device (SID) x 2	£12,500	£6,250	£6,250
7	Newport Pagnell	Play area equipment	£50,562	£20,000	£30,562
8	Shenley Brook End and Tattenhoe	Play equipment replacement	£14,665	£7,333	£7,333
9	Shenley Church End	SIDs and poles x 4	£10,000	£5,000	£5,000
10	Shenley Church End	Speed Indicator Device (SID) x 4	£10,000	£5,000	£5,000
11	Stantonbury	MUGA improvements	£16,341	£8,171	£8,171
12	Stoke Goldington	Play area equipment	£14,000	£7,000	£7,000
13	Stony Stratford	Accessible Play Equipment	£10,000	£5,000	£5,000
14	Weston Underwood	Speed Indicator Device (SID) x 1	£6483.60	£4,863	£1,621
15	Whitehouse	Speed guns	£516.50	£283	£283
16	Wolverton and Greenleys	Speed Indicator Device (SID) x 3	£18,422	£9,211	£9,211

The papers attached give a greater overview on what can / can't be applied for.

STAFFING IMPLICATIONS:

Completing the application takes a while, especially if quotes are needed, but otherwise unlikely to have an impact.

FINANCIAL IMPLICATIONS:

Please note that any application will need to have match funding in place.

BACKGROUND PAPERS:

**Community Infrastructure Fund 2025-2026
Quick Guide to CIF Applications 2025-26
CIF 2526 TIMELINE**

SUGGESTED PROPOSAL:

'That the committee tasks the council manager with preparing an application to the CIF for XXXXXX, including appropriate quotes, with a view to further agreement on finances by this committee, once prepared.

AUTHOR

Steve McNay – Council Manager

Community Infrastructure Fund 2025-2026

Guidance & Criteria

1. Any application to the CIF will be scored against four key areas which are:

- Solves a persistent problem
- Improves safety
- Benefits the community
- Adds value

2. All projects are scored against this criteria between 1 and 4 giving a maximum score of 16. The top scoring projects will go onto a shortlist for funding which is put to Delegated Decision each March.

3. The project shall be undertaken in exercise of a function for which both parishes and Milton Keynes City Council have powers (incl. s.137 powers of the Local Government Act 1972)

4. The project shall be for investment in public realm assets, adhere to MKCC design principles and involve and provide a permanent benefit to the parish. Public realm is defined as 'something that is provided for the use of the community'.

5. Locations should be:

- MK City Council owned
- Parish/Town or Community Council owned (or available for parish acquisition)
- Long Term Lease (If the building is occupied on a long term lease, the terms of the lease will need to be reviewed prior to award of grant funding)*

*If under an MKCC lease at the time of allocation, the relevant permissions must be sought from the City Council's Estates and/or Legal team.

6. Parish, Town and Community Councils will be responsible for ensuring local residents are consulted on project proposals.

7. The maximum contribution from MK City Council will be £20,000 per parish (£40,000 total project value).

8. Each Parish, Town or Community Council will be entitled to submit up to a maximum of 3 applications for projects, up to the value of the maximum contribution. You must indicate your preference for each project marking as 1st, 2nd or 3rd choice on the application.

9. MK City Council's share of the cost of the project will be no greater than 50% excluding VAT (75% for very small councils those with a tax base of less than 200 /band D equivalent) or the lower of the following figures: the lowest quotation; or the maximum award approved by MK City Council.

10. Any works carried out on an MK City Council asset, building, or land must be undertaken by MK City Council.

11. The project, once completed, should not involve any additional ongoing maintenance or running costs, other than any costs that are to be met by the Parish, Town or Community Council. MK City Council will only carry out maintenance in line with the relevant departments or service areas policies and procedures, if it is an MK City Council asset or land.

12. Applicants must provide outline costs for works at the application stage.
13. Parishes should state how their 50% contribution is being funded. Parish match funding cannot be from any other part of MK City Council's funding e.g., Section 106 or from another grant application.
14. Approved projects for the 2025-2026 CIF must be completed within the 2025-2026 financial year and must not exceed this deadline unless in exceptional circumstances and with approval for an extension from MKCC.
15. Parish, Town and Community Councils will, prior to submitting an application, check whether any planning permissions or any other relevant permissions or consents are required and ensure that such permissions/consents etc. are in place upon application. Evidence must be included with the application. The costs of any planning permissions that may be necessary can be included as part of the costs.
16. Before applications are submitted, applicants will be required to provide evidence that the project/s have been discussed with relevant MK City Council departments and have obtained permissions in principle.
17. Parish, Town and Community Councils should present three quotes at the application stage for the work that will be undertaken by the Parish, Town or Community Council, to demonstrate the principles of Best Value.
18. If three quotes are not available, applicants are required to advise of the reasons when applying for the council's grant(s) e.g., conservation requirements are for specialist contractors which may be limiting choices.
19. A Delegated Decision will be made by the relevant Cabinet Member or Council Leader following an assessment of applications for funding by MK City Council officers.
20. Where schemes do not proceed or are at risk of not delivering within agreed time frames, the amount allocated must be returned immediately to MK City Council for re-allocation. Funds cannot be transferred to another project.
21. Funding can only be used for the projects for which they are approved by the MK City Council.
22. Release of funds will only be made upon the completion of the works and they have been checked and approved by a relevant MKCC Officer. This officer will provide a written confirmation that the project has been delivered as per the approved application. A copy of the invoice and presentation of three quotes for the work that has been undertaken by the Parish, Town or Community Council to demonstrate the principles of Best Value.
23. The fund cannot be used for normal running costs i.e. officer salaries, energy bills or rent.
24. MK City Council will monitor the progress of projects; this could involve site visits if appropriate. Applicants are required to provide evidence of completion of all projects; photos are required at application and completion stage ("before" and "after" pictures).
25. The Parish, Town or Community Council will be required to maintain a minimum of £5 million insurance for public liability and provide the evidence to the MK City Council together with their application.
26. The Parish, Town or Community Council is required to comply fully with relevant, current UK Health and Safety legislation and regulations.
27. If a grant is used to buy a significant item of equipment or asset, we will advise that it must be recorded in the accounts that MK City Council has an interest in it. If the asset is to be disposed of (sold), MK City Council must be contacted before the disposal is made. MK City Council may require a share of the proceeds in relation to the original contribution.
28. CIF funding is Capital funding and therefore it cannot be used to fund revenue works related to landscaping services. However it can be used for the enhancement of an existing asset or building something new. The future revenue implications of any Capital works will need to be minimised where possible. If parishes are devolved, they can self-deliver or use MK City Council contractors.

Type of projects

To give you an idea of the type of project that may be applied for under the CIF, here's some examples of public realm projects that we have completed over the last few years. These are just some examples, if you need any help, ideas or advice please contact your Highways Liaison Officer or email highways.liaison@milton-keynes.gov.uk

Verge protection

Parked vehicles can cause damage to verges which is both unsafe and unsightly. Ascot fencing prevents vehicles from parking or mounting the verge. Costs depend on the length of the verge sections you want to protect and whether any utilities are in the ground. After an assessment, we can provide a bespoke quote. Any post and rail fencing installed would need to be maintained at parish expense.

Gateway signs

These provide a dual use - they draw motorists attention to the entrance to a village or hamlet and the change in the speed limit. There is a standard design that we use for any gateway signs for MK which can be adapted to include a short message 'Welcome to [name]' or 'Please drive safely' with a speed limit roundel.

Flood Prevention

Hydrosnakes, pumps, flood diverters or hydrosacks are some effective alternatives to sandbags. These can all be kept in special storage containers in the local area so they are easily accessible whenever needed. Contact the Flood & Water Management Team to see what options are best for your location at LLFA@milton-keynes.gov.uk

Speed Indicator Devices (SIDs)

SIDs are a good way to alert motorists to their speed as they enter a residential area. They are most effective if moved on a regular basis around three locations. SIDs may display the drivers' speed and a smiley or sad face, or they may display a 'Slow Down' type message.

There are several models available to suit local needs and budgets. For help and advice about SIDs, contact our Road Safety Officer, keith.wheeler@milton-keynes.gov.uk

We recommend SIDs are used as part of a wider speed awareness campaign including Community Speedwatch. If you wish to install SIDs, make sure you also include the cost of any pole installations in your application. Existing defunct poles are unlikely to be suitable or in the best location.

Play area flooring or equipment

Most MK estates have several play areas which may need new equipment or replacement wet pour flooring. You may want to install some new or accessible items to a play area.

Our Parks and Open Spaces officer, Phillip Snell (phillip.snell@milton-keynes.gov.uk) can provide advice and guidance if you would like to include play area equipment or surfacing as your CIF project.

Quick Guide: Applications to CIF 2025-26

To help you put your application/s together quickly, here's a summary of the main criteria you need to check that your proposal meets. The deadline for applications to be submitted to us is 31 August 2024

Email your application/s and any supporting documents to: highways.liaison@milton-keynes.gov.uk

- Is on either MKCC or parish owned land*. Long lease property may also be included if the lease allows.
- Does not incur ongoing maintenance costs to MK City Council.
- Any relevant planning permission or licences are sorted beforehand.
- Includes 3 in date quotes if using an outside contractor.
- Permanently benefits the local community.
- Is in the Public Realm i.e. something that is provided for the use of the community.
- Does not exceed the maximum £20,000 MKC contribution.
- Includes details of how this proposal was chosen e.g. public consultation.
- Parish contribution is not from an other MKC funding stream or other grant e.g. Section 106, ward budget.
- You can submit up to 3 applications funding. Please show your priority choice order (1st, 2nd, 3rd).
- Can be delivered within the financial year between 1 April 2024 and 31 March 2025.

*If the location or equipment is on leased or MKCC owned land, you will need to written permission before submitting your application. Changes to leases or legal conditions can take several months to complete.

Before you send your application to us, have you?:

- Filled in each box including Objectives, Benefits, Consultations, Costs and Timescales.
- Entered the exact amounts £ applied for (MK City Council Contribution, Parish Contribution and Overall Total).
- Indicated your preference for project if submitting multiple applications.
- Included any supporting evidence including photos, exact location information, details of equipment.
- Proof of landownership is included.
- Any planning permission granted is submitted with the application.

If you have a question or need help completing the CIF application, email the Highways Liaison Team at highways.liaison@milton-keynes.gov.uk

CIF 2025-26 TIMELINE



Application packs for CIF 25/26 produced and sent out to all parish, town and community councils (PTCC).
Each PTCC will have a Highways Liaison Officer allocated to them as their contact should they need any assistance or have any questions about how or what they can apply for.



Deadline for applications to CIF 25/26. The completed application including any supporting information must be received by the Highways Liaison Team by this date.



Feasibility reports will be carried out by the Highways Liaison Officers. This will include checking quotes, landownership, scope of works and other items. They will also speak to other council services if required.



CIF Panel meets to shortlist all the applications and score each project against the criteria on the matrix. Scoring matrix is used to score each application out of 16. Projects with highest scores added to shortlist for Delegated Decision (Annex B)



Delegated decision papers are prepared and submitted as part of the Council's internal governance. Details of the scheduled Delegated Decision are circulated to all PTCC and are published in Councillors' News. The list of projects to be offered CIF will be included in these papers as Annex B.



Delegated Decision taken by Cabinet Member. The decision is made to confirm the spend of the CIF amount from the MKCC budget.
Parishes will be notified of their CIF offer via email and will be asked to accept in writing before end March.

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 15th April 2024

Agenda Item OC 122/24

PURPOSE OF REPORT: To update the committee on the Shared Prosperity Funding

RECOMMENDATION:

1. That the committee notes the report

MAIN ISSUES AND CONSIDERATIONS:

There have been lots of discussions around the Shared Prosperity Fund (SPF), which have included both projects led by MKCC AND the option for WCC to 'bid' for additional funds that may help towards us achieving the organisational goals.

The process has been less than clear at times, with suggestions that we could have funding for things, then funding was there but managed by others, then the money wasn't there at all – all in all, a process that has not been as transparent as we may have wished.

The current situation is that, following discussion around this issue at Full Council (FC 48/24):

- A WCC 'bid' has been submitted for financial support to engage with residents, develop community engagement 'champions' for each area and host a variety of engagement events to help gain greater knowledge and understanding of all in the community. There is a specific element around reaching 'unheard voices' and links to Neighbourhood Planning, estate renewal and regeneration and generally, focusing on the things that make Woughton great and the challenges and aspirations for people within the parish. This bid is for just over £11,000.
- A bid by an external charity, with WCC as a partner, looking at employability and supporting key groups back towards the workplace. The WCC role in this is primarily to support the engagement with residents, provision of suitable spaces for any activities or support and to act as a 'critical friend' where appropriate, for a group that hasn't worked in this arena previously. There is an allocation of funds towards our costs within the bid.

In addition to the bid submitted, the discussion paper that was previously seen by this committee in March (OC 110/24) that laid out a variety of potential public realm investment options, has been forwarded to MKCC for consideration within the spending that they have allocated to themselves. The Council Manager is awaiting confirmation of any agreement with regard to the previous suggestions.

STAFFING IMPLICATIONS:

In the event that the bids are successful, there is an additional demand on staff time, specifically around the engagement events. However, these will be covered in part by the funding and the remainder through existing roles, volunteer engagement and potentially councillor / resident association support.

FINANCIAL IMPLICATIONS:

Detailed above.

OTHER IMPLICATIONS:

As noted, there may be further works agreed, depending on the MKCC assessment of the feedback and anything that may or may not be allocated to Woughton.

BACKGROUND PAPERS:

SUGGESTED PROPOSAL:

That the committee notes the report.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Operations and Resources Committee – 15th April 2024

Agenda Item OC 123/24

PURPOSE OF REPORT: To inform the committee of the initial ideas for the Service Plan

RECOMMENDATION:

1. That the committee notes the report and makes any further suggestions on items they may wish to be included.

MAIN ISSUES AND CONSIDERATIONS:

The Service Plan is an essential part of the councils annual programme and, having not had one last year, is also an essential part of the Quality Council application.

The initial ideas for the 2024/5 Plan are:

- Refurbishment of Netherfield Meeting Place, to include toilets, ceiling, windows (where necessary), lighting and general tidy up. If possible, also to include the minor changes needed with the kitchen layout to enable fridge freezer and decent cooker.
 - o Toilet improvements = £18k
 - o Ceiling replacement (including lighting) = £10K
 - o Kitchen works (incl. 'white goods') = £3k
 - o Window replacements = £1500
 - o Internal décor, door furniture, etc. = £1k
 - o Sockets, electrics, CCTV, etc. = £1k*
 - o Contingency @10% = £3400
 - o **Total around £40k**
- Library of Things to open, with delivery starting at 2 afternoons per week, with a view to building volunteer capacity, utilising online booking and payment options, recycle equipment and resources where possible with a view to expanding into a 'Repair Café' and recycling service in the longer term.
 - o This is already costed at approx. **£60** per year for software costs with other costs included within existing resources. There will be other costs associated (e.g. PAT testing) but unclear until we start delivering the service.
- No 99 Jonathans. Looking at the space (internal and external) and how best this can be used to support the health and wellbeing for people within the parish, provide additional space for either current or future delivery and offer space for councillor surgeries, training sessions and a smaller space to rent / loan to community groups that need space that isn't a community centre size.
 - o Initial costs (compliance, legal, immediate needs, etc.) - **£4,000**
 - o Annual costs (to be confirmed, but based on No95) - **£9,000** per year*

This initial period is intended to allow time to assess the suitability and viability of the space for WCC, with a view to 'hand back' if this becomes untenable.

*This doesn't take into account any income from the space, which may come from renting to other groups, having 'tenants', utilising space from services that move there (e.g. wellbeing room becomes a rentable space), etc. Currently unclear about potential income from this building or associated spaces.

- Identify key spaces on each estate to provide projects for Payback and potential community approaches. This could include play parks (e.g. the mosaics at Two Halls Play area), utility spaces (such as the old 'pocket parks' on Beanhill and other estates), areas subject to ASB (the 'ends' of the garages in Netherfield) or simply focusing on an area for litter picks, painting bollards, cutting back, path edging, etc. This will not only provide a very visible example of works being undertaken, but also provide opportunities to build upon successful 'multi agency' events that have happened previously (e.g. tree planting).
 - o Costs are going to vary, but are likely to be minimal, other than use of tools (already in place) and potentially paint, etc.
- Development of the Community Food provision, to include parish wide approaches, collaborations and potential new mobile services utilising the new van. This follows discussion within the council meetings around the role and the wishes of the council to see extended provision.
 - o Whilst costs are already considered (e.g. use of the van, etc.), some aspects of this proposal are linked to food being available (outside the control of WCC) and therefore the ability of the council to expand. Within existing budgets.
- Improvements to the Communications of the council. Linked to the staffing restructure, was the inclusion of a new role, a Communications Officer. This may be something that can be included within the Administrator role (depending on demand), but the very real need for there to be a concerted effort to have a communications focus is clear. This should include all aspects within the council; The Gazette, online Gazette, e-shots, social media, notice boards, website, etc. as well as looking at a clear visual approach (the Woughton 'look'), press releases, professionalising our publications (e.g. an Annual Report) and generally having a singular focus on this area.
 - o This is costed within the new staffing model, currently at around **£15,000** for 15 hours per week (this could be lowered / higher accordingly).
- Woughton is 50, year of celebration. With the first people moving into the parish in 1974, this year focuses on celebrating the anniversary of the parish proper (excluding Old Woughton, and rightly so!). A series of grant applications has been made, alongside an allocation from the budget already in place. This is to include activities in the run up to a large festival, plus some legacy work in the aftermath. Total costs will be dependent on any grant success, but between £8 - £20k.
- Review of the Neighbourhood Plan. Updating the Neighbourhood Plan to reflect the changes that have taken place since 2017, when the current plan was made. Work has started on this with consultants, but further work to undertake over the coming year.

- Environmental, biodiversity and carbon neutrality plan. The Green Initiatives Working Group (GIWG) to produce the first draft of the new plan, with the 'highlights' of areas which need further investigation, investment or specialism. To link in with an application to the Open University for support and further applications to the Carbon Neutrality Fund for additional infrastructure projects.
- Incident Plan review, building on early work and creating both a robust and inclusive plan and a training programme to run alongside, ensuring the parish is best placed to manage in the event of any significant incident. To include provision of community first aid courses for people across the parish, specifically around those that are the 'community leads' for the plan, but to include other community 'leaders' who can make a difference.
- Development and implementation of a CCTV policy, to include the installation of the CCTV at all venues (funded via the TVP Funding), provision of the Crimewave cameras and how to accept / decline requests for use of said cameras from partner organisations.
- Achieve Quality Standard in the Local Government Award Scheme, building upon what is hoped will be a successful submission for Foundation level in May 2024. This will need to include reviews of all relevant documents, plus development of key NEW documents, including an annual report (published), a scheme of delegation, engagement strategies, involvement at annual meetings, etc.

Committee is encouraged to offer any further ideas for inclusion, so that the final document can be agreed at Full Council.

STAFFING IMPLICATIONS:

There will be additional demands on staff, as with all new initiatives. However, the elements noted above all fall within existing levels (if currently vacant posts are filled).

FINANCIAL IMPLICATIONS:

Noted above.

OTHER IMPLICATIONS:

It is essential that this plan is in place and agreed by May.

SUGGESTED PROPOSAL:

'That the committee agrees to the current service plan proposal and, in addition would like items relating to XXX included'

AUTHOR

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