

**Agenda item: OC 51/23**

**WOUGHTON COMMUNITY COUNCIL**

**Operations & Resources Committee**

**Monday 9<sup>th</sup> October 2023**

**PURPOSE OF REPORT:**

To provide version 1 of the proposed budget for 2024 / 2025, based upon current understanding and for inclusion in any consultation.

**RECOMMENDATION:**

- 1. That the committee notes the report and attached budget proposal.**
- 2. That the committee begins the consideration process around the coming year, priorities for the council and impact on budgets.**
- 3. That the committee agrees to use this budget as the basis for the consultation with residents, asking about their views and the reality of inflationary pressures, service delivery and similar.**
- 4. That this committee recommends that this process includes the wider council with Full Council also receiving this proposal at the October meeting.**

**MAIN ISSUES AND CONSIDERATIONS:**

The Responsible Finance Officer (RFO) has now completed the half year 'sign off', having submitted all income and expenditure that was received prior to 30<sup>th</sup> September. This has enabled discussions and an evidence based from which to reforecast the current year and begin to plan for the coming year.

The attached sheet includes both the reforecast for the current year and three possible options for the coming year (2024/25), based upon precept levels.

*It should be noted that there remain a number of unknown elements – we don't have details of council tax base, the likely uplift in landscape grant, confirmation in writing of the LCTRS grant, potential wage increases and so on. Given this the following assumptions have been made:*

- Council Tax base remains static*
- Landscape grant increases by 5%*
- LCTRS remains at current level*
- Wages increase by a similar level to the past two years - £1 per hour increase across the board (NB This equates to 725 hours per week or 37700 hours per year) plus any increments due.*

The Council Manager (CM) and Responsible Finance Officer (RFO) have reviewed all spending this year, anything that is contracted for the coming year, changes that have been agreed by council / committees and have included these within the budget planning process. This includes items such as CCTV provision (three year

agreement), HR support (three year agreement), investment in / replacement of equipment (laptops, dog bins, landscape equipment, etc) and actual spends on utilities and similar (significant increases, but work being done to reduce).

The three proposals have varying levels of surplus or deficit, with the worst case being a deficit of £28,160 and the best being a surplus of £40,679. However, it should be noted that, as with the current year, there is no 'service plan' costed and no emerging priorities funding in place. There is also nothing additional regarding other large costs that have been previously discussed – community centre improvements (some of which are essential), review and preparation of a new Neighbourhood Plan (likely to be £30k plus), provision of a bus service to serve supermarkets (early discussions and no real idea of costs) and similar. If any / all of these elements are to be included in the budget, this will need to be considered as part of any planning process. For example, were the money to be allocated for the Neighbourhood Plan at around £30,000 and a service plan of £15,000 this would lead to a deficit of between £75,000 and £5,000.

Equally, a regular contribution to reserves should be considered, especially following the past two years where below inflation level increases have led to a reduction in the level of reserves held. Whilst they are currently just within acceptable levels (at 4 months delivery costs), any further deficits would place the council in a position of extreme risk. Any deficit budget at this point would be against the advice of both the RFO and CM.

The recommendation of the CM and RFO is that a surplus budget MUST be delivered in 2024/25 and that, if council is unwilling to consider any significant service reductions, this needs to be delivered through precept or additional, unrestricted funding. 15% increase allows delivery at current levels, with limited scope for anything additional / any crises. Anything below this would mean a likely deficit budget.

It should be noted that were the increase to be higher than 15%, additional capacity would be possible – every 1% equates to around £6,900.

#### **STAFFING IMPLICATIONS:**

The work around how council chooses to replace the previous Operations Manager role and review any other staffing implications as a result of this work will continue, but any decisions may not have been clarified prior to the budget setting deadline of January Full Council (29<sup>th</sup> January 2024). These decisions will have an impact on budgets and, with staffing costs being the largest element of council expenditure (over 70% of turnover is staffing), these deliberations will be key.

#### **OTHER IMPLICATIONS:**

None.

#### **BACKGROUND PAPERS:**

V1 Planning Budget Sept 2023

**AUTHOR**

Steve McNay – Council Manager

Marta Sobis – Responsible Finance Officer

**Agenda item: OC 52/23**

Dear Clerk,

Tickets are now open for booking for in-person attendance at our 75th Anniversary Celebration and Excellence Awards Event.

Tickets are free of charge to our member councils

The Celebration event will be hosted by our president Lady Howe with a very special guest awards ceremony compere soon to announced,. We are delighted to welcome leaders from both Buckinghamshire Council and Milton Keynes City Council plus invited Cabinet Members, Jonathan Owens CEO of NALC ( National Association of Local Councils) and Malcolm Nicholson the newly appointed president of the SLCC (Society of Local Council Clerks).

The awards take place from 5.45pm to 6.30pm followed by a vintage cream tea celebration.

Our 75<sup>th</sup> Anniversary Excellence Awards celebrate the skills, dedication and professionalism of officers and councillors serving councils large and small, the awards are for Long Service (Officers), Long Service (Councillors), Council Team Excellence and Volunteer awards for both Officers and Councillors In serving their communities. Nominations are still open, please don't delay! See below for further details.

Please note tickets are limited and restricted to two representatives per member council. The awards event directly follows the AGM and separate attendance at the Awards event is not possible, please see the listing below for further information.

Please note submitting a nomination does not automatically guarantee a ticket to the 75th Anniversary Celebration and Excellence Awards, you must book a ticket, event programme information will be published closer to the time.

**NOVEMBER 1ST**

**ANNUAL GENERAL MEETING  
HYBRID FORMAT**

Followed by

*75th Anniversary Cream  
Tea Celebration  
& Excellence Awards*

5PM - 7.30PM

THE MEZZANINE ROOMS, WALTON STREET, AYLESBURY

**Format: AGM Hybrid Meeting followed by 75th Anniversary Celebration and Excellence Awards Event**

**Location:** County Hall, Aylesbury

**Time:** 5.00pm to 7.30pm

**Tickets:** In-person or remote attendance for AGM

**Tickets:** 75th Anniversary Celebration and Excellence Awards Event

**Please note there are limited in-person tickets available which include the 75th Anniversary Celebration & Awards Cream Tea Event (directly following the AGM).**

**You must book an in person ticket to attend the AGM to secure your attendance at the 75th Anniversary Celebration and Excellence Awards event.**

**Admission:** 4.45pm (no late admissions for the Awards, doors close promptly at 5pm)

**Booking limit:** Tickets are limited to two representatives from each member council

**AGM Voting:** You must make a booking to confirm your attendance either in person or remotely to secure your voting right at the AGM.

- Only one vote may be cast per member council by a representative councillor
- Only member councils are invited to attend.
- The Proper Officer may attend but cannot cast a vote on behalf of their council.

**Remote joining:** instructions will be issued nearer to the event.

**Agenda:** To follow

**AGM Report:** To follow

Download flyer [here](#)

**The 75th Anniversary Celebration and Excellence Awards Event Programme will be published nearer to the time of the event.**

**Booking:** <https://bucksalc.gov.uk/events/agm-75th-anniversary-celebration-awards-event-november-1st-at-5pm-aylesbury/>

## **NOMINATIONS PROCESS**

1. Remember to nominate your colleague(s) or team for our 75th Anniversary Awards which celebrate the skills, dedication and professionalism of officers and councillors serving councils large and small throughout the geographic county of Buckinghamshire.

2. Submit your nomination(s) before the **closing date on Friday 6th of October 2023** and a BMKALC panel will determine the best three nominees in each category. The winners will be announced at our 75th Anniversary Celebration Event and Awards on November 1st in Aylesbury.

**The categories of awards are:**

**Volunteering Award** – this award is presented to a clerk or councillor who has demonstrated exceptional voluntary service in their community.

**Council Team Award** – this award is presented to a council team who have demonstrated exceptional creativity or an innovative approach in any element of the delivery of their council's work.

**Long Service Award(s)** – awarded to a limited number of nominees including clerks and councillors (continuous service)

**Nominations are now open for submission here:** [75th Anniversary Awards Nominations 2023 – BMKALC \(bucksalc.gov.uk\)](https://www.bucksalc.gov.uk/75th-anniversary-awards-nominations-2023)

Kind regards,

Lorraine

[Conference 2023 - Communities: Enrichment & Resilience October 17th book now](#)



Buckinghamshire & Milton Keynes  
Association of Local Councils

75 years empowering clerks, councillors and councils delivering for their communities



**Lorraine Morton**

Events & Communications Manager



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I work part time hours, flexibly with compressed hours over longer days - I may email you outside of your working hours, this does not mean I am expecting a reply at that time.



Buckinghamshire & Milton Keynes  
Association of Local Councils



Our Privacy Statement may be viewed [here](#)

**Agenda item: OC 53/23**

**WOUGHTON COMMUNITY COUNCIL**

**Operations & Resources Committee**

**Monday 9<sup>th</sup> October 2023**

**PURPOSE OF REPORT:**

To propose a new Equal Opps policy.

**RECOMMENDATION:**

**That the committee agrees to the new policy.**

**MAIN ISSUES AND CONSIDERATIONS:**

The existing Equality and Diversity policy is due to review.

There is a new policy that is based on the NALC template and links to other new policies that have been ratified.

It is recommended that we adopt the new policy.

**STAFFING IMPLICATIONS:**

None.

**OTHER IMPLICATIONS:**

None.

**BACKGROUND PAPERS:**

Equal Opportunities and Diversity Policy 2021.

Equal Opportunities Policy October 2023.

**AUTHOR**

Steve McNay – Council Manager



**Woughton Community Council**

## **EQUALITY AND DIVERSITY POLICY 2023**

### **Introduction / Overarching aim**

#### **Our commitment**

**The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.**

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

### **Policy**

#### **The law**

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

#### **Types of unlawful discrimination**

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.



Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so. However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

### **Equal opportunities in employment**

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

#### Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

#### Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations.

The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

### Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

### **Dignity at work**

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

### **People not employed by the council**

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

### **Training**

The council will both provide training in equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will provide training to all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

### **Your responsibilities**

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

### **Grievances**

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

### **Monitoring and review**

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law. [In particular, the council will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will review its equal opportunities policy in accordance with the results shown by the monitoring. If changes are required, the council will implement them.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.]

This is a non-contractual procedure which will be reviewed from time to time.

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

- Dignity at Work
- Grievance policy
- Disciplinary policy and guidance

<b>Last review date:</b>	
<b>Next review date:</b>	
<b>Lead:</b>	
<b>Overseeing Committee:</b>	
<b>Approved:</b>	
<b>Review cycle:</b>	



## **Woughton Community Council EQUAL OPPORTUNITIES AND DIVERSITY POLICY**

### **STATEMENT 2021**

Woughton Community Council aims to be socially inclusive and therefore no person or groups of people using the services or working for the organisation will be treated less favourably than any other person because of their age\*, appearance, class, culture, disability, ethnicity, gender, HIV status, medical condition, political views, religious beliefs, sexual orientation, or trade union involvement.

\*Excepting some services that are by their nature specifically related to a community group.

### **INTRODUCTION**

**The Woughton Community Council stands for:**

- Respect and freedom for all
- Acceptance and understanding between people of different opinions and lifestyles
- Active concerns for the need of the community
- Valuing diversity

**The Woughton Community Council aims to:**

1. Develop activities, which stimulate and challenge its members of the community in an environment that enables them to take responsibility in their lives and find a sense of achievement.
2. Create opportunities for exchanging views, so that its members can improve their understanding of the world, of themselves and of one another.
3. Ensure that all staff and Councillors understand the reasons for the Equality & Diversity policy and receive training on it.
4. Review and adapt services to ensure that they reflect the needs of the community.
5. Introduce equal opportunities and diversity as a core element in all forward planning.
6. Raise awareness of underrepresented groups and community issues.
7. Work within the guidelines of the following acts:
  - Sex Discriminations Act 1975 and (Amendment) 1986
  - The protection from Harassment Act 1997
  - Equality Act 2010
  - Gender Reassignment Regulations 1999
  - Equal Pay Act 1970 and the Equal Pay for Work of Equal Value Amendment 1983
  - Rehabilitation of Offenders Act (1974)
  - Race Relations Act 1976 and (Amendment) 2000
  - Disability Discrimination Act 1995 (Amendment 2004)
  - Employment Equality (Religion or Belief) Regulations 2003
  - Employment Equality (Sexual Orientation) Regulations 2003

We will achieve these objectives through a clear process of recruitment, training, awareness raising, monitoring and positive action.

**Woughton Community Council aims to be an equal opportunities organisation and supports wholeheartedly a policy of valuing diversity and equal opportunity in all areas of its work and responsibilities. Woughton Community Council's Policy Statement on Equal**

**Opportunities and Diversity (Appendix 1) is a fundamental part of our equal opportunities and valuing diversity commitment and should be read in conjunction with this document.**

### **SERVICE PROVISION**

Woughton Community Council is committed to providing equality of opportunity in its diverse service provision. Services include all aspects of Community based work and Commercial Services.

We aim to provide high quality services that are accessible to all and recognise differences which are reviewed on a regular basis. We aim to promote its diverse services throughout all sections of the community using a range of mediums which are accessible to all.

### **RECRUITMENT AND EMPLOYMENT**

Entry to employment or change of post within the Woughton Community Council is determined by personal merit, staff development/training and ability relevant to the Aims and Purposes of the Woughton Community Council.

Selection criteria and procedures will be kept under review, to ensure that individuals are selected on the basis of their merits and abilities. Candidates are encouraged to have a good working knowledge of equal opportunities and diversity issues.

All employees will be given equal opportunities and diversity training to progress within the organisation.

Woughton Community Council will support positive action to ensure our staff teams reflect the community we aim to serve.

If a member of staff believes that he/she has been discriminated against, it is his/her responsibility to report the matter to his/her line manager or to the most appropriate person in authority. All allegations of discrimination will be treated seriously in accordance with Woughton Community Council's Disciplinary and Grievance Procedures (which can be obtained from Staff Handbook).

Woughton Community Council recognises that it has clear obligations towards all its members and the community to ensure that people with disabilities are given equal access to enter employment. In addition, when staff members become disabled while employed by Woughton Community Council then wherever possible, steps will be taken, to enable them to remain in employment. This applies equally to registered and non-registered disabled staff. We guarantee interviews to all disabled people who meet the basic job requirements in line with the Disability Discrimination Act 1995 and 2005.

As outlined in Woughton Community Council's Harassment Policy, harassment is totally unacceptable, and any such behaviour will be considered a disciplinary offence. All allegations of harassment are treated seriously and all reasonable practicable steps will be taken to prevent such behaviour.

### **INDUCTION AND TRAINING**

All new staff, volunteers and Councillors will receive an induction on joining Woughton Community Council. It is the responsibility of all Managers to ensure that all employees:

1. Undertake a thorough induction into the roles and nature of the organisation and their role/responsibilities within it.
2. Fully understand the spirit and aim of the Woughton Community Council's Equal Opportunities commitment.
3. Understand the practical day to day implications of what is expected of them at work.

4. Comply with Woughton Community Council policy guidelines.

It is the responsibility of the Operations Manager to:

1. Issue contracts and ensure all staff and volunteers understand the terms and conditions of their employment.
2. Issue a Staff Handbook ensuring staff and volunteers are aware of organisational policies and they comply with them.
3. Issue all new starter documentation and process as appropriate.
4. Set up new starter on all digital platforms, payroll and Brightpay employee dashboard.
5. Where relevant issue a Disclosure form, complete the relevant details and forward it to the Woughton Community Council's DBS Partner for a Disclosure and Barring Service (DBS) check.

Training is open to all members of the Council, staff and volunteers. Please refer to Woughton Community Council's Training Policy for further details.

### **IMPLEMENTATION**

The success of this equal opportunities/diversity policy depends on the commitment of all employees. It is the responsibility of every individual to eliminate discrimination and to ensure the practical implementation of this policy.

Implementation is principally about two things – making the policy known and understood and ensuring that the principles are applied in all areas of work. To this end the Woughton Community Council recognises that successful implementation means the following:

1. The designation of responsibility for the oversight of the policy.
2. The communication of the policy to make it known and understood; access to training for all if necessary.
3. The implementation of procedures to ensure that discrimination, however slight, does not occur.
4. The implementation of a procedure for handling complaints of discrimination, including harassment, and ensuring that people are aware of it, how it works and how to use it.
5. The collation of statistics and analysis of them to monitor the effectiveness of the policy and to determine the nature of any corrective action.

### **MONITORING AND REVIEW**

Monitoring is carried out by Woughton Community Council to ensure that the policies and procedures are observed and to enable Woughton Community Council to review, update and improve its approach to equal opportunities/diversity.

This policy will be subject to annual review in line with legislative changes.

### **INFORMAL AND FORMAL GRIEVANCES**

We recognise there may be occasions where you have a problem or concern that you wish to raise. If you have a complaint or grievance regarding the application of this policy, you should raise it with your immediate line manager or the Operations manager as appropriate.

Most routine complaints and grievances are best resolved informally in discussion with your immediate line manager. If you are unable to do this, you may wish to discuss the issue with the Operations or Council Manager who will then advise you of options.

If you cannot resolve your grievance informally you may wish to raise your concerns formally. The Woughton Community Council grievance procedure provides a mechanism for these to be dealt with fairly and speedily. The full grievance procedure is available from the Staff Handbook.

If a service user raises a grievance to you, you should ensure that the complainant completes the Complaints Form which should be submitted to Council Manager in order that an investigation can be conducted. The process to be followed in such cases is detailed within The Comments, Compliments and Complaints policy.



**APPENDIX I  
WOUGHTON COMMUNITY COUNCIL  
EQUAL OPPORTUNITIES AND DIVERSITY POLICY STATEMENT**

The Equal Opportunities and Diversity Policy reflects both the Aims and Purposes of the Woughton Community Council and the spirit and intentions of legislation which outlaws discrimination.

Woughton Community Council recognises that people from different backgrounds can bring fresh ideas and skills. It values diversity and welcomes interest from all sections of the community. It is committed to build and reinforce a culture where people value each other and treat each other with dignity and respect.

Woughton Community Council recognises its obligations under the Sex Discrimination Acts, Race Relations Act, Disability Discrimination and Equality Act and the spirit and intent of the related Codes of Practice:

- For the elimination of discrimination on grounds of age, sex or marital status and the promotion of equality of opportunity in employment.
- For the elimination of discrimination on grounds of race and the promotion of equality of opportunity in employment.
- For the elimination of discrimination on the grounds of disability and the promotion of equality of opportunity in employment.

As an employer of paid staff and an organisation which has Council members and volunteers, Woughton Community Council aims to ensure that no individual receives less favourable treatment on the grounds of any protected characteristics.

It welcomes diversity and recognises that action may be needed to give everyone a chance to contribute on equal terms within the Aims and Purposes of the Woughton Community Council.

In order to achieve this, Woughton Community Council will strive to follow the principles detailed within this policy, keep requirements and practices under review and to take action where necessary in order to facilitate the recruitment, involvement and development of paid staff, Council members and volunteers from all sections of the community.

<b>Last review date:</b>	<b>August 2021</b>
<b>Next review date:</b>	<b>August 2023</b>
<b>Lead:</b>	<b>Operations manager</b>
<b>Overseeing Committee:</b>	<b>Operations</b>
<b>Approved:</b>	<b>31/08/2021</b>
<b>Review cycle:</b>	<b>Annually</b>





## 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 Councilor 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"/>	_/_/_

# White Ribbon Vigil

Come and join the vigil  
to mark White Ribbon Day and  
the International Day for the Elimination of  
Violence Against Women at  
Milton Keynes Rose, Campbell Park



Saturday 25th November  
4pm meet at MK Gallery to  
hear inspiring local voices  
5.45pm walk to Milton Keynes Rose  
for short vigil at 6pm



Everyone welcome  
Please bring a torch or battery tealight  
#endviolenceagainstwomen

