

Agenda item FC 71/19

Woughton Community Council

Policy & Resources Committee

Minutes of the meeting held on Monday 15th July 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Sue Smith (Chair), Jordan Coventry (Vice-Chair), Elina Apse, Donna Fuller, Luke Louis, Ruth McMillan, Nick Scott, Yvonne Tomlinson, Alan Williamson.

Also present: Brian Barton (Committee & Member Services Officer), Steve McNay (Council Manager).

PR 01/19 Apologies:

Received from Cllr Janette Bobey (unwell).

AGREED

PR 02/19 Declarations of Interest:

There were no declarations of interest.

NOTED

PR 03/19 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

PR 04/19 Chairs announcements:

The Chair thanked all the staff and Councillors who had helped out at the Two Halls Park Festival on Coffee Hall, and especially to the Community Services Manager for all her hard work.

The Chair said that there will be a meeting on flood prevention on Wednesday 17th July 2019, 9:00am at the Coffee Hall Meeting Place.

The Council Manager informed the meeting that he will shortly be on annual leave.

The Summer activities booklet has been printed and delivered to the office for anyone that wants a copy.

There are spare tables available for any community group that wants them.

NOTED

PR 05/19 Minutes of the previous meeting:

The minutes of the Policy & Resources Committee meeting held on Monday 4th February 2019 were **AGREED** and signed by the Chair as a true and correct record.

PR 06/19 To develop a Waste Strategy for the Woughton area:

The meeting was informed that the Waste Strategy document needed updating.

Members suggested setting up a tool kit for those resident associations who have never undertaken a litter pick.

RECOMMENDATION:

1. That the committee notes the policy.
2. That the committee ratifies the policy.
3. That the committee agrees to a two (2) year review cycle.
4. To set up a tool kit for those resident associations who have never undertaken a litter pick.

PR 07/19 To adopt the following policy document:

The meeting was informed that the IT security policy needed updating.

The meeting asked that the policy is circulated to all Councillors.

Any Councillors that change the password to their tablet are to let the Committee and Member Services Officer know.

RESOLVED:

1. That the committee notes the policy.
2. That the committee ratifies the policy.
3. That the committee agrees to an annual review cycle for this policy.
4. To circulate the policy to all Councillors.

PR 08/19 To approve and sign off the April, May and June Bank

Reconciliations:

RESOLVED

To defer this agenda item to the next Policy & Resources Committee meeting.

PR 09/19 To review the methodology and operational use of the bookings system in conjunction with the sales ledger, and to consider the most effective method for reconciliation of the invoices to reduce the outstanding receipts:

RESOLVED

1. To defer this agenda item to the next meeting of the Operations Committee.
2. To consider if necessary, a new accounting software package.

Date of next meeting:

Monday 14th October 2019, Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 6:33PM

Chair _____ Date _____

DRAFT

Agenda item FC 71/19

Woughton Community Council

Services Committee

Minutes of the meeting held on Monday 29th July 2019, 6:00pm at the Woughton Community Council Hub, The Local Centre, Garraways, Coffee Hall, Milton Keynes

Present: Cllrs Nick Scott (Chair), John Orr (Vice-Chair), Janette Bobey, Brian Hepburn, Luke Louis, Terri Parish, Sue Smith, Yvonne Tomlinson, Lauren Townsend, Alan Williamson, Pam Wilson (from 6:33pm).

Also present: Julia Bandy (Community Services Manager), Brian Barton (Committee & Member Services Officer), Tash Darling (Youth Manager & Safe Guarding Lead), Steve McNay (Council Manager).

In attendance: Cllrs Jordan Coventry and Donna Fuller and one (1) member of the public.

SD 24/19 Apologies:

Received from Cllr Ruth McMillan (Holiday).

AGREED

SD 25/19 Declarations of Interest:

Cllr Nick Scott declared a personal interest in agenda item SD 30/19 as he is a member of the Coffee Hall Residents Association.

NOTED

SD 26/19 Questions from the public (maximum 10 minutes):

There were no questions from members of the public.

NOTED

SD 27/19 Chairs announcements:

The Chair said that he enjoyed attending the Festival and felt that more Members should have been in attendance.

The Chair informed the meeting that there had only been three (3) score sheets that had been returned for each Communities & Environment Fund application and that more Members should be responding and returning them.

Members said that they had not received a copy of the Communities & Environment Fund applications when the score sheets had been circulated.

The Council Manager explained that because of GDPR regulations Communities & Environment Fund applications were not being circulated due to applicants personal details on the form, although a synopsis is provided instead on the score sheets for Members of what the project is about, the amount and what is being applied for.

The Council Manager also said that he will progress with the Community Services Manager a process of how the information from each of the Communities & Environment Fund application(s) is shared with Members.

RESOLVED

That the Council Manager to progress with the Community Services Manager a process of how the information from each of the Communities & Environment Fund application(s) is shared with Members.

SD 28/19 Minutes of previous meetings:

The minutes of the Services Committee meeting held on Monday 24th June 2019 were **AGREED** and signed by the Chair as a true and correct record.

Communities and Environment Fund Application(s)

SD 29/19 1st Beanhill Rainbows Unit:

An application had been received for £264.00p, to provide Girlguiding specific goods, arts and crafts materials.

Officers will evaluate how many children from the Woughton Community Council area have attend activities of the 1st Beanhill Rainbows Unit and will award the monies appropriately either from the general Communities & Environment fund or from the same budget earmarked for Beanhill.

RESOLVED

- 1. To award £264.00p, to provide Girlguiding specific goods, arts and crafts materials.**
- 2. That Officers to evaluate how many children from the Woughton Community Council area have attend activities of the 1st Beanhill Rainbows Unit and will award the monies appropriately either from the general Communities & Environment fund or from the same budget earmarked for Beanhill.**

SD 30/19 Coffee Hall Residents Association:

Cllr Nick Scott declared a personal interest in this agenda item and took no part in the discussions and voting thereof.

An application had been received for £180.00p towards the costs of tickets for residents of Coffee Hall to attend an Ice Spectacular in December 2019.

RESOLVED

- 1. To award £180.00p towards the costs of tickets for residents of Coffee Hall to attend an Ice Spectacular in December 2019.**
- 2. That the monies awarded to come out of the Communities & Environment fund for Coffee Hall.**

Cllr Pam Wilson entered the meeting at 6:33pm.

SD 31/19 Girl Pack:

An application had been received for £1,496.00p for various items.

Members asked how much the organisation received from the Alderman Kevin Wilson Memorial Fund, the Council Manager replied that he would find out.

Members suggested that Girl Pack are invited to the next Full Council meeting so as to ask them about their work and the impact in the community, who benefits, and the number of residents in the Woughton Community Council area compared to residents in other areas who have benefited from Girl Pack.

The Services Committee after the Full Council meeting will make a decision on the Girl Pack Communities & Environment Fund application.

RESOLVED

1. That Girl Pack are invited to the next Full Council meeting so as to ask them about their work and the impact in the community, who benefits, and the number of residents in the Woughton Community Council area compared to residents in other areas who have benefited from Girl Pack.
2. That the Services Committee after the Full Council meeting to make a decision on the Girl Pack Communities & Environment Fund application.

Reports**SD 32/19 To discuss the preparations for a VE Day event:**

The Chair informed the meeting that VE day events will be held on Friday 9th May 2020 and it was suggested that an event could be held with all the Churches, Schools and Resident Associations in the Woughton Community Council area.

It was further suggested that an event could be held with other Parish and Town Councils and possibly transport provided for all residents, that the Youth Workers could go into the Schools and let the children know about the event, as they were more than likely then to tell their parents. Food and music from the era could also be provided.

The Council Manager felt that it would be of benefit to set up a VE Day event working group with the Chair of the Services Committee to lead the group.

RESOLVED

To set up a VE Day event working group with the Chair of the Services Committee to lead the group.

SD 33/19 Woughton Community Council Trailer:

The Council Manager said that the trailer was set up for the first time at the Festival.

The Peartree Bridge Residents Association had requested use of the trailer six (6) times a year to hold their meetings in.

The trailer will have the Woughton Community Council branding on it and will be fully refurbished, a plan for each month will be put in place for the use of the trailer.

It was suggested that the trailer is parked outside the venue for the duration of the NALC Conference to be held at the Stadium MK in October.

RESOLVED

That the Committee notes the report.

SD 34/19 To agree a change of date for a meeting of the committee:

The committee was informed that the next meeting to be held on Monday 28th October 2019 clashes with an evening event at the NALC conference, which some Members will be attending, a change of date needs to be agreed, an alternative date would be Monday 21st October 2019.

RESOLVED

- 1. To cancel the meeting of the Services Committee to be held on Monday 28th October 2019.**
- 2. To hold a meeting of the Services Committee instead on Monday 21st October 2019.**

SD 35/19 To move and second the approval of the following motion:

Public Bodies (Admission to Meetings) Act 1960

That by virtue of the provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public be excluded during discussion of the following business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

RESOLVED

Not to exclude the press and members of the public for the following agenda item.

SD 36/19 To agree a proposal for a play spaces development on Peartree Bridge:

The Youth Manager & Safe Guarding Lead explained to the meeting about the proposals to redevelop the play spaces on Peartree Bridge, and informed Members on the various proposals by Milton Keynes Council who will be undertaking the works and financing them, there will not be an opportunity to request any amendments as this information is simply being shared out of courtesy.

The Council Manager read out an email sent by the Chair of the Peartree Bridge Residents Association on this matter, the Youth Manager & Safe Guarding Lead said that she will have noted the points raised and will respond directly to the Chair of the Peartree Bridge Residents Association.

Milton Keynes Council undertook a consultation and surveyed all the play equipment for health and safety reasons.

Milton Keynes Council would like to see a minute that as a consultee Woughton Community Council fully approves that the work that is proposed to be carried out.

The paper with a list of the sites and the proposals were not circulated to Members before the meeting as the photographs are copyrighted to Milton Keynes Council.

Cllr Janette Bobey asked for a list of the play areas situated in the Woughton Community Council area, the Council Manager said that he could provide the information, it is proposed to have a full evaluation of the condition of all the play areas in the Service Plan.

On being put to the vote it was unanimously agreed to fully support the proposals for the play spaces redevelopment on Peartree Bridge by Milton Keynes Council.

RESOLVED

That Woughton Community Council fully supports the proposals for the play spaces redevelopment on Peartree Bridge by Milton Keynes Council.

Date of next meeting:

Monday 30th September 2019, 6:00pm at the Woughton Community Council Offices, The Local Centre, 60, Garraways, Coffee Hall, Milton Keynes.

THE CHAIR CLOSED THE MEETING AT 7:13PM

Chair _____ Date _____

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 9th September 2019

PURPOSE OF REPORT:

To propose taking land for Community Gardens from Milton Keynes Council.

RECOMMENDATION:

1. That the council agrees to formally request transfer of land to Woughton Community Council.
2. That the council agrees that the Council Manager to progress this transfer with Milton Keynes Council.
3. That the council develops this land into the community garden, as defined in the 2019/2020 service plan.

MAIN ISSUES AND CONSIDERATIONS:

As agreed by Full Council as part of the Service Plan for this year, the development of a Community Garden utilising the land to the rear of Rochfords in Coffee Hall is moving forward.

Following early discussions with MKC, it appears that they would be happy for the council to take over this land and develop accordingly, but there needs to be a formal record of this agreement and clarity that the council, as a corporate body, agreed to this.

The plan is unable to move forward without this agreement – funding bids cannot be made and no further actions taken until such time as MKC agree to our use of the land.

FINANCIAL IMPLICATIONS:

It is not expected that there will be any direct costs for the land, but there may be legal fees regarding the process – these are likely to be around £2,000. This is within the already agreed budget of £10k for early work on the project.

STAFFING IMPLICATIONS:

The transfer of land will enable a range of activities to take place, including the potential for the landscape and environment team to move to this site.

OTHER IMPLICATIONS:

None noted.

BACKGROUND PAPERS:

Service Plan 2019/2020.

AUTHOR

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 9th September 2019

PURPOSE OF REPORT:

To update the council on the 2019/2020 budget – first quarter.

RECOMMENDATION:

1. That the council notes the report.
2. That the council receives quarterly updates on budget.

MAIN ISSUES AND CONSIDERATIONS:

The budget for 2019/2020 was set following consultation and discussion and was ratified by Full council at the start of 2019, to run from 1st April 2019 – 31st March 2020.

The attached sheet shows all spending to the end of June (quarter one). This includes a column that details the full budget, monthly spend in each area, a running total of income / expenditure and the percentage of spend to date, alongside the remaining budget.

At the end of June, spending should be around 25%, but with variations in key areas due to the way monies are spent (e.g. large bills at the start of a year / planned spending later on).

Issues of note are:

EXPENDITURE

- Professional services (currently at 74% of spend) – due to large bills relating to previous years commitments (leases at Barnfield and Pentewan). There are more bills to come here, so likely to be overspent, but linked to prior years.
- Carnival – more bills to come in but should be slightly under budget once all finalised.
- Insurance (currently at 86%) – large annual bills paid, so limited further spending.
- Meeting places (currently at 44%) – expected, due to amount of work being undertaken. Will reduce due to improvements and linked to increased income (see below).
- HQ building costs (currently at 73% of budgeted spend). This is mainly due to 2 years of business rates being paid (includes £2.5k from last financial year, only invoiced this years). Removing this large bill puts this budget line back on track (within 3% variance).
- Vehicles (currently at 49%) – servicing and repairs costs higher than expected. To be monitored and managed.

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- IT – annual costs paid up front, so limited further costs to be incurred. NB – worth noting that members IT (£2K) and telecoms and broadband (£2k) are both significantly under budget, as most costs are now rolled into the one IT contract (some ongoing phone and broadband charges still being paid until November 2019).

Staffing is as expected, with a very slight underspend.

Training is underspent, but with some large costs still to come.

Expenditure total is slightly above budget at 28%, but this reflects the 'up front' costs of IT, insurance and other annual expenditure.

INCOME

- Bank and investment interest (5% currently) – this doesn't include the interest on out long term investments (e.g. CCLA) as this is accounted differently. We are working with our auditor to work out how best to account for this.
- LCTRS, precept, landscape grant are all fixed and as expected.
- Hire of meeting places is exceeding expectations at 53% of planned income already received (and this is before the Tinkers Bridge nursery income – currently on hold). Use of centres is increasing and regular bookings are more than paying their way. The investment in the centres appears to be paying off.
- Additional income generation is low (7% - this target was increased from last year) and this will be a focus for the coming months. There is additional work being taken on and it is expected to be reflected more accurately in the half year report.

FINANCIAL IMPLICATIONS:

This report sets out the current situation and will help ensure that there is a robust planning process for the 20/21 budget.

It is worth noting that a number of previously agreed expenditure from previous years is going through this year's accounts (e.g. community café, insurance replacements for youth service, community centre improvements) and that NO 'rollover' amount was agreed within this year's budget setting.

Overall, the budget looks relatively healthy, with some exceptions which are explained above. It is likely that we will exceed income targets (target is currently just under £900k – it is expected that we will exceed this by around 3% or £25k), but equally possible that we will exceed planned expenditure, due to prior year commitments and investment in long term benefits (e.g. community centres).

STAFFING IMPLICATIONS:

Our staffing budget remains healthy and on track. There are no further planned changes to staffing, other than some minor adjustments to the community team.

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It is also worth noting that due to maternity leave from one staff member, it is likely that there will be an overspend in this service area, as we were not aware of this possibility when planning budgets. This is equivalent to around £29k.

OTHER IMPLICATIONS:

None noted, other than the more robust approach to planning and managing the budget will mean a more comprehensive plan for 20/21 financial year.

BACKGROUND PAPERS:

Management accounts to June 2019.

AUTHORS:

Steve McNay – Council Manager.

Samone Winsborough – RFO / Operations Manager.

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 9th September 2019

PURPOSE OF REPORT:

To update the council on the 2019/2020 Service Plan.

RECOMMENDATION:

That the council notes the report.

MAIN ISSUES AND CONSIDERATIONS:

The service plan was agreed and ratified by Full Council at the end of the previous council term and aims to set specific goals for the council to achieve over the coming year. This plan is in addition to the 'day-to-day' delivery (e.g. youth services, landscaping, environment, advice, etc).

There are 24 specific targets and this paper gives an overview on where we, as a council, are in achieving these. This will also help the council in discussions regarding the service plan for 2020/21.

1 – *Woughton on the Road.*

Trailer bought and in the process of being serviced / upgraded. Used successfully at the Festival. Plans being created for widespread use.

2 – *Community Gardens.*

Plan in place – awaiting clarification from MKC regarding transfer of land (see additional paper at Full Council).

3 – *Resident Skills Development.*

Four sessions planned, one already taken place, one further to be added.

4 – *Community Development Focus.*

New officer in place and some good work already started. Focus now on developing further and focus on specific items noted in Service Plan.

5 – *Events.*

Festival happened and was considered successful. Other plans for Diwali, Apple Day, Christmas, Remembrance, etc. also underway.

6 – *Landscaping Development.*

Plans produced and ratified. New apprentice in place. Merging with environment has brought benefits.

7 – *Estate 'Caretakers'.*

Currently unaffordable, but additional work undertaken by Landscape and Environment, in conjunction with some estate groups has brought some benefit.

8 – Increase in equipment library.

New pressure washer obtained. New website will provide better options / information for local people and further increased in equipment planned (where space allows).

9 – Waste, recycling and the environment.

Some estate clean up days planned, but some issues with some Residents Association's around planning. Perhaps a review of this and be led by Woughton Community Council, rather than Resident Association's would bring better outcomes? New policies produced and ratified.

10 – Community Gym.

Built and power / water in place. Equipment being moved over and use will start over the coming month(s).

11 – Parking and transport.

Ongoing – continuing to work with Resident Association's, Milton Keynes Council departments and similar and some positive movement.

12 – Ascot Railing replacement programme.

Unable to do this due to Milton Keynes Council restrictions.

13 – Play Park and Open Space assessment.

Some work has started on this, with new areas planned for Peartree Bridge. A fuller assessment will take place over the remainder of the year.

14 – Partnerships.

New developments with Ashland and Simpson, continuing work with Campbell Park / Kents Hill and new discussions with other parishes continue.

15 – Boundary Signs.

On hold at the current time.

16 – Long term planning.

Meetings taking place and some work towards a robust, Woughton 2030 plan ongoing.

17 – Hub Improvements.

Council Chamber furniture replacement has taken place and has been welcomed (positive feedback). Storage continues to be an issue, but proposal for additional storage being worked through with Milton Keynes Council (planning).

18 – Community Led Housing Plan.

Work with the local group has started, but currently on hold due to issues with governance and leadership within that group. As a result, work with Milton Keynes Council around suitable land is taking place and with the new Regen agenda, possibilities have increased.

19 – Community Engagement.

Behind schedule on this. Working with Comm Development Officer and others to develop clarity around what, how and when. No current plans to engage external agency for this, but this may change.

20 – Business Forum.

No movement on this.

21 – Training and development.

See report to Operations Committee for full overview.

22 – Communications.

Planned review and tendering process for Gazette, including revamp / redesign over coming months (for new council year). Work progressing on visual images for the communications process. Excellent work undertaken on social media. Website development continues.

23 – Policy and Procedure.

Audit of policies has taken place. Policy on review cycles proposed and full overview due to Operations in November.

24 – IT capacity and system development.

New IT provider in place. New Sharepoint working, but further training and development work needed to utilise to it's fullest. New client management system remains an essential element that is missing.

FINANCIAL IMPLICATIONS:

We remain within budget for the service plan items.

STAFFING IMPLICATIONS:

None noted.

OTHER IMPLICATIONS:

This gives a brief overview of where the council is with regard to the Service Plan. Further work is needed and is ongoing. Updates will come to relevant committees and Full Council.

BACKGROUND PAPERS:

Service Plan 2019/2020.

AUTHOR:

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 9th September 2019

PURPOSE OF REPORT:

To provide a staffing update.

RECOMMENDATION:

That the council notes the report.

MAIN ISSUES AND CONSIDERATIONS:

There have been a number of staffing changes over the summer. This paper sets out these changes and plans in place to ensure suitable staffing levels are in place.

Landscape and Environment teams have 'merged' under one manager (Ian Tegerdine) providing a more cohesive and managed approach to the estate appearance. This has included some additional training for environment officers (weed suppressant spraying) and a more collaborative approach to managing these issues. This fits in with the proposal of the council to focus on 'estate improvements' this year. This has been further supported by the new apprentice, **Amy Daly**, who will be with us for the next year and has already shown her worth.

Youth has seen the Youth Development Manager take maternity leave, being covered by **Nadine Amor** who will, budgets permitting, remain in post after the maternity leave has finished to head up the Play Ranger development and provide additional support to the youth team.

The Advice Service saw Tom Kerr leave and his post has been filled by **Ben Gregory** who started work at the end of August. This role will focus on the advice service but will also support the mental health provision (and vice versa with Sue Varley, our mental health lead).

Julia Bandy has also moved on to work with Milton Keynes Council on resident engagement. The Community Services Manager post is now being advertised and we hope to have someone in post within the next couple of months. In addition to this, there is a proposal that we look to employ an additional post to manage the 'food' part of the community delivery – the Community Fridge and Community Café. This would be a 1-year post to develop these services, build volunteering capacity and make them sustainable. This is currently taking a significant amount of other officers time, so a dedicated officer to manage this would be extremely useful.

And **Kevin Vickers** has joined us as Community Development and Events Officer. He hit the ground running with the festival and is now focused on the elements of the Service plan that relate to this role.

FINANCIAL IMPLICATIONS:

All the changes are within the agreed budget / further agreements and potential savings will be made with the slight redesign of the community team.

STAFFING IMPLICATIONS:

Detailed above.

OTHER IMPLICATIONS:

None noted at this time.

BACKGROUND PAPERS:

None

AUTHOR:

Steve McNay – Council Manager.

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 9th September 2019

PURPOSE OF REPORT:

To update signatories on the Metrobank accounts.

RECOMMENDATION:

1. That the council notes the report.
2. That the council agrees to Chairs of Committees / Leader of the Council / Chair of Council being agreed signatories on all bank accounts.
3. That if agreed, the Chairs of Committees provide the relevant paperwork to RFO for processing.

MAIN ISSUES AND CONSIDERATIONS:

Following changes to the council following the recent elections, updating of bank account signatories is necessary to enable compliance with our regulations and best practice and the smooth running of financial processes with the council. To this end, it is proposed that the council agrees that alongside the existing officer signatories (Council Manager and RFO), the following Councillors are agreed as signatories:

- Cllr Sue Smith – Chair of Council and Chair of Policy and Resources
- Cllr Jordan Coventry – Chair of Operations
- Cllr Nick Scott – Chair of Services
- Cllr Donna Fuller – Leader of the Council

To comply with the relevant procedures with Metrobank, the following wording is proposed for this motion:

Woughton Community Council, provides a various nature of services and support for the residents of the Woughton Parish inclusive of, landscape services, youth service, a tailored advice service and environmental services. As a Community Council our main objective is to promote and provision our residents via the services we provide to aid our community especially those residents who suffer with high levels of deprivation and need consistent patronage.

Woughton Community Council expresses its notion to alter signatories for Metro Bank, to ensure compliance for cheque signing and payment authorisation(s) this will ensure we are robust enough to cover Annual Leave and absence(s).

The signatories on the Account will be as detailed below, all officers have notified us of their agreeance to this by signing next to their own name. The number 1 account signing rules will dictate any 2 Signatories to sign, account 2 will dictate one to sign.

Below is access for Account 1, which dictates any 2 to sign:

Full Name	Position	Level of Access	Signature
Samone Winsborough	Responsible Finance Officer	Full signatory	
Steve McNay	Council Manager	Full signatory	
Sue Smith	Chair of Council	Full signatory	
Jordan Coventry	Chair of Operations Committee	Full signatory	
Donna Fuller	Leader of Council	Full signatory	
Nick Scott	Chair of Services Committee	Full Signatory	

Below is access for Account 2, which is dictated by a separate mandate and will dictate any one to sign and for all individuals below to have Debit Card access:

Full Name	Position	Level of Access	Signature
Samone Winsborough	Responsible Finance Officer	Full signatory	
Steve McNay	Council Manager	Full signatory	
Sue Smith	Chair of Council	Full signatory	
Jordan Coventry	Chair of Operations Committee	Full signatory	
Donna Fuller	Leader of Council	Full signatory	
Nick Scott	Chair of Services Committee	Full Signatory	

FINANCIAL IMPLICATIONS:

Signatories are essential to ensure compliance and smooth running.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

Without sufficient signatories, we are unable to fully function as a council.

BACKGROUND PAPERS:

None.

AUTHOR:

Steve McNay – Council Manager

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 9th September 2019

PURPOSE OF REPORT:

To provide an opportunity to contribute to relevant policy documents.

RECOMMENDATION:

1. That the council notes the report and attached policy documents.
2. That councillors consider any issues / additions that may be necessary for these policies when refreshed.
3. That the new policies are drafted and provided for Operations Committee in November, prior to returning for formal ratification to Full Council on November 11th.

MAIN ISSUES AND CONSIDERATIONS:

The following policies have not been reviewed since 2017 and are now due for a refresh:

- a) Code of Conduct
- b) Publication Scheme
- c) Complaints and Compliments
- d) Member / Officer Relations
- e) Broadcasting and use of Social Media at Meetings

These policies remain basically sound, but some changes have been suggested (please see attached policy documents). These changes include issues of best practice updates (e.g. clarity of use of social media at meetings and updated legislation), clearer processes for feedback (within compliments, complaints, etc..) and updated versions of agreed documents laid out by governing bodies (publication scheme).

For some of these policies, there is no change needed and nothing to change, but a review is necessary to ensure we are compliant and meeting best practice. Some, however, may benefit from some refresh and as such, feedback from members is welcome.

FINANCIAL IMPLICATIONS:

None, other than member / officer time.

STAFFING IMPLICATIONS:

None, other than officer time.

OTHER IMPLICATIONS:

None noted.

BACKGROUND PAPERS:

Attached policy documents.

AUTHOR:

Steve McNay – Council Manager

Agenda item FC 80/19 a)

Code of Conduct for elected, co-opted and appointed Members of Woughton Community Council

I. Purpose of the Code

Pursuant to section 27 of the Localism Act 2011, Woughton Community Council has adopted this Code of Conduct to promote and maintain high standards of behaviour by its Members and co-opted Members whenever they conduct business of the Council, or when they claim to act or give the impression of acting as a representative of the Council. The code is based on the principles of:

Selflessness

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Integrity

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

Objectivity

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

Holders of public office should promote and support these principles by leadership and example.

II. Member obligations

When an elected or co-opted member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations:

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register could lead the member or a person connected with the member to be subject to violence or intimidation.

Declarations of interests

10. Where a matter arises at a meeting which relates to an interest in Appendix A or B the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the monitoring officer.
11. Where a matter arises at a meeting which relates to an interest in Appendix A or B which is a sensitive interest, the member shall not participate in a discussion

or vote on the matter. If it is a sensitive interest which has not already been disclosed to the monitoring officer, the member shall disclose he/she has an interest but not the nature of it.

12. Where a matter arises at a meeting which relates to a financial interest of a friend, close relative or close associate (other than an interest in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensation

13. On written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part at the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

General Expectations of Conduct

14. Members shall base their conduct on a consideration of the public interest, avoid conflict between personal interest and the public interest and resolve any conflict between the two, at once, and in favour of the public interest.
15. Members shall at all times ensure that their use of expenses, allowances, facilities and services provided from the public purse is strictly in accordance with the rules laid down on these matters, and that they observe any limits placed by the Authority on the use of such expenses, allowances, facilities and services.
16. Members shall at all times conduct themselves in a manner which will tend to maintain and strengthen the public's trust and confidence in the integrity of the Authority and never undertake any action which would bring the Authority, or its Members or officers generally, into disrepute.

III. Public Duties of Members

1. Members have a duty to uphold the law, including the general law against discrimination and the requirements of the Localism Act, and to act on all occasions in accordance with the public trust placed in them.
2. Members have an overriding duty to act in the interests of the Parish as a whole, but also have a special duty to represent the views of the residents and communities of their ward.

IV. Principles of Conduct

7. The Localism Act 2011 required that the Authority must adopt a Code of Conduct to apply to its Members and co-opted Members, which is
 - (a) consistent with a set of prescribed principles described and
 - (b) includes provisions in respect of the registration and disclosure of
 - (i) pecuniary interests, both
 - (1) 'disclosable pecuniary interests' required as a minimum under the Localism Act and
 - (2) other pecuniary interests; and
 - (ii) interests other than pecuniary interests
8. In carrying out their duties in exercising the functions of their Authority or otherwise acting as a councillor or co-opted member, Members will be expected to observe the provisions of the Code and appreciate that the Code is based on the general principles of conduct identified by the Committee on Standards in Public Life in its First Report as applying to holders of public office, which will be taken into consideration when any allegation is received of breaches of the provisions of the Code.

Selflessness

Integrity

Objectivity

Accountability

Openness

Honesty

Leadership

Holders of public office should promote and support these principles by leadership and example.

VII. Duties in respect of the Milton Keynes Council Standards Committee and the Monitoring Officer

15. The application and guidance on this Code shall be a matter for Milton Keynes Council Standards Committee and, as appropriate, the Monitoring Office, to assist parish (town or Community) Council's to promote and maintain high standards of conduct acting in accordance with their terms of reference or duties as set out in Chapter 7 of the Localism Act 2011.
16. Members shall co-operate, at all stages, with any investigation into their conduct by or under the authority of those persons and shall not seek to intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness or involved in the administration of any investigation or proceedings in relation to an allegation that a member has failed to comply with his or her authority's code of conduct.

17. No Member shall lobby a member of the Milton Keynes Council Standards Committee in a manner calculated or intended to influence their consideration of a complaint of a breach of this Code otherwise than in accordance with the arrangements laid down by the Authority.

VIII. Criminal offences in relation to Conduct

18. The Code and associated arrangements are prepared pursuant to the Council's and Members' duties under Chapter 7 of the Localism Act 2011.
19. The following are criminal offences relating to the registration and disclosure of interests created under the Localism Act 2011.
 - (a) Where the Member fails, without reasonable excuse to
 - (i) notify the Milton Keynes Council monitoring officer of any disclosable pecuniary interests which the person has at the time when the notification is given, which is required to be given before the end of 28 days beginning with the day on which the person becomes a member or co-opted member of the authority; or
 - (ii) notify the Milton Keynes Council authority's monitoring officer of an interest before the end of 28 days of an event where a Member is present at a meeting of the authority, or is discharging an executive (Cabinet) function, and is aware that he or she has a disclosable pecuniary interest in any matter to be considered, or being considered, and that interest is not entered in the authority's register or is not the subject of a pending notification
 - (b) Where a Member notifies the Milton Keynes Council authority's monitoring officer of such an interest, but the person provides information that is false or misleading and the person—
 - (i) knows that the information is false or misleading; or
 - (ii) is reckless as to whether the information is true and not misleading.
 - (c) Where a Member is present at a meeting of the authority, is aware that they have a disclosable pecuniary interest in any matter to be considered, or being considered, at the meeting, and either
 - (i) participates, or participates further, in any discussion of the matter at the meeting, or
 - (ii) participates in any vote, or further vote, taken on the matter at the meeting,
20. Offences also exist under the Bribery Act 2010, which includes the situation where a Member requests, agrees to receive or accepts a financial or other

advantage intending that, in consequence, any function of a public nature, any activity connected with the Authority or any activity to be performed by or on behalf of the Authority or others should be performed improperly.

Adopted by a meeting of Council held on Monday 8th May 2017.

Agenda Item: FC 80/19 b)

WOUGHTON COMMUNITY COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

In accordance with the provisions of the Freedom of Information Act 2000, the model publication scheme specifies the classes of information which local councils publish or intend to publish.

In some cases, a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated.

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the publication scheme.

The information contained in each class will be available in a variety of formats:

- in hard copy, on request, from the Council Manager,
- by inspection at the Council offices or other suitable premises by prior appointment or,
- some of the information may be available on the Woughton Community Council website.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	hard copy	10p /sheet
Organisational information, structures, locations and contacts - <i>This will be current information only.</i>	website	free
Who's who on the Council and its Committees	As above	As above
Contact details for Council Manager and Council members	As above	As above
Location of main Council office and accessibility details	As above	As above
Staffing structure	As above	As above

Information to be published	How the information can be obtained	Cost
Class 2 – What we spend and how we spend it	hard copy	10p /sheet
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit - <i>Current and previous financial year as a minimum</i>	website	free
Annual return form and report by auditor	As above	As above
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval Letter	As above	As Above
Financial Standing Orders and Regulations	As above	As above
Grants given and received	As above	As above
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	As above	As above
Class 3 – What our priorities are and how we are doing	hard copy	10p /sheet
(Strategies and plans, performance indicators, audits, inspections and reviews)	website	free
Parish Plan (current and previous year as a minimum)	Hard copy Web site	£1.50 free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Web site	£1.50 free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions	hard copy	10p /sheet
Decision making processes and records of decisions - <i>Current and previous council year as a minimum.</i>	website	free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) Agendas of meetings Minutes of meetings Reports presented to Council meetings - <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	As above	As above
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
Bye-laws – no byelaws in place		

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i></p>	<p>hard copy</p> <p>website</p>	<p>10p /sheet</p> <p>free</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	As above	As above
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	As above	As above
Information security policy	As above	As above
Records management policies (records retention, destruction and archive)	As above	As above
Data protection policies	As above	As above
Schedule of charges (for the publication of information)	As above	As above
<p>Class 6 – Lists and Registers</p> <p><i>Currently maintained lists and registers only</i></p>		
Assets Register	Available by inspection	
Register of members' interests		
Register of gifts and hospitality		

Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - <i>Current information only</i>	hard copy website	10p /sheet free
Agency agreements	As above	As above
Community centers and village halls	As above	As above
Seating, litter bins, dog waste bins	As above	As above
Parks, playing fields and recreational facilities	<i>These services are not provided by Woughton Community Council</i>	
Allotments		
Bus shelters		
Markets		
Public conveniences		
Burial grounds and closed churchyards –		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	As above	As above

For information available under the Publication Scheme please contact the Council Manager:

Name: Mr Steve McNay
Council Manager
Woughton Community Council
Woughton Community Hub
The Local Centre
Garraways
Coffee Hall
MK6 5EG

Telephone: (01908) 395681

E-Mail: reception@woughtoncommunitycouncil.gov.uk

Website: www.woughtoncommunitycouncil.gov.uk

The Council Manager will be responsible for maintaining the publication scheme and should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost
Disbursement cost	Photocopying @ 15p per sheet (colour)	Actual cost
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 nd class

Adopted at the Annual Meeting of the Council on Monday 8th May 2017

Agenda Item: FC 80/19 c)

WOUGHTON COMMUNITY COUNCIL – COMMENTS, COMPLIMENTS AND COMPLAINTS POLICY

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
2. This procedure does not cover complaints about the conduct of a member of the Community Council. Any complaint that a Councillor may have breached the Council's adopted code of conduct should be referred to the Monitoring Officer Milton Keynes Council, Civic Offices 1 Saxon Gate East Central Milton Keynes MK9 3HE.
3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Council Manager to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing (letter/e-mail) to the Council Manager at The Council Hub, The Local Centre, Coffee Hall, Milton Keynes, MK6 5EG Telephone (01908) 395681
email: reception@woughtoncommunitycouncil.gov.uk .
The complaint will be dealt with within 14 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is.
5. If the complainant prefers not to put the complaint to the Council Manager (because the matter relates to the Council Manager, for example,) he or she should be advised to write to the Chairperson.
6. (a) On receipt of a written complaint, the Council Manager (except where the complainant is about his or her own actions) or Chair of Council (if the complaint relates to the Council Manager), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her opportunity to comment. Efforts should be made to resolve the complaint at this stage.

(b) Where the Council Manager or a Councillor receives a written complaint about the Council Manager's actions, he or she shall refer the complaint to the Chair of Council. The Council Manager will be formally advised of the matter and given an opportunity to comment.
7. A periodic report will be tabled at a meeting of Council and the Policy and Resource Committee on the outcome of any complaints and to bring to members' attention any comments and or compliments.
8. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
9. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.

10. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
11. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
12. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received

Adopted at Annual Meeting of Council held on Monday 8th May 2017

This version with revisions created 22nd March 2018 by Steve McNay, Council Manager.

Revisions include:

- **Addition of council logo**
- **Updating of contact details, address and similar.**

Due for review: May 2019.

Appendix 1 – Complaints Form

Name and Title (Please fill in your full name and title, if any).	
Address	
Postcode	
Telephone Number	
Email address	
How would you like us to contact you? (please tick box(es) below as appropriate)	
Telephone <input type="checkbox"/>	Letter <input type="checkbox"/> Email <input type="checkbox"/>
Do you consider your complaint to relate to any of the following?	
Race	Yes / No
Religion / Belief	Yes / No
Sexual Orientation	Yes / No
Disability	Yes / No
Gender	Yes / No
Age	Yes / No
Did you speak to a member of staff or Councillor about your complaint? If so, who and what was the outcome?	
What is your complaint? (Please use additional sheets as necessary and provide as much information as possible).	

For Office Use				
Date received:		Date of response		Officer allocated
Outcome:	Resolved (Stage1) <input type="checkbox"/>	Resolved (Stage2) <input type="checkbox"/>	Passed to Committee (date) <input type="checkbox"/>	_ / _ / _



Agenda Item: FC 80/19 d)

PROTOCOL ON MEMBER-OFFICER RELATIONS

This protocol is to guide Members and Officers of the Council in their relations with one another. It seeks to establish the roles and responsibilities of Members and Officers to avoid confusion and misunderstanding. Both Officers and Members need to understand the pressures both sides are under. Most problems between Members and Officers arise not from disagreements about policy but from a failure to understand the pressures that each other face when trying to make and implement policy.

The Government proposed the following ten principles of conduct:

SELFLESSNESS

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

HONESTY AND INTEGRITY

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

OBJECTIVITY

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for awards or benefits.

ACCOUNTABILITY

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

OPENNESS

5. Members should be as open as possible about their actions and those of their authority and should be prepared to give reasons for those actions.

PERSONAL JUDGEMENT

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

RESPECT FOR OTHERS

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

DUTY TO UPHOLD THE LAW

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

STEWARDSHIP

9. Members should do whatever they are able to do, to ensure that their authorities use their resources prudently and in accordance with the law.

LEADERSHIP

10. Members should always promote and support these principles by leadership, and by example, and should always act in a way that secures or preserves public confidence.

1. *The Role of Members*

- 1.1 Members are elected democratically. Members set the core values of the organisation, agree a policy framework, set the corporate goals and promote the Council in all its work. Members are also the key channels of democratic accountability, ensuring that Officers uphold the values of the organisation and deliver those policies that have been determined by democratic means. Members are the channel for the voices of the people in their wards.
- 1.2 The Council can delegate authority to committees of Members (and co-opted members in some circumstances) and to Officers. So when Members meet as the committee they can take decisions and act on behalf of the Council, within that body's terms of reference and delegated powers.
- 1.3 Members will also be involved in a variety of less formal meetings, correspondence and discussions with other Members, Officers and people outside the Council, to help the Council develop policies and deliver services.
- 1.4 As a Member attending a meeting of Council, or a committee, or in less formal settings, Members may have different roles:
 - (a) the policy making role - deciding the broad direction of Council policy;
 - (b) the scrutiny role - holding committees and officers to account for their decisions and actions; and
 - (c) the ward member role - representing the interests of individual residents or residents' groups within their ward, in the overall public interest.
- 1.5 The officers of the Council will support all Members to enable them to perform these roles effectively in the interests of the Council and the public. They will provide support, information and advice to Members to help them in these roles in accordance with these protocols.

2. Support Services for Members

- 2.1 The Council will from time to time arrange training programmes for Members. These might involve induction for new members, presentations and discussions on particular topics, and training in specialist areas of the Council's work, such as planning. Training may be for all members of the Council or targeted at members of particular committees.

3. Members' Access to Information and to Council Documents

- 3.1 Woughton Community Council seeks to maintain open local government. This means information will be provided to members of the public and Members of the Council unless it falls within a list of items which are exempt or confidential or for other proper reasons. Also, Councillors have rights of access to committee papers and other information. If Members can establish that in order to carry out their duties as Councillor they need information to which they are not automatically entitled to have access then officers may provide access.
- 3.2 Members are not entitled to confidential information which is not directly relevant to their role as a Councillor. Members should not request confidential information in order to use it for a purpose not legitimate for their role as a Councillor, because they are in a position of trust. A Member's motive for requesting confidential information is relevant and Members should be prepared to disclose the reason for their request. Members must not abuse this trust by disclosing information that is confidential or exempt from disclosure to the public.
- 3.4 Confidential information should not be disclosed to any third party unless:
- (a) the Member is legally compelled to do so, for example there is a legal duty to make disclosure in the public interest; and
 - (b) the disclosure is at the request, or with the consent, of the party that provided the information.
- 3.5 Members who believe that the disclosure of confidential information is necessary for the effective performance of their duties as members should seek advice from the Committee and Member Services Manager. Improper disclosure of confidential information can put the Council at legal and financial risk.
- 3.6 Members should not ask for information on a matter on which they would have to declare an interest.
- 3.7 If a Member is refused access to documents which he/she feels he/she should have the right to see, the dispute will be determined by the Council Manager.

4. The Role of Officers

- 4.1 Officers also have a variety of roles:
- (a) They must advise Members to help them to take decisions in full Council and committees.

- (b) The Council has given delegated powers to some Officers so that they can act on behalf of the Council in many areas determined by the policies and decisions of the Council.
 - (c) The Council is a small organisation, and all officers have a role to play within the organisation itself.
- 4.2 The organisational role of Officers has two important dimensions. Some Officers have professional skills relevant to a particular organisational task. Others have a primarily managerial responsibility. Many have elements of both in their job.
- 4.3 Professional Officers reasonably expect to have the opportunity to give 'honest advice' and to have their professional integrity respected (e.g. not be required to make recommendations they cannot professionally support) and the chance to "explain" what appears to be a performance failure or inconsistency. Their task is facilitated by clear guidance and policy.
- 4.4 In addition, Members and Officers must understand there is a clear and acceptable division of responsibilities regarding policy and implementation. It is the duty of officers to manage the implementation of policy.
- 4.5 **Officers serve the Council through the meetings of Council and committees. They work to the instructions of the Council Manager - not individual Members of the Council, whatever office the Member might hold.**
- 4.6 Officers should always know that they must:
- a) pursue every known lawful policy of the Council;
 - (b) implement the decisions of Council, and committees;
 - (c) inform Members immediately of any decision that cannot be fully implemented;
 - (d) be helpful and respectful to Members;
 - (e) behave in a professional manner;
 - (f) serve all Members;
 - (g) maintain confidentiality;
 - (h) deal with Member enquiries efficiently;
 - (i) strive continually to comply with the Council's performance management and scrutiny processes; and
 - (j) support Members in their role as ward Councillors.

5. *The Council as Employer*

- 5.1 Officers are employed by the Council and both they and the Council are governed by their contracts of employment and the Council's personnel procedures.
- 5.2 In making employment decisions, the key principles to follow are:
- (a) Members should not gain financially or personally, nor should their family or friends.
 - (b) Members have a duty to declare any private interest, and to protect the public interest.
 - (c) Members should therefore have no involvement in employment or recruitment cases in which they have a personal interest of this kind.
 - (d) In making public appointments or recommending people for rewards or benefits Members must make choices on merit, using objective criteria.
 - (e) Members should be open about, and are accountable for, the decisions they make in the role of employer. However, some employment matters should be dealt with in confidence.
- 5.3 Members should remember that, although the Council has an open access to information policy, there is no automatic right to information about:
- (a) any individual applicant to become an employee, or
 - (b) any individual who is an employee (this includes details of grade and pay, and any disciplinary, grievance or other employment issue that involves a particular employee), or
 - (c) consultations or negotiations over any labour relations matter.
- 5.4 When acting as employer, Members are bound by the complete framework of national and European employment law and may be personally liable for decisions which discriminate on the basis of race, gender or disability. The Council is an equal opportunity employer and Members should be guided by this principle in all their relationships with staff.
- 5.5 In addition under the Officer Employment Procedure Rules:
- (a) Members must not solicit a job with the Council for any person (but may give them a written reference).
 - (b) Canvassing support for a candidate for a job with the Council disqualifies the candidate from that job.
- 5.6 Political activities and affiliations may not be taken into account in recruitment.

- 5.7 In other circumstances, however, Members must not become embroiled in the management of the Council (for example, all other disciplinary, capability or grievance processes are Officer-only affairs). They must not engage in activities which might undermine the management line of command or adherence to Council personnel procedures or try to influence the recruitment process.

6. *Monitoring the Performance of Officers*

- 6.1 Members should set the parameters for Council work and then let officers get on with running things as much as possible, whilst guaranteeing that strong scrutiny and performance management systems are in place.
- 6.2 Members have a right to criticise reports or the actions taken by Officers, but they should always:
- (a) avoid personal attacks on officers; and
 - (b) ensure that criticism is constructive and well founded.
- 6.3 Complaints about Officers or Council services should be made to the Council Manager. Members have a duty to raise any issues that they have reason to think might involve fraud or corruption of any sort.
- 6.4 Members should avoid undermining respect for Officers at public meetings. This would be damaging both to effective working relationships and to the public image of the Council. In general Officers are unable to "answer back" or defend themselves against criticism in a public forum.

7. *Meetings*

- 7.1 Both Members and officers should take proper account of pressures each is under when arranging meetings particularly at short notice.
- 7.2 Members cannot expect Officers to attend meetings arranged by them without prior consultation.

8. *Personal Relationships*

- 8.1 Good working relationships between Officers and Members are at the heart of good local government.
- 8.2 Mutual respect between Councillors and Officers is essential to good local government. Close personal familiarity between individual councillors and officers can damage this relationship and prove embarrassing to other Councillors and Officers.
- 8.3 There is potential for improper behaviour if the normal professional relationship becomes either too cosy on the one hand, or too combative on the other.

Excessive Familiarity

- 8.4 Members and Officers will often work closely together and develop good relationships. This can be beneficial, but there are limits and risks for all concerned in this area and it is not enough to avoid actual impropriety. Members and Officers should **at all times** avoid any situation which can give rise to suspicion and any appearance of improper conduct. This includes excessive socialising between employees and individual councillors.
- 8.5 Members must declare to the Chair of Council and to the Council Manager any relationship with an Officer which might be seen as influencing their work as a Member. Officers, too, have a duty to declare any such relationship to the Council Manager.
- 8.6 Members must not participate in decisions in a meeting of Council and any Council committee which directly affects an employee to whom they are:
- (a) the partner;
 - (b) otherwise closely related such as parent, grandparent, child, stepchild, adopted child, brother, sister, uncle, aunt, nephew or niece; or
 - (c) in any other relationship which would jeopardise the work of the Council or make their attendance improper under the Council's Code of Conduct.

This is a simplification of the requirements under the law and Members should refer to other more detailed guidance.

Combativeness and Pressure

- 8.7 It is important that any dealings between Members and Officers both written and oral should observe reasonable standards of courtesy and that neither party should seek to take unfair advantage of their position.
- 8.8 Members must remember that Officers cannot respond to personal criticism in the same way that Members can and should make their comments accordingly. Members need to be especially careful about contact with less senior staff and must avoid deliberately or unwittingly intimidating staff. Members and Officers should be aware that problems often arise in informal situations, where Members and Officers are sometimes prone to lose their inhibitions. This should not prevent reasonable constructive criticism of the work of Officers by Members, *but this should be through the line management structures, with Council Manager being the link between members and officers.*
- 8.9 Members should not bring undue influence to bear on an Officer to take any action which is against procedure or policy such as:
- (a) a breach of personnel procedures;

- (b) conflict with the Procedural Rules contained in the Council's Standing Orders.

8.10 Members must declare any special relationships with constituents when dealing with Council Officers. Although Members are elected to present the interests of their constituents, they should not seek special treatment for any individual.

10. Relations between Officers and Chairs

10.1 It is especially important that there should be a close working relationship between the Chairs and Vice Chairs of committees, and Officers. However, such relationships should never be allowed to become so close, or appear to be so close, as to bring into question the Officers' ability to deal impartially with other Members.

10.2 Whilst the Chair will routinely be consulted as part of the process of drawing up the agenda for a forthcoming meeting it must be recognised that Officers will always be fully responsible for the contents of any report submitted in his/her name. Members must not seek to influence an officer to limit or modify recommendations put forward or withhold information which she/he should properly report.

11. Whistleblowing

11.1 The Council's commitment to the highest standards of openness and accountability mean that both Officers and Members have a duty to:

- (a) raise with the Council Manager any irregularities and matters which they feel have been dealt with improperly; and
- (b) provide them with any evidence or relevant information they have.

11.2 In particular, Members have a duty to raise any issues they have reason to think might involve fraud or corruption of any sort.

11.3 The provisions of this code are in addition to the right of any Member or employee to raise an issue of concern with an appropriate body outside the Council. For example, s/he may choose to raise a criminal matter directly with the police.

11.4 Officers can raise concerns with the Council Manager or, if they prefer the Chair or Vice Chair of Council or with the Monitoring Officer at Milton Keynes Council.

Adopted at Annual Meeting of Council held on

I would request that there is an additional 'crib sheet' of basic rules that set the tone and place certain parameters around the relationships. This to include:

- *Officers must, at all times, understand and accept that the members are the elected representatives of the parish and as such, are the component parts of*

the corporate body that serves the parish. They should be treated with respect and supported to undertake their role as fully as possible.

- *Members must understand that officers are employed to fulfil an agreed role and that they cannot and should not be expected to be 'managed' by councillors. The Council Manager, as Proper Officer, manages ALL staff employed by the council and issues relating to employees should be addressed with the Council Manager, prior to any interactions with junior officers. This includes issues such as booking time with officers in advance, complying with rules around access to the offices (to comply with Data Protection and Health and Safety policies) and accepting that officers will not always be available.*



Agenda Item: FC 80/19 e)

Guidelines for broadcasting or using Social Media at Council meetings

1. The right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.
2. The Council will make the Council chamber available to the public 15 minutes before and after meetings for the setting up and removal of any filming equipment.
3. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner and only from public areas.
4. Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.
5. The use of digital and social media recording tools, for example Twitter, blogging or audio recording will be allowed as long as it is carried out in a non-disruptive manner.
6. Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.
7. Councillors who choose to record, film or broadcast meetings including the use of social media are reminded of their responsibilities under the Council's Code of Conduct including the confidentiality requirements.
8. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 2018.
9. The Chair of the meeting, or any such Council representative as designated by the Chair, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.
10. Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.
11. The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being filmed or recorded.
12. The Council will display the requirements as to filming, recording and broadcasting at its meeting venues and those undertaking these activities will be deemed to have accepted them whether they have read them or not.

13. The Council will advertise that all meetings are held in public and could be filmed or recorded by broadcasters, the media or members of the public.
14. The Council will publish the guidance on the filming, recording and broadcasting of meetings on its website.