

Agenda item: FC 68/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 24 July 2023

PURPOSE OF REPORT:

To update council on activities and delegated decisions made since the last meeting of the Full Council.

RECOMMENDATION:

That council notes this report and the delegated decisions made.

MAIN ISSUES AND CONSIDERATIONS:

Since the last report, the following meetings, events and activities have taken place:

- Councillor engagement events at Netherfield, Beanhill, Eaglestone and Coffee Hall. There were attendees at all these events with some applications from people who attended (see paper later in this meeting). It may be useful to run some of these again, in agreed areas where applications remain low.
- A 'handover' meeting with Naomi from the Flood Team, as she is moving on to a new role. This covered the funding and projects that are already agreed, ideas for some future developments and delivery and an update on the plans for the Flood Team within MK City Council. A shame that she is leaving, but some positives from her tenure and for the future.
- A 'Clerks Connections' gathering was held in Chambers by BMKALC, where around a dozen Clerks from around the city came together to discuss issues. Focus was on becoming a quality council (from a BMKALC viewpoint) and lots of discussion from clerks around current issues.
- Netherfield Meeting Place was given a once over, clearing the space at the front of the building for NRA, finding some stuff that we didn't know was there and getting some other bits and bobs organised. The flip side of this is the issue with the wall and the safety fence that was placed around it, following significant and ongoing damage. This situation is now being addressed with more urgency, but the issue of deliberate damage is a concern.
- WCC was represented at Newport Carnival, working with the 'Under the Umbrella' group to provide a 'Wizard of Oz' themed float.
- Further meetings were held with representatives from MKCC with regard to the landscaping contract (but covering some other issues too) – generally positive and noted in papers elsewhere.
- The launch of the MK:CAN project took place at the MK Rose in Campbell Park. This was discussed at Services Committee and agreement that WCC would be involved in this 'record breaking' attempt (the longest line of tins). The Council Manager will be looking for volunteers to support the event in October, as well as collecting tins towards the line.
- Councillor training on Data Protection took place, with four and a half attendees. A useful refresher for me and hopefully useful for councillors, especially the newer ones.

- Also attended the Society of Local Council Clerks (SLCC) AGM in Waddesdon. It was an AGM, with a presentation from former WCC Clerk, Linda Carter, who is the current President of the SLCC about her time in the role.

Delegated decision include:

- Replacement of tyres on the 4x4
- Cancellation of the Festival, due to extreme weather (which, it has to be said, was not as bad as had been forecast, but the high winds would have caused issues, nevertheless).
- Some additional equipment in the café, following the closure and some changes that have been made in response to the feedback offered by attendees.
- Refreshments for the Operations Team when meeting with Samone
- Catering for the Chairs Awards

AUTHOR

Steve McNay – Council Manager

Agenda item: FC 69/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 24th July 2023

PURPOSE OF REPORT:

To propose the agreement to continuing the Landscape delivery, signing a new contract with Milton Keynes City Council (MKCC).

RECOMMENDATION:

- 1. That the Council considers this report, previous papers, the 'consultations' and the contract documents and supporting papers.**
- 2. That the Council agrees to sign up for the new Landscape contract with MKCC, for a period of five (5) years, with the potential to extend further if both parties are happy.**
- 3. That the Council agrees to 'top up' funding where necessary to ensure the quality of the service remains sufficient.**
- 4. That the Council agrees to additional financial provision to ensure equipment and resources are in place (e.g. new truck, mowers, chipper, etc.) as previously discussed.**
- 5. That the landscape 'Parish Plan' is included within the delivery of the new contract, alongside any additional provision that can be provided through additional funding / support.**
- 6. That there is an annual review of the service provided, as part of the regular service overviews within the Services Committee.**

MAIN ISSUES AND CONSIDERATIONS:

Agenda item FC 56.23 was a paper that came to Full Council in June, laying out the situation with regard to the new contract, ongoing discussions with MKCC and the financial considerations of contract delivery.

This was updated with a further paper that went to Services on 17th July (SC XX.XX), detailing updated information:

- Additional funding from MKCC during 2024/25 (via LCTRS)
- Additional funding from MKCC during the first year / two years of the contract (a total of £25,000)
- Likely ongoing funding post 2024/25 through a replacement scheme for LCTRS, based on deprivation (amount unknown, but budgeted at around half the current LCTRS - £85,000 per year)
- These three elements suggest that there is a 'guaranteed' additional £95,000 over the next 18 months, with a further potential for £290,000 over the following four years (this 'additional' is based upon the 5 year budget forecast that was ratified at Full Council in January 2023).
- In addition, an issue was raised with regard to a 'break clause'; a clause that would allow WCC to 'hand back' the contract, if the finances didn't continue to support delivery (i.e. if the additional funding via LCTRS or any replacement ceased). There is a six-month break clause included within the contract – at

any point, WCC can provide six months notice, at the end of which the contract would revert to MKCC. ***It is recommended that there is an annual 'review' of any service to ensure that continuation is preferred, ensuring fiscal prudence.***

There have been a number of 'consultations' that have taken place on a variety of social media channels, with a very varied set of questions and some lack of clarity regarding some aspects of the discussions. The general tone of this feedback is that, with some exceptions, WCC is the preferred provider of landscaping services within the parish.

STAFFING IMPLICATIONS:

The Landscape Team is currently two members down and no recruitment has taken place, due to the considerations around the new contract. In the event that the contract is agreed, the current team will continue, and we will aim to appoint two new operatives. If the contract is passed back, officers will be covered by TUPE regulations and would transfer to the new MKCC provider.

FINANCIAL IMPLICATIONS:

The amount that WCC will be paid within the contract is **£173,669.41**.

The current budget for direct service delivery is **£193,311**.

This equates to a 'shortfall' of **£19,642** per year, based on current delivery models, costs and similar.

The additional funding that has been 'guaranteed' is just under £95,000 or, over a five year period, £19,000 per year.

This leaves a shortfall of **£642** per year.

This does NOT include any further investment, organisational overheads, etc. These have previously been discussed and include replacement mowers (likely 2 /3 over the 10 years, at a cost of 18k ish each), the new chipper (currently rent to buy, if contract is agreed – under £20k in total), a new landscape truck (estimated to be around £22 – 25k) and hand tools as and when needed. This is likely to equate to a further £10k per year throughout the contract, equal to £100,000 in total. Again, if the additional funding that has been suggested is provided (the extra £290k over the next 5 years), then this is about 33% of this, leaving additional monies for other projects

IT SHOULD BE NOTED THAT THIS FUNDING IS NOT GUARANTEED but is likely to be provided in some form or other. . However, in the event that this funding is not provided, there may be concerns that affordability becomes an issue – please note the 'review and break clause' element, alongside the potential for any expenses to be recouped through the sale of equipment and resources.

This approach is similar to the approach that has been taken with the contract(s) to this point – there has been a consistent level of subsidy to the landscape service to ensure that the service is able to provide a responsive approach and, where appropriate, exceed the contract expectations through additional works.

OTHER IMPLICATIONS:

Part of the discussions that have been ongoing are around the 'added value' that in house provision brings. This includes the responsive nature of the current delivery (quick response to questions and queries, effective resolution where appropriate) and the local knowledge that comes with having a team that works purely on parish.

Additional requests were made by councillors at the last Full Council meetings for details of a 'parish plan', identifying the areas where additional work might take place, bringing further value to having the team on the ground locally. This, alongside the new maps that provide an overview of the spaces that WCC are responsible for, can be shared if helpful to do so.

As has previously been noted, the Landscaping is one of the few 'universal' services that WCC provides – the work that the team does impacts upon everyone living, working or visiting the parish. The service is valued by residents and has consistently been noted as something that is a 'priority' in the annual surveys. The additional funding that is allocated is an amount lower than that funding for many other aspects of WCC delivery and the Council Manager encourages councillors to consider this whilst making decisions about the long term provision of the service.

BACKGROUND PAPERS:

May 2023 Draft Parish Landscape Specification Clean Copy.

Woughton CC Agreement – 2023.

Transformation plans for Woughton Community Council estates.

AUTHOR

Steve McNay – Council Manager

Agenda item: FC 69/23

Transformation plans for Woughton Community Council estates.

The following are proposals for transformation of certain areas on the parish over the coming years. This will be done over the next few years by our own staff and included in the current contractual obligations that we will have with Milton Keynes City Council if the landscape contract continues. This is an on-going project over the next ten years so other areas can be suggested and looked at for transformation in the future. These areas will be easier and quicker to maintain.

Grass replacement would be amenity grass and will be incorporated into the cutting schedule.

Shrub species will include Cotoneaster which, has many varieties, Lonicera Pileate and some species of ornamental grasses.

These proposals will all go to Milton Keynes City Council for authorisation.

Current Glyphosate situation is that we can still legally use it (currently licensed until December 2023 but likely to be extended until December 2025), however Milton Keynes City Council are still considering a ban on usage. We, as a devolved parish, are going to trial seeding clover around the base of trees to create more habitat for pollinators.

Infrastructure changes proposed may well include additional funding from MKCC towards these aims. This process started in another parish, with a view that the works would take 3 months, but this was almost 18 months ago and the MKCC team are still there. Given this, the option of WCC taking the money and delivering internally is an option, but additional resources will be needed to deliver this. The initial ideas include:

Tinkers Bridge

- Remove two shrub beds on the grass area next to the meeting place and sow to grass.
- Remove shrub bed between rear of Brent and Bascote and replant with low growing low maintenance shrubs.

Netherfield

- Roundabouts on Barnfield and Buckland Drives to be cleared of shrubbery and sown to grass.
- Reduce sightline shrub beds on corners of roundabouts and sow to grass or low growing shrubs.
- Ends of garage blocks will be grubbed out and sown to grass.
- Laurel hedge to be reduced behind No1 to No80 Farthing Grove.

Coffee Hall

- End terrace houses on Daniels Welch, Garraway's, Jonathan's, St Dunstan's and Rochfords adjacent to Lloyds to cut down to ground level and grind out to be replanted with low growing low maintenance shrubs.

- End terrace houses on Daniels Welch, Garraway's, Jonathan's, St Dunstan's and Rochfords adjacent to Chapter to cut down to ground level and grind out to be replanted with low growing low maintenance shrubs. All end of terrace houses cut down to ground level and grind out and sow to grass.
- Shrubs bed between 26 Daniels Welch and 7 Garraways cut down to ground level and grind out and replace with low growing ground cover plants.

Beanhill

- Remove laurel hedges and grind out through the alleyways between Darnel close and Beanfare and replant with low growing shrubs.
- Remove shrubs beside the end houses on Chervil, Tandra, Wastel, Dodkin adjacent to Maslin Drive and either sow to grass or replant with low growing low maintenance shrubs.

Eaglestone

- Shrubs along the front of Northridge and High Trees on the outer ring road to be removed and sown to grass.
- Shrubs at the side of houses on the outer ring road at Condor Close, Griffin Close, Osprey close and Peregrine Close to be removed and sown to grass.
- Shrubs at the side of houses on the ring road around Hawkmoor Close to be removed and sown to grass.
- Triangular area behind the shops to be redesigned into a safe environment for parents to sit whilst picking up from Falconhurst school.
- Clear unwanted shrubbery around the pond area, reinstating the bridge and reintroduce flowering pond plants.

Peartree Bridge

- Remove shrubbery, brambles from the slopes behind odds end of Waterside and Ambridge Grove and reseed with grass.
- Remove all shrubbery around play area at the end of Ambridge Grove and replace with softer low maintenance shrubs or grasses.

Leadenhall

- This estate is a low maintenance area so no plans for any transformation to take place at this moment in time.

There are additional areas where there is the possibility for some community base approaches, to change unloved and, in some cases, unpleasant, areas. This includes some of the previous 'pocket parks' that are now just some tarmac, some places which, with some additional time and agreement, could form 'community spaces' (such as the areas at the end of the garage blocks in Netherfield) and some work around refurbishing key areas, such as the ABC Park, the Tin Man and similar. These projects will include some landscape work, but will be bigger projects that include environment, community, and youth teams, as well as resident associations, MKCC and other partners.

The intention with all these elements is to bring additional value to the landscaping delivery, encouraging residents to be involved and be involved in the spaces around them, improving the parish for all. Including residents in these improvements will, we hope, mean greater 'ownership' from the community, building on the pockets of excellent work that residents already undertake.

Agenda item: FC 70/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 24th July 2023

PURPOSE OF REPORT:

To ask for nominees to attend the MKALC Parish Planning Conference on Wednesday 22 November at The Christian Centre, Oldbrook, 9:30am – 4:00pm. There are 2 free spaces per council with others @£30 per person.

RECOMMENDATION:

- 1. That we agree to at least 2 named Candidates, with priority going to the PLAD committee, Council to decide if we would like others to attend with cost to the Council @ £30 per head, and if so, how many.**
- 2. That councillors let the Council Manager know if they wish to attend.**

BACKGROUND:

With MKCC, holding a conference without inviting Parishes, it was agreed at last MKALC meeting to almost repeat conference but with everything aimed at Parishes. So how Parishes fit into Plan MK, Neighbourhood plans and how much importance do they play in the plan. Etc. The conference will be held at The Christian Centre on Oldbrook on Wednesday 22nd Nov 9.30 – 4pm with Speakers from the national statistics, Neil Homer, who was instrumental with helping with lots of Neighbourhood plans in MK. Planners from MK and new ones being invited as we speak. Each Parish will have 2 free spaces, with more being available @ £30 per person. Priority will be given to the PLAD. Council is to agree the max number of attendees, and Councillors should let the Council Manager know if they would like to attend, so that the places can be booked. Please let Council manager know if you are interested ASAP as places will go quickly. Councillors attending to report back to PLAD.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

AUTHOR

Cllr Sue Smith.

Chair

Agenda item: FC 71/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 24th July 2023

PURPOSE OF REPORT:

To propose submission of a nomination to the Star Council awards for Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC) as the 'County Association of the Year'.

RECOMMENDATION:

- 1. That council considers whether they would like to nominate BMKALC as the County Association of the Year.**
- 2. If yes, Council is encouraged to consider how BMKALC meets the criteria noted below and provides examples to the Council Manager.**
- 3. That if yes, that a submission is made using the online portal before the closing date of 28th July 2023.**

MAIN ISSUES AND CONSIDERATIONS:

The annual National Association of Local Councils (NALC) awards project is currently looking for nominations and a suggestion was made to the Council Manager that WCC may wish to consider nominating the Bucks Association (BMKALC) as the 'Local Association of the Year'.

To do this, the following questions need to be answered:

Please set out how the county association's work has addressed the needs of member councils. (150 words)

Please set out how the county association has delivered its work to high standards. (150 words)

Please set out how the county association's work has delivered value for money. (150 words)

Please set out how the county association is innovative and enterprising. (150 words)

The Council Manager would suggest that the changes made to the training offer from BMKALC, with new 'bitesize' sessions, the 'free January' courses and the increase in range and diversity of the training offer are all positives from BMKALC over the past year.

STAFFING IMPLICATIONS:

None.

OTHER IMPLICATIONS:

None.

BACKGROUND PAPERS:

None.

AUTHOR

Steve McNay – Council Manager

Agenda item: FC 72/23

Regulatory Services

Reply to Licensing
Call 01908 252800 Ref: 166875
E-mail licensing@milton-keynes.gov.uk



Mr Steve McNay
Clerk to Council

04 July 2023

Dear Mr McNay

Netherfield Post Office, 23 Farthing Grove, Netherfield, Milton Keynes, MK6 4JH
Variation to premise licence
LICENSING ACT 2003

The above application for a premise in your area was received by Milton Keynes Licensing Authority on **03/07/2023**. Brief details of the application are as follows:

Variation Details

The application seeks to extend the hours for the sale of alcohol and the opening times of the premises to be from 06.00hrs to 23.00hrs each day and to remove condition 3.2 relating to no sales of beers, lager, ciders or perry products over 6.5% ABV

Full details of the application can be viewed via the Licensing Register at the Civic Offices of the Council. This is accessible Mondays to Thursdays between the hours of 9.00 am to 5.00 pm, and Fridays 9.00 am to 4.00 pm (excluding Bank Holidays).

A copy of the application is also available to view online at:-

<https://elicensing.milton-keynes.gov.uk/elr/start.aspx>

To alert people and businesses living in the vicinity of the premises, the applicant is required to post a blue notice on the outside of the premises for 28 days. Additionally, they must place an advertisement in a local newspaper within 10 working days of the application being made.

You may wish to note that we, as the licensing authority, also alert the responsible authorities under the legislation, which include the police and the fire & rescue service as well as certain departments of the Council, such as Environmental Health, Development Control, child protection and Trading Standards.

Any person or business can make representation both for and against the proposal within 28 days of the date the application was made. The Parish / Town Council may make a representation as the Parish Council or as a body representing persons who live in your

area. The Parish / Town Council should note that they may be asked to demonstrate that this is the case.

Please note that any representation must relate to one or more of the Licensing Objectives and will be sent to the applicant. Representations requesting personal details be withheld from the applicant will only be considered in exceptional circumstances. Anonymous representations will not be accepted. The Licensing Act 2003 does state that it is an offence to knowingly or recklessly make a false statement in connection with this matter and the maximum fine of £5,000 is liable on summary conviction for the offence.

Please remind your Council that, as the Code of Conduct also applies to licensing matters, any member who may be affected by the application is likely to have a 'personal and prejudicial interest' in the matter. As well as disclosing their interest and withdrawing from the chamber during relevant discussions, that member may not represent your council at any subsequent Licensing Hearing.

If you are approached by persons or businesses for advice on how to make a representation there is information on our website (www.milton-keynes.gov.uk/licensing) and I enclose a copy of a form that you are free to copy for them to use if they wish.

If you have any queries regarding the contents of this letter, please do not hesitate to contact members of the Licensing Team on MK 252800.

Yours sincerely

Milton Keynes Licensing Team

Agenda item: FC 73/23

WOUGHTON COMMUNITY COUNCIL

Full Council

Monday 24th July 2023

PURPOSE OF REPORT:

To update council on the submitted 'co-option' forms for consideration by members.

RECOMMENDATION:

- 1. That the council notes this report and the attached 'co-option' forms.**
- 2. That the council considers whether offering co-option to people for areas other than the one they have expressed preference to is agreeable.**
- 3. That the final decision is made in September, as agreed, with any further applications that are received prior to 15th September to also be considered.**

MAIN ISSUES AND CONSIDERATIONS:

There are currently six (6) vacancies on Woughton Community Council. They are:

- Beanhill (2 vacancies)
- Coffee Hall (1 vacancy)
- Eaglestone (2 vacancies)
- Netherfield (1 vacancy)

To address this, papers have been discussed at Full Council, leading to a series of engagement events. These engaged with upwards of 20 people and led to a total of seven (7) applications being received. These applications include those that have specified an estate that they would prefer to represent and one which has stated that they are happy to represent any of the vacancies.

These applications are:

- Eaglestone - Michael Holland and Deanna Norris (2 applicants for 2 vacancies)*
- Coffee Hall - Charlie Whitehall and Alisha Ebanks (2 applicants for 1 vacancy)
- Netherfield - Eamon Bobey (1 applicant for 1 vacancy)*
- Beanhill - Geoff Woolmore (1 applicant for 2 vacancies)*
- Anywhere - Angela Holland *

Given the difference between the vacancy locations and the applications received, there are some gaps. Whilst the official 'cut off' for applications is September 15th (see FC 43/23) if no further applications are received, council can now decide on the following (this decision can be made no matter what, as whatever the level of further applications, these issues will remain):

- To vote on the individual applications where these are in line with the vacancy levels (Eaglestone and Netherfield, with Beanhill only having one applicant so

also possible in this scenario). The 'willing to serve anywhere' candidate could also be appointed to the vacancy on Beanhill in this scenario. This is those above marked with an asterisk (*).

- Following this, the candidates for Coffee Hall would then be voted for with the applicant with the highest vote count taking the seat.
- To vote on the applicants and the person with the lowest votes is then excluded, with the remaining candidates appointed to their preferred seat where possible, with the options of an alternative estate if necessary.
- Any other route that is transparent and democratic.

These options may change if more applications are received over the summer, but the decisions will stand in terms of the process to undertake.

Council ratified that the decision should be made in September – as stated in the minutes from the May Full Council meeting:

FC 42/23 To consider options around filling vacant council seats, following the May election:

RESOLVED

- 1. That council notes the report.*
- 2. That council agrees to publicise the vacancies, inviting expressions of interest from residents or other qualifying applicants.*
- 3. That council agrees to a 'cut off' for applications of Friday 15th September 2023, for consideration at Full Council on 25th September 2023.*
- 4. That applicants are invited to submit a short, written submission, covering the reasons that they would be of benefit to the council to enable effective decision making if there needs to be a competitive selection process.*
- 5. That council agrees to consider any specific skills that would benefit the council so that potential applicants can consider those issues.*

These minutes were agreed at the meeting in June, unanimously, and so do form a fully ratified decision.

Council may also feel that it is appropriate to invite applicants to the meeting, where they can explain why they would like to be co-opted and what they may bring to the council – this is a routine that is often suggested. If this is the case, September would be the meeting at which this could happen. If this is the preferred option, it is recommended that each applicant have 2 – 3 minutes to make their speech, which is then followed by discussion and agreement (in public or, if council choose so to do, in closed session – the Council manager recommends that a public discussion is held, in the interests of transparency).

It is important to note that people can only be co-opted onto the council if *a majority* of councillors vote to enable this. Without this, no individual can be co-opted onto a council.

There is very little in legislation that determines the best way to co-opt, but there are some 'topic papers' that are produced by NALC – these are within the supporting papers.

STAFFING IMPLICATIONS:

There are no staffing implications noted, other than the demands on the Council Manager (training) and the Committee and Member Services Officer (paperwork).

OTHER IMPLICATIONS:

Council can decide NOT to appoint if they so choose. As noted above, co-options can only be made if the majority of councillors vote for them. This can also be that council appoints some, but not all of the applicants. This could be based on location (i.e. there are insufficient applicants for the area, so WCC will try again to engage more people), that the council is looking for different skills to join the council or that the council has other reasons for declining. This is the council's choice – the Council Manager would encourage members to consider the way that decisions may be seen by the public and consider an approach carefully.

BACKGROUND PAPERS:

Co-option forms x 7.

How do I co-opt a councillor update (NALC paper).

AUTHOR

Steve McNay – Council Manager

Agenda item: FC 74/23

Law and Governance Democratic Services



Reply to Alex Melia
Telephone 07385 469 625
Ref Recruitment of Parish Representatives
E-mail alex.melia@milton-keynes.gov.uk

17 July 2023

To all Local Councils
By Email

Dear Clerk / Chair

RECRUITMENT OF PARISH REPRESENTATIVES TO MILTON KEYNES CITY COUNCIL STANDARDS COMMITTEE

As you will be aware, since July 2012 every authority (including Parish / Town and Community Councils) has been required to have a Code of Conduct and it has been the duty of the area's principal authority (in this case Milton Keynes City Council) to have in place arrangements for the consideration and determination of complaints made against both City Councillors and Town / Parish / Community Councillors under that Code. Milton Keynes City Council discharges its responsibilities under those Arrangements via its Standards Committee and its Standards Sub-Committees.

In recognition of the role that Town / Parish / Community Councils play in upholding high standards across Milton Keynes, the Standards Committee has the power to co-opt between two and four Parish Councillors who may sit on the main Committee in an advisory capacity. Further to this, the Council's arrangements require that one Parish Councillor be present when the Hearing Sub-Committee is considering a complaint against a member of a Town or Parish Council.

The Standards Committee is seeking to co-opt further Parish Councillors onto the Standards Committee and would welcome applications from interested Local Councillors.

The successful candidates will be required to attend Standards Committee meetings and will be invited to attend Sub-Committees, as appropriate.

Co-opted members are entitled to a modest annual allowance (£670, subject to annual indexation) and in accordance with the Council's scheme and will be able to claim for reasonable mileage and parking expenses for attendance at meetings.

I would be grateful if you would alert your members to this vacancy and encourage any interested parties to complete the attached application form and return it **by no later than Friday 11 August 2023**.

Please note that formal nominations from your Council agreed via resolution are not required and it is the prerogative of any Local Councillor to apply, should they so wish.

Applications should be returned via email to:

alex.melia@milton-keynes.gov.uk

or via post to:

Standards Committee
c/o Alex Melia
Milton Keynes City Council
Civic
1 Saxon Gate East
Milton Keynes
MK9 3EJ

Please contact Alex Melia on 07385 469 625 if you require any further details or if you would like a discussion about this recruitment exercise.

Yours faithfully

Sharon Bridglalsingh
Monitoring Officer / Director of Law and Governance

Recruitment Pack Enclosed



**RECRUITMENT PACK FOR
APPOINTMENT OF
CO-OPTED PARISH MEMBERS**

APPOINTMENT OF CO-OPTED PARISH MEMBER

SUMMARY

The Standards Committee is looking to recruit and co-opt additional Parish Council Members to:

- assist and advise the Committee in its duty to promote high standards of conduct by all MKCC and Local Councillors; and
- join (in a non-voting capacity) any sub-committees to hear complaints about parish Councillors.

BACKGROUND INFORMATION

Under the provisions of the Localism Act 2011 each council or authority must adopt a Code of Conduct for members. Milton Keynes City Council is also required to have in place arrangements for dealing with complaints in respect of town and parish councillors in its area as well as its own members.

Under each Council's Code, members are required to complete a register of pecuniary, personal and other interests for publication and take steps to ensure that a conflict of interest does not arise between those interests and the public interest that they serve as a councillor. There are potential criminal sanctions in instances where a councillor has failed to disclose a pecuniary interest.

In addition, each Council's Code of Conduct should be underpinned by the Seven Principles of Public Life (also known as 'the Nolan Principles') which are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Milton Keynes Council's Arrangements for Dealing with Standards Allegations provide that the Monitoring Officer may adjudicate on many of the complaints received by her. However, where a complaint is sufficiently serious, she may refer the matter to a Sub-Committee of the Standards Committee, known as the Assessment Sub-Committee, to decide how the matter should proceed.

The Sub-Committee may, for example, decide that there should be an investigation of the facts behind an allegation, and the matter may proceed to a hearing before the Standards Committee Hearing Sub-Committee.

Where a complaint reaches the Hearing Sub-Committee, it will hear evidence from the Complainant, the Subject Member, the Investigator and the Independent Person before deciding whether the Code has been breached and what sanctions, if any, to recommend.

Under its arrangements, Milton Keynes Council is required to ensure that a member of a Town or Parish Council should attend an Assessment or Hearing Sub-Committee to advise whenever the Sub-Committee is considering an allegation against a Town or Parish Councillor. The Council recruits between two and four such Councillors, whose appointment lasts for four years.

CO-OPTED PARISH MEMBER

SELECTION CRITERIA - SKILLS AND COMPETENCIES

Co-opted parish members will:

- be a current member of a Parish / Town / Community Council in the City of Milton Keynes; and
- have a keen interest in standards in public life.

Co-opted parish members will:

- be a person in whose integrity the public can have confidence;
- understand and comply with confidentiality requirements;
- have a demonstrable interest in local issues;
- have an awareness of the importance of ethical behaviours; and
- be a good communicator.

Desirable additional criteria are:

- working knowledge / experience of the standards regime; and
- knowledge and understanding of judicial / quasi-judicial or complaints processes.

You should demonstrate in your application how you meet the above criteria as this will assist the short-listing process.

Means of assessment will be by application form and by interview.

Note

You will be required to attend ordinary Standards Committee meetings (approximately four per year) which take place in the evening.

You may be invited to attend Sub-Committee meetings which may take place in the day, or the evening.

ROLE OF CO-OPTED PARISH MEMBER

ROLE DESCRIPTION

Responsible to: Milton Keynes City Council

Liaison with: Monitoring Officer, members of the Standards Committee, officers and members of the Authority and Town and Parish Councillors within the Authority's area and key stakeholders within the community.

1. To assist the Authority in promoting high standards of conduct by elected and co-opted members and in particular to uphold the Code of Conduct and the seven Principles of Public Life, namely selflessness, honesty, integrity, objectivity, accountability, openness and leadership.
2. To be consulted by the Authority through the Standards Committee both on matters of policy and specific Conduct matters involving Town or Parish Council members.
3. To develop a sound understanding of the ethical framework operated across the relevant authorities .
4. To attend training events organised and promoted by the Milton Keynes City Council Standards Committee.
5. To act as advocate and ambassador for ethical behaviour.

CO-OPTED PARISH MEMBER FOR STANDARDS COMMITTEE

PERSON SPECIFICATION

CRITERIA	Essential / Desirable
Skills and Abilities	
Ability to contribute to a meeting actively and effectively.	E
Ability to remain calm under pressure.	E
Inclusive and empathetic approach to making enquiries.	E
Experience	
Experience of hearing and adjudicating complaints in a judicial or quasi-judicial capacity.	D
Experience of working closely with local government officers or councillors.	E
Knowledge	
Ability to obtain or hold a sound knowledge of the administrative framework of local government.	D
Sound knowledge of the role of councillors and officers within a local authority.	E
Other Requirements	
Demonstrate a desire to serve the local community and uphold democracy.	E
Ability to demonstrate personal integrity.	E
A current councillor of a Parish / Town / Community Council in the Milton Keynes Borough.	E

You should demonstrate in your application how you meet the above criteria as this will assist the shortlisting process.

Means of assessment will be by assessment of application form and interview.

APPLICATION FOR THE POSITION OF STANDARDS COMMITTEE, CO-OPTED PARISH COUNCIL MEMBER

Individuals who wish to be considered for appointment as co-opted town or parish member of Milton Keynes City Council's Standards Committee are requested to provide the following information to support their application. All information provided will be treated in the strictest confidence and will only be used for the purposes of selection. Please feel free to use a separate page if you wish to expand upon your answer to any question outlined below.

PERSONAL DETAILS**Name:****Address:****Postcode:****Telephone Number:****Mobile Number:****Email Address:****CURRENT LOCAL COUNCIL MEMBERSHIP**

Please indicate which Community, Parish, or Town Council you are a member of and the date you became a member.

PREVIOUS LOCAL COUNCIL MEMBERSHIP

Please indicate previous membership of Community, Parish, or Town Council's and the dates served.

SUMMARY OF OTHER EXPERIENCE

Please give a brief account of your experience including private, public, or voluntary work.

RELEVANT EXPERTISE / SKILLS

Please outline briefly any knowledge or expertise which you believe would be particularly relevant to your role as a co-opted parish member having regard to the selection criteria and role description.

ADDITIONAL INFORMATION

Please provide any additional information you may wish to give in support of your application.

References will be taken up for all applicants who are invited for interview

Name:

Name:

Address:

Address:

Telephone No.:

Telephone No.:

Email:

Email:

Signed:

Date:

Please return this application form to the addressee below by **no later than Friday 11 August 2023** via email or post to:

Alex.melia@milton-keynes.gov.uk

Standards Committee, c/o Alex Melia, Democratic Services, Milton Keynes City Council, Civic, 1 Saxon Gate East, Milton Keynes, MK9 3EJ