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DELEGATED DECISIONS

When: Tuesday 23 March 2021 at 5.30 pm

Where: Online

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Public Questions

The deadline for the submission of public questions is 5:30 pm on Friday 19 March 2021 and should either be delivered to the address below or sent by email to meetings@milton-keynes.gov.uk (one question per questioner).

The Cabinet member has the discretion to extend the deadline if the matter is sufficiently urgent and relates to a matter that has arisen in the last 48 hours, subject to the question being submitted a minimum of 30 minutes before the start of the meeting.

Public Speaking

Persons wishing to speak on an agenda item must give notice by not later than 5.15 pm on the day of the meeting. Requests can be made by email to meetings@milton-keynes.gov.uk

Enquiries

Please contact Jane Crighton on 01908 252333 or jane.crighton@milton-keynes.gov.uk / meetings@milton-keynes.gov.uk

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AGENDA

ITEM	SUBJECT	DECISION MAKER
1.	Proposed Term Dates from September 2022 for Community and Voluntary Controlled Schools	Councillor Nolan (Cabinet member for Children and Families) (Pages 4 to 13)
2.	Proposal to Extend the Contract Term for the Care and Support Options Service	Councillor O'Neill (Cabinet member for Health and Wellbeing) (Pages 14 to 18)
3.	Test and Trace Scheme 3	Councillor O'Neill (Cabinet member for Health and Wellbeing) (Pages 19 to 23)
4.	Appointment of Consultants to Develop a Transport Model for the New Local Plan	Councillor Marland (Leader of the Council) (Pages 24 to 28)
5.	Lease of 14 Burners Lane, Kiln Farm	Councillor Marland (Leader of the Council) (Pages 29 to 32)
6.	Waste Collection System	Councillor Darlington (Cabinet member for Public Realm and Housing Services) (Pages 33 to 82)
7.	Review of Internal Authority Fleet	Councillor Darlington (Cabinet member for Public Realm and Housing Services) (Pages 83 to 87)
8.	Mellish Court, Bletchley, and The Gables, Wolverton, Next Steps	Councillor Darlington (Cabinet member for Public Realm and Housing Services) (Pages 88 to 96)

9.	Galley Hill Community Centre	Councillor Middleton (Cabinet member for Resources) (Pages 97 to 100)
10.	Additional Restrictions Grant Scheme	Councillor Middleton (Cabinet member for Resources) (Pages 101 to 121)
11.	The Agora Regeneration, Wolverton	Councillor Middleton (Cabinet member for Resources) (Pages 122 to 130)

Delegated Decisions report



23 March 2021

PROPOSED TERM DATES FROM SEPTEMBER 2022 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Name of Cabinet Member	Councillor Zoe Nolan (Cabinet member for Children and Families)
Report sponsor	Mac Heath Director of Children's Services
Report author	Miranda Darbyshire Strategic Lead, Tel: 01908 254153 miranda.darbyshire@milton-keynes.gov.uk

Exempt / confidential / not for publication	No
Council Plan reference	5.6
Wards affected	All wards

Executive Summary

The Council is required by the Department for Education to set term dates for community and voluntary controlled schools in Milton Keynes. Other types of schools set their own term dates. There must be 190 education days. Schools are then free to identify 5 INSET days (training days) from the remaining 175 days in the year when the school is closed to pupils. The council can only set term dates for community and voluntary controlled schools as the law no longer allows us to ensure that term dates for all schools are aligned.

Although 190 teaching days are required to be set in Milton Keynes it is considered that 194 days should be set allowing schools to allocate four training days within the term dates and one further training day outside these. An initial discussion with the Primary Strategy Headteacher group and Milton Keynes Secondary Heads Group was carried out to consider options for term dates for the 2022/2023 academic year. Following this, a consultation of the proposed term dates took place from 4 January 2021 to 12 February 2021 setting out two possible options and sought to gather views on the preferred option.

It is recommended that the term dates set out in Option 1 are formally adopted for community and voluntary controlled schools for the 2022/2023 academic year.

1. Decisions to be Made

- 1.1 That the following 194 school term days are formally adopted for community and voluntary controlled schools for the 2022/2023 academic year.

Term	Open morning of	Close at the end of the afternoon session on	Total days per half term
Autumn Term 2022	2 September 2022	21 October 2022	36
	31 October 2022	16 December 2022	35
Spring Term 2023	3 January 2023	10 February 2023	29
	20 February 2023	31 March 2023	30
Summer Term 2023	17 April 2023	26 May 2023	29
	5 June 2023	21 July 2023	35
			194

- 1.2 This provides 194 days when only 190 term days are required. Schools should therefore allocate four training days within these term dates and one further training day outside these dates and then publish their individual term dates clearly on their websites to ensure that parents and carers are aware of the exact term dates for each individual school.

2. Why is the Decision Needed?

- 2.1 The Education Act 2002 states that the council should determine the dates when school terms are to begin and end for all community and voluntary controlled schools. Other categories of schools (voluntary aided, foundation, academies and free schools) are required to determine their own term dates. The dates are normally set 18 months in advance to ensure adequate notice.
- 2.2 For the 2022/2023 term dates, an early discussion took place with the Primary Strategy Headteacher Group and Milton Keynes Secondary Heads Group. A consultation proposing two possible options for term dates then took place from 4 January 2021 to 12 February 2021. The consultation was distributed to all schools via School's Update (the council's regular newsletter to all schools), all local councillors (via Councillor News), school governors (via Governor News) and published on the council's website. The proposed dates were also shared directly with all Headteachers and Chairs of Governing Boards via the council's pre-organised meetings.
- 2.3 **Annex D** presents a summary of the consultation responses. A total of 358 responses were received; 91% of respondents agreed with Option 1, 9% agreed with Option 2.
- 2.4 Neighbouring local authorities are either consulting or have set their term dates. Bedford Borough Council, Central Bedfordshire Council and Northamptonshire County Council align with the majority of dates set out in Option 1. Buckinghamshire Council align with the majority of dates set out in Option 2.

2.5 Generally, costs around home to school transport are school specific. Whilst there is a risk that own admission authorities will set different dates and schools will set different inset days, it is considered low risk.

3. Options

3.1 There are three options:

- (a) Do not set the term dates. This is not the recommended option as the council is required to set school term dates for community and voluntary controlled schools, as set out in the Department for Education ‘School Attendance Guidance’ and Education Act 2002 section 32.
- (b) Adopt the proposed term dates as set out in Option 1 which would apply only to community and voluntary controlled schools. The Milton Keynes Secondary Headteacher Group reviewed both Option 1 and Option 2 and commented that this is the preferable option as it aligns term dates across our local area to support families who may have children in different phases of education or be employed in schools. Since the majority of respondents agreed with Option 1, **this is the recommended option.**
- (c) Adopt the proposed term dates as set out in Option 2 which would apply only to community and voluntary controlled schools. However, since the majority did not agree with Option 2, this is not the recommended option.

4. Implications

4.1 Policy

Once adopted, the term dates 2022/2023 become policy for all maintained community and voluntary controlled schools. Other types of schools may set their own dates.

4.2 Resources and Risk

None.

Capital	No	Revenue	Yes
IT	Yes	Medium Term Plan	Yes
Accommodation	No	Asset Management	No

4.3 Legal Implications

The council is required to set school term dates as described in [School Attendance guidance](#) (page 15) and under the Education Act 2002 - section 32.

4.4 Other Implications

None.

Y	Equalities/Diversity	N	Sustainability	N	Human Rights
N	E-Government	Y	Stakeholders	N	Crime and Disorder

4. Alternatives

4.1 Other alternatives have been considered throughout this process; see Option 1 and Option 2 above.

5. Timetable for Implementation

5.1 If the decision is agreed, term dates for admission to community and voluntary controlled schools will be implemented from September 2022.

List of Annexes

- Annex A Consultation on proposed school term dates for 2022/2023
- Annex B Proposed school term dates calendar Option 1
- Annex C Proposed school term dates calendar Option 2
- Annex D Summary of consultation responses

List of Background Papers

School Attendance Guidance
[School Attendance guidance](#) (page 15)

Consultation – School term dates 2022/2023

Background

School term and holiday dates are set by the council for our community and voluntary controlled schools and maintained nursery schools. Governing bodies set the term dates for foundation, trust and voluntary aided schools, free schools and academies. The total number of term days should be 190.

The mix of schools locally and in neighbouring authorities presents complexities, and means it is difficult to achieve a consistent set of dates which work for all parents and schools. In recognition of the complexities this consultation sets out two possible options for 2022/2023 term dates. We are keen to seek your views on what option you prefer most.

*Please note that whilst 190 days are required to be set the proposals below provide 194 days, therefore allowing schools to allocate four training days within these proposed dates, one further training day should be allocated during the school holiday dates.

Option 1

	Open morning of	Close at the end of the afternoon session on	Total days per half term
Autumn Term 2022	Friday 2 September 2022	Friday 21 October 2022	36
	Monday 31 October 2022	Friday 16 December 2022	35
Spring Term 2023	Tuesday 3 January 2023	Friday 10 February 2023	29
	Monday 20 February 2023	Friday 31 March 2023	30
Summer Term 2023	Monday 17 April 2023	Friday 26 May 2023	29
	Monday 5 June 2023	Friday 21 July 2023	35
			194

This option:

- is in line with the dates published by Bedford and Central Bedfordshire, and these were the preferred dates that Northamptonshire Council have recently consulted on.
- is favoured by Milton Keynes secondary schools, who would like to align term dates across our local area to support families who may have children in different phases of education or be employed in schools. Data shows a significant number of teachers across our local secondary schools live in the Bedfordshire and Northamptonshire areas.
- means that the Easter bank holiday weekend falls in the middle of the Easter break.

Option 2

	Open morning of	Close at the end of the afternoon session on	Total days per half term
Autumn Term 2022	Monday 5 September 2022	Friday 21 October 2022	35
	Monday 31 October 2022	Tuesday 20 December 2022	37
Spring Term 2023	Wednesday 4 January 2023	Friday 10 February 2023	28
	Monday 20 February 2023	Friday 31 March 2023	30
Summer Term 2023	Monday 17 April 2023	Friday 26 May 2023	29
	Monday 5 June 2023	Friday 21 July 2023	35
			194

This option:

- aligns to the dates being proposed by Buckinghamshire Council
- is broadly similar to the dates proposed to Bedfordshire, Central Bedfordshire and Northamptonshire, with exception of the autumn term which stretches across 14.5 weeks rather than 14 weeks

Who decides term dates?

It is a political decision made by the Cabinet member for Children and Families. We are seeking your feedback on these proposed dates beforehand to ensure that they are suitable. A summary of the responses from this consultation will be included as part of the decision-making process.

Your views

To give us your comments and preferred option on Term Dates 2022/23 please either:

- complete our online form by 12 February 2021
- email: sufficiencyandaccess@milton-keynes.gov.uk

A calendar of proposed options is attached.

Option 1

Bank Holiday

School day

September 2022						
Mo	Tu	W	Th	Fr	Sa	Su
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	W	Th	Fr	Sa	Su
			1	2		
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2022						
Mo	Tu	W	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2022						
Mo	Tu	W	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2023						
Mo	Tu	W	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023						
Mo	Tu	W	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023						
Mo	Tu	W	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2023						
Mo	Tu	W	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2023						
Mo	Tu	W	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2023						
Mo	Tu	W	Th	Fr	Sa	Su
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2023						
Mo	Tu	W	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2023						
Mo	Tu	W	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This provides 194 days when only 190 term days are required. Schools should therefore allocate four training days within these term dates and one further training day outside these dates.

Option 2

Bank Holiday

School day

September 2022						
Mo	Tu	W	Th	Fr	Sa	Su
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022						
Mo	Tu	W	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2022						
Mo	Tu	W	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2022						
Mo	Tu	W	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2023						
Mo	Tu	W	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2023						
Mo	Tu	W	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2023						
Mo	Tu	W	Th	Fr	Sa	Su
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2023						
Mo	Tu	W	Th	Fr	Sa	Su
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2023						
Mo	Tu	W	Th	Fr	Sa	Su
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2023						
Mo	Tu	W	Th	Fr	Sa	Su
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2023						
Mo	Tu	W	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2023						
Mo	Tu	W	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

This provides 194 days when only 190 term days are required. Schools should therefore allocate four training days within these term dates and one further training day outside these dates.

Summary of the responses to the consultation for the proposed term dates for 2022/2023 for community and voluntary controlled schools

A consultation relating to the proposed term dates for 2022/2023 took place from 4 January 2021 to 12 February 2021

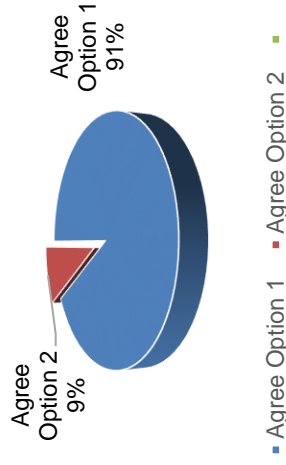
On 4 January 2021 the following interested parties were notified of the consultation:

- All schools in Milton Keynes (via Schools Update)
- Local ward councillors (via Councillor News)
- School Governors (via Governor News)
- Constituency MPs
- Neighbouring local authorities
- CoE Diocesan Board of Education and NORES, Parish Centre Holy Ghost Catholic Church
- Trade unions

The consultation was also available on the council's website, alongside an electronic response form and respondents were asked to state whether they agreed with the term dates set out in Option 1 or Option 2.

A total of 358 responses were received

91% agreed with Option 1
9% agreed with Option 2



Key themes in support of term dates set out in Option 1:

1. Term dates are aligned with the dates in neighbouring local authority areas, supporting families who have children in different phases of education, and staff who live in neighbouring areas and work in Milton Keynes
2. Prefer a shorter autumn term that ends at the end of a week, rather than having a term that ends mid-week

Key themes in support of term dates set out in Option 2:

1. Term dates are more aligned with the dates being proposed by Buckinghamshire Council. This impacts positively on childcare arrangements for both staff and parents
2. Prefer to start the autumn term on a Monday rather than at the end of the week

General themes raised during the consultation:

1. Consideration should be given to shorter terms for autumn and winter and longer terms for spring and summer terms
2. Parents that work in neighbouring local authority areas find it difficult to cover school holidays if dates are not aligned and causes confusion
3. There are childcare issues for teaching staff when dates are not aligned with neighbouring authorities

Consultees that responded to the consultation were:

- 202 Parent/carers
- 142 Members of staff from Milton Keynes schools
- 12 School Governors
- 2 Local residents

Delegated Decisions report



23 March 2021

PROPOSAL TO EXTEND THE CONTRACT TERM FOR THE CARE AND SUPPORT OPTIONS SERVICE

Name of Cabinet Member	Councillor Hannah O'Neill (Cabinet member for Health and Wellbeing)
Report sponsor	Mick Hancock Group Head of Commissioning
Report author	Cath Broadhead Commissioning Manager Cath.Broadhead@Milton-keynes.gov.uk Tel: 01908 252107

Exempt / confidential / not for publication	No
Council Plan reference	Council Plan Commitment 7 – COVID-19 Recovery
Wards affected	All wards

Executive Summary

This report requests a decision on the proposal to extend the current contract for the Care and Support Options service until July 2023. This is a service to support adult and children who are in receipt of a direct payments. The current contract with Connection Support is due to expire on 2 July 2021, although it has the provision to allow for a two-year extension.

Permission to utilise this extension is requested for the following reasons:

- Connection Support have been performing well, which is demonstrated through their quarterly reporting data. Feedback has also been sought from different parts of Milton Keynes Council who utilise their services. Their input about Connection Support has been positive, reporting that they provide a supportive and helpful service.
- The COVID-19 pandemic has resulted in major disruption to the market, severely impacting on service providers. It has also disrupted the normal commissioning processes that Milton Keynes Council employs to procure new services. This makes it extremely difficult to carry out provider and service user engagement to inform the development of the specification and to input into the whole commissioning process. This could result in a poorer service outcome post award.

1. Decision to be Made

1.1 That the extension of the current contract for Care and Support Options for an additional two years from 3 July 2021 to 2 July 2023, be approved.

2. Why is the Decision Needed?

2.1 At a Delegated Decision in 2017, permission was sought to commission a service to provide Care and Support Options for those in receipt of direct payments. Milton Keynes Council contracted with the current provider, Connection Support to deliver the service for three years with a possible two-year extension. The three-year contract ends on 2 July 2021.

2.2 The contract for the Care and Support Options benefits both adults and children who receive support with their direct payments. This service can also be useful for Milton Keynes Council social workers and people looking to be employed as a Personal Assistants (PAs.) The provider assists with a variety of tasks which include a helpline for Direct Payments and Employer Information, Advice and Support for Direct Payments, Employment Advice and Support, a Payroll Service, a Holding Account Service and lastly Support with Completing Direct Payment Monitoring Returns.

2.3 The authority is in the third year of the arrangement, and provider reporting from the second quarter of this year (July 2020 - September 2020) demonstrates its benefits - for example:

- Nearly 750 calls were taken from the Milton Keynes area by the helpline offering guidance around using a direct payment or employment related issues.
- 16 interactions were provided giving advice for those having difficulties managing their direct payment responsibilities or who were in conflict with their service providers.
- 16 interactions took place to advise them around becoming an employer.
- Nearly 40 clients (both adults and children) are supported on average each quarter to employ a PA.
- 185 clients use the payroll service with an increasing amount of PAs in receipt of auto enrolment pension (currently just under 70).
- Nearly 400 payments were made from holding accounts. This number is slowly increasing.
- 5 people are supported to complete DP monitoring returns.

2.4 Input has been sought by commissioners from both adult and children's social care teams and the feedback on the service received has been positive.

Comments were received about the service that they are helpful and responsive; they interacted well, are detailed in explaining things, and are very supportive to families. Unfortunately, engagement with service users has not been possible due to the COVID-19 pandemic and lockdown situation. Government policy to stop the spread of the virus, has made it impossible to deliver this safely and without risk to participants and partners in the commissioning process.

3. Implications of the Decision

Financial	✓	Human Rights, Equalities, Diversity	✓
Legal	✓	Policies or Council Plan	
Communication	✓	Procurement	✓
Energy Efficiency		Workforce	

(a) Financial Implications

The current cost of the service for Care and Support Options is £246,304 per annum, which is funded from the commissioning budget. The cost to Milton Keynes Council of an additional two years would be £492,608, and this has already been budgeted for. If agreed, services will continue as they are, to offer support to people in receipt of direct payments until 2 July 2023.

By using the provision to extend the current contract, Adults and Children's are saving on the cost, time and resource of recommissioning and avoiding the risk of disruption and an ineffective market exercise given the current uncertainty due to COVID-19. The extension enables an established contract which is being delivered cost effectively to continue.

(b) Legal Implications

The Care Act 2014 requires local authorities to enable individuals to choose from a variety of providers and have sufficient information to make an informed decision about how services can meet their needs. Having the service for Care and Support Options assists people to choose who they employ by opening other innovative care options to individuals. More importantly, it also provides them with information and guidance to make informed decisions when using direct payments and helps them navigate the complex area of employment law.

The current contract was established following a proper procurement exercise and makes provision for Milton Keynes Council to extend the current arrangement.

(c) Communication Implications

This service is far reaching, working across both adult and children's social care making the communication exercise quite extensive to both staff and clients. Extending the current contract, rather than recommissioning it, delays the difficulties of informing social teams and those in receipt of direct payments that a new provider is in place. Referral processes can remain the same and maintaining existing provider relationships for both Milton Keynes Council staff and clients supports smooth running of services, particularly when the lockdown restrictions are in place and communication is harder.

(d) Human Rights, Equalities and Diversity

Clients with learning disabilities are frequent users of direct payments. Having Care and Support Options in place enables them to gain assistance, enabling them to utilise a direct payment and access services that they may not be able to manage alone. This will promote independence and look to improve their quality of life.

(e) Policies or Council Plan

The Milton Keynes Council Plan 2016-2022 was agreed by full Council at the meeting on 17 June 2020. COVID-19 Recovery is a key priority and the Council must ensure that services reflect and adapt to quickly changing circumstances, providing flexibility while always maintaining safety. Milton Keynes Council has committed to supporting its social care and health care partners to ensure older and vulnerable people still receive good services. It supports the view that every person in Milton Keynes has the opportunity to achieve their ambitions. The Council Plan also states Milton Keynes Council will provide support, so every child has the opportunity to succeed. This delegated decision is consistent with these objectives in the Council Plan.

(f) Procurement Implications

Retendering the service would have a financial implication, in addition to potential set-up costs of a new provider. Due to the social care current market instability, and reduced staffing levels in most organisations, there is a risk that a re-procurement process would result in less providers bidding, as this is a time-consuming and resource-intensive process that is difficult to do while the COVID-19 outbreak is ongoing. Service user engagement would be problematic to deliver safely and without risk to participants. The current service is good value for money and is delivering satisfactorily. Extending the contract is the recommended option.

4. Alternatives

- 4.1 The Care and Support Options contract terminates on 2 July 2021, and the service is not delivered

This is not recommended. Ending the service would result in support not being offered to adults and children who receive direct payments. This would leave Milton Keynes Council clients to agree contractual employment arrangements unsupported, which could result in some vulnerable clients being exploited, and safeguarding concerns. The discontinuation of the service may also discourage a number of clients from taking direct payments and preferring to have managed packages of care (arranged by the council). This would reduce the number of clients benefitting from this option to take control of their care delivery and personalised care.

- 4.2 To re-tender the contract for Care and Support Options, taking effect from 3 July 2021.

This is also not recommended as:

- Social Care providers have been impacted by COVID-19 and may not be able to participate in a formal tender process at this time. This has been a challenging time for social care providers and the requirements of a procurement process would place them under significant pressure. It may result in them not submitting tenders at all which would have an adverse impact on the quality of the Council's commissioned services. Service user engagement would be problematic to deliver safely and without risk to participants. Feedback would be limited.
- The current provider run an effective, well performing service which is evidenced by the quarterly reporting.

5. Timetable for Implementation

- 5.1 If the recommendation is approved, the current provider will be notified, and paperwork will be prepared and agreed to extend the contract.
- 5.2 The current service will continue from 3 July 2021 - 2 July 2023.
- 5.3 A commissioning process will commence in July 2022 to secure a new service provider to deliver the contract from 3 July 2023.

List of Annexes

None.

List of Background Papers

None.

Delegated Decisions report



23 March 2021

TEST AND TRACE SCHEME 3

Name of Cabinet Member	Councillor Rob Middleton (Cabinet member for Resources)
	Councillor Hannah O'Neil (Cabinet member for Health and Wellbeing)
Report sponsor	Steve Richardson Director - Finance and Resources
	Vicky Head Director of Public Health
Report author	Robin Bates Head of Revenues and Benefits Tel: 01908 252082 Robin.Bates@milton-keynes.gov.uk

Exempt / confidential / not for publication	No
Council Plan reference	Not in Council Plan
Wards affected	All wards

Executive Summary

Nationally and locally there is evidence to show that the level of awards of the national Test and Trace scheme is relatively low when compared to the number of applications. The cause of this relates to the qualifying criteria for payments not being met. There are two elements to the national scheme, statutory awards for those on a qualifying benefit or those demonstrating financial hardship due to the loss of income for a two week period (the discretionary scheme).

As the pandemic unfolds we are continuing to track our local epidemiology and learn from the emerging evidence base to so that we can identify new ways to help control the spread of infection in MK. Elements of our pandemic response will, by definition, be reactive, and will move quickly where we feel there is scope to act locally to protect our residents.

In this situation, we are responding to the latest epidemiology in MK as well as the low number of support payment awards made and the national evidence on self-isolation. We want to act quickly to prevent infection.

In response to these low award rates and the ongoing concern e that people are failing to self-isolate when they test positive or when they are identified as a contact, which are among the most important actions people should take to prevent onward spread, a local scheme has been proposed.

This scheme would be aimed at supporting (but not limited to):

1. Those with terms that do not support receipt of at least their average pay for the period (calculated from their average earnings). Examples are:
 - Zero Hours contracts.
 - Agency staff.
 - Fully employed but only eligible for Statutory Sick Pay (SSP) or not receiving SSP.
 - Those who have lost overtime (see point 2).
 - Those prevented or delayed from seeking new employment.
2. Payments to Non-dependent adults living in a household will be based on their own circumstances and not that of the homeowner / tenant.
3. Top up payments of up to £250 will also be considered in specific circumstances for those eligible for an award under the national discretionary scheme.

In these cases, a one of payments of between £250 and £500.00 would be considered for confirmed positive cases or a payment not exceeding the level of lost earnings over the period.

Applications will be required within 7 days of self-isolation period commencing and evidence will be required of the start date of isolation (NHS reference).

In addition, and also covering the discretionary element of the national statutory scheme, the capital limit for cases will be increased from £1000 to £8000.

The total cost of the scheme will be in the region of £200k and will be a one off provision for payments in 2021-22.

1. Decisions to be Made

- 1.1 To agree the implementation of a third scheme aligned to Test and Trace Payments that supports those who do not qualify for the statutory award of £500 (those who meet the Government criteria) or do not demonstrate financial hardship in order to enable an award of the same amount within the discretionary scheme.
- 1.2 In addition, to agree that the service would also start to pay top up payments for hardship cases up to the level of lost earnings over a two-week period (to a maximum additional award of £250).

2. Why is the Decision Needed?

- 2.1 Milton Keynes has been badly hit by the second wave, with very significant impact on the local NHS. As we have emerged from the intensity of January and February, we have continued to see transmission within some occupational sectors, which tend to be those that are lower paid, less secure, with less income protection if people need to take time off. People in these jobs often live in shared houses and travel to work together, increasing transmission risks further.
- 2.2 At the same time, we are aware that few support payments have been made, therefore we undertook work to understand why. This highlighted that most people do not meet the eligibility criteria, despite potentially losing income while self-isolating. In order to tackle enduring transmission within some occupational sectors effectively, we have identified the potential value of providing additional financial support.
- 2.3 Rates of infection in Milton Keynes remain higher than we would like and, as schools open to more pupils, our position remains precarious. It is therefore pivotal that we take local action where we can to reduce barriers that can make it harder for our residents to self-isolate.
- 2.4 Widening the existing support available will help to address the ongoing challenge, locally, of those who still feel that they cannot self-isolate due to the loss of income that they will incur and to support the NHS and Department of Health in safeguarding the local community.
- 2.5 Data shows a high number of applications against the existing scheme but relatively low awards due to essential criteria not being met. A Third Scheme will look to increase the opportunity to assist those that are approaching the council for support with their loss in income due to self-isolation.
- 2.6 The current applications and awards data for the Council is provided below and covers the period from the start of the scheme in October 2020 to week ending 5 March 2021:

Accumulative

*some items will be pending awaiting further evidence and therefore the Awarded and Refused will not always **add up to the total received.**

	MKC
Test and Trace Total Claims Received	893
TT Total Claims Awarded	238(27%)
Test and Trace Total Claims Refused	649

	MKC
Discretionary Hardship Cases Total Claims Received	983
Discretionary Hardship Cases Total Claims Awarded	22(2%)
Discretionary Hardship Cases Total Claims Refused	887

3. Implications of the Decision

- 3.1 The new cost will be met from the Contain Outbreak Management Fund provided by central Government and in liaison with Public Health colleagues. Estimates will be based on the number of applications in 2021. The scheme will be time limited initially while demand is assessed, but a fund provision of £200k has been set aside to support payment between the launch date of early April 2021 and the end of the national scheme in June 2021. This is expected to cover the cost of awards and the administration costs of delivering the scheme.
- 3.2 Communication of the new scheme will be initiated in order to ensure awareness of the changes are known by the residents of MKC. This will be completed alongside the widening of the national scheme, which will also support those asked to self - isolate due to the closure of schools.
- 3.3 The Revenues and Benefits service already have in place an application, verification and payment process and decisions are audited to ensure they align to the purpose of the schemes and a panel also reviews the decisions being made.

Financial	Yes	Human rights, equalities, diversity	No
Legal	No	Policies or Council Plan	No
Communication	No	Procurement	No
Energy Efficiency	No	Workforce	No

(a) Financial Implications

The cost of the scheme in terms of payments and administration will be carefully managed during the initial proposed time limited period of the scheme, however the total number of applications received to date has been recorded and this will support initial assumptions around costs / the scheme application and awards will be assessed on a weekly basis for a period of four weeks initially.

(b) Legal Implications

None.

(c) Other Implications

None.

4. Alternatives

- 4.1 To continue to work closely with Department of Health on any ongoing developments of the existing schemes to capture limitations on successful award.

5. Timetable for Implementation

Draft report to CLT	9 March 2021
CLT approval for Delegated Decision	11 March 2021
Delegated Decision	23 March 2021
Communications	Preparation from 11 March 2021
Reporting	Preparation from 11 March 2021
Processes and procedures	Preparation from 11 March 2021
Implementation	Immediately after decision

List of Annexes

None.

List of Background Papers

<https://www.gov.uk/government/publications/test-and-trace-support-payment-scheme-claiming-financial-support/claiming-financial-support-under-the-test-and-trace-support-payment-scheme>

Recent media coverage of this issue:

End of January

<https://www.ft.com/content/22544fbf-a5dd-4b3c-99c7-1341cb2b0eb5>

Early February

https://www.huffingtonpost.co.uk/entry/test-and-trace-20000-people-not-self-isolating_uk_601a901cc5b6c2d891a4c990

Delegated Decisions report



23 March 2021

APPOINTMENT OF CONSULTANTS TO DEVELOP A TRANSPORT MODEL FOR THE NEW LOCAL PLAN

Name of Cabinet Member	Councillor Pete Marland (Leader of the Council)
Report sponsor	Paul Thomas Interim Director - Planning, Strategic Transport and Placemaking
Report author	James Povey Strategic Lead - Transport Policy and Planning James.povey@milton-keynes.gov.uk 01908 254 275

Exempt / confidential / not for publication	No
Council Plan reference	Commitments 23 & 34
Wards affected	All wards

Executive Summary

A new transport model compliant with national standards is required to support the new Local Plan, as well as future transport strategy development and funding bids. To avoid delay to the delivery of the new Local Plan, and ensure it is reliable and robust to meet our needs, the new model will use 2019 data. The work will be commissioned using Lot 1 (Professional Services) of the PSP3 Midlands Highways Alliance Framework and the contract will be awarded to AECOM Ltd. The contract period is anticipated to be fifteen months. The expected cost of all work to build and operate the model will exceed £500,000, with this decision concerned only with the award of the consultancy contract of £456,210 to build and host the new model. All the work to build and use the model in support of the next Local Plan will be funded from the £3.5m budget allocated via Annex W in 2020.

1. Decision to be Made

- 1.1 To agree to the direct award of contract to AECOM Ltd, under Lot 1 of the PSP3 MHA framework, to develop the new multi modal transport model for use as an evidence base to the next Local Plan, any Mass Rapid Transit business case, future transport strategies and other funding bids to be funded from the £3.5m identified within Annex W for Strategy to 2050 (PlanMK / MK Futures).

2. Why is the Decision Needed?

- 2.1 We have an existing multi modal traffic model (MKMMM) with a base year of 2016 which has been used as an evidence base for Plan:MK and the growth proposals it contains, the current Local Transport Plan and Government Funding Bids such as the £95 million Housing Infrastructure Fund Bid. The current traffic model would exceed the generally accepted 5-6 year age threshold in 2022 and so would be very unlikely to be compliant with Department for Transport standards. The next Local Plan due for adoption around 2025 will therefore require an updated modelling platform as evidence. The initial piece of work is expected to cost £456,210.
- 2.2 The development of the new MKMMM, up to the point it can undertake future forecasts, is expected to take 15 months following commission. The model development is on the critical path for the adoption of a new Local Plan, so any delay in commissioning the work will impact on the Local Plan timescales.
- 2.3 In addition to supporting the new Local Plan, the new model will be a key piece of evidence for the further development of the Mass Rapid Transit concept outlined in the Milton Keynes Strategy for 2050 and will also be vital in any future business case given its ability to forecast future travel demand. The model will also be a key piece of evidence in any future Local Transport Plans, supporting strategies, and supporting evidence for any future funding bids for new transport infrastructure.
- 2.4 The Council agreed £3.5m in Annex W of the 2020/21 budget to support work on 'Strategy to 2050 (PlanMK/MK Futures)'. Work on the new model will be funded from this given it is needed for the development of the new Local Plan and Mass Rapid Transit concept.
- 2.5 AECOM Ltd are being commissioned by a direct award under the Midlands Highways Alliance Framework. AECOM Ltd built and host the existing MKMMM. Commissioning them directly via the Framework has enabled officers to discuss our requirements and options with them and determine a model specification appropriate for our needs and budget. There are also additional benefits and efficiencies from their familiarity with the existing model, as well as the work they are doing on the new Bedford model given the interaction between the two model geographies.

2.6 A key area of uncertainty has concerned the base year for any new model, and this has delayed commissioning until now. This is the point at which all the travel data is gathered and on which the future model forecasts will be based. The Covid-19 pandemic has had obvious impacts on travel demand and behaviour. It is likely we could have a number of years before travel behaviour normalises, as businesses and society adapt following the experience and potential future measures to manage the pandemic. Given this instability in travel demand and behaviour, it has been concluded by officers and on advice from AECOM Ltd, that using pre-pandemic 2019 data is the most reliable on which to develop a robust model. This is an approach being taken by a number of other Local Authorities, and notably by Highways England for the development of their new regional models. As the longer-term impacts on travel behaviour from the pandemic are better understood in future years, sensitivity tests can be applied to model outputs to ensure credibility and compliance with any standards. There is a limited window of time when the 2019 data, provided by a third party (CitiLogik), is available to purchase as part of the AECOM Ltd commission.

2.7 Once the model is developed and available for forecasting, further work will be specified and subject to separate commissions from AECOM Ltd who will host and maintain the model on our behalf. This work will include the development of a forecast reference case to a future year, and the testing, analysis and reporting on any strategic developments being considered for inclusion in the new Local Plan. The precise costs for this additional work are unknown at the present time and will vary according to the number of growth scenarios and sensitivity tests that need to be undertaken, but the value is estimated to be up to £80,000. Future maintenance costs and further model tests and reports for infrastructure schemes and large planning applications will mean the value of this commission to AECOM Ltd will ultimately exceed £500,000, although developers contributions cover the costs of these amendments.

3. Implications of the Decision

Financial	Yes	Human rights, equalities, diversity	
Legal	Yes	Policies or Council Plan	Yes
Communication		Procurement	
Energy Efficiency		Workforce	

(a) Financial Implications

The initial cost of £456,210 represents significant expenditure on a single project, but it broadly aligns with the estimate for this work when the overall £3.5m budget for the Local Plan/Strategy for 2050 was allocated in 2020. Monitoring of the £3.5m budget allocated for the Local Plan/Strategy for 2050 occurs regularly via corporate boards overseeing the work programme for the new Local Plan.

(b) Legal Implications

The Council is the local transport authority and as such has various related statutory duties.

The report requests approval to award a contract to AECOM limited under Lot 1 of the PSP3 Midlands Highways Alliance Framework using the direct award option. The work to be carried out by the consultant will help the Council to develop a new transport model that is compliant with national guidelines and will facilitate the Council's compliance with its statutory duties as the local transport authority.

Use of frameworks is an accepted route to market provided that the framework proposed to be used has been procured in a manner that complies with procurement law and is open for use by the Council. Due diligence of the PSP3 MHA framework has been conducted. The framework was let following a compliant procurement exercise. The price element of the evaluation under the framework is 50% and therefore compliant with the Council's constitution which requires that at least 40% be attributed to the price element for tenders. The Framework permits direct award without further competition as requested under in this report. The framework was let on behalf of the MHA members of which MKC is a member and therefore the Council is directly identified as being able to use this framework as proposed. In awarding a contract under the framework, the Council has to adhere to the terms of the framework both for award and resulting contract in order to remain compliant with procurement law. The proposals under this report are compliant with procurement law and the Council's constitution.

(c) Other Implications

The current version of the Council Plan 2016-2022 includes the following commitments under the Climate Change key priority:

- Continue to support the development for a Mass Rapid Transport system (Commitment 23).
- Progress Plan:MK2 to plan the growth for MK properly, and include appropriate zero carbon housing mix policies that address the needs of Milton Keynes (Commitment 34).

The new MKMMM is a key evidence base for delivery of both of these commitments.

4. Alternatives

4.1 Do Nothing

We could continue to rely on the existing MKMMM for work on the Local Plan. The model would exceed the six-year age threshold in 2022 and so would be very unlikely to be compliant with Department for Transport standards. Its value as an evidence base for the next Local Plan would be undermined and risk the Plan being found unsound. Another consideration is that the current model's functionality limits its ability to model significantly improved public transport provision, and so would be less able to support an MRT business case.

4.2 Delay

We could delay the decision to commission the new MKMMM in order to base it on a data gathering exercise in 2022 when travel patterns may have settled. This would be expected to delay any new Local Plan adoption until at least 2026. We are unlikely to know in 2022 whether travel demand and behaviour has normalised by this point, as this could only be determined in retrospect some years into the future. Basing a model on such data would be very risky, and reduce confidence in its outputs, undermining any use of it. Delaying a decision now would also mean the option of utilising 2019-based data would no longer be available.

5. Timetable for Implementation

- 5.1 If the decision to commission AECOM Ltd is taken, work would commence in April 2021 to build the transport model ready for Local Plan testing as per the Local Development Scheme.

List of Annexes

None.

List of Background Papers

None.

Delegated Decisions report



23 March 2021

LEASE OF 14 BURNERS LANE, KILN FARM

Name of Cabinet Member	Councillor Peter Marland (Leader of the Council)
Report sponsor	Sharon Bridglalsingh Director - Law and Governance
Report author	Peter Beer Estates Lead Peter.Beer@milton-keynes.gov.uk 07979 813176

Exempt / confidential / not for publication	No
Council Plan reference	Not in Council Plan
Wards affected	All wards

Executive Summary

Milton Keynes Council will take a lease of 14 Burners Lane from MK Community Foundation which it will use to host Foodbank Xtra for a maximum of five years. The partnership arrangement with MK Foodbank will allow it to continue operating at a higher level, as a result of COVID demand so the forward funding of the premises by MKC is part of its contribution to the partnership.

1. Decisions to be Made

- 1.1 That the lease of 14 Burners Lane, Kiln Farm, from MK Community Foundation for a term of five years, and the spend of £50,000 for initial fit out costs plus ongoing rent and other revenue costs, be approved.
- 1.2 That an underlease to MK Food Bank along with licences for occupation to Baby Basics and others, be granted.
- 1.3 That discussions with partners, including the Community Foundation and MK Foodbank, commence to enable a more sustainable and permanent property solution.

2. Why is the Decision Needed?

- 2.1 As part of a partnership between the Council and MK Foodbank, Foodbank Xtra has been operating from Saxon Court since the start of the pandemic in March 2020. The Council intends to continue its relationship with MK Foodbank for the foreseeable future. The current set up at Saxon Court has worked well as an interim solution, but it is now necessary to exit the building because:
- (a) it is required for the Election count in May; and
 - (b) the building has been sold to First Base and completion of the sale is expected later this year.
- 2.2 The Foodbank is unable to return to its original premises at Stacy Bushes because the scale of the operation has outgrown the space. The Council intends to enter into a long-term relationship with MK Food Bank with the aim of creating a new charities hub which will be built out in around 2-3 years' time. Until then, a decision has been taken in principle to lease in a Warehouse unit to relocate Foodbank Xtra in the medium term.
- 2.3 A premise of this proposal is the inability of the charity to fund its ongoing premises and running costs at the scale it is currently operating, as a result of COVID demand so the forward funding of the premises by the Council is part of its contribution to the partnership. The MK foodbank will have funds available when it moves out of its Stacy Bushes premises (which it leases from the Community Foundation) later this year. MK Foodbank has indicated that it will contribute to costs, but the actual use of that contribution will be agreed as part of the partnership arrangement. For example, it may be that the money is used to fund additional outreach which benefits the partnership and adds value to residents.
- 2.4 Before the pandemic MK foodbank never bought food and comfortably depended on donations. However due to the spike in the demand at the start of lockdown in 2020, they needed to buy food for the first time. The Council gave them £50,000 which they leveraged with MK Community Foundation to match fund and corporate sponsors. In total between 1 April and 30 November 2020 £102,491 was spent on food.
- 2.5 The warehouse solution will also house Baby Basics another charity that is currently operating out of Saxon Court and the new XTRA service which provides essential non-food items to those in need. Over time it may house other charities which the Council partners with.
- 2.6 The search for a suitable property has led to discussions with the landlord of Unit 14 Burners Lane - a 13,325 sq ft Warehouse on Kiln Farm. An initial viewing has taken place with the landlord's agent, property colleagues and representatives from Foodbank and the unit is considered suitable.

(c) Other Implications

The Council will be responsible for repairs and maintenance of the unit. The Landlord will be undertaking some works prior to occupation as per the heads of terms.

4. Alternatives

4.1 The space requirements for Foodbank Xtra are around 13,000 - 15,000 square feet. An additional 15,000 sq foot of space is required for facilities and other storage as a result of the pandemic and estate rationalisation purposes.

4.2 Options were considered to look at joint warehousing for both Foodbank Xtra and facilities storage, but a search of the market found no properties in the 30,000 sq ft range and so was discounted. Instead, we will utilise existing space within the portfolio for this purpose. Building a purpose-built facility is the preferred longer-term option but this would not be achievable in the timescales.

4.3 The Council could choose not to extend its support to Foodbank meaning it returns to its base at Stacey Bushes. However, because of the pandemic the demand on the service has grown enormously and so this property would not be able to meet current needs.

5. Timetable for Implementation

Date of Decision: 23 March 2021

Expiry of Call-in: 30 March 2021

Lease Completion: 30 March 2021

List of Annexes

None.

List of Background Papers

None.

Delegated Decisions report



23 March 2021

WASTE COLLECTION SYSTEM

Name of Cabinet Member **Councillor Emily Darlington**
(Cabinet Member for Public Realm and Housing Services)

Report sponsor **Nicholas Hannon**
Head of Environment and Waste

Report author **Rebecca Trouse**
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Exempt / confidential / not for publication	No
Council Plan reference	Council Plan Commitment 29 Review the outcome of the wheelie-bin collection trial, protecting weekly residual waste collections, increasing recycling and reducing waste being sent to landfill.
Wards affected	All wards

Executive Summary

Driven by Milton Keynes Council's ambition to become the Greenest City and the Sustainability Strategy 2019–2050, the Environmental Services Programme is reviewing its future service provision, which includes waste collection. A motion was put forward to Full Council on 17 July 2019, which was referred to Cabinet on 3 September 2019, to explore pilot schemes for waste collection to replace the use of plastic sacks. This included the use of wheeled bins and other waste management solutions that could address the different challenges faced by different estates.

A waste collection pilot commenced on 26 October 2020 to c. 3,000 properties and continuation is subject to recommendation in this paper. A boroughwide waste consultation has been undertaken for 12 weeks from 2 November to 24 January 2021. This included questions on wheeled bins, improving the quality of recycling, increasing recycling and preferred future communications methods.

The report reviews both the pilot satisfaction findings and the waste and recycling collection consultation to consider the future option for waste collection for residents in Milton Keynes. The decision will have implications on the future waste collection service in terms of Greener, Safer, Cleaner and also implications on the future budget.

1. Decisions to be Made

- 1.1 That the future waste collection system for kerbside properties be approved, in accordance with **Annex A** to the report.
- 1.2 That the pilot be extended until the future borough wide collection scheme commences to enable a continuous improvement programme.
- 1.3 That further considerations be made for the waste collection system for special kerbside properties that cannot accommodate the universal waste collection system set out in **Annex A** to the report.

2. Why is the Decision Needed?

- 2.1 The current waste collection system includes black sacks (provided by the residents) for waste that cannot be recycled (residual waste); clear bags for recycling (60 bags provided annually allowing tops ups by an online service); a 45L blue box for glass; and a green 140 litre bin for food and garden waste. There are variations with flats, communal and special kerbside.
- 2.2 Milton Keynes currently has a higher residual waste volume per person (460kg per person per year with England Local Authorities averaging 410kg). The current collection system in sacks means that there is the potential for commercial waste leaks into the household waste stream which are undetected. The current recycling rate is 59.1% which is ranked first out of councils who provide a weekly collection service and 14th out of 364 local authorities. However, the contamination rate in the recycling sacks is above 20% and it is a priority for the council to improve quality of recycling inputs.
- 2.3 In advance of the Waste Collection Pilot a cross-party working group, chaired by the Cabinet Member for Public Realm, considered options for the future collection system. Details of the pilot are included within **Annex A**, Waste Collection System.

- 2.4 The introduction of two recycling wheeled bins was chosen to allow additional volume for recycling and improve quality. Paper is particularly prone to contamination from glass (especially when it shatters) and oily and greasy food packaging. Improving the quality of paper will assist the Council's efforts for recyclates to be recycled within the UK. This links with the outcome from the Strategic Placemaking Scrutiny Committee in October 2019 (MKC Recycling Management Audit) to ensure that waste from Milton Keynes was dealt with as close to source as possible. To achieve this access to UK markets, the quality of the recyclates needs to be improved.
- 2.5 The Council is aware that having sufficient volume to contain waste and recycling is important to residents. The pilot collection system has been designed to allow sufficient capacity for refuse and recycling to be put out by residents in MK whilst enabling the benefits of containerisation to keep the materials dry and separately collected where best to do so. Feedback was sought during the trial on the question of volume (see **Annex C**, Waste Collection Pilot Satisfaction Findings).
- 2.6 A boroughwide survey to determine the suitability of residential properties to accept wheeled bins was completed in January 2020. Where a determination was made on those properties (special kerbside) not suitable to receive four wheeled bins, further considerations are made.

Waste and Recycling Collection Consultation

- 2.7 There is a requirement in common law to carry out a public consultation on large-scale changes to waste collection. This is part of the Council's overriding duty to act fairly in the exercise of its public functions. A consultation was carried out for 12 weeks from 2 November 2020 to 24 January 2021. 4,484 residents and six parish and town councils responded. A summary of the results and findings of the waste and recycling collection consultation relating to wheeled bins can be seen in **Annex B** to the report. The full report of the consultation will be included on the waste and recycling website shortly.
- 2.8 The findings from the formal consultation demonstrate that 76% of residents are in favour of moving towards using containers such as wheeled bins, with 74% of 4,484 respondents willing to accept more bins to improve quality and increase recycling. Should the Council move towards implementing a wheeled bin collection system, the qualitative responses demonstrate that there is a need for information to be shared more widely to ensure that all residents are aware of Assisted Collections. This is a scheme that provides support to people who are not physically able to move bins without support. There is a strong desire from respondents for more education and communications to be made available to support residents to recycle more effectively.

Waste Collection Pilot - Satisfaction Findings

- 2.9 A summary of the satisfaction findings from the pilot can be seen in **Annex C**. Engagement rates with residents, parish and town councils and ward councillors within the pilot area remain high. There has been significant interest in the pilot. Before the pilot started, there was some concern from residents about the change. Once the pilot was implemented, residents did adapt very quickly, particularly to the alternate weekly arrangement for the collection of recycling.
- 2.10 Two satisfactory survey postcards were sent to each household in the pilot. The first one four weeks after they had been using the containers and the second one after the Christmas period, which evidence demonstrates generates higher levels of waste. Overall, satisfaction rates are high for the majority of residents using wheeled bins within the pilot area, remaining constant at over 80%. The response to the use of boxes has been more mixed and further work is required to understand other options.
- 2.11 From responses received, 42% of residents are recycling more, as was part of the intent behind the pilot. On average, 60% of respondents feel that the streets have become cleaner using bins, with less sacks and spillage on the streets.

Waste Collection Pilot Operational Monitoring

- 2.12 A summary of the operational monitoring of the pilot can be seen at **Annex D**, Waste Collection Pilot Monitoring.
- 2.13 The operation assessment monitoring included:
- Number of accidents /incidents.
 - Time and motion study.
 - Miles travelled.
 - Number of logs of exceptions logged (e.g. contamination, “not out”, blocked access).
 - Number of replacement bins boxes lids requested.
 - Number of missed collections.
 - Number of assisted collections.
 - Bins out / not out (set out).
 - Participation monitoring.

- Side waste placements.
- Clustering incidents (residents).
- Pre-pulling / advancing incidents (Waste Collection Contractor).
- Lids not fully closed.
- Reports of bins not returned.

2.14 The quality assessment monitoring included:

- Tonnage of refuse collected.
- Tonnages of recycling, including glass, collected.
- Contamination in incoming recycling sack materials.
- Contamination in incoming fibre stream.
- Contamination in incoming containers stream.

2.15 The high-level results are considered in the paragraphs below.

2.16 **Number of Properties Collected (Productivity/ Time and Motion)**

It is seen that collection efficiency with some properties is lower than the current system, but overall, 100 properties were collected per hour compared to the current system of 150 properties. The Waste Collection Pilot are commensurate with similar wheeled bin services and the assumptions are that approximately 1.5 crews would be required to collect 2 wheeled bins weekly compared with the current OnePass system where sacks (refuse and recycling) and boxes (glass) are collected weekly on the same vehicle.

2.17 **Set out and Participation (Bins Out)**

There was some initial confusion around the correct week to present recycling and many participants on the trial put all 3 bins out for the initial collection cycles. Compliance has greatly improved over the course of the trial as residents have become familiar with the split weekly system.

2.18 **Additional Waste**

Sets of larger 240L wheeled bins were available on request after the initial 4-week term of the trial. Only a handful of requests have been made to date possibly indicating that the volume (e.g. bin size) provided has been sufficient. An assessment has been made at a street level of “bin lids left open” and additional waste presented for collection so called “Side Waste”. The number of bins reported as overfull during the street level monitoring was 5%.

Presenting alongside the wheeled bins is termed “Side waste”. A study by WRAP (Waste and Resources Action Programme) has found that *“the Council’s residual waste yield compares poorly to authorities with the same rurality, primarily as a result of a service that has no limitations on the amount of residual waste that can be presented by householders for collection”*. This suggests that reduction of the residual waste yield could be attainable through service and policy change. The average number of recycling sack side waste present per property was 0.18 sacks (equates to about 9L of capacity) suggesting that 180L of recycling capacity per week is manageable with a little extra “washing and squashing”. Based on a feedback session held with the waste collection pilot crew, the number of properties presenting side waste impacted not only on their productivity but also was exposing them to unnecessary risks where a wheeled bin has been provided. As the pilot continues waste should only be collected from the containers provided.

2.19 Assisted Collection

Despite the initial concerns with regards the difficulty of wheeled bins over sacks and the fact that direct communication stipulated how to get assistance with waste collections, there have been no additional Assisted Collection requests in the Waste Collection Pilot Area.

2.20 Waste Minimisation

The current system does not encourage waste minimisation in that unlimited refuse and recycling sacks can be presented by each household. The lack of containment, unfettered access to recycling sacks and the non-provision of refuse sacks may contribute to poor quality recycling received at the Materials Recovery Facility which ranges between 25-30% non-target or prohibited items. As with paragraph 2.18 as the pilot continues waste presented should only be collected from the containers provided.

2.21 The Volume of Refuse

Collected from the non-pilot kerbside rounds was 10.1kg per household per week (525kg per household of refuse per year). The volume of refuse collected from the pilot round was 9.1 kg per household per week (473kg per household of refuse per year). This equates to a 10% decrease in the volume of refuse collected on the pilot indicating that containerisation can reduce the residual volume. An effective side waste policy could reduce this further, drive up recycling and save money.

2.22 The Volume of Recycling (including contamination)

Collected from the pilot round was 3.1kg per household per week (160kg per household of recycling per year). This equates to a 23% increase in the volume of recycling collected on the pilot.

2.23 Contamination

Recycling deposited at the MRF from the waste collection pilot has been sampled to assess the quality of the material. During the same period 10.4 tonnes of non-pilot recycling was sampled to allow a comparison of the quality over the same period. Taking the recyclable materials as a whole, the net contamination of the incoming loads across the pilot was 13.8% (equates to a 58% reduction in contamination).

2.24 Crew Satisfaction

Two interviews took place with the pilot crew: at the start of the pilot; towards the end of February; as well as additional informal feedback whilst on their round. Side waste collection was raised as the biggest issue and was impacting on crew productivity. The individual members also commented that they sustained no injuries and had less physical toll on them by moving wheeled bins as opposed to sacks.

Strategic Placemaking Scrutiny Committee

2.25 The Strategic Placemaking Scrutiny Committee met on 3 March to carry out a pre-decision scrutiny on the findings of the waste collection pilot and the results of the boroughwide waste consultation. The committee asked that the following are taken into account:

- (a) That residents should not be forced to accept a wheeled bin if they had a good reason not to.
- (b) The importance of ongoing communication and engagement with residents to ensure the appropriate changes in behaviour.
- (c) That the impact of any service change on those with mobility or disability issues were addressed.
- (d) That clarity was provided as to what will happen with side waste.

2.26 Within the pilot of 3,000 properties, there have been around 18 requests to change from boxes to bins after the four-week period that officers asked residents to work with the containers they had been provided with. There have been 11 requests to change from bins to boxes. Two requests relating to boxes have been changed on the basis of space and access to be able to wheel the bins to the front of the property. There has been a total of 6 properties that have requested larger bins. These have been reviewed with the residents and 4 properties have been given a 240-litre bin based on the number of people at the property. There have been no requests for assisted collections.

2.27 The borough wide survey in paragraph 2.6 (above) assessed the suitability of properties to accommodate up to 4 x 240 Litre wheeled bins (note the proposed waste collection system in **Annex A** is to supply 180 Litre bins as standard). The surveyors assessed the properties against the criteria below. For the purpose of the pilot, local Waste Service Officers undertook a further assessment to confirm the results of the initial survey and provide a definitive decision on whether bins should be supplied (e.g. active participation in the existing green wheeled bin scheme or confirmation of suitable rear / side access).

Reasons deeming properties unsuitable for wheeled bins within the survey

- No rear, side access or front area.
- No point of collection.
- Impractical to pull wheeled bins out.
- Inadequate space to store a wheeled bin.
- Dangerous to move bin from storage to presentation point.
- Bin would have to be wheeled down steps / steep incline.
- No suitable presentation point at property boundary.
- Collection crew would have to wheel bin more than 50m (e.g. via a service alley).
- No access to property boundary for collection vehicle.
- Collection crew can't collect bin from property boundary and return the bin safely.
- Communal property with insufficient space for required bins.
- Bins would be kept outside windows at all times.
- Bins would present a security risk due to storage location.

2.28 Of the 93,028 properties assessed, 87,171 properties were deemed suitable for 4 x 240 litre wheeled bins (93.7% of properties assessed). Further work will be carried out to consider the waste collection system for special kerbside properties and this will include considerations of households with mobility concerns.

2.29 Side waste issues have been addressed within the report under 'Waste Collection Pilot Operational Monitoring'. It considers that waste presented should only be collected from the containers provided. The recommendation

at 1.3 states that the pilot will be subject to continuous improvement which will consider the operational collection policies.

2.30 It also asked: that all innovative schemes from around the UK and further afield that may have provided solutions to some of the issues raised as part of the consultation and pilot be explored; that a timeline for procurement and mobilisation, including any key decision dates is provided; the ‘Cost Benefit Analysis’ for the proposal to introduce wheeled bins; and the Interim Director of Planning, Strategic Transport & Placemaking be asked to give consideration to the need to develop planning policies that will take account of the introduction of wheeled bins.

2.31 Further assessment of special kerbside properties will be carried out and the future timeline of the implementation is under consideration. The financial considerations of wheeled bins are contained with the ‘Financial Implications’ with section 3 of this report.

In Summary

2.32 The waste consultation, pilot satisfaction findings and monitoring inform and support the decision for the new waste collection system to provide:

<ul style="list-style-type: none"> • CLEANER 	<p>Benefits of cleaner streets due to decreased bag ripping from animals, spillage and windblown litter, general detritus which has also led to a reduction of food source for vermin.</p> <p>Satisfaction findings from the pilot demonstrate that residents’ perception of the streets is that they are cleaner.</p>
<ul style="list-style-type: none"> • GREENER 	<p>Evidence from the pilot area has shown us that there is an increased level of recycling. The quality of recycling is improved due to the separation of paper and card from other recyclables. There is less contamination of the recycled waste. There has been a reduction of residual waste.</p>
<ul style="list-style-type: none"> • SAFER 	<p>Existing evidence has already demonstrated that the use of wheeled bins leads to fewer musculoskeletal injuries for the collection crew and residents compared to other alternatives such as sacks. It is dangerous to store some items in sacks rather than wheeled bins such as broken glass and needles as it can lead to injury. The pilot crew have not sustained any injuries since the pilot started.</p>

<ul style="list-style-type: none"> RESIDENTS 	<p>Engagement levels with residents boroughwide has been high. Results from the consultation show that 76% of residents are in favour of waste containers such as wheeled bins. Satisfaction rates in the pilot area have consistently been in excess of 80% for wheeled bins.</p>
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Pilot Extension

- 2.33 The pilot has been extended to take account of this decision until the end of March. If the recommendation at 1.1 is approved, then a decision will be required to continue until the new borough wide collection scheme commences.
- 2.34 It is recommended that the pilot continues to allow for further operational learning and further considerations are made for special kerbside properties that cannot accommodate the universal waste collection system set out in **Annex A**.

Roll Out

- 2.35 The new collection system will be rolled out on the expiry of the current contract.

3. Implications of the Decision

Financial	Y	Human rights, equalities, diversity	Y
Legal	Y	Policies or Council Plan	Y
Communication	Y	Procurement	Y
Energy Efficiency	Y	Workforce	Y

(a) Financial Implications

A decision to move to wheeled bins has financial implications for both the capital cost of the purchase of the bins but also the future specification and cost of the waste collection contract.

Modelling from external advisors has indicated that whilst the annual cost of replacing receptacles will be lower than the current distribution of clear sacks, the impact of different productivity rates from using wheeled bins compared to sacks, is likely to result in a net revenue pressure of approximately £850k pa from 2023 onwards which will need to be included in the Council's future budget decisions. Additional storage space for replacement bins, after the initial roll out, will also be required. The cost of infrastructure works to the depot to accommodate this has not yet been determined.

The estimated capital cost of wheeled bins and other receptacles, including the initial delivery is estimated at £5m and would be required during 2022/23. This capital cost, together with any capital investment in the Waste Services depot, will need to be internally reviewed prior to approval being sought in the 2022/23 capital programme. As part of the internal review, financing options of this project will be explored, however if prudential borrowing is required, estimated annual revenue costs for £5m investment over an assumed 20 year life of the bins would be £448k pa based on the average loan pool borrowing rate.

It is proposed to extend the current trial up to the start of the service contract, which is planned for Spring 2023. The cost of this extension is £330k pa, to cover the hire of different specification waste collection vehicles required for wheeled bin collection, additional crew due to loss of productivity compared to the current service, together with the costs of monitoring the trial. The costs of the trial can be funded from grant funding previously awarded for the retention of weekly collections.

(b) Legal Implications

The Council has a duty, under section 45(1)(a) of the Environment Protection Act 1990, to arrange for collection of household waste from premises.

Under section 46 of the EPA 1990, the Council may by notice require occupiers to place the waste in receptacles of a kind and number specified.

Section 89 of the EPA 1990 makes MKC responsible for keeping the land within our control clear of litter and refuse and our highways clean as far as is practicable.

(c) Other Implications

(i) Policy

This decision supports the Council Plan Commitment 29 to review the outcome of the wheelie-bin collection trial, protecting weekly residual waste collections, increasing recycling and reducing waste being sent to landfill. This decision will also support the emerging Environment Bill, which considers improved recycling.

(ii) Communication

A dedicated communications plan will be prepared and will play an important role in engagement, education with residents with

the new service. We will work with Ward Councillors and Parish and Town Councils. Parish and Town Councils have continued to demonstrate their willingness to be involved.

(iii) Energy Efficiency

There will be resource efficiency with improved recycling and the reduction of single use plastic sacks.

(iv) Human Rights, Equalities and Diversity

An equalities impact assessment will be carried out and will be considered in the protocol to ensure no groups are disadvantaged. Findings from the consultation show that more work needs to be undertaken with residents to ensure that they are aware of the assisted collection scheme.

(v) Workforce

Additional training will be identified for the waste collection crews.

(vi) Procurement

Procurement of the waste receptacles will follow the Council's procurement procedures.

4. Alternatives

4.1 Option 1 - Do Nothing

Milton Keynes would remain one of the 16% of councils left in England that do not use wheeled bins. It would continue to impose potential health and safety risks for the collection crews and not meet the preferred options for residents which is a move towards wheeled bins. The pilot has shown that recycling rates and quality have improved, and it would be a lost opportunity to improved recycling and quality of materials for Milton Keynes.

4.2 Option 2 - Consider Alternative Options

We could consider alternative systems. However, this will impact on the timescale for service change required from the end of the current contract and consequently this would affect the renewal of the aging fleet. We will need to understand what the system is to be implemented before we change the current fleet. A new waste pilot may also be required to test any variants of the system.

4.3 Preferred Option - Waste Collection System (as **Annex A**)

That the universal waste collection system is rolled out boroughwide. The alternative solution for special kerbside properties continues to be reviewed. This meets the Council Plan priority and meets the principles of Cleaner, Greener, Safer and what the residents want (see paragraph 2.25 above).

5. Timetable for Implementation

5.1 The new collection service will commence in April 2023.

List of Annexes

Annex A Waste Collection System

Annex B Waste and Recycling Collection Consultation Summary

Annex C Waste Collection Pilot Satisfaction Findings

Annex D Waste Collection Pilot Monitoring

List of Background Papers

[Wheeled Bin Survey Report 2019/20](#)

[Delegated Decision - 11 February 2020: Waste Collection Pilot](#)

[Delegated Decision - 13 October 2020: Waste and Recycling Collection Consultation](#)

WASTE COLLECTION SYSTEM

Current Waste Collection System



Recommended Universal Waste Collection System

Residual Weekly Split Weekly Recycling Mixed Food and Garden Waste



Waste Collection Special Kerbside System Under Review



WASTE AND RECYCLING COLLECTION CONSULTATION SUMMARY

Introduction

Milton Keynes Council undertook a formal borough wide consultation for twelve weeks from Monday 2 November 2020 until Sunday 24 January 2021. We consulted with residents and other stakeholders on the future waste collection system from 2023, with a focus on ensuring that we have the right approach for Milton Keynes to improve waste collection.

The consultation provided the opportunity for residents and stakeholders to share views on the proposed future waste collection service.

Milton Keynes aspires to become a greener city. Currently about 20% of the recycling we receive contains the wrong items. Our focus is on improving the waste collection system, keeping our streets cleaner by reducing the amount of rubbish spillage from sacks, increasing recycling rates with residents by making it easier to separate out recycling materials and reducing the number of injuries residents and staff experience by moving waste in sacks.

The consultation covered the following areas;

- Household waste recycling centre
- Recycling
- Use of wheeled bins
- Information and accessibility

4,484 residents responded to the consultation

6 representations received from 6 parish and town councils. Other parish and town councils chose to respond on an individual basis.

76% of all respondents are in favour of the use of wheeled bins.

74% of respondents would accept more wheeled bins to improve the quality of recycling.

71% of respondents think that wheeled bins will be easier to use than sacks.

88% of respondents think that there should be more information and education to encourage to recycle.

Background

The last consultation on waste took place in 2005 and was focussed on waste strategy and a waste development plan. In 2005, 35% of respondents were in favour of wheeled bins, as opposed to the current response rate of 76%. The move towards a separate food and garden waste service followed in part from the responses received to this consultation.

Undertaking a consultation now ensures that it is meaningful and that decisions on services are still at a formative stage. Responses to the consultation can be taken into consideration before any future decisions are made. The consultation assists MKC to understand resident priorities for waste services, to understand the preferred options for kerbside properties and to explore resident views on recycling and improving the quality of recycling.

Consultation documents and information;

Waste and Recycling Consultation <https://www.milton-keynes.gov.uk/consultations/609>
Waste and Recycling Consultation Delegated Decision Report -
[file:///H:/Google Chrome/Waste%20and%20Recycling%20Collection%20Consultation delegated%20decisions%20paper.pdf](file:///H:/Google%20Chrome/Waste%20and%20Recycling%20Collection%20Consultation%20delegated%20decisions%20paper.pdf)

Engagement Methodology

The Covid19 Pandemic has had a direct impact on the approach to engagement. Traditionally a range of options would have been implemented which also included face to face interactions at public events, supermarkets, roadshows and physical attendance at meetings. Following government guidance to stay home and minimise contact, this type of engagement did not happen. To ensure that information about the consultation was shared more widely, a proactive contact approach was adopted, and this was supported by a digital approach.

- A cross party Waste Collection Working Group chaired by the Cabinet member for Public Realm and Housing, Cllr Emily Darlington, which has met regularly since October 2019.
- The website was updated including a dedicated page for the consultation.
- E-alerts were sent regularly to residents who had signed up to receive updates on waste and environment. Social media post alerts were scheduled on a regular basis over the 12-week duration of the pilot.
- Media releases – start of consultation and January 2020
- MKFM radio interviews/video clips Cllr Darlington following the delegated decision to have a consultation and early in January 2020 to encourage responses before the consultation closed.
- MKFM paid for adverts from 21 December 2020 until Sunday 24 January 2021. MKFM poll 8 January 2021 – 24 January 2021.
- Virtual Information sessions for ward councillors, parish and town councils November 2020.
- Direct email with information – all ward councillors, parish and town councils at the start of the consultation and Councillor News articles.
- Direct email other groups; including resident groups and representative groups.
- Hard copies of consultation promoted and posted out directly on request.

- Virtual attendance to parish council meetings and Youth Cabinet November 2020
- Video and audio clip shared via social media and on webpages.
- Posters for use on websites, Facebook and notice boards.
- Dedicated inbox with automated responses promoting consultation.
- Satisfaction survey postcards to almost 3000 homes within the Waste Collection Pilot with link to consultation.

Waste and Recycling Collection Consultation (extract of specific questions on wheeled bins and recycling collections): Questions and responses

Which Property type do you live in?

Most respondents live in houses.

How many people live in your household?

Most respondents live in 1-2 person households or 3-4 person households only 25 respondents lived in larger households.

Do you think that a container such as a wheeled bin would be helpful to store waste and recycling?

- 76% (3428) respondents said yes
- 20% (890) respondents said no
- 4% (165) respondents Don't know

Would you accept more bins to improve quality and increase recycling?

- 74% (3329) respondents said Yes
- 23% (1015) respondents said no
- 3% (138) respondents don't know

If your property is not suitable for bins at all, please tick which option you would prefer; boxes or sacks

- 52% (1475) respondents Boxes
- 48% (1351) respondents Sacks

If you believe that your property is suitable for fewer than the proposed three new bins and the green food and garden waste bin, which collection would you like to have in a wheeled bin?

- 76% A wheeled bin collected weekly for waste that cannot be recycled
- 58.5% A wheeled bin for paper and card
- 63.5% A wheeled bin for plastic, metal and glass
- 91% A food and garden waste wheeled bin

How important is recycling to you?

- 95% of respondents rated recycling as important -very important.

Should the council consider action for those households that persistently refuse to recycle? Respondents could tick more than one option. Should the Council:

- 88% respondents supported education/communication
- 49% respondents supported the use of fines
- 26% respondents supported no penalty and collecting all waste
- 23% respondents supported no collection of waste

What would encourage you to recycle more? In order;

- Wider range of materials accepted
- More frequent recycling collections
- Other
- Separate food and garden waste collections

Do you think wheeled bins will be easier to use?

- 71% (3196) respondents Yes
- 29% (1286) respondents No

If you do think wheeled bins might be harder to use, can you please say why. This information will be used to help us help you.

There were some concerns raised on the following;

- Difficulty in moving bins for people with mobility issues
- Bins being too heavy to manoeuvre, particularly in places where space was tight.
- Manoeuvring bins in locations where space is tight

As a free text box, respondents used this box to share other feedback ranging from;

- Worries about bins/boxes not being returned to property boundary
- Bin blight on streets if bins are not put away after collection
- Who will be responsible for cleaning the bin?
- Concerns about houses of multiple occupation and flats
- Concerns about broken glass and other residents not recycling effectively

Summary and Conclusion

The findings from the formal consultation demonstrate that 76% of residents are in favour of moving towards using containers such as wheeled bins, with 74% of 4484 respondents willing to accept more bins to improve quality and increase recycling.

Should the Council move towards implementing a wheeled bin collection system, the qualitative responses demonstrate that there is a need for information to be shared more widely to ensure that all residents are aware of Assisted Collections. This is a scheme that provides support to people who are not physically able to move bins without support.

There is a strong desire from respondents for more education and communications to be made available to support residents to recycle more effectively.

WASTE COLLECTION PILOT - SATISFACTION FINDINGS

Introduction

The Waste Collection Pilot started on 26 October 2020 and has been extended to March 23, 2021. The aim of the pilot is for residents to try out the wheeled bins and identify any issues. It also enables the thorough testing of our equipment and procedures to develop options for new waste and recycling collection methods before the contract renewal in 2023. 84% of councils in England already supply their residents with wheeled bins.

We want to ensure MK residents are completely happy with the process. The pilot allows us to start off with an area that we can monitor, control and evaluate thoroughly. The data sets include satisfaction surveys with residents in the pilot area.

Background

Driven by Milton Keynes Council's ambition to become the Greenest City and the Sustainability Strategy 2019–2050, the Environmental Services Programme is reviewing its future service provision, which includes waste collection. A motion was put forward to Full Council on 17 July 2019, which was referred to Cabinet on 3 September 2019, to explore pilot schemes for waste collection to replace the use of plastic sacks. This included the use of wheeled bins and other waste management solutions that could address the different challenges faced by different estates.

A revised collection system is required to be tested before a borough wide roll out, to collect data, to review the modelling, operational methods and evaluate resident feedback. The pilot will measure ease of use; recycling rate, contamination, carbon management and resident satisfaction.

Methodology

The Covid19 Pandemic has had a direct impact on the approach to engagement. Traditionally a range of options would have been implemented which also included more face to face interactions at public events, physical attendance at meetings and more door knocking in the pilot area. Following government guidance to stay home and minimise contact, this type of engagement has been very limited. Other approaches had to be adopted to ensure that residents knew how to share their views and feedback to the Waste Team. This has been supported by a digital approach.

Methods of communication and engagement;

- Letter direct to all residents in pilot area in advance of start of pilot September 2020
- Information leaflet delivered with bins/boxes October 2020
- Website including banners, dedicated page, FAQs, review/refresh
- E-alerts
- Social media
- Video and audio clip

- Dedicated inbox
- Requests for change of bins/boxes after 4 weeks of pilot in place
- Satisfaction survey hardcopy post card 1 Nov/Dec 2020 and online version
- Satisfaction survey hard copy post card 2 early Jan 2021 and online version
- Regular site visits to New Bradwell starting 26 October 2020 with some resident interactions.
- Gainsborough Close residents' letter and doorstep resident interactions w/c 16 November 2020.

Enquiries;

Timeframe	Number of enquiries	Themes
September – October 2020 After resident letter sent and before pilot started	175	Residents worried about number of bins, capacity issues, storage, street blight and ability to move bins
26 October – end of November 2020 – First month of residents using wheeled bin or boxes in pilot area.	152	We asked residents to work with us during this four-week period to get used to the containers they had been provided with and to make contact after 4 weeks if there were still issues.
2 November – 13 November 2020	9	Specific requests after four-week period ended asking to change either from bins to boxes, or boxes to bins.
16 November – 27 November	34	Gainsborough Close and spur roads changed from boxes to bins following several enquiries from residents and councillors.
December 2020 – February 2021	70	Varied; Why are we still taking side waste? Small minority of residents with bins/boxes and disagree with allocation. Some concerns about areas where residents leave their bins/boxes out on the street rather than returning to property. 5 requests for larger wheeled bins to accommodate larger households

Approach adopted to responding to enquiries

Every effort was made to respond to enquiries within 5 working days. Several standardised responses were developed that can then be tailored for the specific enquiry. Where residents had provided a contact telephone number a telephone call would be made direct to the resident to discuss any issues raised.

Images of Freepost satisfaction survey postcards Satisfaction survey post card 1

The image shows two survey postcards side-by-side. The left card is green and white, titled 'Waste collection pilot feedback'. It asks about container space, recycling frequency, and satisfaction with the new system. The right card is blue and white, titled 'Waste collection pilot feedback PART 2'. It asks about room for waste, extra bags, and satisfaction with the new system. Both cards include checkboxes for 'WHEELED BINS' and 'BOXES' and a footer with the Milton Keynes Council logo and date 20/11/20.

Satisfaction response rates by area where additional comments provided for both surveys (Not all residents included their personal details)

- New Bradwell
- Grange Farm
- Monkston Park
- Monkston
- Brooklands
- Bletchley

The pilot was specifically designed to test wheeled bins and boxes in areas that were known to be more challenging. New Bradwell is an example of an older Victorian area with terraced housing and confined space in streets. There has been a mixed range of issues raised covering street blight, bins too big/too small, weekly collections for all and side waste continues to be contentious. Some residents believe that it should not be collected, others think it should.

Satisfaction Survey Post Card 1

This was scheduled to go to residents four weeks after they had been using the containers provided for the pilot. Post cards delivered on 26/27 November 2020 to 2966 properties. 630 responses received. The majority were received via the Freepost address and others completed online survey option.

Residents were asked which container they have been using?

- Wheeled bins 564
- Boxes 66

Most residents taking part in pilot area have been allocated wheeled bins. Only a small number of properties (approx. 200) were provided with boxes on the basis that refuse vehicles were not able to access their street to collect bins, or they had no suitable storage area for wheeled bins.

Have you got enough space for your waste?

- 78% (491) Yes
- 22% (139) No

Residents with wheeled bins were more satisfied with capacity than residents who have boxes. 81% of residents with wheeled bins state that they have enough space for their waste. This reduces to 42% when residents with boxes were asked.

Figure 1A – Properties with Boxes - Enough Space?

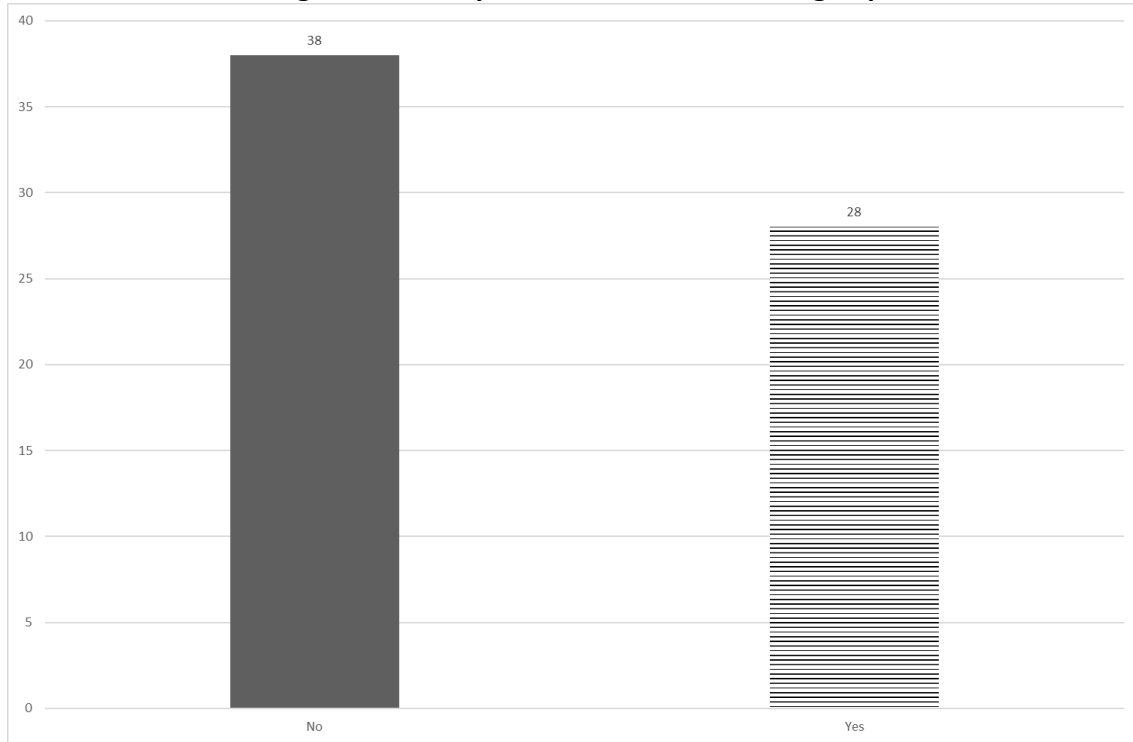
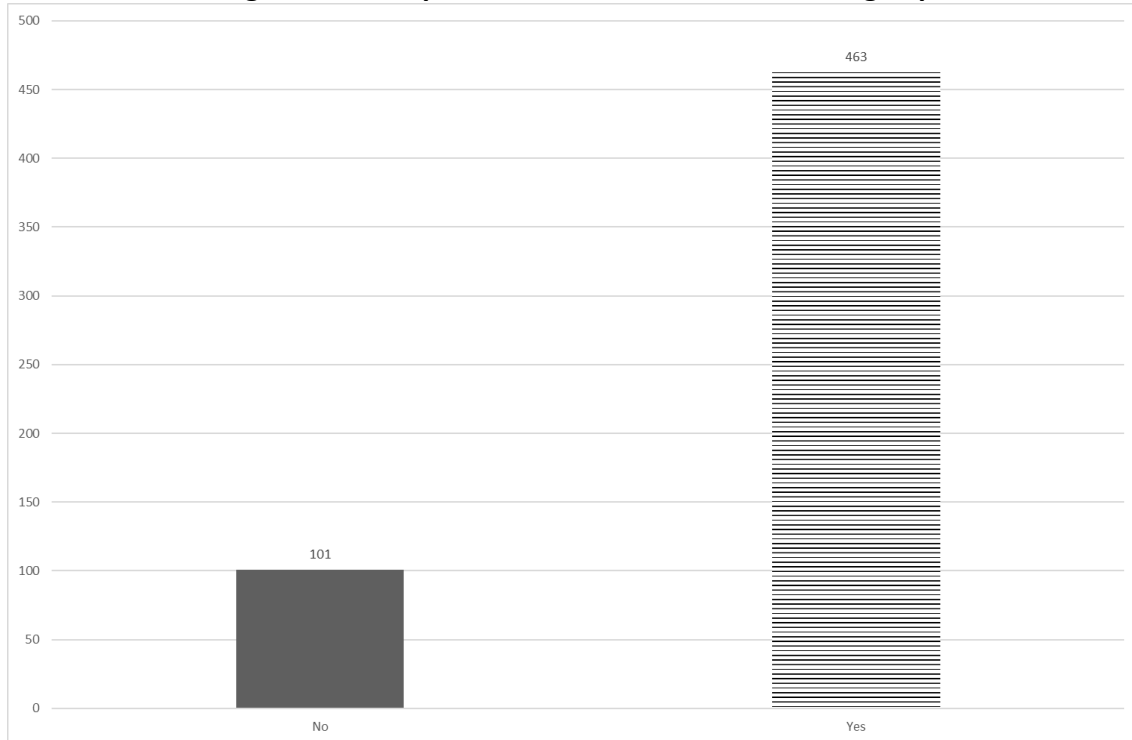


Figure 1B – Properties with Wheeled Bins - Enough Space?



Are you recycling more?

- 42% (267) Yes
- 46% (289) About the same
- 12% (74) no

'Makes recycling easier'

Overall, residents with wheeled bins were recycling more than residents with boxes. Satisfaction and recycling levels were lower for residents using boxes, generally for those who felt they did not have enough space/capacity for the recycling.

Figure 2A – Properties with Boxes – Recycling More?

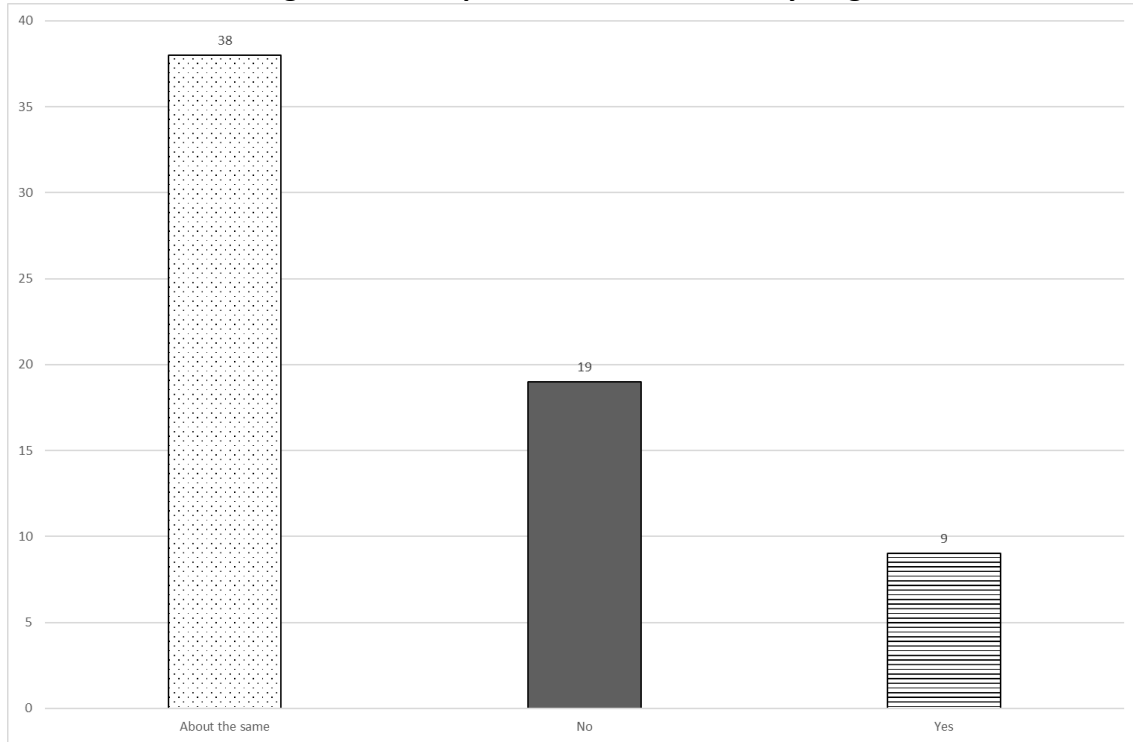
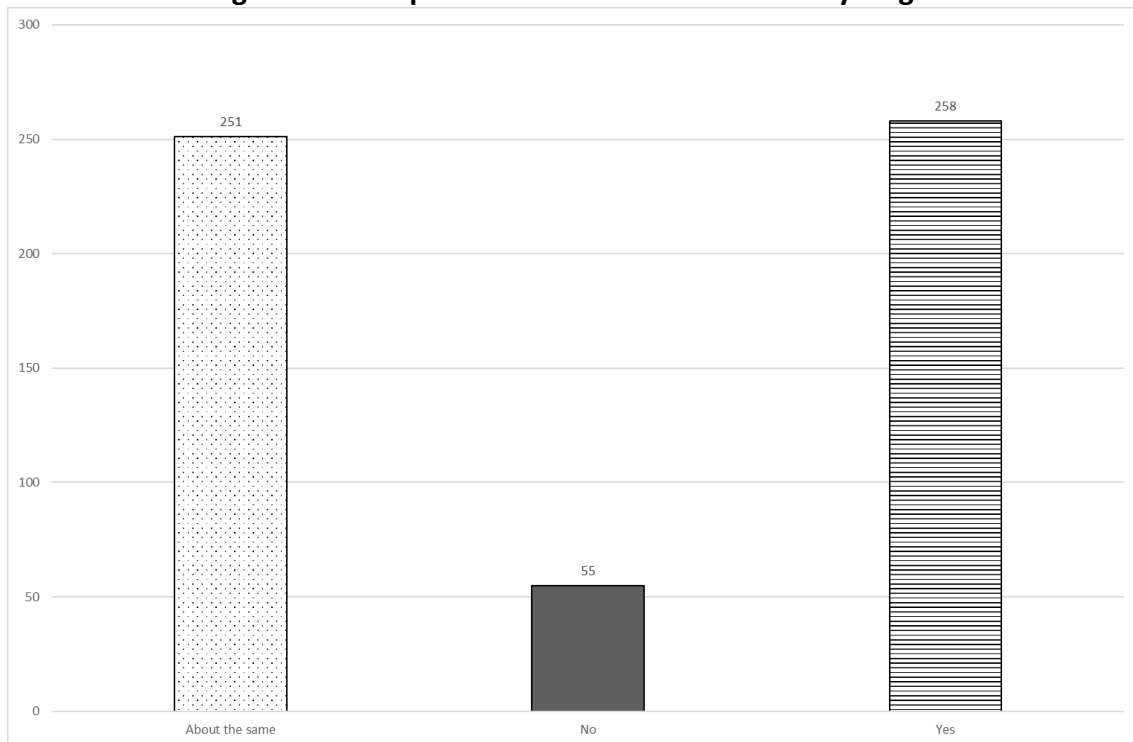


Figure 2B – Properties with Wheeled Bins – Recycling More?



Does your street seem cleaner?

- 56% (351) Yes
- 27% (172) About the same
- 17% (107) No

Feedback from residents using wheeled bins consistently demonstrated that they thought streets were cleaner. The response from residents using boxes was more mixed.

Figure 3A – Properties with Boxes – Cleaner Streets?

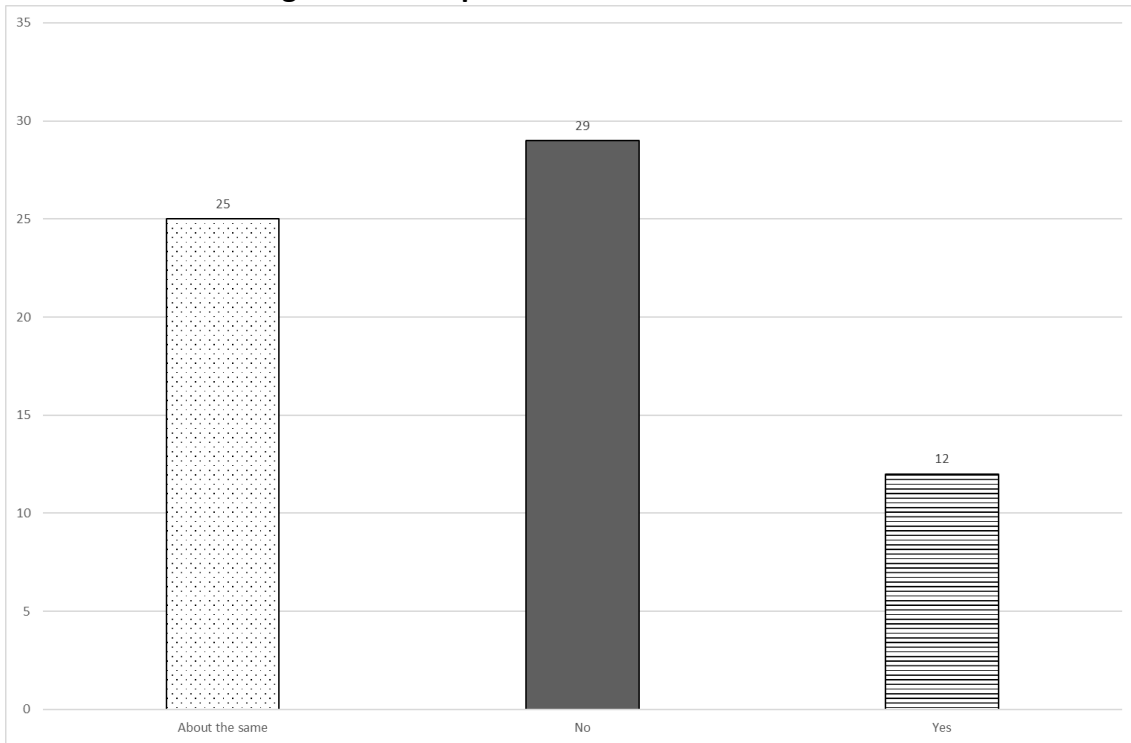
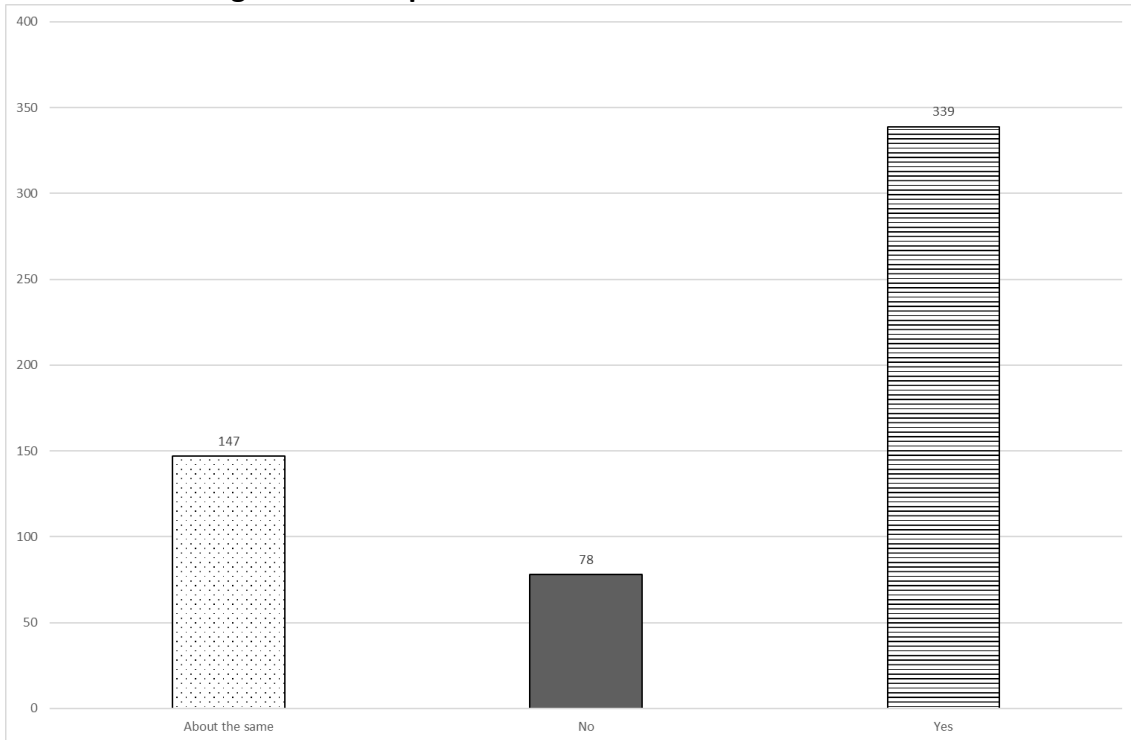


Figure 3B – Properties with Wheeled Bins – Cleaner Streets?



Overall, how satisfied are you with the new system?

- 86% of responses for residents with wheeled bins were very satisfied, satisfied or neutral.
- 82% of responses were very satisfied, satisfied or neutral for both bins and boxes.

Figure 4A – Properties with Boxes – Satisfied?

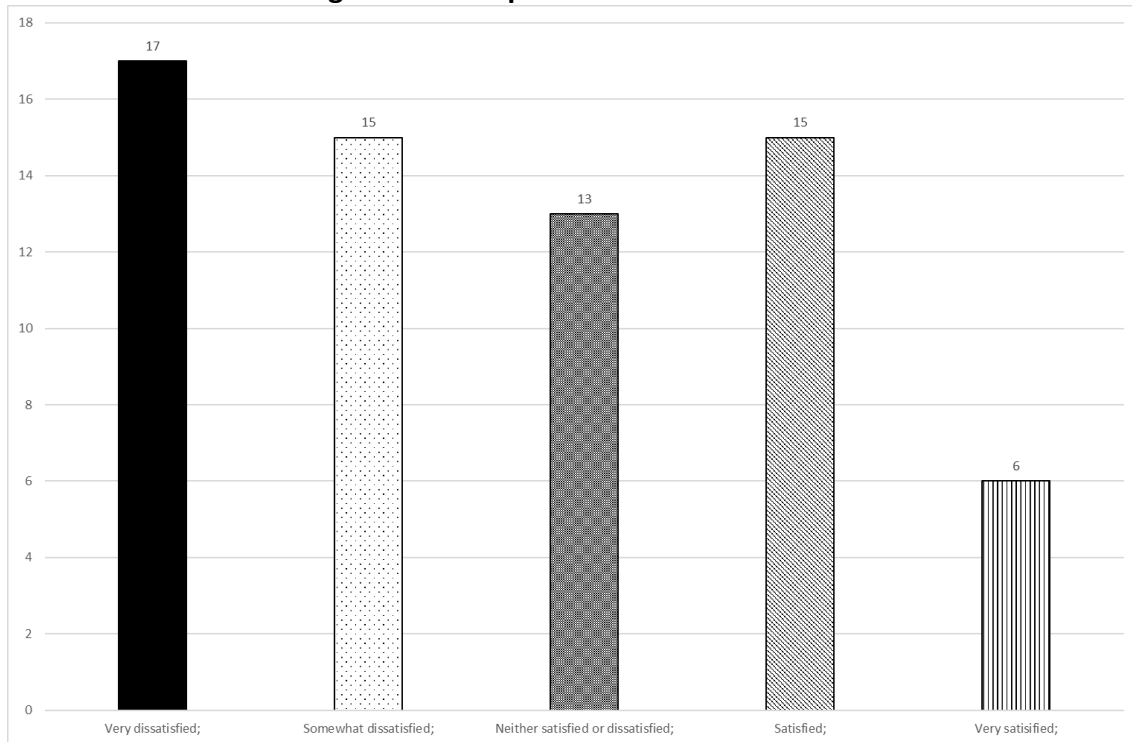
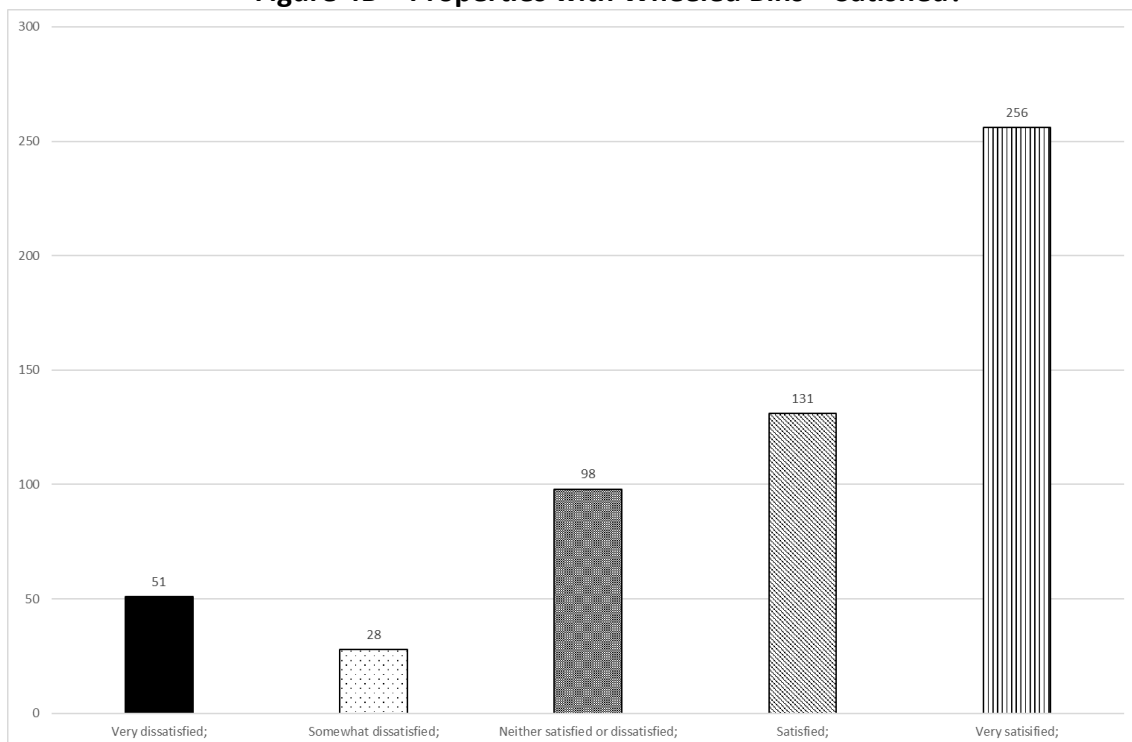


Figure 4B – Properties with Wheeled Bins – Satisfied?



'Been waiting for this, great idea, cleaner and easier to use than plastic bags'

Satisfaction Survey Post Card 2

This was scheduled to enable us to obtain feedback from residents after the Christmas period, which evidence demonstrates generates higher levels of waste. This year, waste levels across all of Milton Keynes were higher than the norm for the Christmas period, with a 70% in glass alone. Most postcards were delivered on the 7/8 January 2021 with some going out to rural areas later in January.

Postcards delivered to 2966 properties and 579 responses received. The majority were received via the Freepost address, with remainder completing online survey option.

Residents were asked which container they have been using?

- Wheeled bins 530
- Boxes 49 responses

Did you have enough room to put all your waste and recycling in the correct bins over the Christmas period?

- 61% (355) Yes
- 39% (224) No

Despite some residents needing to put out extra waste over the Christmas period, 61% still felt they had enough capacity for their waste. Residents using wheeled bins were more satisfied.

Figure 5A – Properties with Boxes - Enough Space Over Christmas?

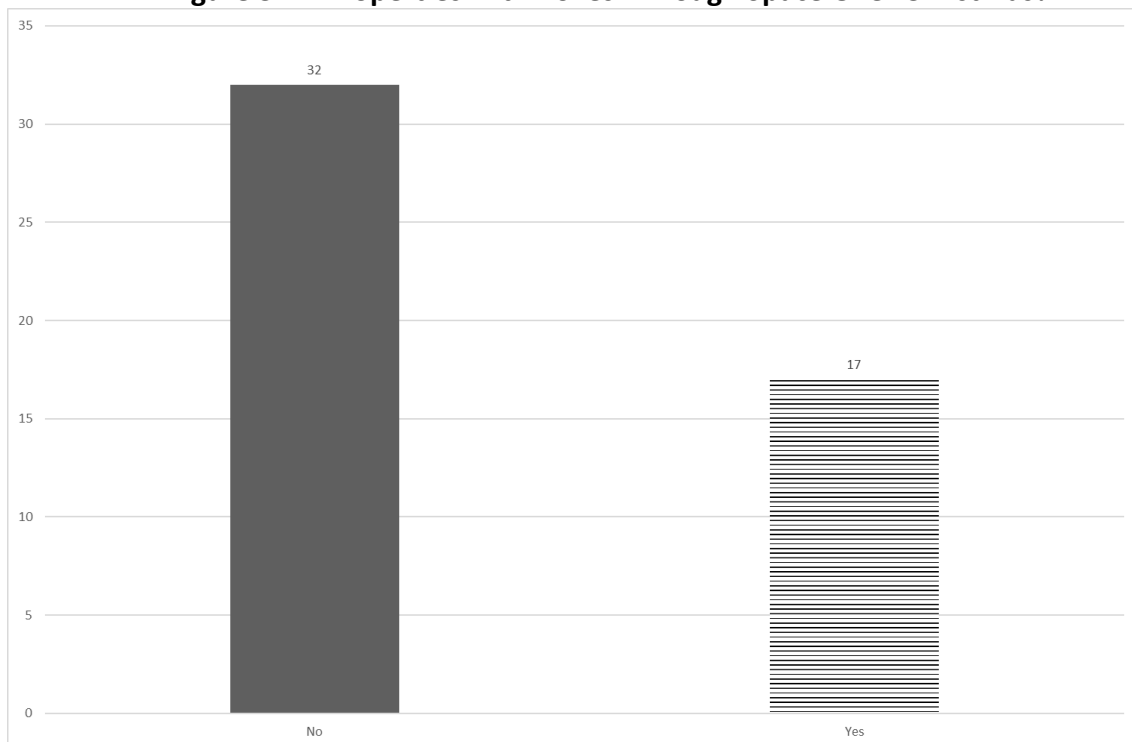
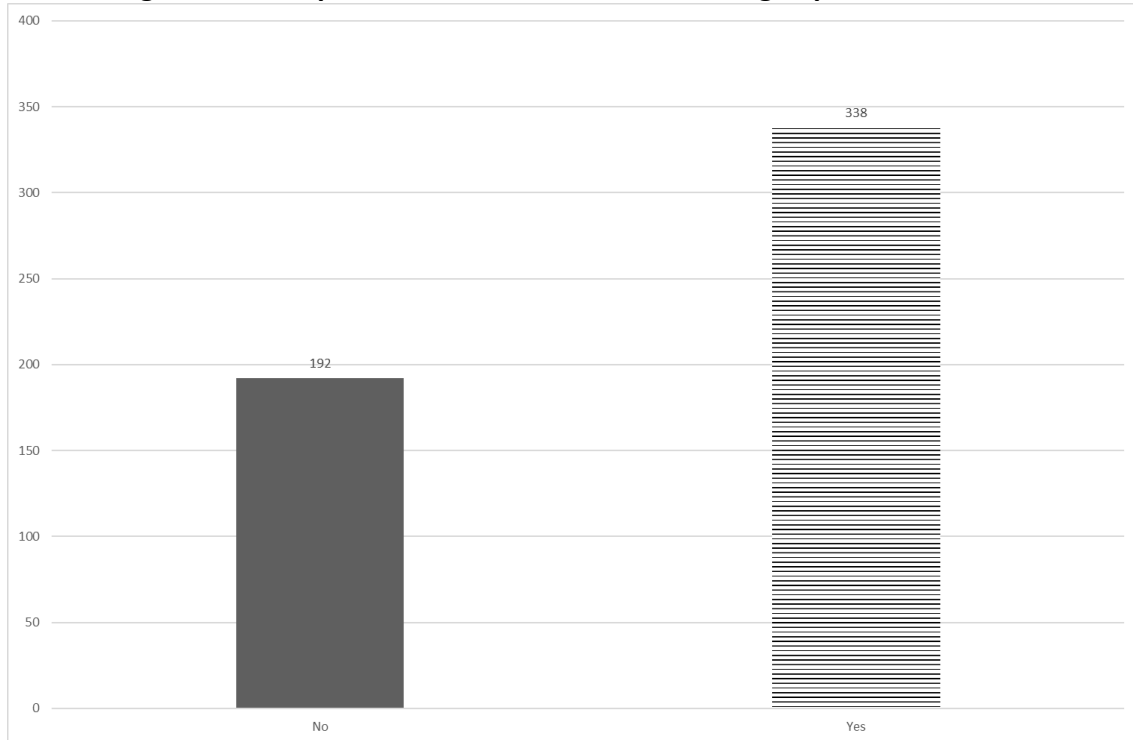


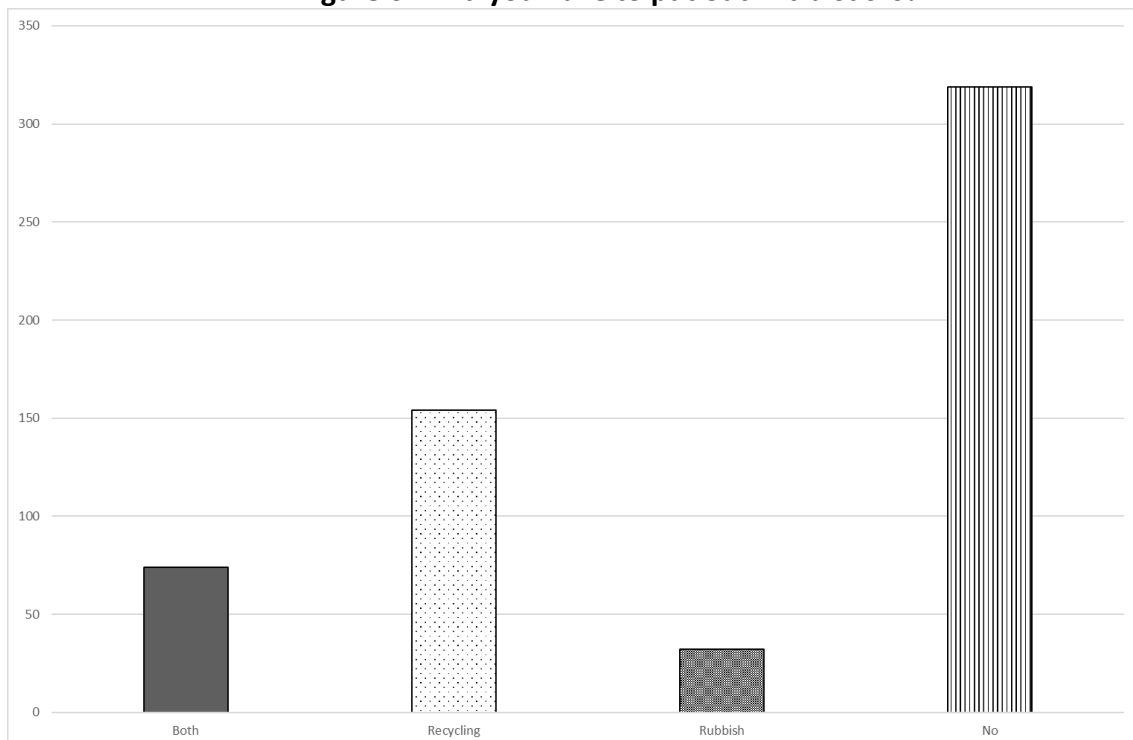
Figure 5B – Properties with Wheeled Bins - Enough Space Over Christmas?



Did you have to put out extra bags?

- 27% (154) Recycling
- 13% (74) Both recycling and rubbish
- 5% (32) Rubbish
- 55% (319) No

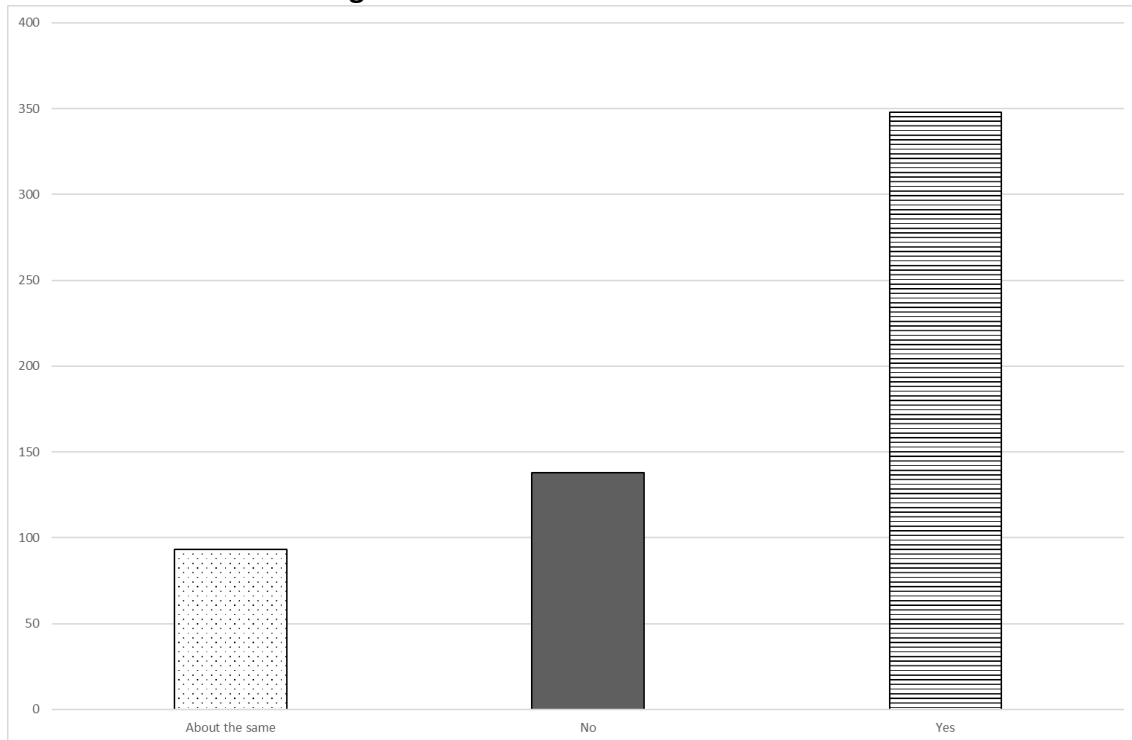
Figure 6 – Did you have to put out Extra Sacks?



Does your street seem cleaner?

- 60% (348) Yes
- 24% (138) About the same
- 16% (93) No

Figure 7 – Does Your Street Seem Cleaner?

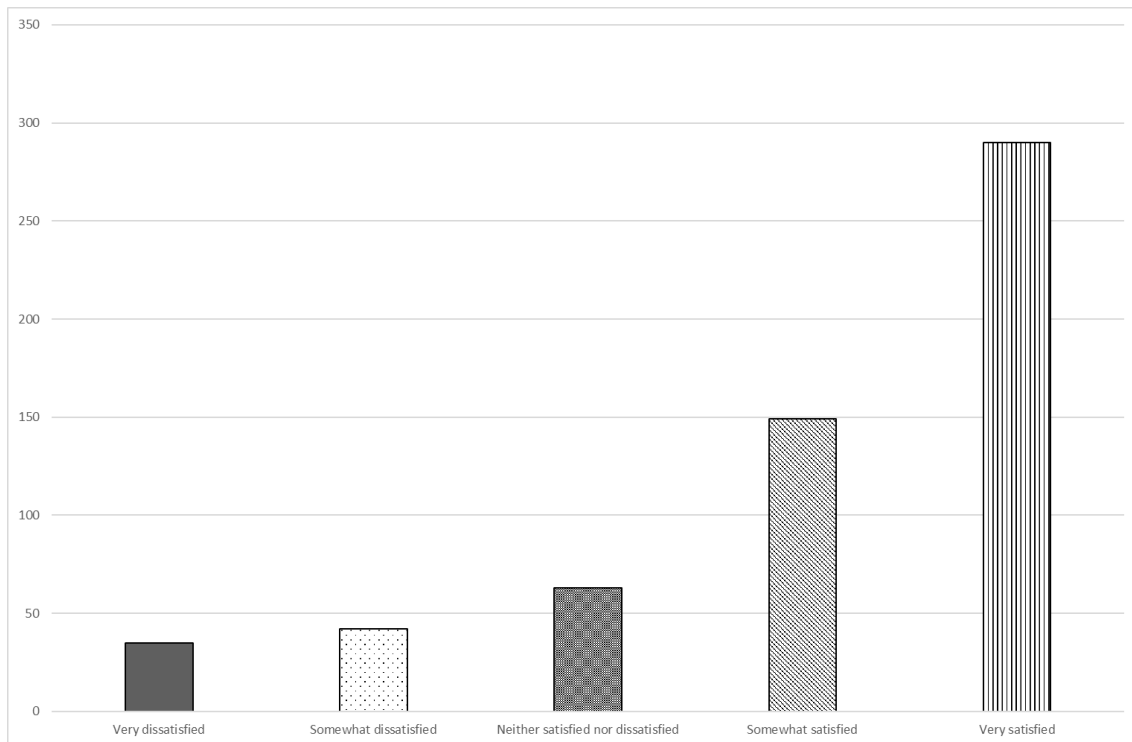


‘This is an excellent scheme. Please keep it in place once the pilot has finished. The streets are so much cleaner. The bins are easy to use.’

Overall, how satisfied are you with the new system?

85% of responses for residents with wheeled bins were very satisfied, satisfied or neutral.

Figure 8 – Satisfaction with waste Collection Pilot?



'Love my wheelie bins. So easy to use and no mess!'

87% of responses were very satisfied, satisfied or neutral for both bins and boxes.

Key themes from comments drawn from satisfaction surveys;

- **Moving wheeled bins** - Concerns about moving containers for people with mobility Issues – Once residents started to use the wheeled bins, these concerns largely fell away. Evidence does demonstrate that moving wheeled bins is easier for most people than moving sacks.
- **Storage** – There were some concerns from residents about using boxes in the home and space to store them. There has been concern from residents in areas where garden space is limited about the space that the wheeled bins take up.
- **Street scene** – Mixed feedback. Residents are concerned that wheeled bins being left on the pavement is unsightly and aesthetically unpleasing. For others, there are safety concerns about bins possibly blocking pavements and making it difficult for people with mobility issues, scooters and pushchairs.
- **Recycling** – Many residents are recycling correctly, but people are noticing more now where other residents are not and would like to see support, education and action taken.

Satisfaction data/interviews have taken place with the refuse and recycling collection crew. This will be incorporated into the operational data sets.

Conclusion

Engagement rates with residents, parish and town councils and ward councillors within the pilot area remain high. There has been significant interest in the pilot. Before the pilot started, there was a lot of concern from some residents about the change. Once the pilot was implemented, residents did adapt very quickly, particularly to the alternate weekly arrangement for the collection of recycling.

Overall, satisfaction rates are high for the majority of residents using wheeled bins within the pilot area, remaining constant at over 80%. The response to the use of boxes has been more mixed and further work is required to understand other options.

From responses received, 42% of residents are recycling more, as was part of the intent behind the pilot.

On average, 60% of respondents feel that the streets have become cleaner using bins, with less sacks and spillage on the streets.

WASTE COLLECTION PILOT MONITORING

1. Background

The Environmental Services Programme (ESP) is reviewing future service provision, including waste and recycling services, to help the Council in achieving its aspiration of becoming the 'greenest city'. As a result of previous options modelling and assessment work, the Council has identified a potential future collection option, and since October 2020 has embarked on a waste collection pilot service provided to 3,000 households which have been issued with 3 x 180L wheeled bins (or 2 x 45L kerbside boxes when bins are not suitable) as part of a weekly residual and alternate weekly twin-stream recycling service.

2. Waste Collection Pilot Monitoring

On 17 July 2019 a motion was proposed at Cabinet which stated *"That the Council: in the knowledge of a newly procured contract to deliver a waste collection system for the Borough from 2023 calls on the Cabinet, having regard to the fact that discussions must start shortly about the nature of the lorries and equipment to be used in any tender procurement process, to launch a multi-faceted consultation involving the public to explore pilot schemes on the use of wheelie bins in place of plastic sacks and other solutions that understand the different challenges that different estates face"*.

In order to evaluate the efficacy of the Waste Collection Pilot, operational monitoring has been undertaken with the support of the Waste Collection Pilot crew and Serco's operational team.

Milton Keynes Councils recycling partner, Viridor, have undertaken additional targeted sampling and analysis of the composition of recyclables delivered by the Waste Collection Pilot recycling round to the Materials Recovery Facility ("MRF").

Satisfaction monitoring has taken place in the form of resident satisfaction surveys which are the subject of a separate report.

Recognising the different challenges that different estates face in collections terms, two streets were chosen per collection day to assess operational issues in greater detail. The following streets were selected:

Day	Area	Street	Comments
Mon	New Bradwell	Permayne	Mixture of elderly, assisted collections, bins and boxes
Mon	New Bradwell	St James	Terraces on bins
Tues	Brooklands	Collingwood Gardens	New MK
Tues	Moulsoe	Newport Road	Rural village
Wed	Monkston	Welbeck Close	Houses and flats
Wed	Monkston Park	Farringdon Street	“Regular”
Thurs	Lakes	Bala Close & Bala Way	Courtyard
Thurs	Lakes	Tarbert Close	Lakes Estate closes
Fri	Grange Farm	Gainsborough Close	Boxes (moved to bins)
Fri	Grange Farm	Proctor Rise	Difficult access

The following information has been collated for the pilot round to allow a comparison against the baseline collection service:

Operational Assessment	Quality Assessment
Number of accidents /incidents	Tonnage of refuse collected
Time/time and motion study	Tonnages of recycling, including glass, collected
Miles travelled	Contamination in incoming recycling sack materials
Number of logs of exceptions logged (e.g. contamination, “not out”, blocked access)	Contamination in incoming fibre stream
Number of replacement bins boxes lids requested	Contamination in incoming containers stream
Number of missed collections	
Number of assisted collections	
Bins out / not out (set out)	
Participation monitoring	
Side waste placements	
Clustering incidents (residents)	
Pre-pulling / advancing incidents (Serco)	
Lids not fully closed	
Reports of bins not returned	

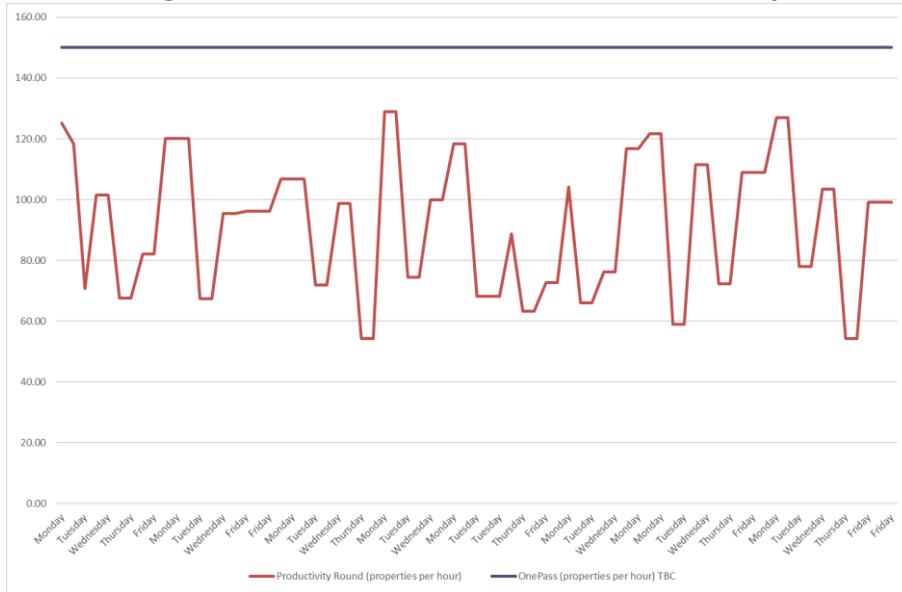
MKC and Serco recognise the importance of the opinions of the Waste Collection Pilot Crew tasked with delivering the service. A session has been held with the team to capture their thoughts, concerns and suggestion on how the pilot collection system could be further improved.

3. Productivity

It is widely accepted that a weekly waste collection in wheeled bins is less productive than a comparable sack collection. Containment of refuse and recycling in wheeled bins does lend itself to being more productive when frequency of collections is reduced e.g. fortnightly collections. Effective containment also provides service resilience when collections are delayed as per overruns at Xmas or due to COVID disruptions. During the recent delays to waste collections in Milton Keynes, the pilot round completed services without exception.

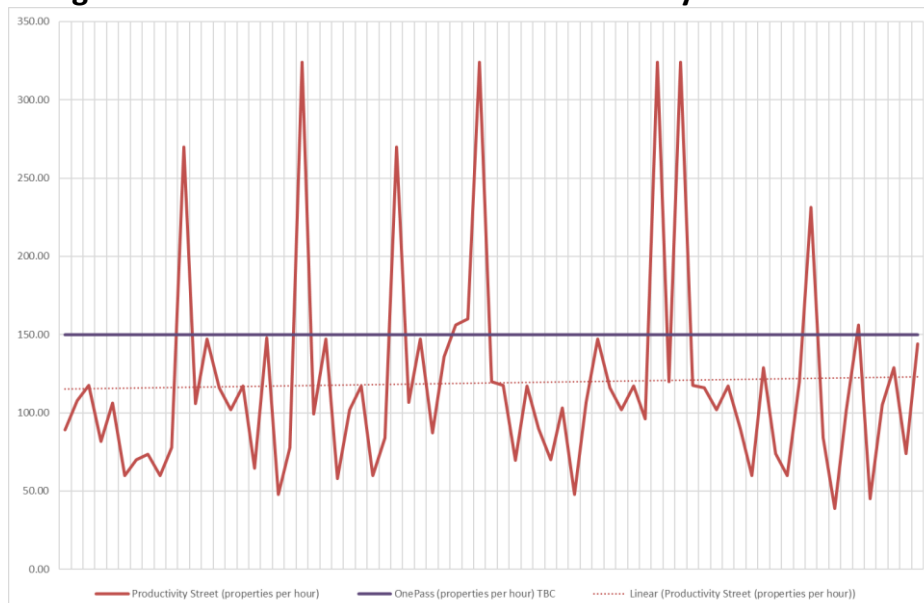
Distances travelled to and from the collection point to the disposal point and between properties can also significantly impact collection productivity. The average daily distance travelled during the pilot monitoring period was 60 miles with the minimum distance being 24 miles and the maximum being 111 miles on Tuesday's predominantly rural route. In addition to miles travelled the distances travelled by the crew to collect and return 2 bins per property per week effects the productivity. Thursday's collections in the pilot area were on the Lakes Estate with the crew having to work a significant distance between the collection point at residents boundaries to the vehicles and return the bins. Collection efficiency on Tuesday and Thursday was lowest at 55-75 properties collected per hour this compares with 150 typically on the OnePass service and 100 properties per hour on average for the Waste Collection Pilot.

Figure 1 – Waste Collection Pilot Productivity



Productivity is related to the number of rounds required and therefore the number of vehicles and crew. This directly links to the service costs including vehicle operating costs, crew costs (including supervision) and annualised capital cost of the vehicles required to provide the optimum number of rounds. The modelling undertaken by WRAP on behalf of the Authority confirms that the productivity levels observed during the Waste Collection Pilot are commensurate with similar wheeled bin services and the assumptions used in the financial modelling in that approximately 1.5 crews would be required to collect 2 wheeled bins weekly compared with the OnePass system.

Figure 2 – Waste Collection Pilot Productivity – Street Level



The productivity assessment has identified some additional capacity on Mondays and Thursdays in particular.

4. Set Out and Participation

The set out and participation rates were monitored at a street level during the waste collection pilot. A “participating” household is one that sets out its recycling at least once in three consecutive collection opportunities. “Set out” refers to the percentage of households that put their recycling out for collection on a given week. A resident may participate in the refuse and recycling collection regime but only set their bins out every 2 or 3 weeks. A low set out rate e.g. not presenting a bin weekly, may indicate an excess of capacity/volume due to bin size. Conversely where there is an excessive amount of side waste (e.g. sacks placed out in addition to wheeled bins) this could suggest a lack of available capacity for a household.

As the data was not captured by individual property, an assessment of participation has not been made.

The Waste Collection Pilot was trialling a weekly residual waste collection in a 180L grey wheeled bin with a split weekly collection of containers in a 180L blue lidded wheeled bin and paper & cardboard in a 180L red lidded wheeled bin. The data suggests there was some initial confusion around the correct week to present recycling and many participants on the trial put all 3 bins out for the initial collection cycles (as can be seen in Figure 3 by the higher proportion of red and blue bins present on the same cycle). Compliance has greatly improved over the course of the trial as residents have become familiar with the split weekly system.

The set out of the weekly reuse container for those on wheeled bins has been around 0.8-1 bins per week with the exception of St James Street in New Bradwell which has a set out rate of 0.3-0.4 bins per property. St James Street is also showing as having a repeated issue with presenting side waste and the barriers to the use of wheeled bins should be addressed as it may reduce productivity, decrease recycling and could increase service costs.

Figure 3 – Waste Collection Pilot Set Out – Street Level Grey Bins

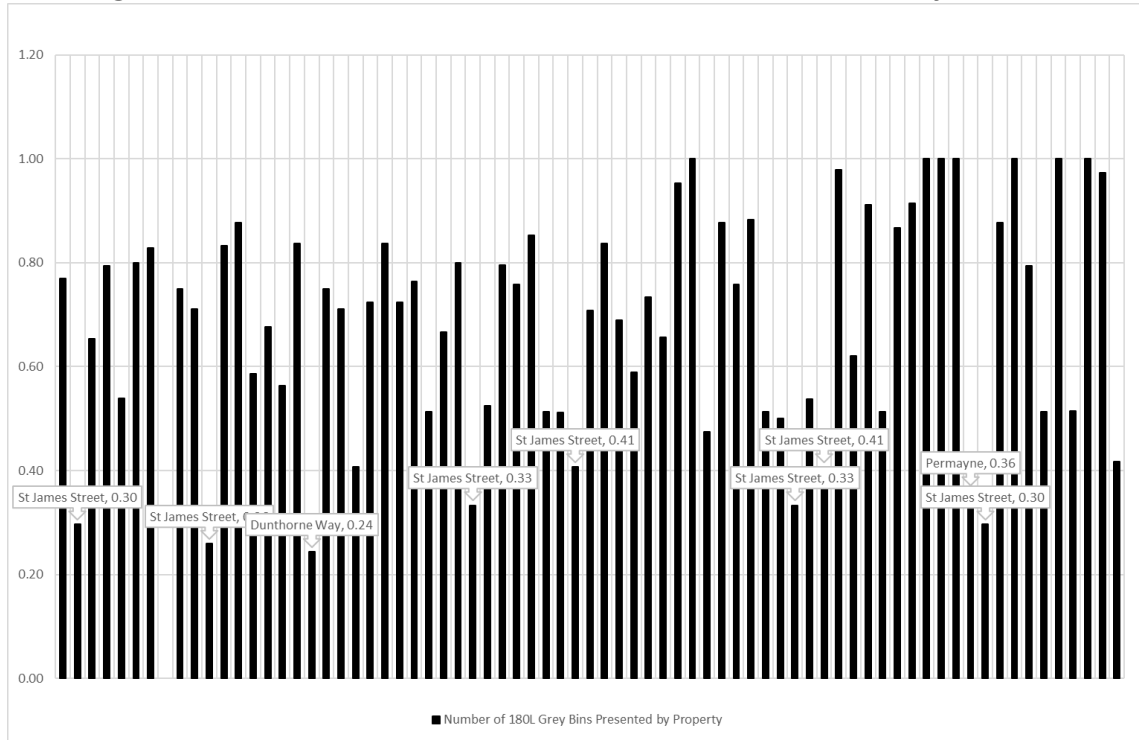


Figure 4 – Waste Collection Pilot Set Out – Street Level Red Lidded Bin

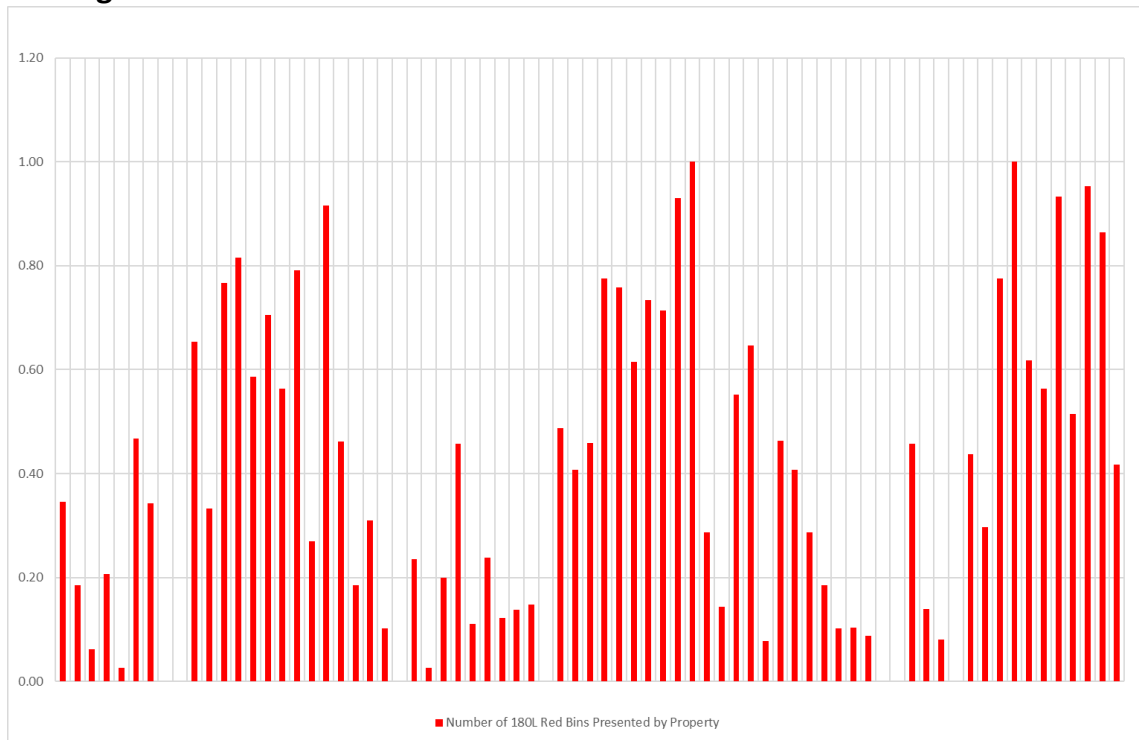
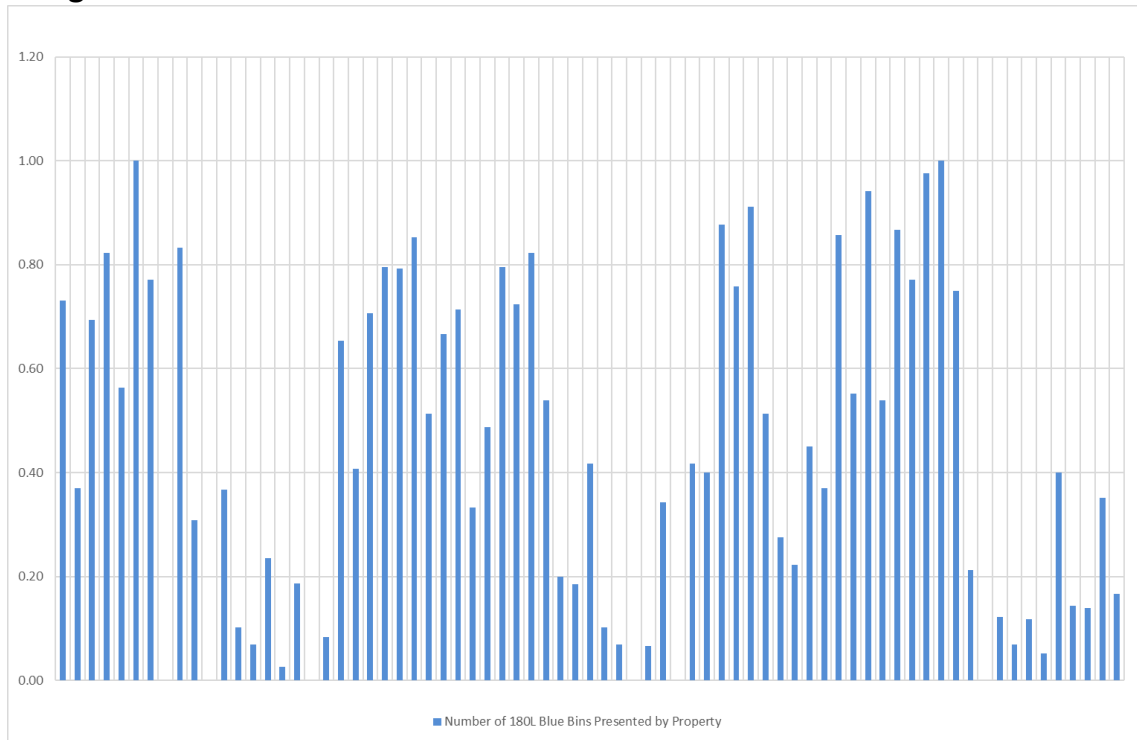
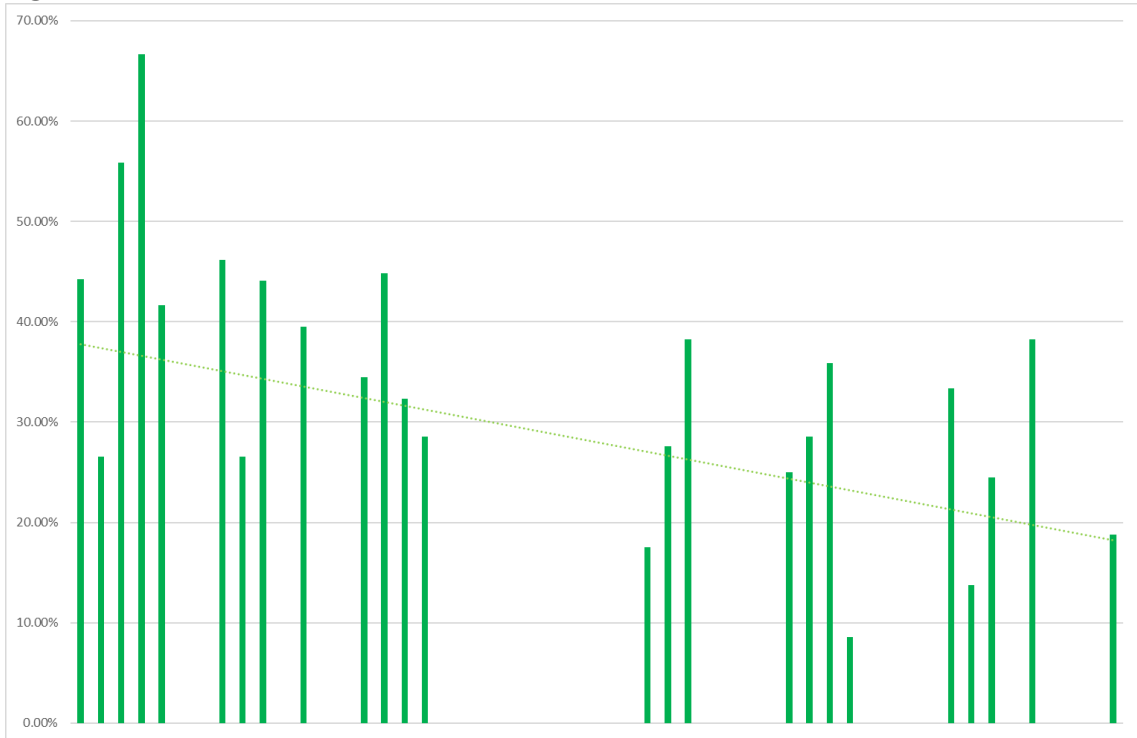


Figure 5 – Waste Collection Pilot Set Out – Street Level Blue Lidded Bin



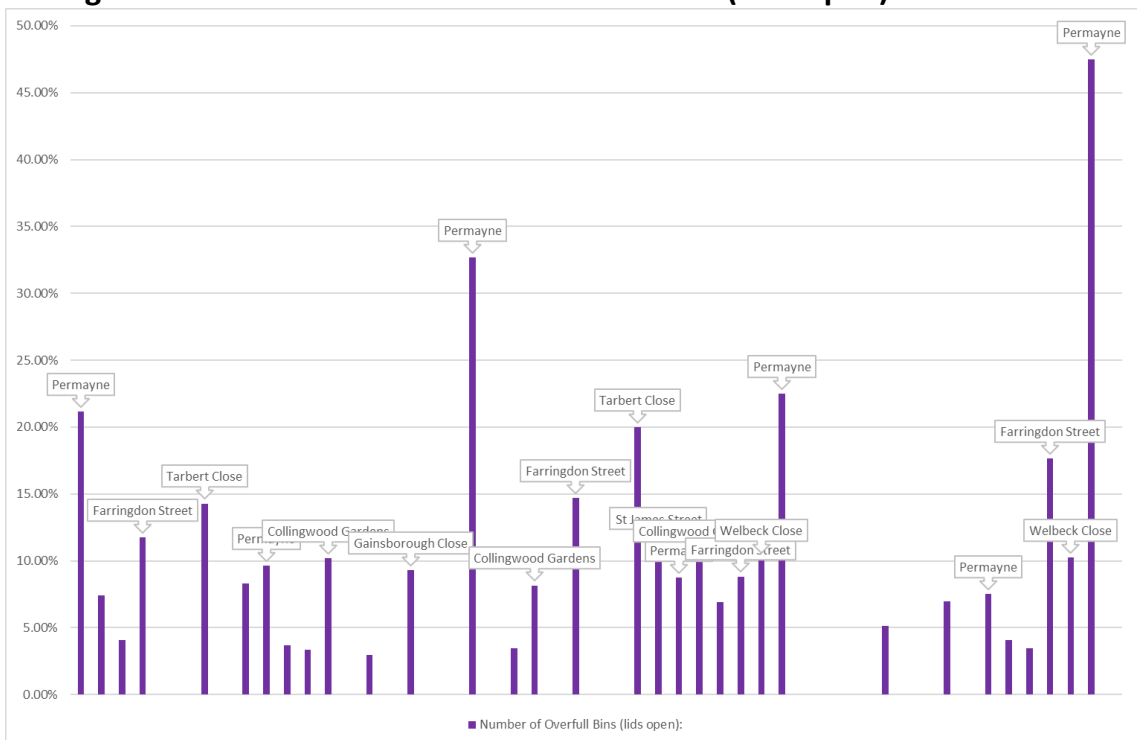
The participation in the weekly food and garden waste service was monitored at a street level during the Waste Collection Pilot. The set-out rate at the start of the trial was 40% (October) and reduced to <20% (early January). The average set out rate of green bins (140L and 23L combined) over the trail (whilst the green bin service was operating) was 29%. The set-out rate for garden waste is typically low in the winter months however it should be noted that the service is a combined food waste service and we would expect a higher set out rate all year round compared to a standalone garden waste service.

Figure 6 – Waste Collection Pilot Set Out – Street Level Food and Garden Waste



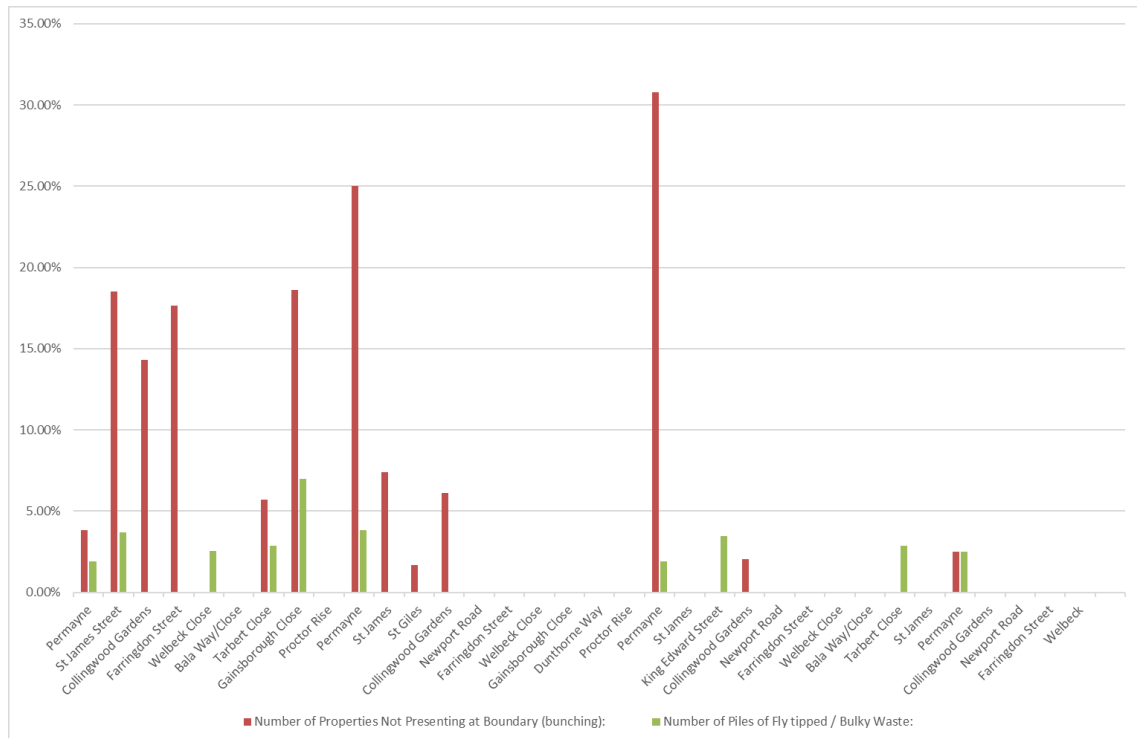
Sets of larger 240L wheeled bins were available on request after the initial 4-week term of the trial. Only a handful of requests have been made to date possibly indicating that the volume (e.g. bin size) provided has been sufficient. An assessment has been made at a street level of “bin lids left open” and additional waste presented for collection so called “Side Waste”.

Figure 7 – Waste Collection Pilot Overfull Bins (Lids Open) – Street Level



The number of bins reported as overfull during the street level monitoring was 5%. Farringdon Street and Permayne featured on multiple occasions.

Figure 8 – Waste Collection Pilot Not Presenting at Boundary / Fly Tipping Issues – Street Level



The presentation of waste at the property boundary is key to effective service monitoring. The Engagement and Education team will work with residents on presentation issues identified during the pilot.

Additional waste presented alongside the wheeled bins is termed “Side waste”. A study by WRAP has found that *“the Council’s residual waste yield compares poorly to authorities with the same rurality, primarily as a result of a service that has no limitations on the amount of residual waste that can be presented by householders for collection”*. This suggests that reduction of the residual waste yield could be attainable through service and policy change.

The report by WRAP has demonstrated *“a restriction in the capacity available to households for residual waste results in increased recycling”* however it goes on to state that *“a strict policy of no side waste would need to be enforced. Allowing side waste could pose a risk of reduced recycling performance and increased collection and disposal costs”*.

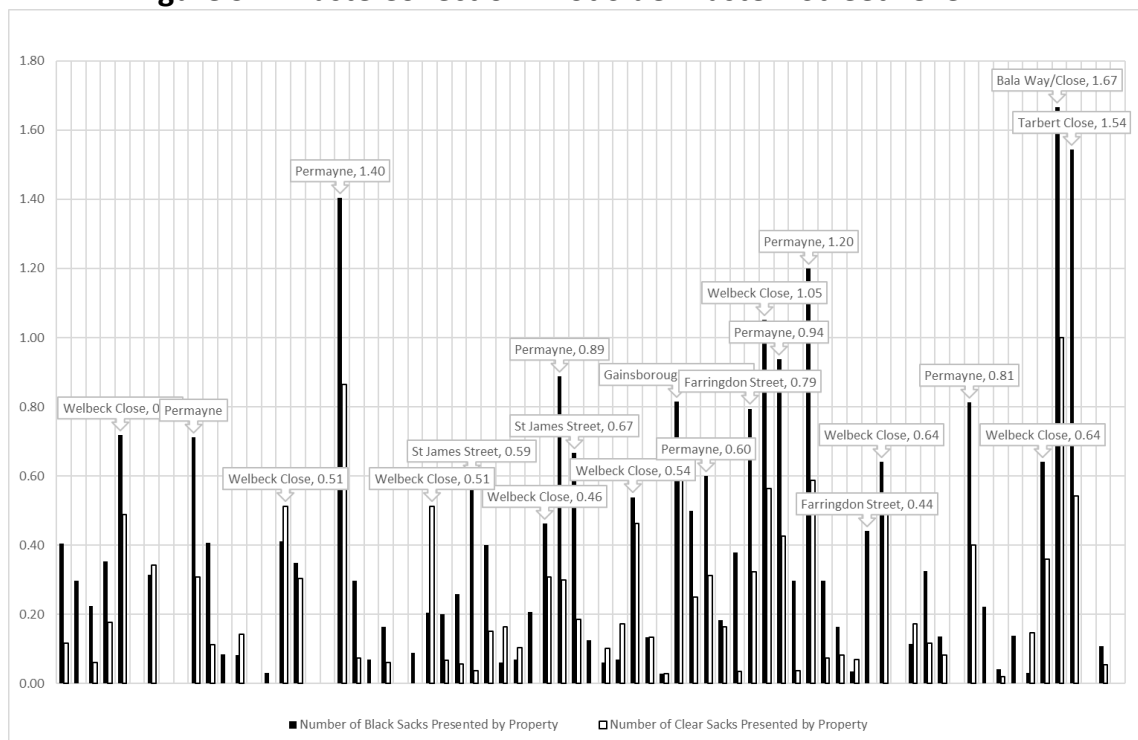
During the street level monitoring the number of refuse and recycling sacks presented alongside the wheeled bins was recorded. Presence of side waste typically demonstrates insufficient capacity, but we should bear in mind that this is a trial and residents may have just been getting use to a new collection system.

The average number of refuse sack side waste present per property was 0.35 sacks (equates to about 17L of capacity) and therefore the suggestion is that 180L on a weekly collection is suffice for most with a little consolidation (next bin size available is 240L). The average number of recycling sack side waste present per property was 0.18 sacks (equates to about 9L of capacity) suggesting that 180L of recycling capacity per week is manageable with a little extra “washing and squashing”.

Based on a feedback session held with the waste collection pilot crew, the number of properties presenting side waste impacted not only on their productivity but also was exposing them to unnecessary health and safety risks where a wheeled bin has been provided.

Of the street level properties assessed, Permayne and Wellbeck Close were identified statistically as a location where side waste presentation was common. An engagement programme will enure with areas identified through monitoring and through the information passed on by the crew.

Figure 9 – Waste Collection Pilot Side Waste – Street Level



5. Missed Collections

The number of missed collections recorded during the Waste Collection Pilot was low. The benchmark for a typical waste collection service is 50 missed bins per 100k.

6. Assisted Collections

Despite the initial concerns with regards the difficulty of wheeled bins over sacks and the fact that direct communication stipulated how to get assistance with waste collections, there have been no additional Assisted Collection requests in the Waste Collection Pilot Area.

In the recent consultation 71% of nearly 4.5k respondents thought wheeled bins would be easier to use than the current sack and recycling box system.

7. Volumetric and Quality Assessment

A separate WRAP study on the recycling performance in the UK revealed that, where the effective weekly residual containment capacity is increased, an associated decrease in dry recycling performance is observed (and vice versa).

In order for the Council to achieve higher recycling rates and meet its Greenest City ambitions, the Council will most likely need to reduce the capacity (volume and/or frequency) offered to residents for presenting waste in order to encourage residents to participate in recycling.

The current system does not encourage waste minimisation in that unlimited refuse and recycling sacks can be presented by each household. The lack of containment, unfettered access to recycling sacks and the non-provision of refuse sacks may contribute to poor quality recycling received at the MRF which ranges between 25-30% non-target or prohibited items.

To measure the impact of the Waste Collection Pilot on the quantity and quality of recycling, analysis was undertaken by Viridor of the composition of materials delivered to the MRF.

Weight data from incoming loads into the Milton Keynes Waste Recovery Park ("MKWRP") and the MRF have been used to work out the total volume of refuse and recycling collected for the remaining 18 kerbside rounds and the pilot round.

The volume of refuse collected from the non-pilot kerbside rounds was 10.1kg per household per week (525kg per household of refuse per year). The volume of refuse collected from the pilot round was 9.1 kg per household per week (473kg per household of refuse per year). This equates to a 10% decrease in the volume of refuse collected on the pilot indicating that containerisation can reduce the residual volume. An effective side waste policy could reduce this further, drive up recycling and save money.

The volume of recycling (including contamination) collected from the non-pilot kerbside rounds was 2.5kg per household per week (130kg per household of recycling per year). The volume of recycling (including contamination) collected from the pilot round was 3.1kg per household per week (160kg per household of recycling per year). This equates to a 23% increase in the volume of recycling collected on the pilot.

2.7 tonnes of recycling deposited at the MRF from the waste collection pilot has been sampled to assess the quality of the material. During the same period 10.4 tonnes of non-pilot recycling was sampled to allow a comparison of the quality over the same period.

Figures 12, 13 and 14 illustrate the composition of the red lidded wheeled bin (paper and cardboard), blue lidded wheeled bin (plastic, cans and glass) and the composition of the recycling sacks from the non-pilot inputs.

Figure 12 – Waste Collection Pilot Composition (Red Bin)

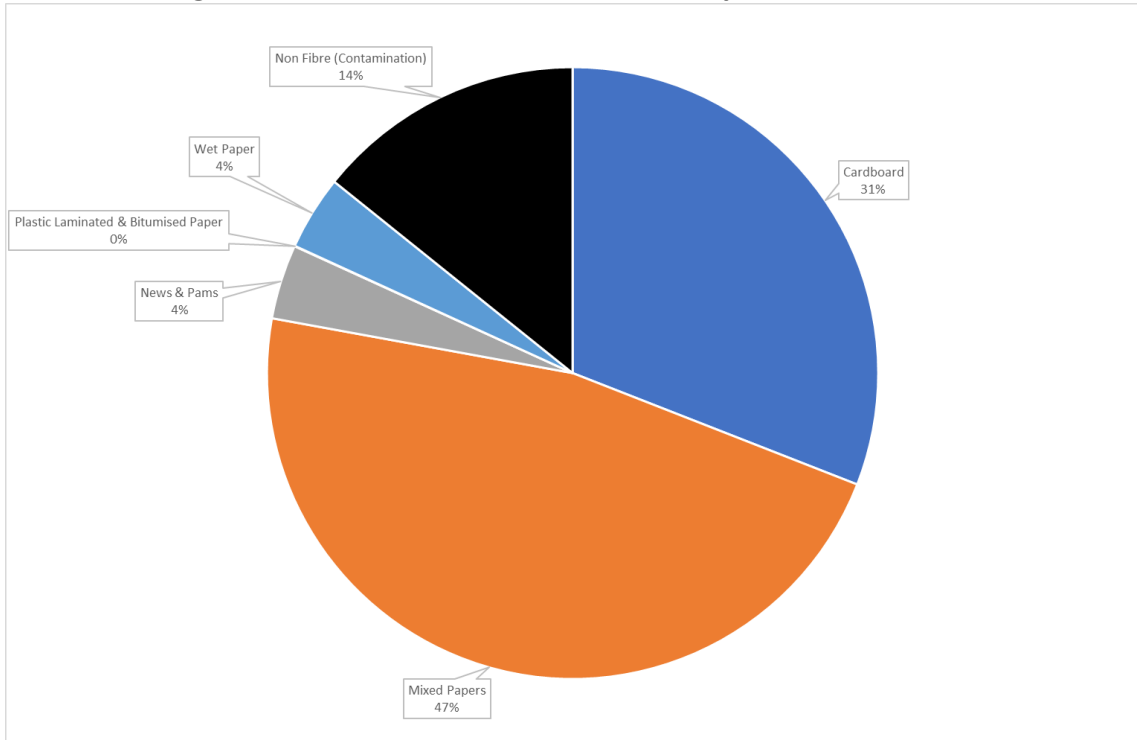


Figure 13 – Waste Collection Pilot Composition (Blue Bin)

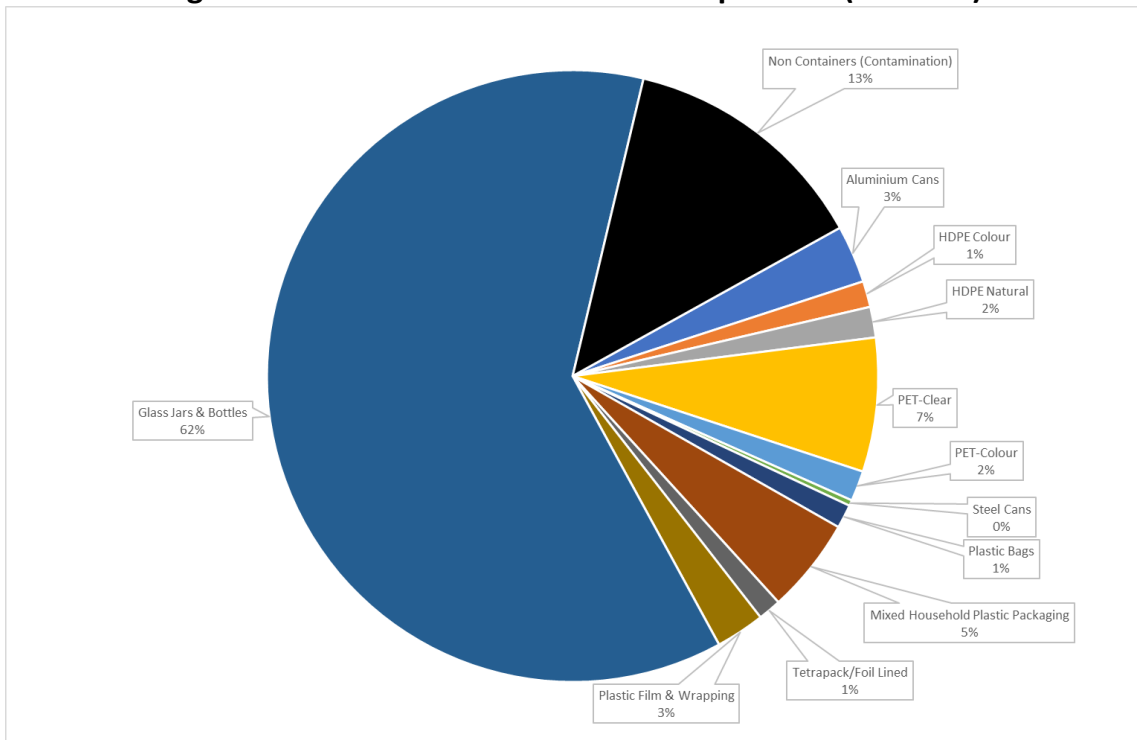
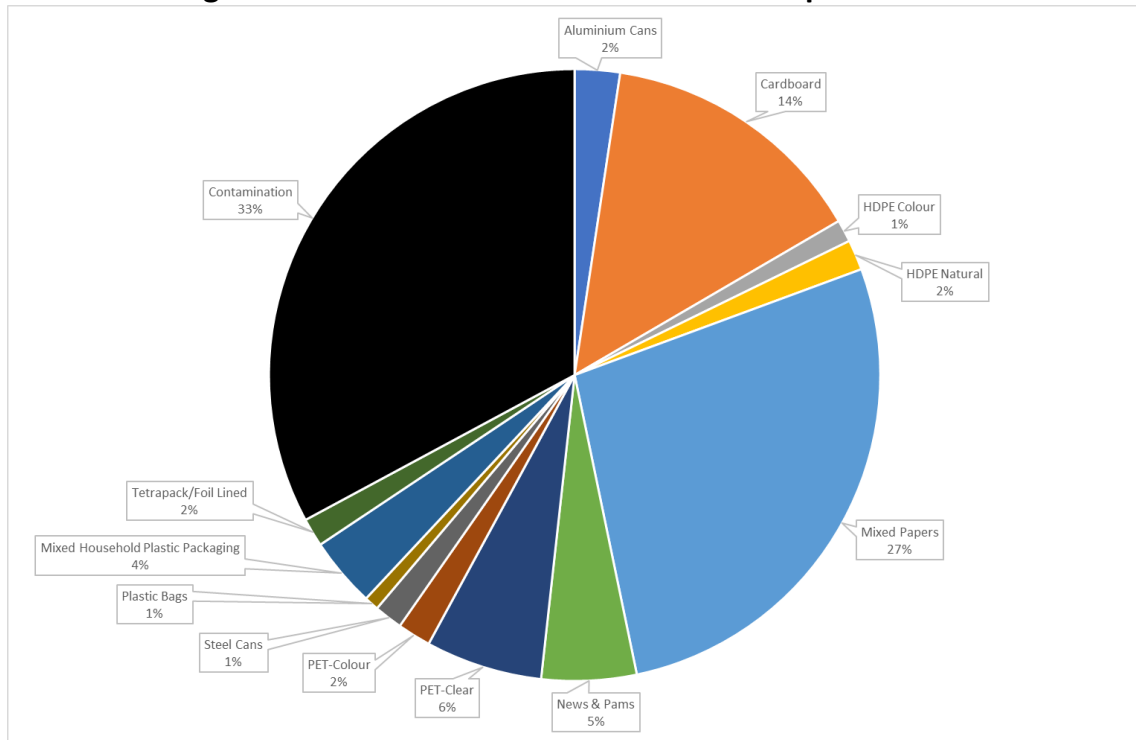


Figure 14 – Waste Collection Non-Pilot Composition



The percentage of non-target and prohibited substances (i.e. contamination) in the incoming loads of non-pilot recycling between November 2020 and January 2021 was 33%.

The percentage of non-fibres (i.e. contamination) in the red lidded bin or red box over the same period was 14% and the percentage of non-containers (i.e. contamination) in the blue lidded bin or blue box was 13%. Taking the recyclable materials as a whole, the net contamination of the incoming loads across the pilot was 13.8% (equates to a 58% reduction in contamination)¹.

8. Waste Collection Pilot Crew Satisfaction Feedback

A feedback session was held with the crew on 24 February 2021. The following points were raised by the crew.

- Side waste collection was raised as the biggest issue and was impacting on crew productivity and defeated the objective of “safer” collection system.
- It was identified that the same properties were culpable of placing side waste out each week and the crew suggested testing the waste being left and having it collected by a separate crew to assess the volume.

¹ Fines (sub 45mm) fraction was excluded from the calculation of composition of the pilot as a future recycling contract would apportion the fines over the input material effectively cancelling out the impact.

- Boxes were not considered to be the best collection system for Special Kerbside properties. The crew raised health and safety concerns (difficult to load into a bin lift vehicle) and productivity issues (taking 20 minutes extra to do a street on boxes than sacks).
- A view from the crew is that due to the footprint of the boxes being similar to the bins, and the majority being left on the street, a smaller bin may be better from a resident and service perspective.
- An alternative suggestion from the crew was colour coded recycling sacks (blue week and red week).
- The 60:40 split body vehicle is fitted with two lifts for the 60% void and a single lift for the 40% void. This is the maximum number of bin lifts available on a standard refuse vehicle and inherently meant that the loaders needed to wait for the smaller side bins being lifted. Two passes per household with a single void vehicle was tested when the vehicle suffered a failure and the crew reported that was not significantly slower.
- The crew feel that bins are safer and they stated that they have sustained no injuries and had to report zero incidents attributable to the wheeled bins to date.
- The crew stated that the boxes are harder to load and heavier.
- The crew reported that black sacks can be heavy and not easy to load into a wheeled bin vehicle. *The wheeled bin vehicles are not designed for regular loading of waste in sacks or boxes due to the load height and the prevalence of side waste raises concerns for staff welfare in addition to the “greenest city” aspirations discussed above.*
- The pilot on the Lakes is working “great” residents are engaged with the recycling scheme whereas before most waste presented was residual.
- The loose sack waste in communal bin cupboards is a problem and the crew would like to see the properties move to Eurobins in the future. *It was explained that the Eurobin service is a discretionary paid for service and some users are reluctant to pay. Access and bin space are also sometimes a factor.*
- The crews reported that residents are not really using the battery containers and many are using other containers including battery bags, sandwich bags and ice cream tubs.
- Crew asked whether the council had explored “[RFID] chips” in bins as a way of monitoring collections, missed collections and recycling scheme participation. *MKC commented that this is something we had looked into and could look into further for the wider rollout if approved.*
- Crew mentioned that they could use bin hangers to mark incorrect presentation e.g. contamination, not presenting on boundary, side waste issues and other educational material. *MKC commented regarding the Keep Britain Tidy programme but that bin hangers along with other forms of communication would be trialled.*

- The crew commented that the containers (blue) week went better than expected as although there was more weight to the bins which results in more tipping they were able to load more properties than expected due to the density of the material and its compaction within the vehicle.

MKC thanked the Serco crew as ambassadors of the Waste Collection Pilot.

Crew Quote - Safer: "I think it is better to go home and not be in pain after work!"

Delegated Decisions report



23 March 2021

REVIEW OF INTERNAL AUTHORITY FLEET

Name of Cabinet Member	Councillor Emily Darlington (Cabinet member for Public Realm and Housing Services)
Report sponsor	Nicholas Hannon Head of Environment and Waste
Report author	Rebecca Trowse Commissioning Programme Manager Rebecca.trowse@milton-keynes.gov.uk Tel: 01908 254782
	Olan Babarinde Project Manager Olan.babarinde@milton-keynes.gov.uk Tel: 01908 254407

Exempt / confidential / not for publication	No
Council Plan reference	Commitment 14: Produce a clear action roadmap to hit our target of a carbon neutral MK by 2030, implementing the Sustainability Strategy and Climate Change Task & Finish Report.
Wards affected	All wards

Executive Summary

Within the Council's Greenest City ambitions a key feature will be the future management, fuelling and usage of all Local Authority vehicles. This is now part of the Commissioning 2023 programme and will be reviewed by commissioning both the internal and the wider external (contractual) fleets. As such, reducing carbon and reducing pollutants from exhaust emissions will be a key part of the future requirements but in order to facilitate this the current internal fleet contract will need to be extended accordingly to make provision for these future revised requirements.

This report seeks approval for the extension of the contract for the Hire of Fleet Vehicles under the ESPO Framework Agreement 218 Lot 1, Sub Lots 1 and 4 Council's Vehicle Fleet. The current contract commenced on 1 July 2018 for three years with the option of extending for a year (subject to satisfactory performance and mutual agreement).

Vehicles of varying sizes and types are utilised to support service delivery across the Council. A review of the internally operated leased fleet has been carried out by an external consultant to consider the future requirements.

1. Decisions to be Made

- 1.1 That the Hire of Fleet Vehicles contract, currently held with Limesquare and London Hire, be extended for a period of one year from 1 July 2021 to 30 June 2022.
- 1.2 That the Director - Environment and Property be delegated authority to decide on the number and type of vehicles which are required for the extension period.
- 1.3 That the Director - Environment and Property be delegated authority to decide on the requirements of electric vehicles, including charging infrastructure, following the conduct of further work on the feasibility of a decarbonised internal fleet.

2. Why is the Decision Needed?

- 2.1 The internal Authority current fleet consists of 91 vehicles of 17 cars (including 8 4x4s), 42 vans, 31 minibuses and 1 mobile library bus. The Authority Sustainability Strategy 2019 – 2050 has stated a target to reach zero carbon by 2030. A significant contribution to meeting this target will be the fuel source, size and use of the both internal and external (outsourced) contractor fleets.
- 2.2 The internal Authority fleet is currently used by 23 different services who are responsible for basic maintenance while core servicing, contract management and administration is held by a dedicated fleet management team. However, unlike the external fleets which are centralised and based at depots (i.e. Highways, Waste, Landscaping etc) the internal fleet is decentralised and spread across a multitude of sites.
- 2.3 As part of the Greenest City ambitions and the Sustainability Strategy the management, fuelling and usage of all vehicles within the footprint deemed as Authority carbon and fuel emissions will need to be considered.
- 2.4 In order to fully consider the decarbonisation of respective fleets in a phased programme which demonstrates the respective capital investment and financial models then the Authority will present a phased Fleet Decarbonisation Plan which will link in with the Environmental Services Programme Commissioning 2023 programme.
- 2.5 To support this an external consultant has analysed the number of days each vehicle was used and the average kilometres per day that they were driven between March 2019 to March 2020. Each service area manager responsible for managing fleet assets has been engaged to understand current and future fleet requirements while also acknowledging changes in usage arising from Covid-19. The review and recommendations consider whether vehicles are still required; better serviced with pooled vehicles; or whether vehicles should be changed to different types of vehicles.

- 2.6 The review recommends that 4 vehicles are underutilised and can be removed from the fleet; 3 vehicles are replaced with another smaller vehicle; 8 vehicles are underutilised, and could be made available to other services (pooled); 2 vehicles are PHEV and have no charging facilities and should be in the short term changed to petrol or diesel until charging infrastructure is in place; and there are a number of service specific recommendations to consider pooling and sharing activities of the service to reduce vehicles.
- 2.7 Unlike the external fleets which are largely based at key depots (Highways, Waste etc) the internal fleet is decentralised sitting across 10 locations.
- 2.8 The current contract has provision that at any point during the term of the contract, the Council reserves the right to make amendments to the initial vehicle requirements. Therefore, based on the headline finding the Council will engage with the contractors to reduce the footprint of the internal fleet to match requirements and work to undertake a preliminary trial of electric vehicles where the charging infrastructure exists at the respective sites.
- 2.9 The cost of fuelling the internally operated leased fleet of vehicles, cars, vans and minibuses is £210,000 per annum producing 630 tonnes of greenhouse gas emissions. The consultant also considered the potential fuel savings by switching vehicles to electric. The contract extension will facilitate the Authority preparing the programme for future leasing/purchasing and servicing requirements against the current fuel type, along with the necessary charging infrastructure to meet the aims of Greenest City, Sustainability Strategy and Commissioning 2023 outcomes.

3. Implications of the Decision

Financial	Yes	Human rights, equalities, diversity	No
Legal	Yes	Policies or Council Plan	Yes
Communication	Yes	Procurement	Yes
Energy Efficiency	Yes	Workforce	No

(a) Financial Implications

The costs of the extension are met within the overall fleet budget allocations for 2021/22. Whilst the expectation is that the number of vehicles in the contract will be less in the extension, the value of these reduced costs cannot be confirmed until negotiations with the contractors have been finalised.

Once the requirements of electric vehicles, and charging infrastructure have been determined, a full business case will be prepared to assess the impact on current budgets. Any additional cost will need to be considered as part of the annual budget process.

(b) Legal Implications

The extension of the contract complies with the Council's Contract Procedure Rules. The ESPO Framework Agreement 218 is open for use by public bodies in the UK including local authorities.

The Council as a local authority has statutory duties to provide range of services to the residents. These include education services; children's safeguarding and social care; adult social care; waste collection; planning and housing services; road maintenance and library services. All these services require vehicles and are impacted by efficient fleet provisions.

The contract already includes an option to extend by a further year and therefore the request to extend complies with the Public Procurement regulations 2015.

(c) Other Implications

(i) Communication: In the process of the fleet options appraisal, all service area managers were engaged to understand their current and future fleet requirement. This will be explored further in the implementation process of changes to the numbers and vehicle types.

(ii) Energy Efficiency

The Fleet Options Appraisal considers the need to reduce carbon emissions and save cost of fuel and consequently alternative energy use opportunities. A strategy will now be prepared to deliver these outcomes.

(iii) Policies and Council Plan

The change in fleet will support the Milton Keynes Council's ambition to become the Greenest City and support the Council's Sustainability Strategy 2019-2050 for carbon reduction, transition to low cost renewable energy sources and reduction of consumption of resources without sacrificing economic development.

(iv) Procurement

The current contract was let under the ESPO 218 Contract Hire/Leasing of Specialist Vehicles Framework. The contract has an inherent extension provision of 1 year and this will be invoked to extend the contract. Further work will be done in consultation with the Council's procurement unit to develop appropriate procurement strategy for the new contract that would be in place in 2022 at the expiration of the extension.

4. Alternatives

4.1 Option 1 - Do Nothing

Doing nothing means that the vehicles would need to be returned at the end of the current contract. This is not an option as it would mean that the Authority would no longer have an operational fleet and it would have a serious impact on the delivery of council services. Migration to use the Authority officers’ own vehicles could also be included in this option but would require a dedicated consultation with the workforce and would include additional mileage rates to officers.

4.2 Option 2 - Go to Market and Re-tender a New Contract

The current contract is re-tendered. This option would mean that the Authority does not have sufficient time to review infrastructure in place to support a significant step in pursuing a significantly decarbonised fleet and it would be procuring a contract in the absence of that strategy. Furthermore, the timeframes for procurement are very short which might not enable best value from the market.

4.3 Option 3 - Preferred: Contract Extension and prepare Decarbonisation Plan

The fleet options appraisal indicated clear opportunities to downsize the fleet. This option will therefore seek to consider the reduction in number of vehicles in some service areas and use of pool vehicles where feasible. This will result in immediate cost savings on fuel and carbon reduction. The Commissioning team will also prepare a Fleet Decarbonisation Plan as to the transition to an internal electrified / decarbonised fleet the concepts of which shall be trialled in the one year extension and implemented for the new contract thereafter.

It is therefore recommended that the current contract be extended for one year subject to facilitate consultation with service users, define the new fleet requirements, outline infrastructure and transition principles as linked to the forthcoming Fleet Decarbonisation Plan.

5. Timetable for Implementation

Date	Implementation
March - June 2021	Review of vehicle requirements for service areas
July 2021	Extension of current fleet contract for 1 year
July – October 2021	Procurement strategy for fleet considering a with Fleet Decarbonisation Plan from July 2022
January 2022	Commencement of Procurement Process for fleet from 2022
August 2022	New Fleet Contract

List of Annexes/ Background Papers

None.

Delegated Decisions report



23 March 2021

MELLISH COURT, BLETCHLEY, AND THE GABLES, WOLVERTON - TO CONSIDER A LEASEHOLDER SHARED EQUITY OFFER, COMMENCING COMPULSORY PURCHASE ARRANGEMENTS, AND WARDEN PATROL UPDATE

Name of Cabinet Member	Councillor Emily Darlington (Cabinet member for Public Realm and Housing Services)
Report sponsor	Stuart Proffitt Director - Environment and Property
Report author	Stephen Young Head of Asset Management and Investment T: 01908 252272

Exempt / confidential / not for publication	No
Council Plan reference	Ref number: N/A
Wards affected	Wolverton and Bletchley

Executive Summary

The Delegated Decision on 9 March 2021 decided to demolish both tower blocks and provide new homes at these sites, considering wider Council ownerships. In that delegated decision we said we'd follow on with this delegated decision to propose a Leaseholder Shared Equity Offer, to collate information to fully consider the commencement of compulsory acquisitions under the relevant statutory powers and update on plans for the warden service.

Information

Resident Leaseholder Shared Equity Offer

This is a time limited offer, from 1 April 2021 to 31 May 2021, and is available only to resident leaseholders within Mellish Court and The Gables. It is proposed as an alternative offer to support leasehold residents to relocate.

The summary principles of this offer are:

1. Resident leaseholders agree to put at least the full value of their existing property (made up of their equity in the property plus the value of any outstanding mortgage) plus all their home loss payment into the purchase of any suitable alternative property.
2. The Council may offer the resident leaseholder an interest free equity loan to make up the difference between the leaseholder's contribution and the market value of the property (up to specifically agreed limits stated within the scheme).
3. Any property requiring more than £5,000 of works in order to bring the property up to a liveable standard will fall outside the scheme.
4. Any equity loan will be paid back when the property is sold, re-mortgaged, the mortgage expires, or the property enters probate.
5. The property being purchased is purchased on a repayment mortgage and not an interest only mortgage (should a mortgage be required).
6. The resident leaseholder will be responsible for all repairs and maintenance to a good standard.
7. The resident leaseholder must insure the property with a reputable buildings insurance company and provide the Council, upon request, a copy of the current policy.
8. The resident leaseholder must not run or allow to be run a business from the premises.

Leaseholders are to contact Will Rysdale, Head of Housing Delivery (will.rysdale@milton-keynes.gov.uk) for full details on this offer if they wish to consider it. The final day to contact Will about this offer is 31 May 2021. After this date the existing sale offer will remain open and the compulsory purchase order process will commence for those leaseholders who have not agreed a proposal to leave either Mellish Court, or The Gables.

Compulsory Purchase Order (CPO) Process

The CPO process is proposed for leaseholders, their tenants and telecoms companies where no agreement to decant from either Mellish Court or The Gables has been reached yet. Compulsory purchase to secure the assembly of any remaining leasehold interests needed for the implementation of the scheme is intended as a last resort, because of its draconian nature. However, the Ministry of Housing, Communities and Local Government's Guidance on the Compulsory Purchase Process and the Crichel Down Rules recognises that if the Council was to wait for negotiations to break down before starting the compulsory purchase process, valuable time would be lost. Therefore, it is advised that the Council runs the compulsory purchase process in parallel with continued negotiations.

Officers have engaged with independent consultancy, Carter Jonas, who have written an initial report setting out the compulsory purchase process and Government guidance on the use of compulsory purchase powers. The report is attached as an **Annex** and considers the following:

- the most appropriate compulsory purchase power for the Council to use;
- the principal points to be made in justifying an order under the relevant power;
- the case to be made in the Statement of Reasons (SofR) that is required to support any CPO that is made;
- the tests that will be applied to the CPO(s) by the Secretary of State and in the event of an inquiry, the inspector appointed to the on the Secretary of State's behalf; and
- the recommended actions for the Council to take in preparation for meeting those tests.

Carter Jonas will also provide an initial report giving an overview of the Electronic Communications Code, the statutory protections that Code operators benefit from, and the mechanisms by which the Council can enable their removal from the subject Properties. The report will outline the options available to the Council both as a "statutory undertaker" assuming a CPO is made, and as a private property owner, absent any CPO. The advice will set out timescales, possible strategies and an overview of how each operator might be engaged and incentivised to work with the Council outside of any statutory process.

The budget for the Carter Jonas work and the outsourced legal work will come from the Housing Revenue Account.

This report seeks in principle support for the making of the CPOs. Further authority will be sought to formally make the CPO(s) once the Statement of Reasons and draft CPO have been prepared.

Warden Service

The Warden Service commenced October 2020 and given the continued need for this critical service as we decant both buildings, we are proposing to continue with the warden services for a further six months.

The warden service currently consists of eight wardens at Mellish Court and six wardens at The Gables. The resident decant programme, the leaseholders offers, the shared equity offer, and the CPO process are all working towards the full decant of both Mellish Court and The Gables by October 2021. Consideration will be given on a risk basis to reduce the number of wardens and length of the service as the decant programme continues. The number of vulnerable residents in each tower block, as well as other factors will be considered, alongside discussions with Buckinghamshire Fire & Rescue Services, prior to any reduction of resources.

Where resident leaseholders have not accepted a purchase offer, nor the shared equity offer, the Council propose to give notice that it can charge resident leaseholders on a pro-rata basis for the warden patrol service. Resident leaseholders will be notified of the details in due course. However, it is proposed that we waive any leasehold charges for fire related mitigation works such as the replacement of communal doors. We would normally seek to recharge for these works.

1. Decisions to be Made

- 1.1 That the shared equity offer, as outlined, be approved and delegated authority be given to the Director - Finance and Resources and the Director - Environment and Property to confirm costs should any leaseholders complete this offer.
- 1.2 That a Compulsory Purchase Order and the development of a Statement of Reasons be approved for submission to the Ministry of Housing, Communities and Local Government by 1 June 2021, obtaining external legal advice for the drafting of the Statement of Reasons and to approve Carter Jonas' activities with a budget of £50,000 and a legal budget of £100,000 as a maximum, should legal proceeding be required.
- 1.3 That delegated authority be given to the Director - Environment and Property, in consultation with the Director - Law and Governance, to take all steps necessary to enable the Compulsory Purchase Order(s) (CPO(s)) to be made, including, but not limited to the:
- (a) carrying out of land referencing including without limitation the service of notices under section 16 of the Local Government (Miscellaneous Provisions) Act 1976 and/or section 5A of the Acquisition of Land Act 1981 if required;
 - (b) preparation of a draft Statement of Reasons;
 - (c) preparation of a draft Order and Order Schedule; and
 - (d) preparation of notices to all those identified as required to be served, site notices and any other notices required to be served and/or advertised should a further resolution be obtained authorising the making of the CPO(s).
- 1.4 That the warden patrol service be extended for six months, with delegated authority be given to the Director - Finance and Resources and the Director - Environment and Property for any further short-term extensions.
- 1.5 That the Leaseholders be charged for the warden patrol service on a pro-rata basis as described from 1 June 2021.
- 1.6 That the leaseholder recharges for fire safety works be waived.

2. Why is the Decision Needed?

- 2.1 To support the timely decant of leaseholders from Mellish Court and The Gables and to provide our residents with safe housing.

3. Implications of the Decision

Financial	Yes	Human rights, equalities, diversity	Yes
Legal	Yes	Policies or Council Plan	No
Communication	No	Procurement	Yes
Energy Efficiency	No	Workforce	No

(a) Financial Implications

The cost of the shared equity offer will be dependent on the number of resident leaseholders that take up the offer, the purchase price of the new property and other factors as summarised in this report. Given the range of costs this may present, it is proposed that approval to confirm costs is delegated to the Director of Finance and Resources and the Director of Environment and Property, should any leaseholders complete this offer, with final costs reported in the Budget Monitoring Update to Cabinet in June 2021. Approval of individual offers will be within the principles agreed for the Shared Equity Offer and within officer scheme of delegation approval levels. These costs will be met from the Council's General Fund as shared equity is accounted for as an investment and is not part of the HRA's landlord function. The cost of investment will become part of our Capital Financing Requirement and as funded through borrowing will require revenue provision to be made for interest and Minimum Revenue Provision ("MRP") for repayment and therefore reduce the availability of funding / borrowing for other schemes.

A budget provision of £0.150m is sought to allow for legal fees associated with the CPO process to be funded from the Housing Revenue Account. Actual costs may be lower if legal proceedings are not required; any variation in expenditure will be reported through budget monitoring process. Further CPO budget provisions will be considered separately.

The proportion of costs that would ordinarily be recharged to leaseholders for their share of works in relation to the fire safety improvements are estimated to be £0.300m (the actual cost may vary dependent on the final cost of the work). It is proposed to waive this charge. The loss of this income will be a cost to the Housing Revenue Account.

The HRA Business Plan Model (our 30-year financial projection of the HRA) will be updated to incorporate the costs outlined in 3.2 and 3.3 as part of our mid-year refresh, which will reduce the headroom available for other investments.

(b) Legal Implications

All the requirements referred to regarding the promotion and making of CPOs in this report and those detailed in the Carter Jonas report as an **Annex**, are necessary when justifying the CPO to the Secretary of State, before the CPO(s) can be confirmed.

4. Timetable for Implementation

Resident consultation (8 weeks):	Complete
Final Decision on future of the blocks:	Complete
Full decant of blocks:	Target by October 2021
Demolition of the blocks:	Target to commence November 2021
New build works:	Target to deliver within 22/23 and 23/24

List of Annexes

Annex Report by Carter Jonas

List of Background Papers

Future of Mellish Court and The Gables

Delegated Decision - 10 November 2020

[Delegated Decision - 10 November 2020](#)

Delegated Decision - 1 December 2020

[Delegated Decision - 1 December 2020](#)

Delegated Decision - 9 March 2021

[Delegated Decisions - 9 March 2021](#)

Introduction

The extent of the issues identified with Mellish Court and The Gables means that residents will need to move from these blocks either to allow refurbishment works to take place or to demolish and rebuild the blocks. This paper details the level of assistance that residents and landlords will be given in finding and securing alternative housing.

The housing options available are dependent on tenure and the Council's proposed offer to each group is set out in relation to the following -

- (1) Council Tenants
- (2) Resident Leaseholders
- (3) Non-resident Leaseholders
- (4) Private Tenants of Non-resident Leaseholders

1. Council Tenants

Council tenants will need to be rehoused from these blocks. They will, therefore, be given priority under the Council's Allocation Policy and awarded Band A status for a move. They will be allowed to give their area of choice and will be offered accommodation that meets their household need i.e. if they are three bed need currently living in a one bedroom flat, they will be offered a three bedroom property.

In anticipation of the need to rehouse tenants, the Council is carrying out needs assessments to understand their preferences and establish the size of property they need. Residents are being requested to make an application to join the Housing Register and officers are assessing and prioritising these in accordance with the Allocations Policy.

Housing staff will work with households to understand and take account of personal circumstances and provide support. Where there is a need for a household to move to a different part of Milton Keynes due to the availability of accommodation, staff will support the household to maintain their links to existing schools and services as much as is possible, for example by helping with travel planning. Financial assistance will also be provided to cover the costs of moving home. Consideration will also be given to provide financial support to help with school transport if needed.

Where a household does move out of the local area but maintains a local link and wishes to move back, that household will be given priority to move back to the area when a property that meets their needs becomes available. Equally, if tenants would prefer to stay in the home they have moved to, they will be able to do so.

As the buildings are close to empty, there may be a need for some households to move in to temporary accommodation if it is not possible to offer them a Council or Housing Association home at the point where they need to move for health and safety reasons. The Council will seek to minimise the time that households need to spend in other forms of accommodation before more suitable accommodation is made available.

Housing Offer

Once the housing need and preferences have been established, we will then seek to find a new home, which meets their housing need and where possible the household's preferences. A total of three offers of a suitable new home will be made. However, there may be occasions where a household's preferences cannot be met in the timescale required by the health and safety led rehousing process. In this event, the Council will make a decision around the suitability of the final offer of a new home and there will not be an opportunity to appeal this decision. However, all tenants will have a Right to Return to the estate as set out below.

A housing offer will be made based on the household composition as at 3 September 2020. If the household composition has changed since this time, additional checks will need to be made to verify occupancy to confirm that any additional people are part of the household, which will usually require the address at Mellish or The Gables being their principal home for the previous 12 months.

Although the Council will seek to rehouse households according to their needs, larger households who require larger homes may need to temporarily move into smaller properties if properties with the required number of bedrooms do not become available within a reasonable timescale. These families will be given the highest priority to move to an appropriate size home when a suitable home becomes available which is not needed to rehouse other households from the affected blocks. The current housing needs assessment data indicates the prevailing need from both blocks is for one and two bedroom properties.

Those who are currently under-occupying their home will be able to move under the Under-Occupation Scheme. Under-occupation payments will also be made for any bedrooms relinquished.

Right to Return

It is proposed that tenants required to move from the area will have a right to return when suitable property becomes available to meet their needs. Tenants who do wish to return may need to wait for a suitable property to become vacant or for a property to become available in a newly built block if and when those are approved and built. It is proposed that those wishing to return will receive one offer of a home suitable to their housing need at that time, and unreasonable refusal of this will be deemed to end their Right to Return. Residents can return to their original home if the Council decides to undertake the refurbishment works. In both cases, only one home loss payment will be made when the household moves out of the tower block, however, reasonable disturbance payments will be paid to facilitate both the initial move and subsequent return.

Local Lettings Plan

In order to meet the Right to Return for any new homes that are built, a Local Lettings Plan is proposed to ensure that future lets on the sites are prioritised for tenants from Mellish Court and The Gables who have had to move out of Bletchley or Wolverton due to the refurbishment/redevelopment and who wish to return.

It is proposed that properties will be offered to households in the following order of priority -

1. Tenants from the blocks with children in local schools.
2. Tenants from the blocks that receive support from family living in the local area.
3. All other tenants from the blocks.

In the event of tenants having equal priority, properties will be offered to the tenant with the earliest start date to their tenancy in the blocks.

Home Loss Payments

Council tenants will be eligible for a Home Loss Payment. The amount is set annually and the maximum amount currently payable under The Home Loss Payments (Prescribed Amounts) (England) Regulations 2020 is £6,5000. This is payable in full to tenants who have lived in their current property for 12 months or more. Tenants who have lived in their current property for 11 months or less will be paid a pro rata amount based on multiples of 1/12th (i.e. if a tenant has lived in their property for six months they will get 6 x 1/12th of £6,500 or £3,250). The Council will deduct any outstanding housing related debts owed to it (e.g. rent arrears) from the amount payable.

Disturbance Payments

These payments will be made to cover the cost of reasonable expenses incurred by residents in their move, such as the disconnection and reconnection of electric cookers, removal expenses etc. Reasonable disturbance payments will be paid to facilitate both an initial move and up to one subsequent move.

2. Resident Leaseholders

For the purpose of this policy, a resident leaseholder is defined as a leaseholder who resides in one of the blocks. The Council will make the following statutory offer to resident leaseholders -

- The full market value for their current property.
- A further payment equal to a Home Loss payment, 10% of the market value currently with a minimum of £6,100 and a maximum of £61,000.
- A disturbance payment to cover the costs of moving.

In addition, we are working on developing an equity share offer to support resident leaseholders that wish to remain living within Milton Keynes and we will consult leaseholders on this.

3. Non-resident Leaseholders

Non-resident leaseholders will be offered the full market value for their current property plus the Basic Loss payment of 7.5%.

4. Private Tenants of Non-resident Landlords

If the landlord of a private tenant is unable to assist them with alternative accommodation, they will be able to apply on the housing register and if they are eligible, we will assist with an offer of housing. If they are not eligible, assistance will be given to find housing in the private sector.

Delegated Decisions report



23 March 2021

GALLEY HILL COMMUNITY CENTRE

Name of Cabinet Member	Councillor Rob Middleton (Cabinet member for Resources)
Report sponsor	Stuart Proffitt Director - Environment and Property
Report author	Bee Lewis Head of Property and Facilities T: 01908 254254

Exempt / confidential / not for publication	No
Council Plan reference	Ref number: N/A
Wards affected	Stony Stratford

Executive Summary

Galley Hill Arts Centre has been closed and vacant since 2017 after some significant health and safety concerns relating both to the use of the building and also in relation to the condition of the building.

The Arts Centre forms part of the Local Centre complex, which includes the Galley Hill Small Meeting Place, currently let to a church group, a fast food shop, and a local general store. The design of the Local Centre is such that the Arts Centre is integral to the structure of the block which is accessed on several different levels.

At the Council meeting on 24 February 2021, the Cabinet committed to delivery of a programme of repairs totalling £390,000 to return the building to use.

Corporate Property Strategy (CPS)

The Galley Hill Arts Centre is currently a void property. The CPS approach under consideration was to redevelop the site.

Works Required

The Council had previously carried out a condition survey of the building in 2016. It should be noted that the condition survey has not been updated since, and the building has deteriorated further.

At the time of the survey, works to the value of £181,000 were identified which needed to be carried out. However, there are additional issues to take into consideration as well as the outstanding repairs and maintenance:

- The building has an Energy Performance Certificate (EPC) rating of F, which is below the legal minimum (E) for letting. Works to meet the minimum requirement for letting would include:
 - replacing all of the lamps with LEDs;
 - installing secondary glazing; and
 - installing a new heating system - there is no heating system at present.
- An asbestos survey carried out in 2018 has found that there is asbestos (crysotile also known as white asbestos) in the building. Before any works could be carried out, we would need to conduct an intrusive asbestos survey to determine the extent of the asbestos, and then form a plan for asbestos removal. The costs for removal will depend on the extent found within the building, but a provisional sum of £30,000 should be set aside initially.
- There is no fire alarm system within the building, so this would be an additional cost.
- The building requires rewiring.

The building appears to be structurally sound, although there is evidence of damp from the vegetation around the building. The flat roof is also in poor condition in places and will need a programme of patch repairs to extend the life of the covering.

Current estimates for the health and safety-based works required to bring the asset back to operational use are £390k. An indicative cost plan is included within the **Annex** to the report. A detailed cost plan will be confirmed once the works are tendered.

1. Decisions to be Made

- 1.1 That a budget of £50,000 for investigatory costs and to proceed with procuring the delivery of the health and safety works required to make the Galley Hill Arts Centre operational, be approved.
- 1.2 That delegated authority be given to the Director - Finance and Resources (Section 151 Officer) and the Director - Environment and Property to confirm a budget of not more than £500,000 and to approve the works.

2. Why is the Decision Needed?

- 2.1 This was requested by Cabinet at the Council meeting of 24 February 2021.
- 2.2 To enable the Galley Hill Arts centre to be brought back into use as a building for use by the community.

3. Implications of the Decision

Financial	Yes	Human rights, equalities, diversity	No
Legal	Yes	Policies or Council Plan	No
Communication	No	Procurement	Yes
Energy Efficiency	No	Workforce	No

(a) Financial Implications

A previous survey of the building was undertaken in 2016, since then additional works have been identified and the fully extent of the cost has not yet been determined. Approval is sought for £50k to undertake investigatory work prior to a full tender being undertaken.

Once final costs are known, and the works approved by the Director - Resources and Finance and the Director - Environment and Property; the project will undertake a full internal review, in line with the process outlined in the Capital Strategy, and approval sought for inclusion within the 2021/22 Capital Programme.

The urgent nature of the works, and escalation of the project, has meant that funding was not set aside in the 2021/22 Capital Programme. In light of this, works will need to be financed from the Capital Reserve, which will need to be replenished from future planned capital receipts.

(b) Legal Implications

None.

4. Timetable for Implementation

Procurement of contractor complete: Target July 2021

Works completion: Target December 2021

List of Annexes

Annex Current cost breakdown

List of Background Papers

None.

INDICATIVE COST PLAN

Works		Cost
Condition survey works (Essential works) & Fire Risk Assessment recommendations		
1	Remove three trees and overgrown hedging next to the property and clear all overgrown vegetation / moss.	£5,000.00
2	Remove the garage next to the property and install new external door.	£10,000.00
3	Carry out the repair to the pathway damaged by trees.	£5,000.00
4	Replace roof covering, insulation and boarding.	£30,000.00
5	Install new fire escape door at the rear of property.	£5,000.00
6	Repair external doors and ensure doors operate as intended.	£1,000.00
7	Replace all external high-level windows	£10,000.00
8	Remove Mezzanine floor and all internal stud walls. Make good to affected areas.	£10,000.00
9	Replace inoperative heating system and hot water system.	£30,000.00
10	Replace all internal light fittings.	£5,000.00
11	Install emergency light fittings.	£5,000.00
12	Install fire alarm system.	£10,000.00
13	Install fire detection system.	£10,000.00
Other works		
14	Asbestos removal to facilitate works listed above.	£30,000.00
15	Refurbishment of existing kitchen	£10,000.00
16	Refurbishment existing toilets.	£20,000.00
17	Create new disabled toilet	£10,000.00
18	Replace floor covering	£10,000.00
19	Improve disabled access to the building internally and externally.	£20,000.00
20	Internal and external redecoration.	£20,000.00
21	Statutory compliance inspections; testing and servicing.	£5,000.00
Preliminaries		
22	Contractor preliminaries (i.e. contractor insurances, contracts manager, administration, health & safety, etc.)	65,250.00
23	Contingency sum (10% of £261,000.00)	26,100.00
Approximate value of construction works		352,350.00
Professional and Statutory Fees		
24	Lead designer (drawings, specification & contract administration)	N/A
25	Principal Designer under Construction (Design & Management) Regulations 2015	35,235.00
26	Building Regulations charges	1,000.00
27	Planning permission charges	1,000.00 -?
Approximate value of fees		37,235.00
Overall Budget Estimate		
28	Approximate value of construction works	352,350.00
29	Approximate value of fees	37,235.00
Overall Budget Estimate		389,585.00

Delegated Decision Report



23 March 2021

ADDITIONAL RESTRICTIONS GRANT SCHEME

Name of Cabinet Member	Councillor Rob Middleton (Cabinet member for Resources)
Report sponsor	Steve Richardson Director - Finance and Resources
Report author	Debra Collins Service Delivery Manager (Revenues and Benefits) 07881 035408 Debra.Collins@milton-keynes.gov.uk

Exempt / confidential / not for publication	No
Council Plan reference	Not in Council Plan
Wards affected	All wards

Executive Summary

Through this decision, Milton Keynes Council plans to put in place a discretionary business support scheme from 1 April 2021 that will continue to help meet the immediate financial needs of local MK businesses who have been so hard-hit over this last year. This revised scheme will help local MK businesses to get back on their feet as the UK economy begins its recovery from the effects of the pandemic.

The Council has already delivered business support grants of £17.733m during the periods of restrictions that started in November 2020 of which £3.174m has been delivered through the existing MK Discretionary Business Support Scheme.

As set out in detail later (paragraph 2.7) this new funding is directed at:

- (a) businesses who haven't been able to access funding to date as they are not business rates payers;
- (b) local high street shops on our cherished high streets;

- (c) local business such as post offices, which although have been open during the lockdown, have suffered a steep drop in footfall;
- (d) local independent pubs and shops in our rural communities;
- (e) and local businesses which have slipped through the cracks of national and local business support schemes established to date.

Timeline of Business Support to Date

On 2 November 2020 the Government issued guidance to Local Authorities on the operation of the Additional Restrictions Grant (ARG) Scheme. It provided local authorities with a one-off payment to be used during 2020/21 and 2021/22 to provide support to businesses affected by the COVID19 pandemic. Local authorities have been encouraged to provide support to businesses through wider support initiatives, although primarily the support is envisaged to take place in the form of discretionary grant payments.

Milton Keynes Council has received a total allocation of £7.783m to date and has put in place (based on decisions on 24 November 2020, 22 December 2020 and 26 January 2021) the Milton Keynes Discretionary Business Support Schemes to provide support for businesses who have either been required to close their business during national and local restriction or have been severely impacted financially whilst under the restrictions.

Given the ongoing changes to restrictions and their impact on businesses the scheme provided for grants to be made for the period up to 31 March 2021 and for a full review to be undertaken to ensure that support for 2021/22 is targeted and meaningful providing financial support to those businesses when it is needed most.

In the Budget on 3 March 2021 the Chancellor announced that, in addition to Restart grants of up to £6,000 per premises for non-essential retail businesses and up to £18,000 per premises for hospitality, accommodation, leisure, personal care and gym businesses, it would also be providing additional ARG funding to local authorities for discretionary business grants. A briefing by Department for Business, Energy and Industrial Strategy on 9 March 2021 indicated that local authorities will only be able to access this additional funding once they have spent their initial ARG allocation.

Milton Keynes Council must now put in place a discretionary business support scheme from 1 April 2021 that will ensure that the immediate needs of local businesses are met as the economy begins to recovery from the effects of the pandemic and that all available funding is accessed in order to continue to provide further support in 2021/22.

1. Decisions to be Made

- 1.1 That, due to the urgency of the decision, in accordance with Overview and Scrutiny Procedure Rule 16(j), the call-in procedure shall not apply.
- 1.2 That the updated Milton Keynes Discretionary Business Support Grant Schemes document, attached at **Annex A** to the report, be approved.

1.3 That the Director - Finance and Resources, in consultation with the Leader of the Council, retain the delegated authority to make minor amendments to the schemes to maintain alignment with possible future changes in tier restrictions and associated changes in government guidance and funding.

2. Why is the Decision Needed?

2.1 Milton Keynes Council has been allocated £7.783m by the Government to be used during 2020/21 and 2021/22 to provide support to businesses affected by the COVID19 pandemic.

2.2 The Milton Keynes Discretionary Business Support Scheme had been agreed to provide immediate financial assistance to those businesses who are not eligible for a grant under other mandatory grant schemes during the periods of national and local restrictions that have been in place from November 2020 to 31 March 2021. As of 7 March 2021, grants totalling £3.174m had been paid under this scheme and a further £0.928m set aside for applications up to be made up to 31 March 2021. This scheme will close on 31 March 2021 in line with the closure of the Government's Local Restrictions Support Grant schemes.

2.3 Remaining funding, currently £4.102m, is to be carried forward to the 2021/22 scheme and the new discretionary scheme from 1 April 2021 will provide support to businesses that are affected by the Government's Roadmap out of Lockdown announced on 22 February 2021.

2.4 In the Budget on 3 March 2021 the Chancellor announced that additional funding for ARG schemes would be made available but the indication is that this funding will only be accessed once the initial ARG funding has been allocated by local authorities . The amount of additional funding is not yet known nor is the date by which ARG must be allocated by to access this additional funding. The proposed MK Discretionary Business Support Scheme addresses this by providing scope to extend support wider in late Spring/early summer should funding is available.

2.5 The Government also announced in the Budget that it is providing Restart grants to businesses from 1 April 2021 of up to £6,000 per premises for non-essential retail businesses and up to £18,000 per premises for hospitality, accommodation, leisure, personal care and gym businesses. Given that the Restart grants will only be available to business ratepayers in the above sectors the MK Discretionary Business Support scheme will continue to provide grants to those businesses that fall outside of national Restart grant criteria but are nevertheless still impacted by gradual re-opening of businesses.

2.6 The Council has already delivered business support grants of £17.733m during the periods of restrictions that started in November 2020 of which £3.174m has been delivered through the existing MK Discretionary Business Support Scheme. A review of support that has already been provided through the various grant schemes by business sector has been undertaken and can be found in **Annex B** to the report. From this review and in discussion with local business groups the Council has identified the following businesses and business types that it wishes to support through its discretionary scheme as the restrictions are eased:

- (a) Businesses which have been closed since 5 January 2021 but do not qualify for Restart grants as they are not liable for business rates.
- (b) Businesses which have been able to remain open during national restrictions, but the nature of their business is such that it has been severely impacted during restrictions and there will be a period of recovery as restrictions ease.
- (c) Additional support to specified local and independently run business types which are providing a service important to its local community. The Council has identified the following business types that it will provide an Additional Support grant to in addition to other grant support available under other schemes:
 - a shop in a rural community as defined within The Local Government Finance Act 1988 (attached at **Annex C** to the report) where the person liable for business rates is a sole trader or locally based company with no more than three retail outlets;
 - a Public House where the person liable for business rates is a sole trader or a locally based company which operates no other public houses;
 - Post Office (or shop with Post Office counter) where the person liable for business rates is a sole trader or locally based company with no more than three retail outlets; and
 - independent non-essential retail where the ratepayer is a sole trader or locally based company with no more than 3 retail outlets.

This list of businesses will be kept under review and may be extended by the Director - Finance and Resources, in consultation with the Leader of the Council, if other specific business types are recognised as needing additional financial support, subject to funding remaining available.

- (d) The Council recognises that there are certain businesses which when open encourage economic activity in the surrounding area. A discretionary award outside of the specified criteria and grant awards may be made to organisations who are considered a strategic partner to the council and who can demonstrate that an award would positively affect the continued sustainability of the organisation and would provide a significant positive economic impact to the area in which it is located. The Director for Finance & Resources, in consultation with the Leader of the Council, will have delegated authority to determine the eligibility and level of award based on the individual circumstances of the organisation and subject to the availability of unallocated ARG funding.
 - (e) The Council recognises that there are certain businesses which have been excluded from all other sources of government support and grants. A discretionary award of up to £5,000 may be made to an individual who is operating a business but has been excluded from all other business support and grants and the award would have a positive impact on the sustainability of the business. The Director - Finance and Resources will have delegated authority to determine the eligibility and level of the award based on the individual circumstances of the individual and subject to the availability of unallocated ARG funding.
 - (f) Certain businesses, such as nightclubs, have been required to be closed since 23 March 2020 and are not due to re-open until 21 June 2021, at the earliest. An exceptional grant payment of £6,000, in addition to the Restart grant, will be made to these businesses to reflect the extended period of closure.
- 2.7 The previously agreed application and decision process remain unchanged.
- 2.8 It is expected that the adopted scheme will deliver support of up to £4m to businesses in Milton Keynes in the first three months of this financial year as lockdown eases and the local economy begins to recover. The schemes and funding allocation will be kept under continuous review and consultation with local business groups will continue to identify any new groups of businesses that would benefit from additional financial support. If the funding is not allocated in full or if additional funding should become available, then further grant payments may be made to eligible businesses under these schemes. If significant changes to the proposed scheme are required or any new initiatives identified in the future further decisions will be sought.
- 2.9 Given the urgency in needing to provide support to business impacted by the current national restrictions and the consistency with the previously agreed scheme the Chair of Scrutiny Management Committee has agreed to waive call- in.

3. Implications of the Decision

Financial	Y	Human rights, equalities, diversity	N
Legal	Y	Policies or Council Plan	N
Communication	Y	Procurement	N
Energy Efficiency	N	Workforce	N

(a) Financial Implications

The scheme is fully funded by the Government. ARG is a one-off payment to provide support to businesses in 2020/21 and 2021/22. All grant awards will be kept under constant review to ensure that funding is not exceeded, and the scheme will close if funding is exhausted. A full review will be undertaken every 3 months whilst funding remains unallocated.

(b) Legal Implications

Section 1 of the Localism Act 2011 provides all local authorities with the vires to make these payments. The Council must have regard to any relevant guidance issued by the Secretary of State. The Secretary of State has provided guidance to local authorities on 4 November 2020, 10 December 2020 and 13 January 2021 on delivering the grant funding.

(c) Communications

Feedback has been sought from business groups on the delivery of these schemes and discussions will be held with local business networks before wider support initiatives are considered that may support and promote local economic recovery in Milton Keynes.

4. Alternatives

4.1 The following options appraisal has been conducted:

- (a) Agree and approve the scheme and to agree that the delegated authority remains in place for the Director - Finance and Resources, in consultation with the Leader of the Council, to make minor variations if needed to reflect changes in tier restrictions and government guidance (**recommended**).

The proposed content is considered to be in keeping with the ethos and finances of the Council. It allows the Council to deliver funding to those businesses that were required to close, or significantly impacted, by the national and local restrictions and provides support as restrictions are eased. By agreeing to continue to delegate authority for minor changes it will enable the council to deliver an immediate financial response should further national restrictions or local restrictions be imposed.

(b) Propose Amendments to the Proposed Scheme

Amendments can be proposed but must have due regard to the level of available funding and their administrative viability.

(c) Not to Adopt the Scheme

Without a local scheme the Council will be unable to provide financial support to businesses that have been adversely affected by Covid-19.

List of Annexes

- Annex A Milton Keynes Discretionary Business Support scheme
- Annex B Review of grants by type and sector from November 2020 to March 2021
- Annex C List of Rural Settlements as designated by LGFA 1988

List of Background Papers

With reference to legislation and guidance from BEIS, including:

[Section 1 of The Localism Act 2011.](#)

Government guidance on LRSG & ARG

<https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities>

Government's Roadmap out of Lockdown

<https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary>

Milton Keynes Discretionary Business Support Schemes

April 2021



milton keynes council

Version control

V1 December 2020	New overarching scheme to incorporate Additional Restrictions grant scheme, Local business support scheme and LRSG(Open) discretionary schemes	Agreed by delegated decision 22 December 2020
V2 January 2021	To include Local Business Top up Scheme	Agreed by delegated decision 26 January 2021
V3 February 2021	To include Taxi vehicle licence holder grant	Agreed by Leader of the Councillor and Director for Finance & Resources 15 February 2021
V4 March 2021	New schemes for 21/22	Agreed by delegated decision 23 March 2021

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Background

In response to the Coronavirus, COVID-19, the government announced that where local or national restrictions are applied there would be support available for businesses required to close or who were faced with a significant financial impact from the restrictions. This support is to be delivered through Local Restrictions Grant (LRSNG) schemes and Restart schemes and a discretionary Additional Restrictions Grant (ARG) scheme. The government guidance on each of the schemes can be found at (<https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities>)

National Scheme

In the Budget on 3 March 2021 the Chancellor announced a new grant scheme to replace the Local Restrictions Support grants and Restart grants are available from 1 April 2021.

The rate of payment for eligible businesses will be:

Non-Essential retail:

- for properties with a rateable value of £15,000 or under, £2,667
- for properties with a rateable value of more than £15,000 and below £51,000, £4,000
- for properties with a rateable value of £51,000 or over, £6,000

Hospitality, Accommodation, Leisure, Personal Care & Gyms:

- for properties with a rateable value of £15,000 or under, £8,000
- for properties with a rateable value of more than £15,000 and below £51,000, £12,000
- for properties with a rateable value of £51,000 or over, £18,000

Discretionary Schemes

In addition to the above scheme the Government has provided funding to provide support to businesses under the Additional Restrictions Grant scheme (ARG).

ARG provides local authorities with a funding allocation to be used during 2020/21 and 2021/22 to provide support to businesses affected by the COVID19 pandemic. Local authorities have been encouraged to provide support to businesses through wider support initiatives, although primarily the support is envisaged to take place in the form of discretionary grant payments.

This document sets out how the discretionary funding provided by the Government will be delivered by Milton Keynes Council from 1 April 2021 to support businesses to recover from the impact of the Coronavirus pandemic.

The Government has provided guidance to local authorities on the operation and delivery of ARG schemes. (<https://www.gov.uk/government/publications/local-restrictions-support-grants-lrsg-and-additional-restrictions-grant-arg-guidance-for-local-authorities>)

Milton Keynes Scheme

1. Introduction

1.1. In order to provide timely and meaningful financial assistance to businesses that have been impacted by the restrictions support has been delivered in several tranches. Given the broad scope of the funding and the period that it is available schemes have been developed as priorities to support the local economy has changed during and post pandemic.

1.2. MKC recognises that the guidance issued by the Government on the delivery and funding of LRSG (closed) and Restart grants has meant that many businesses are excluded from these schemes and wants to provide meaningful support to those businesses that have fallen outside of the other grant schemes and that have had their income severely impacted by the national and local restrictions.

1.3. MKC also recognises those business who have received grants under national and local schemes are still suffering financial strain as they recover from the restrictions that have been in place since November and wishes to provide additional support above that already in place.

1.4. This policy covers schemes that will be provided from 1 April 2021 to 31 March 2022 although should all available funding be allocated or withdrawn by the Government the schemes will close before that date.

- ARG Milton Keynes Business Support Scheme
- ARG Milton Keynes Business Support Top Up Scheme

If additional funding is provided during 2021/22 further grants may be made to eligible businesses under these schemes.

Eligibility criteria, exclusions and amount of grants available can be found in later in this document at paragraph 6.

Details of discretionary schemes provided prior to 1 April 2021 are available on request.

- 1.5. This policy will be kept under review by the Director for Finance & Resources in consultation with the Leader of the Council to ensure that funding remains available and that support is provided to those businesses in most need as the recovery from national restrictions begins.
- 1.6. MKC reserves the right to vary the terms of the scheme at any time, and without notice, should it be necessary to do so, in particular with regard to the availability of funding and changes in government guidance and government restrictions.

2. Application Process

- 2.1. In order for the application to be considered, MKC require businesses to demonstrate that they meet the eligibility criteria for the scheme by completing an application form on their online portal available at <https://milton-keynes.grantapproval.co.uk/>.
- 2.2. Only online applications made through the MKC portal will be accepted.
- 2.3. As a minimum the following will usually be required:
 - Proof of identity of sole trader or limited company
 - Evidence of unavoidable fixed property costs incurred by the business such as rent, rates or mortgage payments, this does not include personal or household costs. This should take the form of leases/agreements showing an obligation to pay and bank statements showing that payments have actually been made.
 - Evidence that the business falls within the criteria of those businesses required to close or evidence to demonstrate a substantial loss in income as a result of the national or local restrictions.
 - Confirmation of Subsidy Allowance compliance (this replaces State Aid). There is a requirement for all grants made under this scheme to be compliant with the current rules under Subsidy Allowance.

3. Grant payments

- 3.1. Grants will be paid to the eligible applicant to cover the relevant period. Where grants are payable on a rolling basis the applicant may need to submit an application for a follow-on payment in order to confirm there has been no change in their circumstances.
- 3.2. Payments will be made directly to the approved recipients' bank accounts by electronic transfer.

4. Decision process

- 4.1. Each application will be considered and decided by a panel made up of the Director for Finance & Resources and Head of Revenues & Benefits or their nominated deputies.
- 4.2. The decision of the panel will be final and will be communicated to the business by email.
- 4.3. A business can only challenge the grant decision on a point of law through the court.

5. Managing the risk of fraud and error

- 5.1. The Council will not accept deliberate manipulation and fraud. Any business that dishonestly provides false or misleading information in communication with the Council, including verbal communication, will be committing a criminal offence contrary to the Fraud Act 2006 and will be subject to a criminal investigation and criminal proceedings may be taken against them.
- 5.2. Conditionality of funding will be dependent on the business agreeing to these conditions by confirmation when they complete their electronic application form.
- 5.3. Businesses will need to notify their Local Authority if they no longer meet the eligibility criteria for additional grants (for example, if they become insolvent).
- 5.4. All information is subject to internal and external audit checks.
- 5.5. By applying for a discretionary grant all applicants give authority to Milton Keynes Council to share data for efficient system administration and to protect the Public Purse, subject to the Data Protection legislation.

5.6. The Council's will be required to share data with Government Departments for monitoring and other reasons. By applying for a discretionary grant all applicants give authority for this.

6. Discretionary Schemes

6.1 ARG scheme – Milton Keynes Business Support Scheme

This scheme comes into effect on 1 April 2021 and aims to provide support to businesses who are not eligible for a grant under the Government's Restart Grant scheme.

6.1.1. Eligibility

To be eligible for a grant under the MKC Business Support scheme a business must

- not be eligible to receive a grant under the Restart scheme, and
- have ongoing fixed costs that the business is required to pay during the period of this scheme. These costs cannot be employee related e.g. wages/ director remuneration or costs associated with maintaining a residential address, and.
- be continuing to trade after the end of national restrictions,
- demonstrate that the business income has been severely impacted by the ongoing national or local Tier restrictions
- operate within Milton Keynes

6.1.2. Exclusions

- Businesses that have already received grant payments that equal the maximum levels of Subsidy Allowance permitted under the principles set out in Article 3.4 of the Trade & Cooperation Agreement.
- Businesses that are in administration, insolvent or where a striking-off notice has been made, are not eligible for funding under this scheme.
- Businesses that were not trading prior to the first full day of national restrictions coming into effect on 5 January 2021, unless already mandated to close by government restrictions.

6.1.3. Grant awards

A one-off award to assist with the recovery of business as restrictions are lifted as part of the Government's Roadmap out of Lockdown.

Businesses that have been mandated to close during national restrictions and do not receive a rates bill for their business.

(Reference will be made to Government guidance on Restart grants to determine which sector a business will be eligible within)

<p>Eligible businesses that are unable to re-open due to national restrictions and that do not receive a rates bill but have annual rent/mortgage payment of more than £3,000 and up to and including £15,000.</p> <p>Sector 1- Non-essential retail Sector 2 - Hospitality, leisure, accommodation, gym, personal care</p>	<p>£2,000 £4,000</p>
<p>Eligible businesses that are unable to re-open due to national restrictions and that do not receive a rates bill but have annual rent/mortgage payment, of more than £15,000 but below £51,000.</p> <p>Sector 1- Non-essential retail Sector 2 - Hospitality, leisure, accommodation, gym, personal care</p>	<p>£3,000 £6,000</p>
<p>Eligible businesses that are unable to re-open due to national restrictions and that do not receive a rates bill but have annual rent/mortgage payment, of £51,000 and above</p> <p>Sector 1- Non-essential retail Sector 2 - Hospitality, leisure, accommodation, gym, personal care</p>	<p>£5,000 £10,000</p>
<p>Eligible businesses that are unable to re-open who do not receive a rates bill and do not have fixed property costs but do have other ongoing business-related fixed costs.</p> <p>Sector 1- Non-essential retail Sector 2 - Hospitality, leisure, accommodation, gym, personal care</p>	<p>£750 £1,500</p>

Open Businesses

For businesses that have been able to continue to trade during restrictions but have been severely impacted by the restrictions and face a period of recovery as restrictions are eased.

<p>Eligible businesses with a rateable value of £15,000 or less or for a business that does not receive a rates bill has annual rent/mortgage payment of more than £3,000 and up to and including £15,000.</p>	<p>£1,000</p>
<p>Eligible businesses with a rateable value, or for a business that does not receive a rates bill has annual rent/mortgage payment, of more than £15,000 but below £51,000.</p>	<p>£2,000</p>

Eligible businesses with a rateable value or for a business that does not receive a rates bill has annual rent/mortgage payment, of £51,000 and above	£4,000
Eligible businesses who do not receive a rates bill and do not have fixed property costs but do have other ongoing business-related fixed costs.	£ 500

6.2 ARG scheme – Milton Keynes Additional Support for Local Businesses

This scheme provides additional support to local independently run businesses who are business ratepayers and may be eligible for a Restart grant from 1 April 2021.

6.2.1 Eligibility

To be eligible for an additional support grant a business must

- Be in one of the business categories listed below, and
- Be trading on 1 April 2021, unless mandated to be closed by the Government on 5 January 2021, and
- Demonstrate that the business income has been severely impacted by the national or local Tier restrictions, and
- Operate within Milton Keynes

6.2.2 Eligible business categories

- A shop in a rural community as defined within The Local Government Finance Act 1988 where the person liable for business rates is a sole trader or locally based company with no more than 3 retail outlets
- A Public House where the person liable for business rates is a sole trader or a locally based company which operates no other public houses
- Post Office (or shop with Post Office counter) where the person liable for business rates is a sole trader or locally based company with no more than 3 retail outlets
- Independent non-essential retail where the ratepayer is a sole trader or locally based company with no more than 3 retail outlets

This list of business categories will be kept under review and may be extended by the Director for Finance & Resources, in consultation with the Leader of the Council if other specific business types are recognised as needing additional financial support, subject to funding remaining available.

6.2.3 Exclusions

- Businesses that have already received grant payments that equal the maximum levels of Subsidy Allowance permitted under the principles set out in Article 3.4 of the Trade & Cooperation Agreement.
- Businesses that are in administration, insolvent or where a striking-off notice has been made, are not eligible for funding under this scheme.
- Businesses who have ceased to trade before the first full day of national restrictions that began on 5 January 2021 or who do not recommence trading when restrictions are lifted.

6.2.4 Grant award

Eligible businesses with a rateable value of £15,000 or less	A one-off payment of £2,500 per property
Eligible businesses with a rateable value of more than £15,000 but below £51,000.	A one-off payment of £5,000 per property
Eligible businesses with a rateable value of £51,000 and above	A one-off payment of £7,500 per property

6.3 ARG scheme – Milton Keynes Business Support scheme -Exceptional Payments

6.3.1 In exceptional circumstances a discretionary award outside of the specified criteria and grant awards may be made to organisations who are considered a strategic partner to the council and who can demonstrate that an award would positively affect the continued sustainability of the organisation and would provide a significant positive economic impact to the area in which it is located. The Director for Finance & Resources, in consultation with the Leader of the Council, will be given delegated authority to determine the eligibility and level of award based on the individual circumstances of the organisation.

6.3.2 A one-off grant may be awarded where a business can demonstrate that

- it has been excluded from other government support and grants , and
- it was trading prior to the commencement of national restrictions on 5 January 2021 and
- was mandated to close during national restrictions or was able to continue to trade but was severely impacted by the restrictions, and

- that the award will have a positive impact on the sustainability of the businesses

A grant of up to £5,000 may be made at the discretion of the Director for Finance & Resources. The level of the award will be based on the individual circumstances of the applicant.

- 6.3.3 A one-off grant of £6,000 will be awarded to a business which is unable to re-open until 21 June 2021 at the earliest. The eligibility criteria will be based on eligibility under the Local Restrictions Support Grant (Sector) which provided for grants to nightclubs and sexual entertainment venues which have been required to be closed since 23 March 2020. at

Grant summary as at 7 March 2021

<u>National schemes</u>	Approved	Value approved
LRSG National restrictions November (5/11-2/12/20)		
RV up to and including £15k	684	£912,456
RV over £15k to £50,999	230	£460,000
RV £51k and over	149	£447,000
LRSG (Tier 2) (2/12-18/12/20)		
RV up to and including £15k	29	£13,579
RV over £15k to £50,999	31	£19,210
RV £51k and over	2	£1,821
LRSG (Tier 4) (19/12-4/1/21)		
RV up to and including £15k	1,180	£506,420
RV over £15k to £50,999	363	£231,013
RV £51k and over	201	£194,851
LRSG +Closed Business Lockdown Payment (5/1/1 to 31/3/21)		
RV up to and including £15k	771	£6,242,787
RV over £15k to £50,999	242	£2,938,606
RV £51k and over	132	£2,404,248
Christmas Support for Wet pubs LRSG(Nightclubs) (1/11-4/11 & 2/12-4/1)	53 6	£53,000 £10,929
Discretionary Schemes		
LRSG (Open Businesses in Tier 2) (2/12/-18/12/20)	172	£123,783
ARG A - not ratepayer (5/11/-2/12/20)	138	£201,742
ARG B - severely impacted (5/11/-2/12/20)	168	£260,750
ARG C -market (5/11/-2/12/20)	38	£50,692
ARG D - B&B (5/11/-2/12/20)	2	£2,668
MK Business Support (prop costs) (2/12-31/12/2020)	167	£170,501
MK Business Support (prop costs) (5/1/21 to 31/3/21)	217	£1,402,200
MK Business Support (no prop costs) (2/12- 31/3/2021)	122	£595,000
MK Business Support Taxi licence holders	10	£2,500
MK Exceptional payments	2	£50,000
MK Top Up Scheme	567	£437,764
TOTAL	5,676	£17,733,520

Sector analysis

Sectors defined as highly affected	MIK Business Count (5+ employees)	MIK Industry Employee Count
Beverage serving activities (pubs/bars)	87	1,880
Retail sale of clothing in specialised stores	73	2,370
Other food service activities	45	1,370
Hairdressing and other beauty treatment	42	440
Activities of sport clubs and facilities, fitness facilities, and other sports activities	39	2,625
Hotels and similar accommodation	28	1,075
Other retail sale of new goods in specialised stores	28	395
Other retail sale in non-specialised stores	26	1,400
Retail sale of sporting equipment in specialised stores	24	410
Retail sale of furniture, lighting equipment and other household articles in specialised stores	22	770
Retail sale of cosmetic and toilet articles in specialised stores	21	400
Retail sale of watches and jewellery in specialised stores	19	170
Retail sale of footwear and leather goods in specialised stores	16	265
Other printing	14	320
Event catering activities	14	195
Other personal service activities n.e.c.	12	340
Other amusement and recreation activities (inc live music venue, trampoline park, visitor attractions.)	9	225
Travel agency activities	8	60
Retail sale of second-hand goods in stores	7	90

All grants

Business Type	Count
Other	1864
Accommodation / Hospitality	1078
Non essential Retail	456
Leisure and Entertainment	300
Personal care facilities	153
Community Centre	145
Restaurant/Café/Takeaway	96
Pub/Bar/Club	88
Market Trader/Kiosk holder	85
Beauty	70
Barbershop and hairdressing	51
Car sales/ motor trade	49
Tailoring and dry cleaning	43
Taxi	39
Gym and fitness	35
Events	32
Driving Instructor	25
Photography	23
Wholesaler	22

ARG to date

Business Type	Count
Other	218
Non essential Retail	191
Accommodation / Hospitality	190
Restaurant/Café/Takeaway	105
Market Trader/Kiosk holder	88
Beauty	85
Barbershop and hairdressing	70
Leisure and Entertainment	63
Car sales/ motor trade	51
Tailoring and dry cleaning	49
Taxi	43
Events	35
Driving Instructor	32
Community Centre	28
Gym and fitness	28
Photography	25
Wholesaler	23
Recruitment Consultancy	22
Print Management	20

List of Rural Settlement for the purpose of S.42A Local Government Finance Act 1988 as at 31 December 2020

Astwood	Lavendon
Bow Brickhill	Little Brickhill
Calverton	Moulsoe
Castlethorpe	Newton Blossomville
Chicheley	North Crawley
Clifton Reynes	Ravenstone
Cold Brayfield	Sherington
Emberton	Stoke Goldington
Gayhurst	Tyringham & Filgrave
Hanslope	Warrington
Hardmead	Wavendon
Lathbury	Weston Underwood

Delegated Decisions report



23 March 2021

THE AGORA REGENERATION, WOLVERTON - TO CONSIDER THE NEXT STEPS FOR DEVELOPMENT

Name of Cabinet Member	Councillor Rob Middleton (Cabinet member for Resources)
Report sponsors	Stuart Proffitt Director - Environment and Property Steve Richardson Director - Finance and Resources
Report authors	Ed Palmieri Head of Property Commercialisation T: 01908 254967 Anna Rulton Head of Finance T: 01908 252482

Exempt / confidential / not for publication	No
Council Plan reference	Ref number: N/A
Wards affected	Wolverton Ward

Covering Note from Cabinet Member

The regeneration and revitalisation of our cherished high streets, especially those in MK's original settlements, has and continues to be a long standing priority of Milton Keynes Council. A number of important initiatives are underway across the borough, the most prominent of which focus on Bletchley town centre and Wolverton high street.

The Agora high street regeneration is a long standing Council Plan priority. A regeneration of the high street in Wolverton, centring on the now shuttered Agora Centre, remains a community priority as it has been for well over two decades.

As is common with regeneration schemes up and down the UK, financial viability is once again threatening to stall and derail this most recent effort to regenerate the high street in Wolverton. In short, the proposed regeneration scheme cannot be taken forward and delivered commercially by the private developer.

If this most recent effort to regenerate the high street in Wolverton stalls, the significant public benefits to both the Borough and the Wolverton Ward and its community will not happen. These significant benefits include 115 new homes located in a brown field location close to public transport links, 31% market discount affordable housing in line with Plan:MK, new retail units and community space, alongside improvements to the highways, street scene of the historic and once destination high street.

The Council plans to deliver additional parking on St. Georges Way under a separate delegated decision in June 2021 following strong and passionate feedback from representatives of local small business, local faith groups, and local political representatives.

In summary, investment by the Council is therefore required to realise this regeneration of the high street and the wholesale redevelopment of the now-shuttered Agora centre. Options have been worked up by MKC Officers over recent months but now require explicit political support to allow them to be fully worked up ready for consideration by Cabinet in June 2021 and likely by all 57 Councillors of all three political parties at a future meeting of Council.

Executive Summary

The Agora redevelopment is a Council Plan priority. The development scheme has been under consideration for a number of years. The development scheme details are included at the attached Annex. The redevelopment will bring benefit to both the Borough and the Wolverton Ward and its community, creating 115 new homes (31% affordable planned in accordance with Plan:MK), shops and community space. The Developer, TOWN has submitted a planning application for the site, which is due to be determined in June 2021.

As a regeneration scheme it is not possible for the developer to take the scheme forward commercially and deliver the regeneration benefits, additional affordable housing and other community benefits. The Council will therefore need to step in and invest directly in the scheme.

We have been working on a number of potential options for the site to ensure that the regeneration benefits can be delivered in full and the scheme is financially viable for the Council over a sensible time horizon.

Delivery Options

Various options have been considered to enable this development and some have been discounted. This decision focusses on the final two options, one of which is anticipated will be implemented to deliver the development.

The first option is a forward funding option, where the development is built by the Developer utilising third party funding. In this option the freehold would be owned by the third party, and the Council would take a finance lease of the development with an option to purchase the freehold at the end of the term of the lease for a nominal sum. During the lease, the Council would retain the rental income stream from the development and be accountable for the operational costs of the scheme, for example maintenance, management and letting costs. The model is that the rental income stream from the rented homes would offset the lease payments, management and letting costs, with the potential of a surplus.

The second option is for the Council to purchase the completed development from the developer using borrowing either internally or through the PWLB and again then be accountable for the operational costs of the scheme, for example maintenance, management and letting costs. As the previous option, the model is that the rental income stream would offset costs, with the potential of a surplus.

For both options, it is anticipated that the Council would create a Limited Liability Partnership (LLP) to hold and manage the asset. If the LPP is desirable, the Council will lease the asset to the LLP and provide the LLP with working capital.

We are currently working through elements on both options. Once this work has been completed a report will be brought to Cabinet and ultimately likely Council setting out in full the preferred option, including the financial, legal and procurement implications and budget requirement.

1. Decisions to be Made

- 1.1 That it be noted that the regeneration of the Agora currently requires significant Council investment to take it forward.
- 1.2 That further detailed work on the two options for the funding of the delivery of the regeneration of the Agora, either through a forward funding option, or through the option of purchasing of the asset, be approved.
- 1.3 That delegated authority be given to the Director - Environment and Property, working with the Director - Finance and Resources and the Director - Law and Governance, to evaluate the options at (a), enter into any necessary negotiations and reach any necessary agreements with relevant parties, with a view to making a recommendation to the Cabinet and Council in June 2021 of the most suitable option.
- 1.4 That an allocation of £76,000 to cover the cost of advice that is required to conclude the evaluation to reach a preferred option funded from general fund revenue reserves, be approved.

2. Why is the Decision Needed?

- 2.1 The Council Plan 2016/2022 continues to cite Council support for the redevelopment of the Agora Centre; "Supporting the regeneration of the Agora Centre, Wolverton" and it is a current Council Plan priority.

- 2.2 The Developer cannot deliver the development of the Site under the terms of the current Contract due to viability issues, which is explained below.
- 2.3 In late 2017 the Council made the decision to enter into a contract with the Developer to sell the Council's Car Park to the Developer subject to certain important conditions including that they would purchase the Agora Centre and secure planning permission for redevelopment of the Site.
- 2.4 The Council entered into a disposal contract with the Developer on 9 November 2018 (the Contract). The Contract required the Developer to submit its planning application for the redevelopment by 16 November 2019. The Developer encountered viability challenges due to Brexit and subsequently asked the Council to vary the contract for an extension of time for the Developer to submit the planning application. The Council agreed an extension to May 2020. The Council checked the Developer's development appraisal and instructed Kirby Diamond to confirm whether the Developer's scheme of redevelopment it was required to deliver under the Contract was not viable and this position was confirmed. Being unviable the Developer maintained it could not deliver the development under the terms of the Contract.
- 2.5 The Developer was not able to resolve the viability issues by May 2020 and consequently asked the Council for a further extension to submit the planning application by 31 January 2021 and the Council agreed to this. The Developer submitted its planning application on 10 December 2020 under the terms of the Contract but has maintained the development can only proceed if the Council steps in with a proposal as to how this could be achieved through a forward funding option where the Council would take a long lease of the development and have the option to purchase the freehold at the end of the lease.
- 2.6 To support the anticipated redevelopment of the Site, in August 2019 the Council took a decision to carryout works on the land in the Council's ownership which is St. Georges Way car park. These works will be subject to a separate decision in June 2021.
- 2.7 The development's viability issues can be resolved by intervention from the Council, as the Council is able to take a longer term view on the regeneration project and its financial, economic and social benefits.
- 2.8 The commercial viability of the project has been impacted by both original site acquisition and holding costs together with the desire to deliver a quality regeneration to Wolverton, which meets key objectives for the area including 31% affordable housing, community benefits and design.

3. Implications of the Decision

Financial	Yes	Human rights, equalities, diversity	No
Legal	Yes	Policies or Council Plan	Yes
Communication	No	Procurement	Yes
Energy Efficiency	Yes	Workforce	No

(a) Financial Implications

The proposed decision will provide revenue funding to complete the options work and due diligence on the two investment proposals. This can be funded from the 2020/21 contingency budget.

The report to the June Cabinet and Council meeting will set out the financial, legal and procurement implications for each option and necessary budgetary approvals to progress the preferred option. Both options under consideration would impact on the Councils Capital Financing Requirement (Finance Lease or Direct Purchase). The impact for the Council's borrowing limits will be covered as part of the final proposal together with the financing strategy.

(b) Legal Implications

The Council has general powers of competence under section 1 of the Localism Act 2011, to do anything which an individual may do. This power is subject to any limitations placed upon by the Council by any law which was in place, before the Localism Act came into force, and any limitations placed by subsequent laws.

The Council may also have other specific powers under other legislation, but this will depend on the option that may finally be recommended for approval.

It is anticipated that the forward funding and purchase options detailed in the decision section of the report will carry legal implications particularly in relation to matters of subsidy and procurement law. These will be considered for each option as part of the evaluation process with a view to ensuring that the Council takes the necessary steps to remain compliant with relevant requirements and where necessary, take mitigating steps

4. Timetable for Implementation

Confirmation of final delivery option: Target June 2021

Planning approved: Target June 2021

Works on site: Target Spring 2022

List of Annexes

Annex Details of the Development Scheme

List of Background Papers

None.

An overview of the Scheme taken from the Design and Access Statement submitted as part of the Developer's planning application is below;



The Scheme comprises 6 blocks of which Block C will be separately retained by the Developer and is not under consideration for the purposes of this report. Block C will be an elderly cohousing use operated by Still Green Cohousing. A layout plan showing the arrangement of the blocks within the site boundary shown red edged over the page;



The Scheme comprises new residential blocks of houses and apartments located between new little car free streets and a mews street running west east through the Site. Commercial / retail units are on the ground floor below the apartments on the block corners. A new section of Radcliffe Street south is reinstated to link Church Street with The Square to the south. A new pocket park is created south of Block E and a new car free route called The Cut between Block D and F opens up views of St Georges Church from Church Street.

The residential elements by Block (excluding Block C) comprise the following;

Dwelling sizes by block								
Dwelling size	Block A	Block B	Block D	Block E	Block F	Total - rental	Block C (cohousing)	Total - all
1b1p	0	0	0	0	0	0	2	2
1b2p	2	2	4	2	5	15	6	21
2b3p	0	6	2	2	6	16	12	28
2b4p	12	2	2	2	0	18	7	25
3b5p	11	0	0	0	0	11	1	12
3b6p	0	8	5	0	0	13	1	14
4b7p	0	0	7	6	0	13	0	13
Total	25	18	20	12	11	86	29	115

The Scheme provides 31% affordable housing across a mix of unit types which were selected in consultation with the Council’s Housing team. A breakdown by size and tenure is as follows, Block C is shown as Still Green Cohousing;

Dwelling mix by size and tenure						Dwelling numbers					Accessibility			
Type		Dwelling sizes				Total	Rental		Still Green Cohousing			M4(1)	M4(2)	M4(3)
		NDSS	sqm	Average sqm	% +/- NDSS		Market Rent	Affordable Private Rent	Market Sale	Social Rent				
1b1c	Flat	37	88	44	19%	2	0	0	0	2	0	2	0	
1b2p	Flat	50	1,151	55	10%	21	10	5	4	2	6	13	2	
2b3p	Flat	61	1,802	64	5%	28	12	4	12	0	2	26	0	
2b4p	Flat	70	1,254	78	12%	16	9	0	7	0	2	11	3	
2b4p	House	80	731	81	2%	9	3	6	0	0	5	4	0	
3b5p	Flat	86	439	110	28%	4	0	3	1	0	0	1	3	
3b5p	House	99	856	107	8%	8	5	3	0	0	8	0	0	
3b6p	Flat	95	102	102	7%	1	0	0	1	0	0	1	0	
3b6p	House	108	1,398	108	0%	13	9	4	0	0	0	13	0	
4b7p	House	121	1,658	128	5%	13	11	2	0	0	0	13	0	
Total		77	9,477	82	6.7%	116	69	27	25	4	23	84	8	

The commercial elements at ground floor comprise the following;

Unit	sqm	sqft
A1 (Church/Radcliffe)	240	2,582
A2 (Church/Radcliffe)	95	1,022
B1 (Church/Radcliffe)	130	1,399
B2 (Church)	135	1,452
D1 (Church)	86	925
D2 (Church)	64	689
E1 (Square/Radcliffe)	81	872
E1 (Radcliffe)	76	818
TOTAL	917	10,417

The Blocks are in Use Class E (commercial /retail) and the larger unit of the 2 in Block E is in Use Class E / Sui Generis (drinking establishment).

The position of the commercial units is shown below coloured brown and brown cross hatched below. The larger retail unit in Block A which fronts Church Street will be for a local food convenience retailer to replace the previous Co-Op that used to operate from the Agora Centre.;

