

CABINET

When: 6.30 pm
Tuesday 10 March 2020

Where: Council Chamber
Civic, 1 Saxon Gate East, Milton Keynes, MK9 3EJ

Public Questions

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The Chair 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.

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Members of the Cabinet

Councillor Marland (Leader of the Council)
Councillors Darlington, Gowans, Long, Marklew, Middleton, Nolan, O'Neill and Priestley

Enquiries

Please contact Shelagh Muir on 01908 254271 or shelagh.muir@milton-keynes.gov.uk / meetings@milton-keynes.gov.uk

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AGENDA

1. Apologies

2. Cabinet Announcements

To receive any announcements from the Leader and members of the Cabinet.

3. Minutes

To approve, and the Chair to sign as a correct record, the Minutes of the meeting of the Cabinet held on 4 February 2020 (Item 3) (**Pages 7 to 18**).

4. Disclosures of Interest

Councillors to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests) they may have in the business to be transacted, and officers to declare any interests they may have in any contract to be considered.

5. Questions from Members of the Public

To receive questions from members of the public of which notification has been received.

6. Councillors' Items

Councillor Wallis – Local Government Pay Settlement

An item submitted by Councillor Wallis is attached at Item 6 (**Pages 19 to 20**)

7. Councillors' Questions (15 Minutes)

Councillors to ask questions of the Leader of the Council or a Cabinet member on issues within their Portfolio. References from Other Bodies

(a) **Referral from Strategic Placemaking Scrutiny Sub-Committee – 12 February 2020**

Call-In of Cabinet Decision - 13 January 2020, Adoption of Milton Keynes East Development Framework Supplementary Planning Document 2020:

That the matter be referred back to the Cabinet to reconsider the Supplementary Planning Document as soon as possible taking into account the following changes and /or additions to be shown as tracked changes:

- Clarification on the definition and sense of scale for the place;
- Revised name of "Community Hub" for that currently designated as "District Centre";
- Inclusion of examples to give a sense of scale that may be appropriate of the community hub;

- To review section 4.3.6 of the SPD with regard to the matter of grade separation of pedestrians, cyclists and the motor vehicle; and
- Clarification in the document whether the site is a new settlement or part of Milton Keynes.

The Revised Supplementary Planning Document with tracked changes is available at this [link](#) (Paper copies are available on request).

A briefing note is attached at Item 7(a)(**Pages 21 to 23**).

(b) Referral from Community and Housing Scrutiny Committee - 28 January 2020

- (i) That the Committee welcomes and supports the current work being done to investigate how supported housing provision for young people can be provided and would like to see significant progress towards delivering this over the next 6-9 months.
- (ii) That the Committee is encouraged by the work being done to improve data sharing between the organisations involved in cases referred to the Safe Place to Stay Hub and again would like to see progress on this over the next 6-9 months.

(c) Referral from Development Control Committee - 6 February 2020

- (i) That the Development Control Committee would welcome an initiative from Cabinet to create a Supplementary Planning Document or similar policy that would further strengthen its position in requiring developers to take account of the provisions of the Equality Act of 2010.
- (ii) That Cabinet be asked to seek to progress a Development Framework expeditiously.

(d) Referral from Health and Adult Social Care Scrutiny Committee - 6 February 2020

Milton Keynes Hospital and Public Transport

That the Cabinet member for Planning & Transport be asked to work with the Hospital and local public transport providers to encourage buses to use the new entrance to the hospital.

Local Government and Social Care Ombudsmen Decision on Adult Care Services

- (i) That the Cabinet be advised that the Committee find it extremely regretful that any case should be referred to the Local Government Ombudsman particularly where it is found that the Council has failed to meet its requirements under the Social Care Act; and

- (ii) That the Cabinet member for Health and Wellbeing be asked to review any new cases with extreme caution and ensures that lessons have been learnt from this incident.

(e) Referral from Scrutiny Management Committee – 19 February 2020

Quarter Three 2019/20 Performance Report

That, recognising the persistent underperformance against Performance Indicator MKC228 and the limited resources available to the Building Control Service, the Cabinet be requested to review the resources available to the Building Control Service to ensure that they are sufficient to meet demand for the service and there is no delays which could impact on building developments proceeding.

An extract from the Quarter 3 Corporate Performance Report is attached at Item 7(e) (**Page 24**)

(f) Referral from the Climate Change Task and Finish Group - 20 February 2020

To receive the report from the Climate Change Task and Finish Group. A copy of the Executive Summary and Recommendations is attached at Item 7(f) (**Pages 25 to 36**)

A full version of the report is available at this [link](#), or in Group Rooms.

8. Making the Lavendon Neighbourhood Plan

To consider Item 8 (**Pages 37 to 43**)

9. Child Poverty Commission Interim Report

To consider Item 9 (**Pages 44 to 67**)

10. Sustainability Strategy Action Plan 2019 - 2050

To consider Item 10 (**Pages 68 to 109**)

11. Environmental Policy Core Outcomes: Action Plan (Greenest City Physical and Natural Environment Vision)

To consider Item 11 **Pages 110 to 132**)

12. Business Case for the Establishment of a Local Housing Company

To consider Item 12 (**Pages 133 to 136**)

13. Milton Keynes Skills Strategy 2020

To consider Item 13 (**Pages 137 to 148**)

14. Fraud Policy Review 2019/20

To consider Item 14 (Pages 149 to 205)

15. Progress Report for the Council Plan

To consider Item 15 (Pages 206 to 226)

16. General Fund Revenue, Housing Revenue Account, Dedicated Schools Grant and Capital Programme Forecast Outturn Report for Quarter 3

To consider Item 16 (Pages 227 to 277)

Annexes F – I are available at the following [link](#)

Hard copies available on request.



Minutes of the meeting of the CABINET held on TUESDAY 4 FEBRUARY 2020 at 6.30 pm.

Present: Councillor Marland (Leader of the Council)
Councillors Darlington, Gowans, Long, Marklew, Middleton, O'Neill and Priestley.

Officers: M Bracey (Chief Executive), T Aldworth (Deputy Chief Executive), S Richardson (Director Finance and Resources), A Rulton (Head of Finance [Deputy S151 Officer]), K Hulatt (Acting Head of Legal Services) and S Muir (Committee Manager).

Also Present: Councillors Alexander, R Bradburn, Ferrans, P Geary, Miles and Rankine and 3 members of the Public.

C94 MINUTES

RESOLVED -

That the Minutes of the meeting of the Cabinet held on 13 January 2020 be approved and signed by the Leader of the Council as a correct record.

C95 DISCLOSURES OF INTEREST

Councillor Marland (Leader of the Council) advised with reference to Item 10 (Draft Council Budget), that his wife was a key holder for New Bradwell Community Centre.

C96 QUESTIONS FROM MEMBERS OF THE PUBLIC

(a) Question from Ethan Wilkinson to Councillor Nolan (Cabinet member for Children and Families)

In response to a written question submitted from Ethan Wilkinson, who asked if the Council would support families to teach their children about the safety of young people at school and in the community, Councillor Nolan (Cabinet member for Children and Families) indicated that she would supply a written response.

(b) Question from Mr Robert Excell (MK Heritage Association) to Councillor Gowans (Cabinet member for Planning and Transport).

who stated, with reference to the MK New Town Heritage Register, that MK Heritage Association was pleased to be invited to participate on the Panel in developing the potential Register in November 2017 and asked when the Panel was next going to be convened to fully consider all the nominations to the Register and who was to be invited to Chair the Panel.

Councillor Gowans summarised his written response and indicated that the Council would be bringing forward the New Town Heritage Register in manageable phases, in order that assets could be added to the Register sooner and the logistical challenges presented by bringing forward all the nominations in one version could be overcome. It was anticipated that the first phase would consist of about fifty assets that would represent the diverse nature of the nominations; these could then be considered by the selection Panel during the first six months of 2020.

Councillor Gowans also indicated that the project was explicitly referred to in Plan:MK, the current consultation document Milton Keynes Strategy for 2050, and contributed to Project Six of the Milton Keynes: Making a Great City Greater Report and as such, the New Town Heritage Register was considered an important project that Milton Keynes Council would progress and complete.

Mr Excell thanked Councillor Gowans for the informative written response.

C97

COUNCILLORS' ITEMS

The Cabinet considered an item from Councillor Ferrans (Chair of the Community and Housing Scrutiny Committee) which referred to the Call-in of a Delegated Decision on 26 November 2019 in respect of Buckland Lodge Sheltered Housing Scheme which had been withdrawn following the Mediation meeting.

Councillor Ferrans summarised the concerns from the Mediation meeting and indicated that at the meeting, it had been reported that a protocol for considering and assessing the options to refurbish or repurpose any building being considered for demolition was currently being produced by the Housing and Regeneration Team for Housing Revenue Account properties.

Councillor Ferrans asked the Cabinet to consider a consistent approach by adopting a similar policy for all Council buildings and to

also introduce a policy on the re-use of building materials from any demolished property.

Councillor Long (Cabinet member for Housing and Regeneration) thanked Councillor Ferrans for her work in chairing the successful Mediation meeting and indicated that the issues that had been identified at that meeting supported the Administration's ambition to reduce the Council's carbon footprint by assessing all options to refurbish buildings for different uses and recycle materials wherever possible.

Councillor Long also requested that this approach be investigated for all Council properties.

Councillor Marland (Leader of the Council) indicated that the recycling and re-use of materials from obsolete buildings and sites supported the Circular Economy strand of the MK Sustainability Strategy 2019-2050 adopted on 8 January 2019 (Minute C131 refers) to increase the efficient use of resources, to re-use materials, use less water, and ensure the best use of land.

RESOLVED –

1. That the current work to prepare a protocol for considering and assessing the options to refurbish or repurpose any building being considered for demolition, by the Housing and Regeneration team for Housing Revenue Account buildings be noted.
2. That the request to consider adopting such a protocol, or a similar protocol Council-wide, and to introduce a policy on the re-use of building materials freed up by demolition, be actioned.

C99

COUNCILLORS QUESTIONS

Question from Councillor R Bradburn to Councillor Marklew (Cabinet member for Climate Action and Sustainability).

Councillor R Bradburn stated that many Councillors had received emails from members of the public concerning the decision to rescind the invitation to Franklin Graham to attend an event at the Marshal Arena, and asked Councillor Marklew in her role of Cabinet member for Culture, Sport and Leisure, to confirm, noting that the Marshal Arena was not a Council facility, what action the Council could take.

Councillor Marklew confirmed that the Marshal Arena was not a Council facility, the decision had not been taken by the Council and she would respond to this effect on behalf of the Council.

**REFERRAL FROM STRATEGIC PLACEMAKING SCRUTINY COMMITTEE
- 15 JANUARY 2020****Milton Keynes Bus Network: Contract Performance, Network Review and Access to Health Facilities**

The Cabinet considered a referral from the Strategic Placemaking Scrutiny Committee held on 15 January 2020, in respect of Milton Keynes Bus Network: Contract Performance, Network Review and Access to Health Facilities, which was presented by Councillor P Geary (Chair of the Strategic Placemaking Scrutiny Committee).

Councillor P Geary summarised the conclusions of the Strategic Placemaking Scrutiny Committee and indicated that as Councillor Gowans (the Cabinet Member for Planning and Transport) had attended the meeting he was aware of the issues that had been discussed that included the worsening performance of the bus service, concerns about accessibility for wheelchair users of the popular ViaVan service, accessibility to bus stops at the MK Hospital, and a lack of clear criteria for the provision or maintenance of bus shelters.

Councillor Gowans thanked the Strategic Placemaking Scrutiny Committee for its work and indicated that following the Transport Act 1985, the role of local councils in providing bus services had been limited. However, since the introduction of a Voluntary Partnership in Milton Keynes with the primary operator Arriva, who operated the significant majority of commercial services some good outcomes had been achieved. Nonetheless, it was a concern that there had been a considerable deterioration of service punctuality and reliability, cleanliness and maintenance in buses over recent months.

Councillor Gowans also indicated that all of the Council's Bus Service Contracts were due to end in October 2020 and it was intended that there would be a more rigorous contract management and monitoring regime to react more quickly to inadequate services and poor quality. Additionally, a report detailing the current position regarding public transport including a review of the approach to Bus Partnerships and accessibility to bus stops, was anticipated to be considered by the Cabinet later in 2020.

Councillor Gowans clarified that there was an objective in the Council Plan to lobby the Local Government Association and political parties to seek support for additional powers to be granted by Central Government to local authorities to regulate bus service provision and this would be pursued.

RESOLVED –

1. That it be noted that a report detailing the Public Transport Position including a review of the approach to Bus Partnerships would be considered by the Cabinet later 2020.
2. That the Council Plan objective to lobby the Local Government Association and political parties to support representations Central Government for additional powers to regulate bus service provision be actioned.

C101 REFERRAL FROM BUDGET AND RESOURCES SCRUTINY COMMITTEE - 21 JANUARY 2020 DRAFT COUNCIL BUDGET 2020/21

It was noted that the Budget and Resources Scrutiny Committee - 21 January 2020 report in respect of the draft Council Budget 2020/21 would be presented as part of the Council's draft Budget, later on the agenda.

C102 REFERRAL FROM COUNCIL - 22 JANUARY 2020

Pedestrian Accessibility Issues

The Cabinet considered a referral from the Council meeting held on 22 January 2020 arising from a motion from Councillor Alexander in respect of Pedestrian Accessibility Issues.

Councillor Alexander summarised the main points of his motion requesting that the Cabinet take measures to end the inequality and the difficulties experienced by many residents with mobility issues who relied on mobility aids, and those with prams and buggies, or similar, when using the pavements and pathways in Milton Keynes.

Councillor Alexander specifically referred to the request to Council for the Cabinet to undertake a 5 year programme starting in 2020/21 to install dropped kerbs at all road crossings, ensuring that there was adequate budget provision in each of the next 5 financial years to support the programme and also to ensure that access needs were given due consideration when adopting future planning policies.

Councillor Darlington (Cabinet member for Public Realm) thanked Councillor Alexander for raising the issues at the Council meeting and indicated that a considered approach on an area by area basis that achieved the improvements rather than a piecemeal approach would be a better use of resources and be less disruptive to residents.

Councillor Darlington also indicated that accessibility issues were predominately issues in the historic and more established parts of the borough such as Newport Pagnell, Stony Stratford and Bletchley as safe and accessible footways and Redways, as required by the

Equality Act of 2010 , were a key feature of the planning and design of newer areas in the borough.

Councillor Darlington clarified that a proposal for an Integrated Transport Grant to enable works to be undertaken to provide a safe and accessible footway network for all residents of Milton Keynes had been included in the draft Council Budget to be recommended to Council at its February meeting.

RESOLVED –

That a long term programme and funding to improve accessibility for pedestrians with mobility aids, prams and buggies on footpaths be investigated on an area by area basis.

C103

COUNCIL BUDGET 2020/21, MEDIUM TERM FINANCIAL PLAN 2020/21 TO 2023/24 AND THE REFERRAL FROM THE BUDGET & RESOURCES SCRUTINY COMMITTEE - 21 JANUARY 2020

The Cabinet considered the draft Council Budget 2020/21, the Medium Term Financial Plan 2020/21 to 2023/24 and the report from the Budget and Resources Scrutiny Committee on the draft Budget 2019/20.

Councillor R Bradburn (Chair of the Budget and Resources Scrutiny Committee) introduced the Budget and Resources Scrutiny Committee report on the Draft Budget 2019/20, thanked all those who had contributed to the Budget and Resources Scrutiny Committee report and indicated that whilst commending the ambition of the Budget proposals to make Milton Keynes a better environment in which its residents could live, work and play, the Scrutiny Committee had a duty to ensure that the proposals were robust, financially viable and would achieve their objectives.

Councillor R Bradburn summarised the conclusions of the Budget and Resources Scrutiny Committee report and added that for the first time the Committee had considered the Cabinet Investment Proposals, including individual Ward based schemes and requested that, in future budgets, any Cabinet investment proposals included a narrative explaining what the proposed funding was expected to achieve, or if this information was not available, a note indicating that business case was being developed.

Councillor R Bradburn further indicated that he would respond more fully to the Council's Budget on behalf of Budget and Resources Scrutiny Committee, at the meeting of the Council on 26 February 2020.

Councillor Middleton, the Cabinet member for Resources and Innovation, thanked Councillor R Bradburn and those concerned in producing the Budget and Resources Scrutiny Committee report and referred to his written response.

Councillor Middleton indicated that the proposals included within the draft Budget were consistent with the Council Plan adopted by the Council in the summer of 2019 (Minute CI27 of 19 June 2019 refers), and were in many cases supported by an adopted strategy, for example the Sustainability Strategy. In line with normal practice, Cabinet members had worked alongside senior officers to develop supporting documentation to evidence the benefits and risks of proposals.

Councillor Middleton recognised that the Scrutiny Management Committee was best placed to consider the Cabinet's proposals that it wished to explore as part of its Scrutiny work programme for the coming Council year.

Councillor Middleton indicated that the Budget and Medium Term Financial Plan had been prepared in the context of continued Government austerity, and a substantial increase in demand for critical Council services.

Councillor Middleton emphasised that the Provisional Local Government Finance Settlement had been announced on 20 December 2019, after the draft Budget had been published. The settlement confirmed details of the funding to the Council for 2020/21, which were in line with the draft Budget report and included:

- The New Homes Bonus provisional allocations; and
- the additional funding for social care announced in the September 2019 Spending Round.

Councillor Middleton also indicated that the draft Revenue Budget proposed a Council Tax at Band D of £1,429.86, for the Milton Keynes element. This was an increase of 3.49%, consisting of a 1.99% general increase and 1.50% Adult Social Care Precept.

Councillor Middleton clarified that the proposed Council tax increase was lower than those being proposed by neighbouring local authorities due to judicious financial planning by the Cabinet and senior officers.

Councillor Middleton further outlined that:

- That it was intended to recommend to Council a Housing Revenue Account Dwelling Rent 2020/21 increase of 2.7% , which was an average of £2.32 per week;
- That the Council Tax requirement to be recommended to Council for the Council's own purposes for 2020/21 (excluding Parish Precepts) was £123.954m; and
- The estimated position for the Dedicated Schools Grant for 2020/21.

That the following be recommended to Council for adoption:

- (a) The Housing Revenue Account Revenue Budget 2020/21;
- (b) The advance payment of £16.986m employer pension contributions for 2020/21;
- (c) The fees and charges for 2020/21 (including those fees and charges which are exceptions to the Income and Collection Policy);
- (d) The Capital Programme for 2020/21 to 2023/24;
- (e) That the resource allocation for the 2020/21 Tariff programme;
- (f) The Treasury Management Strategy for 2020/21 to 2024/25 and the Treasury Policy Statement, including the Minimum Revenue Provision Policy;
- (g) The financial forecast set out in the Medium Term Financial Plan (MTFP), in relation to both resources and expenditure; and
- (h) The equalities impact assessments for the Revenue Budget 2020/21.

Councillor Middleton clarified that under current Pension Regulations, it was possible to pay employer pension contributions in advance rather than monthly, the Council was able to pay the non-schools employer's contributions for 2020/21 on 1 April 2020 as a cash lump sum at a cost of £16.986m. It was anticipated that the resulting discounted rate would generate an estimated one off saving of £0.405m. This would be transferred into the Pension Reserve to mitigate any potential risk on future pension revaluations.

Councillor Middleton stated that the revised draft 2020/21 budget proposals now included £8.966m funding for a range of one-off investment proposals put forward by the Cabinet to be funded from the 2019/20 forecast surplus on the Collection Fund and changes to local authority funding announced in the Government's September 2019 Spending Round. Additionally, in response to the crisis in temporary housing accommodation, £1m had been included to be made available to provide additional support; £50k was proposed to support Woughton Community Council with Public Realm; and an additional £50k was proposed to support the Redway network.

Councillor Middleton also thanked the Youth Cabinet for its thorough and comprehensive response which highlighted the issues that were important to young people across the borough, in particular those difficulties young people had in accessing public transport.

Councillor Middleton indicated that the funding for the 16-21 Concessionary Travel Scheme would be reviewed.

The Cabinet heard from Councillor R Bradburn who requested that the following range of smaller, one-off projects be added to the draft Budget Proposals to be recommended to Council:

- | | | |
|-----|---|---------|
| (a) | Campbell Park and Old Woughton resurfacing the roundabouts on Downs Barn Boulevard at the junctions with Byerley Place and Pasterns Place then Farrier and Pannier Place (two in total) | £60,000 |
| (b) | Newport Pagnell South - Tickford Lay-by Scheme | £40,000 |
| (c) | Newport Pagnell South - Tickford parking restrictions scheme | £25,000 |
| (d) | Bradwell - Heelands Local Centre Bus Shelter – North bound buses | £25,000 |
| (e) | Bradwell - Two Mile Ash High Street Linear park tarmac scheme | £25,000 |
| (f) | Bradwell - Loughton Road Corner Common Lane footpath | £25,000 |
| (g) | Monkston Speed restrictions scheme to 20mph | £15,000 |
| (h) | Disabled Toilet Provision at Downs Barn School | £7,000 |

Total £222,000

Councillor Marland, Leader of the Council, indicated that, as the funding for the Concessionary Fares Scheme for 16-21 years old was

being reviewed, the Concessionary Fares Scheme for people over 65 to travel before 9.30am should be reintroduced and that one off funding in 2020/21 for concessionary fares, would be added to the base budget, and for 2021/22 onwards £25k would be added.

The Cabinet also heard from a member of the public with reference to Bus Service issues and from members of the Cabinet in support of the Housing Revenue Rent Rise of 2.7% to support investments in housing stock, and an increase of £100k for Safer MK to support partnership working with knife crime issues. Cabinet members also thanked the Youth Cabinet for its detailed contributions to the draft Budget 2020/21 consultation.

In response to a comment from Councillor P Geary, who indicated that at a recent Budget and Resources Scrutiny Committee meeting, he had been advised that there was no funding available for smaller projects, Councillor Middleton indicated that should the proposal to increase Council Tax be agreed by the Council, this would increase the contingency fund to help with Community Projects such as those suggested by Councillors Marland and R Bradburn and by Councillor D Hopkins at the Delegated Decisions meeting on 23 December 2019 when the consultation of the draft Budget 2020/21 was approved.

Councillor Marland (Leader of the Council) expressed the thanks of the Cabinet to officer colleagues for their efforts in constructing the draft Budget and noted that the Director of Finance and Resources, the Council's Chief Finance Officer, was satisfied with the robustness of the draft Budget.

Councillor Marland recognised that the Cabinet was proposing an increase in Council Tax, but, unlike neighbouring local authority areas, this Council was opening new libraries and improving community facilities. It was anticipated that Milton Keynes residents would be £120 per annum better off and the Budget was making funds available to respond to the needs of and improve the lives of, local residents.

RESOLVED:

1. That the Revenue Budget 2020/21 totalling £209.534m be approved and recommended to Council.
2. That the Council Tax at Band D of £1,429.86, for the Milton Keynes element of the Council Tax, be approved and recommended to Council, noting that this is an increase of 3.49%, consisting of a 1.99% general increase and a 1.50% Adult Social Care Precept.

3. That the Council Tax requirement for the Council's own purposes for 2020/21 (excluding Parish Precepts) of £123.954m, be noted.
4. That the estimated position for the Dedicated Schools Grant for 2020/21 be noted.
5. That the Housing Revenue Account Revenue Budget 2020/21 be recommended to Council for adoption.
6. That the Housing Revenue Account Dwelling Rent 2020/21, an increase of 2.7%, an average of £2.32 per week, be recommended to Council.
7. That the advance payment of £16.986m employer pension contributions for 2020/21 be approved and recommended to Council.
8. That the fees and charges for 2020/21 (including those fees and charges which are exceptions to the Income and Collection Policy) be approved and recommended to Council.
9. That the Capital Programme for 2020/21 to 2023/24 be approved and recommended to Council.
10. That the resource allocation for the 2020/21 Tariff programme be approved and recommended to Council.
11. That the Treasury Management Strategy for 2020/21 to 2024/25 and the Treasury Policy Statement, including the Minimum Revenue Provision Policy, be approved and recommended to Council.
12. That the financial forecast set out in the Medium Term Financial Plan (MTFP), in relation to both resources and expenditure, be noted.
13. That the equalities impact assessments for the Revenue Budget 2020/21 be noted.
14. Budget Amendments

That the following be added to the Draft Budget Proposals to be recommended to Full Council:

- | | | |
|-----|---|---------|
| (a) | Campbell Park and Old Woughton resurfacing the roundabouts on Downs Barn Boulevard at the junctions with Byerley Place and Pasterns Place then Farrier and Pannier Place (two in total) | £60,000 |
| (b) | Newport Pagnell South - Tickford Lay-by Scheme | £40,000 |

(c)	Newport Pagnell South - Tickford parking restrictions scheme	£25,000
(d)	Bradwell - Heelands Local Centre Bus Shelter – North bound buses	£25,000
(e)	Bradwell - Two Mile Ash High Street Linear park tarmac scheme	£25,000
(f)	Bradwell - Loughton Road Corner Common Lane footpath	£25,000
(g)	Monkston Speed restrictions scheme to 20mph	£15,000
(h)	Disabled Toilet Provision at Downs Barn School	£7,000
	Total	£222,000
(i)	One Off funding in 2020/21 for concessionary fares to be added to the base for 2021/22 onwards onwards	£25,000

THE CHAIR CLOSED THE MEETING AT 7.17pm

COUNCILLOR'S ITEMS**Councillor Wallis – Local Government Pay Settlement**

That the Cabinet notes:

- That this item be tabled as an urgent item at Cabinet due to the timetable of Council meetings and the date of the Central Government budget;
- That Local Government has endured central government funding cuts of nearly 50% since 2010;
- That between 2010 and 2020, Councils will have lost 60p out of every £1 they have received from Central Government;
- That cuts have placed a huge strain on the local government workforce;
- That a decade of pay restraint has meant a real terms pay cut 22% across most pay grades.

That the Cabinet be asked to:

- Note the disproportionate impact on women of pay restraint, with women making up more than two thirds of the local government workforce;
- Agree that without the professionalism and dedication of our staff, the council services our residents rely on would not be deliverable
- Note that the local government pay award for 2020/21 has not yet been agreed;
- Note that the Trade Unions GMB and UNISON are proposing a minimum wage of £10 per hour and a 10% pay increase across all pay points;
- Note that such an increase should be funded from new and ongoing funding from Central Government;
- Note that independent research by Landman Economics has shown that the cost to the Treasury of the pay request would only be 49% of the claim due to reduced in-work benefit claims.

That the Cabinet be asked to agree to:

- Supporting a £10 per hour National Minimum Wage;
- Supporting, in principle, the NJC (Employee) claim of 10% across all pay points;
- Supporting the principle that this should be funded through ongoing funding from Central Government rather than an extra pressure on the local authority;
- The Leader of the Council to write to the Secretary of State to call for a pay increase for local government workers to be funded with new money from central government in advance of the upcoming budget;

- Convey to the local NJC union representatives support for the fully funded pay claim;
- Ask the Leader of the Council to raise the matter, and show support for the pay claim, at the LGA Resources Board.

Briefing Note



Milton Keynes East Development Framework SPD – Amendments following Strategic Placemaking Scrutiny Committee

Andrew Turner
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Purpose of the briefing note

To explain what amendments have been made to the Milton Keynes East Development Framework Supplementary Planning Document (SPD) following the decision made at the Cabinet meeting of 13 January 2020 to adopt the SPD subject to certain changes, and in light of the the recommendations made by the Strategic Placemaking Scrutiny Committee on 12 February 2020 following a call-in of the Cabinet decision to adopt the SPD.

Background

Cabinet decided on 13 January 2020 to adopt the Milton Keynes East Development Framework SPD subject to certain changes/requests to review certain elements of the SPD. These were discussed during the Cabinet meeting with the decision sheet for the meeting recording them. In summary, the changes made to the SPD as a result are outlined below, and shown in the tracked version of the SPD enclosed [at the Annex](#):

- Drawings relating to the 'Community Hub' amended to clarify difference between primary street and pedestrian priority street.
- References to 'High Street' have been replaced by 'Pedestrian Priority Street'.
- Para 4.3.6 amended to refer to 'grade separated' underpasses or green bridges.
- Additional sentence included in para 4.3.7 to read: "Milton Keynes Transport Department will provide a statement prior to the submission of any planning application identifying what the triggers will be to upgrade Willen Road."
- Additional text included in para 4.5.2 to state that where lower levels of parking are proposed there should be frequent public transport services to

public transport nodes, district/town/local centres, schools and employment areas.

The decision to adopt the SPD was then Called In by a number of parties. The reasons for the Call-Ins were discussed at a mediation meeting with the Chair of Strategic Placemaking Scrutiny Committee that was attended by those who Called In the decision, Councillor Martin Gowans as the responsible Cabinet member, and officers of the Council. Whilst certain matters were resolved during mediation, it was still necessary to take the matter forward to the full Strategic Placemaking Scrutiny Committee, which met on 12 February 2020 to discuss the call in.

The recommendations of the Committee were that:

That the matter be referred back to the Cabinet to reconsider the Supplementary Planning Document (SPD) as soon as possible taking into account the following changes and /or additions to be shown as tracked changes:

- Clarification on the definition and sense of scale for the place;
- Revised name of “Community Hub” for that currently designated as “District Centre”;
- Inclusion of examples to give a sense of scale that may be appropriate of the community hub and
- To review 4.3.6 of the SPD with regard to the matter of grade separation of pedestrians and cyclists and the motor vehicle.
- Clarification in the document whether the site is a new settlement or part of Milton Keynes.

Outcomes

A number of changes have been made to the Milton Keynes East Development Framework SPD following the recommendations of the Strategic Placemaking Scrutiny Committee. These are shown in a tracked change version of the SPD attached at the Annex. A description and explanation for these changes is outlined below:

1. References to the “District Centre” within the SPD have been replaced with “Community Hub” reflecting the discussion and consensus reached during the meeting of the Strategic Placemaking Scrutiny Committee.
2. Additional text at paragraph 3.1.2 has been added to provide greater clarity on the anticipated nature of Milton Keynes East as a place. Namely, this is to relay that it would feel and operate as a new settlement despite the fact that in

terms of Plan:MK policy it is an extension to Milton Keynes city and would not be classed as a separate settlement within the borough's settlement hierarchy.

3. Additional text within section 4.4 to provide illustrative parallels with existing centres within Milton Keynes to give a sense of scale and function of the amenities and retail offer to be provided in the new Community Hub within Milton Keynes East. The parallels (Woburn Sands and Stony Stratford) are considered most appropriate as those centres primarily serve the communities of Woburn Sands and Stony Stratford rather than primarily operating as a larger service centre or destination serving a wider rural hinterland and geographical area in the way that other larger centres such as Newport Pagnell, Olney and Buckingham do.

The Strategic Placemaking Scrutiny Committee also recommended a further review of paragraph 4.3.6 with regard to adding in the requirement for grade separated crossings of grid roads for use by motor vehicles. The SPD guidance proposes at grade vehicular crossings of grid roads in the form of roundabouts or paired 'T-junctions' with central waiting areas. After considering this further, in light of the layout of routes and development areas shown in the SPD, it is not considered necessary in highway terms or appropriate in place making terms to require grade separated opportunities for motor vehicles to cross grid roads at the limited number of places where this could feasibly be done within the site.

Annex: [Supplementary Planning Document \(SPD\) with Track Changes](#)

Environment & Property - (Director Stuart Proffitt)														
Reference	Indicator	Measure Description	Reporting Frequency	Good is bigger/smaller?	2018-19 Q3	2018-19 Outturn	2019-20 Annual Target	Quarterly Target 2019/20	Q1	Q2	Q3	Q3 Performance comparison with Q3 18/19	Q3 Performance comparison with previous Quarter	Commentary
MFC 228	Building Control Files checked within 15 days	This is a measure of the time taken to provide an initial response to the submission of documents forming a building regulations application	Quarterly	Bigger	62.24%	52.20%		80%	66%	47%	50%	▼	▲	Discussion note: members of staff from the second instance who do not appear the relevant insurance and lack of qualified staff have affected the figures.

On target or better
Within 10% of target
More than 10% off target



Climate Change

Task and Finish Group

March 2020



****“If we want things to stay as they are, everything will have to change”***

*spoken by young aristocrat Tancredi – in the novel *The Leopard*, by Tomasi di Lampedusa (*published 1958*)

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FULL VERSION OF DOCUMENT IS AT THIS [LINK](#)

Background and Group Membership

Approval to proceed with the Climate Change Task and Finish Group was confirmed by Scrutiny Management Committee in June 2019.

The purpose of the Task and Finish Group was to review the work currently being undertaken by Milton Keynes Council (the Council), including the Sustainability Strategy Action Plan, to achieve the Climate Emergency/*Making Milton Keynes the World's Greenest City* Resolutions passed by Full Council in January 2019. The Group was also to identify any further actions that could be taken to deliver this resolution and to meet the pledge to make Milton Keynes carbon neutral by 2030. It should be noted that this report and recommendations has been produced **without** sight of the Council's Sustainability Action Plan.

Terms of Reference for the Group may be found at Annex B.

The Task and Finish Group provided a dedicated, cross party scrutiny of the issues and was composed of Councillors Brackenbury, Brown, P Geary, D Hopkins, Minns and Trendall. Mr Alan Francis was co-opted as a member of the Group.

Roslyn Tidman served as the Overview and Scrutiny Officer.

The purpose of this report is:

- (i) to outline the work the Group carried out to scrutinise the additional actions the Council needs to take to meet its resolution to be the *Greenest City in the World* and to be carbon neutral by 2030; and
- (ii) to present the Group's recommendations to Cabinet on 10 March 2020.

This report is the result of the Group's deliberations following a number of public evidence sessions and review of documents ranging from submissions from other local authorities, other relevant organisations and agencies and responses received from the public call for evidence. On behalf of the Task and Finish Group, I commend it to Cabinet and the wider Council.

Councillor David Hopkins
Chair, Climate Change Task and Finish Group
March 2020

Task and Finish Group Work Programme

The Group met on a number of occasions to consider the substantial amount of written evidence submitted, develop and draft the final report and recommendations as well as holding four public oral evidence sessions to consider evidence on the following themes:

Date	Subject
17 October 2019	Scene Setting
6 November 2019	Planning and Housing
23 January 2020	Energy
13 February 2020	Transport

The Group also reviewed an extensive amount of written evidence including best practice from other local authorities, reports by other agencies and submissions received as a result of the public 'Call for Evidence'.

The written evidence, along with the agenda, reports, presentations for each of the above meetings are available on the Council's website at:

<https://www.milton-keynes.gov.uk/climatechangetfg-evidence>

Acknowledgements

The Group would like to thank the officers and invited witnesses who assisted with preparing documents and presentations, giving up their time to speak at the meetings and their assistance in supplying supplementary information when requested to do so.

In particular, the Group is grateful for the diligence and patience of Roslyn Tidman in managing the Group through an intense workload, and to Neil Allen for his technical knowledge and support to the Group.

The Chair would also like to thank those individuals who attended the oral evidence sessions and made substantial contributions at these sessions and those who presented to the Task and Finish Group and who submitted written evidence.

Executive Summary

Milton Keynes Council has responded to the climate and environmental crisis by setting an ambition to become one of the first carbon neutral cities in the UK by 2030. In line with Milton Keynes ambitions to lead on the responses to the climate emergency, the council established a Task & Finish Group to take evidence and report back on its recommendations to achieving sustainable carbon neutrality.

At the heart of this report is a suggested series of approaches that not only positively address wider environmental challenges, but which set out to improve the quality of life of Milton Keynes residents and build a new form of clean growth for our economy through a green, technical based industrial revolution. We have done so under four broad headings, namely;

- Areas Milton Keynes Council can influence directly through its own estate management and policy making powers;
- Areas where the Council can work with contractors, suppliers and delivery partners;
- Areas where the Council can work locally with residents, businesses and other organisations such as Parish Councils and the universities; and
- Areas where the Council can lobby such as other governments (national and local government and its agencies) both locally and nationally.

The report sets out ways in which the Council can address these ambitions under the following broad topic headings:

Housing

- Carbon neutral housing;
- Replacement of gas heating;
- Renewable energy;
- Smart homes – energy control; and
- Using mains water efficiently.

Transport

- Larger share of journeys via walking and/or cycling;
- Larger share of journeys via public transport;
- Moving the council fleet to zero carbon vehicles;
- Improving the vehicle charging and refuelling infrastructure(s);
- Sharing of vehicles; and
- Reducing the need for travel.

Waste

- Reducing the climate impact of domestic waste; and
- Reducing the climate impact of waste from businesses and other organisations.

Businesses and Business Buildings

- Carbon neutral organisations across Milton Keynes;
- Low carbon heating and cooling;
- Energy efficient workplaces;
- Renewable energy;
- Travel & transport plans;
- World class Superfast broadband infrastructures;
- Low carbon production;
- Waste management; and
- The Council leading by example.

Land Use and Planning

- A forest for Milton Keynes and tree planting borough-wide for canopy cover;
- Ensuring new homes and other new buildings are carbon neutral and climate adapted;
- Development designed to support zero carbon travel;
- Use of low carbon building materials; and
- Planning policies (MK 2050 and the new Local Plan) complying to building standards that address the climate emergency.

The science is clear; we need to act urgently to reduce our carbon emissions to limit global temperature rise to below 1.5°C, and so prevent the most damaging of impacts around the world and closer to home. It also shows we need to prepare for a changing climate. Climate Change is a long-term and universal problem that will affect everyone, particularly our most vulnerable residents. It is also one that significantly impacts the young of today and for generations to come. Our generation, elected by our local residents and entrusted to deliver a future that is sustainable for us all, are the stewards for the world that our young people will inherit. It is an essential role of local governments, such as Milton Keynes Council, to protect the security and welfare of those citizens who depend upon us. We are continuing our work to create a prosperous, fair and resilient borough for today, tomorrow and future generations to come.

Milton Keynes Council is determined to be at the forefront of what local authorities can achieve. The Milton Keynes Council Climate Emergency Declaration and the emerging strategies for energy and MK 2050 are driving forward the Council's progress and hopefully will inspire others to do likewise. The recommendations contained in this report are designed to make a real difference to people's homes, businesses and transport, as well as to the way the Council itself operates.

The Task and Finish Group believes the approach it is taking could bring enormous benefits to the residents, businesses and organisations of Milton Keynes. This report to the Cabinet and Council sets out the principles, priorities and definitions of its suggested approach, considering the evidence (written and in person) provided to it in public meetings and state-of-the-art knowledge gathered from across the borough. This is one of the most important and complex challenges any society has faced, which is why the Council voted overwhelmingly to reconsider how it operates and why it is so pleased to be working with partners and residents to provide a genuine borough-wide response that can engage and encourage everyone across the borough to take action. Every resident, business and organisation across Milton Keynes has a role to play in this and we all have something to gain by finding more sustainable ways to live and work. Together with our partners, the report sets out ways of creating new Climate Change and Energy plans for the next decade, to help set in motion this ambitious work and turn the Council motion into actions.

However, this is only the beginning. Together this Council, its partners and residents must take forward the ambitions of a locally responsible green global city. The Task and Finish Group believe this report represents a way forward on this vital issue and we believe that by adopting the recommendations contained in this document Milton Keynes will be on the right track to fulfilling these challenging ambitions.

Recommendations

Governance

1. That the Council aligns all its strategies and policies to place its carbon neutrality and greenest city ambitions at the heart of all its work effectivity establishing a 'green/golden thread' throughout all its activity and ensuring that the reduction of carbon emissions is assessed as an impact in all reporting and decision making processes.
2. That the Council ensures that the appropriate staffing is in place to enable the delivery of the work programmes associated with its carbon neutral and greenest city ambitions.
3. That the Council establishes a permanent cross-party Council Advisory Group or Scrutiny Committee to provide ongoing oversight to the delivery of the Sustainability Strategy Action Plan.
4. That a climate change dashboard/scorecard is developed to report regularly the progress of the Sustainability Strategy Action Plan and on annual carbon budget and reduction targets.

Sub text:

The Task & Finish Group agreed that the council, in support of a new climate emergency support team, focuses on delivery of the necessary work programme to achieve its ambitions to address the climate emergency at a local level and establish an internal technical officer forum in support of those ambitions. In addition, it is suggested that all Council reports and strategy recommendations contain a detailed and topic specific Impact on Carbon Neutrality – Dealing with the Climate Emergency section/paragraph.

It was agreed that the Leader of the Council should be required to report annually to Full Council on the progress made with the implementation of the Climate Emergency Action Plan and that the Council develops annual or bi-annual targets for carbon reduction in each directorate so that progress can be monitored on that basis.

Communication, Engagement & Education

5. That the Council establishes a dedicated web and social media presence to provide information and news in support of its ambitions for a carbon neutral Milton Keynes.
6. That the Council establishes or supports the establishment of a climate change advice service for businesses and residents.
7. That the Council develops and delivers a climate change public engagement programme to engage and empower citizens, Town and Parish Councils, community groups, schools and businesses, possibly through a Citizens Assembly, to enable everyone across the borough to achieve the aim of being carbon neutral by 2030. This would include establishing a Green Champions Community across Milton Keynes.

Planning Policy

8. That when the relevant planning policies are reviewed, for example Section 106 Agreements, that the Council look to maximise what it can receive for carbon reduction projects.
9. That the Council place carbon reduction and the consideration of environmental impacts at the heart of the new Local Plan and associated planning policy documents.

Sub text:

The Task & Finish Group discussed ways in which the Council develop and implement new planning policies (as part of the current review of Plan:MK) to achieve the council's objectives for Zero Carbon buildings and that in particular the Council should integrate the need to reduce car use into the review of the Local Plan – this would require a range of possible measures, including: considering denser housing developments with quality walking & cycling; priority car parking provision for electric vehicles; the provision of transport & delivery hubs to enable the use of cargo bikes and similar for deliveries; and support for climate adaptation measures such as green space and green architecture (e.g. roofs, walls, etc.). The Task & Finish Group also suggested that the Council should encourage local food production by the provision of a greater proportion of land to be used as allotments and small holdings to reduce food-miles.

Procurement

10. That the Council include an agreed sustainability/environmental statement within tender documents and implement a percentage weighting of supplier environmental performance in its supplier/contractor selection process.

Sub Text:

In effect, the Task & Finish Group suggests that the Council conducts a review of the carbon footprint of materials/products/services the council procure and identifies options to reduce carbon emissions from the Council's supply chain

Staff & Councillors

11. That the Council defines an optimum flexible working pattern and develops an enabling programme to reduce carbon impact of staff travel.
12. That the Council develops and delivers a climate change skills/learning and development programme for staff and councillors to improve understanding of carbon reduction and the wider environmental context.

Energy Efficiencies

13. That the Council assesses the energy efficiency of all of its properties including offices, social housing and schools, and retrofit these properties to Energy Performance Certificate C or higher and that all new council owned or commissioned properties are built to at least this standard.
14. That the Council speed the progress of and complete the delivery of the switch to LED smart lights action across Milton Keynes.
15. That the Council develops a Strategy to tackle Fuel Poverty Borough wide.

Transport

16. That the Council undertakes a fleet review of all its vehicles (plus existing and/or potential supporting infrastructures to move towards a fleet of ultra-low emission vehicles.
17. That the Council utilise all measures open to it to ensure that bus services are convenient, frequent, accessible, affordable, reliable, punctual and low carbon emitting and that this ultimately leads to reducing the need for private car use across the Borough.
18. That the Council commit to pursuing franchising powers under the Bus Services Act 2017.
19. That the Council delivers a borough wide programme to increase the number of journeys taken by walking and cycling.
20. That the Council considers the introduction of ultra-low emission zones where the air quality evidence suggests this mechanism would be beneficial.

Sub text:

The Task & Finish Group were mindful of the representations made regarding safer cycling and suggests that the Council undertakes a borough wide programme of safer cycling – including school safety training, redway safety (and repairs to the redway) with improved wayfinding to help develop (at an early age) a cycle use culture within the community. Parents often cite the lack of safety of the cycling journey to and from schools to justify car use. The Council needs to increase walking and cycling by challenging this perception - Add e-scooters to this programme of training (if/when they become legal).

That the Council launch a consultation on introducing Low Emission Zones/Clean Air Zones in areas across the Borough when air quality monitors record levels which indicate it is appropriate.

Housing

21. That in the review of the new Local Plan, and any related planning policy documents and building regulations, the Council prioritises policies to ensure that all existing and new residential and non-residential dwellings are built or retrofitted to achieve zero carbon standards.

Sub text:

The Task and Finish Group recognised that retrofitting the existing building stock in the Borough is essential if Milton Keynes is to meet the ambition to be carbon neutral by 2030. The Group acknowledged that most of this work was outside of the Council's direct control and would instead rely on ways the Council could influence or incentivise private owners to carry out this work potentially by the use of grants, bulk purchase schemes, guidance and advice. The Group was of the view that all new dwellings should be built to the highest standards to ensure that the Council's carbon ambitions could be met. The Council should also ensure that the storage and efficient use of water was promoted, including grey water reuse, community water butts etc. and that the Council should consider the installation of low energy factory built housing units such as Zedpods.

Biodiversity

22. That the Council delivers on a commitment for a *Forest for the Borough of Milton Keynes* of (at a minimum) an additional one million trees.
23. That the Council include a greater commitment to deliver sustainable planting of trees and increasing biodiversity as part of any planning proposals for 11 dwellings or more including encouraging rewilding projects.

Working in Partnership

24. That the Council establishes a 'Climate Change Partnership' to include a wide range of organisations in the public, private and voluntary sectors to work together to achieve a carbon neutral Milton Keynes by 2030 and that the Climate Change Partnership be responsible for developing and delivering a borough wide carbon neutral action plan.

Sub Text:

The Task & Finish Group suggested that the Council facilitate and host an annual conference - Oxford/ MK /Cambridge wide - to broaden the climate change conversation and the co-designing of a future climate change programme. In addition, the group felt that the Council might work with main utility providers across Milton Keynes to establish effective working relationships to Define, Scope and Manage likely actions and ensure alignment with emerging Climate Change Distribution/ Energy / Objectives.

Consideration should be given to the Council engaging with our local Universities (The OU, Cranfield and future UMK) and Milton Keynes College to create an Advisory Committee on Climate Change to provide an annual report to Cabinet, and annually to Council and that, in parallel, the Council engage with organisations such as Parish and

Town Council's and the business community via the Chamber of Commerce, Federation of Small Businesses and other business support organisations to develop a joint medium/ long term action plan and to establish a vehicle to deliver the elements of that plan.

That given the importance of logistics and retail to the local economy that the Council should engage with hauliers/haulage clients and other large heavy vehicle fleet including rail freight operators and retailers to identify opportunities for addressing the issues identified within this report.

Waste

25. That the Council adopt circular economy waste policies as well as promoting residents and community sharing, reuse and recycling.

Energy Supply

26. That the Council explore the bulk purchase of renewable energy for example from offshore wind farms to provide lower cost sustainable energy options.
27. That the Council uses the carbon offset fund to establish a programme to deliver innovative and sustainable energy generation projects.

Sub Text:

Members of the Task & Finish Group were keen to see the Council consider establishing an energy supply company that develops district heating. The Council should develop district heating, ensuring it's from low carbon sources. Such a venture to be formed as a non-profit green energy company, and that the council investigate district heating networks including use of local parks and other innovative sustainable heating solutions. The Group agreed that all new developments should include the consideration of green energy generation schemes.

Given its reputation internationally as a Smart City and a City for Technological Innovation, the Task & Finish Group felt that the Council should monitor a wide range of technologies and how their use can help combat the impacts of climate change. For example, Collaborative Telepresence technologies, Use of Big data, Mobile Apps, Hackathons, Clean Energy and Internet of Things (IoT) smart energy, General Fusion Power Generation, battery powered transport, Beyond Meat foods, Carbon engineering powered manufacturing, smart city traffic modelling and management, Artificial Intelligence (AI) based energy efficiency and AI planning tools.

Flooding

28. That the Council invests in service provision in areas such as highways drainage clearance to deal with the increasing number of flash flooding rainfall incidents.

Cabinet report



10 March 2020

Making The Lavendon Neighbourhood Plan

Name of Cabinet Member **Councillor Martin Gowans**
Cabinet member for Planning and Transport

Report sponsor **Tracy Darke**
Director (Growth, Economy & Culture)

Report author **David Blandamer**
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Exempt / confidential / not for publication	No
Council Plan reference	Not in Council Plan
Wards affected	Olney Ward

Executive summary

The report seeks Cabinet's agreement to recommend to Council that it makes (brings into legal force) the Lavendon Neighbourhood Plan, following the successful referendum held on 23 January, 2020.

1. Decision/s to be made

- 1.1 That Council be recommended to make the Lavendon Neighbourhood Plan pursuant to the provisions of Section 38(A)(4) of the Planning and Compulsory Purchase Act 2004.
- 1.2 A decision document setting out the results of the referendum and the Council's decision to make the Lavendon Neighbourhood Plan, and the Lavendon Neighbourhood Plan be published on the Council's website and by other means, to bring them to the attention of people who live, work or carry out business in the neighbourhood area.

- 1.3 The decision document and details on how to view the plan be sent to the qualifying body (Lavendon Parish Council) and any person who asked to be notified of the decision.
- 1.4 That Lavendon Parish Council be congratulated on the successful outcome of the referendum.

2. Why is the decision needed?

- 2.1 The Lavendon Neighbourhood Plan was submitted to the Council for examination and was subsequently publicised for a six-week period, ending on 5 August 2019. All comments received were then passed to the Examiner, Rosemary Kidd, who submitted her report on the Plan in October 2019, stating that the plan met the relevant basic conditions and requirements, subject to modifications, and should proceed to referendum.
- 2.2 Following the examination, Milton Keynes Council, in consultation with Lavendon Parish Council accepted the examiner's recommendations and proceeded to make arrangements for a referendum to be held on 23 January 2020.
- 2.3 The Lavendon Neighbourhood Plan was successful at the referendum. In total, 440 people voted 'Yes' and 31 'No'; turnout was 44.8%. Under the changes to Section 38 of the Planning and Compulsory Purchase Act 2004, introduced by the Neighbourhood Planning Act, 2017¹, following a successful referendum, a neighbourhood plan comes into force as part of the statutory development plan. The plan must still be made by the local planning authority within 8 weeks of the referendum.
- 2.4 As with any planning decision there is a risk of legal challenge, but that risk has and is being managed by ensuring that the regulations are followed and that the Council's decision making process is clear and transparent.

3. Implications of the decision

- 3.1 National Planning Policy Framework (NPPF) states that neighbourhood plans must be in general conformity with the strategic policies of the development plan. Neighbourhood Plans should reflect these policies, and neighbourhoods should plan positively to support them. Neighbourhood plans should not promote less development than is set out in the Local Plan, or undermine its strategic policies.
The Lavendon Neighbourhood Plan was examined against the strategic policies set out in Plan:MK, adopted in March 2019.

¹ The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016 and section 38(A)(4) of the Planning and Compulsory Purchase Act 2004 <http://www.legislation.gov.uk/ukpga/2017/20/section/3/enacted>

3.2 Once a neighbourhood plan has successfully passed the referendum stage, it comes into force as part of the statutory development plan, meaning it will be a material consideration when considering development proposals in the neighbourhood plan area.

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

a) Financial implications

The Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012 (“the 2012 Regulations”) placed new duties on local planning authorities in relation to neighbourhood planning. These new duties have considerable implications for Council resources. In recognition of the additional burdens that these new duties place on local planning authorities, Ministry of Housing, Communities and Local Government (MHCLG) now makes extra burden funding of £20,000 available to local authorities, which can be claimed once a date for a referendum has been set following a successful examination. This is a reduction of £10,000 per plan from that which has been available in previous years. Further duties and deadlines for decisions have been imposed through the Neighbourhood Planning (General) Regulations 2012 and Development Management Procedure (Amendment) Regulations 2016, as a result of the Housing and Planning Act 2016.

Publicity and officer support costs associated with making neighbourhood plans is met within the Urban Design and Landscape Architecture (UDLA) budget and staff resources to implement the plan come from the existing staff within the Development Plans and Development Management teams.

b) Legal implications

Neighbourhood planning is part of the Government’s initiative to empower local communities to take forward planning proposals at a local level, as outlined in Section 116 of the Localism Act 2011. The Localism Act 2011 and the subsequent regulations confer specific functions on local planning authorities in relation to neighbourhood planning and lay down the steps that must be followed in relation to Neighbourhood Planning.

Lavendon Neighbourhood Plan has been consulted on in accordance with the 2012 Regulations and subjected to a referendum in accordance with the Neighbourhood Planning (Referendums) Regulations 2012 (as amended).

As with any planning decision, there is a risk of legal challenge to the plan and/or judicial review of the Council’s decision to proceed with the referendum and the making of the neighbourhood plan.

Risk has been managed by ensuring that the relevant regulations are followed and that the Council's decision making process is clear and transparent. Once a neighbourhood plan has successfully passed referendum, it comes into force as part of the statutory development plan and the local planning authority is obliged to consider proposals for development against the policies in the Plan. The local planning authority must make the neighbourhood plan within 8 weeks of the successful referendum.

In accordance with Regulation 19 of the 2012 Regulations, the Council must, as soon as possible after deciding to make a neighbourhood development plan:

- a) publish on the website and in such other manner as is likely to bring the Plan to the attention of people who live, work or carry on business in the neighbourhood area:
 - i) the decision document,
 - ii) details of where and when the decision document may be inspected;
- b) send a copy of the decision document to:
 - i) the qualifying body; and
 - ii) any person who asked to be notified of the decision.

In accordance with Regulation 20 of the 2012 Regulations, the Council must, as soon as possible after making a neighbourhood development plan:

- a) publish on the website and in such other manner as is likely to bring the decision to the attention of people who live, work or carry on business in the neighbourhood area:
 - i) the neighbourhood development plan; and
 - ii) details of where and when the neighbourhood development plan may be inspected; and
- b) notify any person who asked to be notified of the making of the neighbourhood development plan that it has been made and where and when it may be inspected.

c) Other implications

The Lavendon Neighbourhood Plan has been tested against and found to meet the basic conditions required for neighbourhood plans. Two of the basic conditions are the requirements for the plans to:

- Contribute to the achievement of sustainable development
- Not breach and otherwise be incompatible with EU obligations (including the Strategic Environmental Assessment Directive, Environmental Impact Assessment Directive and the Habitats and Wild

Birds Directives), or any of the Convention rights (within the meaning of the Human Rights Act 1998).

The Examiner's report has confirmed that the Lavendon Neighbourhood Plan meets those basic conditions and officers are satisfied that there are no conflicts with these aspects.

The consultations on the draft plan carried out by Lavendon Parish Council and then the publicity on the submitted plan carried out by Milton Keynes Council have helped to raise awareness of its preparation and have allowed community engagement and participation in the process.

4. Alternatives

- 4.1 In the event of a 'Yes' vote in the referendum, the Council is obliged to proceed to make the Plan as outlined above. Therefore, there are no options available other than for Cabinet to recommend to the Council to make the Lavendon Neighbourhood Plan, and for Council to implement that recommendation, so that the Lavendon Neighbourhood Plan becomes part of the Milton Keynes Development Plan. The only exception to this is where the Council considers the plan would breach, or otherwise be incompatible with, any EU obligation or any of the convention Rights. That is not the case here.

List of annexes

Annex A – Decision document for making the Lavendon Neighbourhood Plan

Annex B – Lavendon Neighbourhood Plan <https://www.milton-keynes.gov.uk/planning-and-building/Lavendon-parish-council-neighbourhood-plan>

List of background papers

The Localism Act, 2011

The Neighbourhood Planning (General) Regulations 2012

The Housing and Planning Act, 2016

The Development Management Procedure (Amendment) Regulations 2016

The Neighbourhood Planning Act 2017

National Planning Policy Framework

National Planning Practice Guidance

**MILTON KEYNES COUNCIL
LAVENDON NEIGHBOURHOOD PLAN****Decision Statement – 18 March 2020****Summary**

Following a referendum of residents eligible to vote within the Lavendon Neighbourhood Plan area, Milton Keynes Council will make the Lavendon Neighbourhood Plan part of the Milton Keynes Council Development Plan on 18 March 2020.

Background

Lavendon Parish Council, as the qualifying body, successfully applied for its area to be designated a Neighbourhood Area, under the Neighbourhood Planning (General) Regulations (2012). The area was designated on 10th October 2017.

The Lavendon Neighbourhood Plan was submitted to the Council for examination and was subsequently publicised for a six-week period, ending on 5 August, 2019. All comments received were then passed to the Examiner, Rosemary Kidd, who submitted her report on the Plan in October 2019, stating that the plan met relevant basic conditions and requirements and, subject to modifications, should proceed to referendum.

Following the examination, Milton Keynes Council, in consultation with Lavendon Parish Council, accepted the examiner's recommendations on 15th November 2019 and proceeded to make arrangements for a referendum to be held on 23rd January 2020.

The Lavendon Neighbourhood Plan was successful at the referendum held on 23 January 2020. 440 voted 'Yes' and 31 'No', turnout was 44.8%. Under the changes to Section 38 of the Planning and Compulsory Purchase Act 2004, introduced by the Neighbourhood Planning Act, 2017, following the successful referendum the Lavendon Neighbourhood Plan came into force as part of the Milton Keynes statutory development plan. The Lavendon Neighbourhood Plan must still be made by the Council within 8 weeks of the referendum.

Decision

The Council makes the Lavendon Neighbourhood Plan part of the Milton Keynes Council Development Plan. In doing so, the Council is of the opinion

that the Lavendon Neighbourhood Plan is compatible with all relevant European Union obligations and Convention rights, as incorporated into UK law, and is legally compliant.

The Council agrees to this decision statement and the Lavendon Neighbourhood Plan being published on the Milton Keynes Council website and in other ways to bring them to the attention of people who live, work or carry out business in the neighbourhood area. The decision statement and details of how to view the plan will be sent to Lavendon Parish Council as the qualifying body and any person who asked to be notified of the decision.

Cabinet report



11 March 2020

Child Poverty Commission Interim Report

Name of Cabinet Member	Councillor Zoe Nolan Cabinet member for Children and Families
Report sponsor	Sarah Gonsalves Director of Policy, Insight and Communications
Report author	Jeremy Beake Corporate Policy & Equality Manager Jeremy.beake@milton-keynes.gov.uk

Exempt / confidential / not for publication	No
Council Plan reference	5.2
Wards affected	All wards

Executive summary

The Council invited Hannah Markham QC to form a Commission to look at the causes of child poverty in Milton Keynes. Forming the Child Poverty Commission, local people were invited to apply to be members and were joined by representatives from each political party.

The Commission was tasked to produce a set of evidence and consultative-based recommendations by autumn 2020. However, the Cabinet suggested that there would be public policy development advantages if the Commission felt able to provide an interim report by March 2020. In addition, the Commissioners broadened the Commission's scope by adding an examination of the effects or consequences of child poverty to its causes. The available timescales were further shortened by the General Election period in November and December 2019. Consequently, the interim report can only provide a summary of the evidence collected so far, offering a useful perspective into the Commission's methodology and analysis.

1. Decision/s to be made

1. That Hannah Markham QC and the Commissioners be thanked for their work and the progress so far.
2. That the interim report of the Milton Keynes Child Poverty Commission “Our Children Deserve Better” be commended to all services, partners and interested parties in Milton Keynes.
3. That the need for the Council to address the causes and consequences of child poverty using the published framework be affirmed.
4. That the outline for phase 2 of the Commissioners work, as set out in Annex A to the report, be agreed.
5. That the work of the Commission, using the outline in Annex A, to show how the evidence can be put into practice be continued, capturing both the expectations of children and parents and highlighting what is feasible.

2. Why is the decision needed?

The Commissioners write:

“This report is about children, children who experience barriers to their aspirations, security and well-being. Children who, we were told, face stigma and judgement on a daily basis. They grow up watching their parents face difficult decisions and pressures. As teenagers, they look on as friends and neighbours lead very different lives with very different possibilities. These children and young people live in Milton Keynes.

Since October last year, we have listened to families and professionals, from decision makers and support workers. Praise for what professionals and volunteers do to support people’s basic needs was widespread. However, the scale of child poverty in Milton Keynes is shocking.

We also spoke to parents, children and young people. What they told us was a story of frustrations and barriers. What they hoped for was an end to the harsh treatment and a respectful rethink of services. What they wanted were solutions that were locally focussed, more joined-up and better communicated.

Most of all parents wanted allies who would work with them to change the narrative for their children.”

3. Implications of the decision

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

(a) Financial implications

At present, there are no financial implications.

(b) Legal implications

At present, there are no legal implications.

(c) Other implications

The outline recommendations include changes to this implications section with the addition of child poverty.

4. Alternative(s)

The topic of child poverty attracts a lot of discussion and it is challenging to address. The work of the Commission is not complete and the resultant outline in the interim report will be used for phase two of the Commission that will develop concrete proposals. Therefore, it is not recommended to stop the commission.

5. Timetable for implementation

In the next phase of the Commission, the commission will examine the areas to address in light of feedback from the Cabinet and Scrutiny. It will develop this outline, understanding what works, what people would like to see achieved and whether achievement is feasible.

They will share this outline with the people and children they met from the Children Centres and feedback responses from the Council, as well as speaking to key professionals inside and outside of the Council. What they will be looking for are practical solutions that address the underline challenges outlined in this report. It is their aim to have this work completed by September and report to Cabinet in October.

List of annexes

Annex A – Areas to address

Annex B — “Our children deserve better: The interim report of the Milton Keynes Child poverty Commission”

Annex A:

Addressing child poverty (From Page 17 of the report)

The story we have highlighted can change and the Council can do, influence and promote change. As we stated, this outline will require further work to develop recommended activity based on what is possible. However, reading this report people may already have suggestion for each of the following:

A. General duty

1. The Council can have due regard to the causes and consequences of child poverty in all its functions and decision-making.

B. Children & Family Wellbeing

The Council can:

2. Improve support, help and information for those with ‘impossible choices’
3. Increase the availability of affordable childcare
4. Uses its influence, to reduce levels of domestic abuse
5. Promote a family learning culture in Milton Keynes

C. Financial Wellbeing

The Council can:

6. Improve benefit efficiency and information
7. Widen the availability of homelessness prevention advice and guidance
8. Uses its influence, to close the gap between the HRA and local market rents
9. Promote the opportunities afforded by the new infrastructure, transport and regeneration projects

D. Community Wellbeing

The Council can:

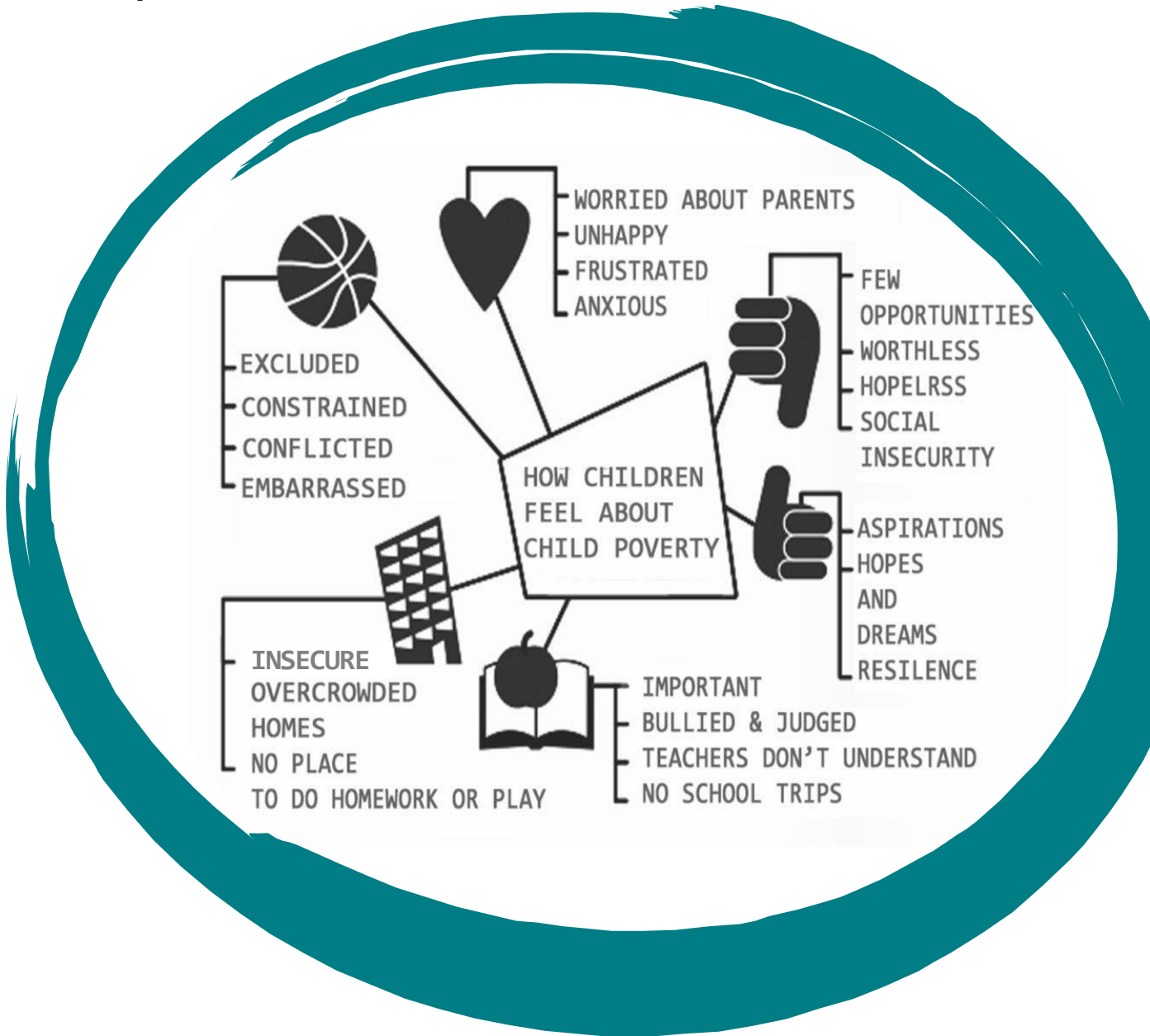
10. Provide more targeted preventative services
11. Deliver a Children Centres Plus programme
12. Uses its influence, to improve health outcomes
13. Promote improved employment practices and skills

E. Child Poverty in Milton Keynes Assessment

14. The Council can publish an annual assessment of child poverty in Milton Keynes with its budget report, alongside its equality impact assessment

Our children deserve better ...

The interim report of the Milton Keynes
Child Poverty Commission, March 2020



milton keynes council

The Commission

Milton Keynes Council aims to provide support so every child has the opportunity to succeed.

(Council Plan Objective 5)

1. To meet its aims, the Council invited Hannah Markham QC to form a commission to look at the causes of child poverty in Milton Keynes. Forming the Child Poverty Commission (CPC), local people were invited to apply to be members and were joined by representatives from each political party. Commissioner details can be found below.
2. The Commission was tasked to produce a set of evidence and consultative-based recommendations by autumn 2020. However, the Cabinet suggested that there would be public policy development advantages if the CPC felt able to provide an interim report by March 2020. In addition, the Commissioners broadened its scope by adding an examination of the effects or consequences of child poverty to its causes. The available timescales were further shortened by the General Election period in November and December 2019. Consequently, this interim report can only provide a summary of the evidence collected so far, offering a useful perspective into the Commission's methodology and analysis.
3. The topic of child poverty attracts a lot of discussion and it is challenging to address. The work of the Commission is not complete and the resultant outline in the interim report will be used for phase two of the Commission that will develop concrete proposals.

4. The Commissioners are:

Hannah Markham QC,
Commission Chair

Cllr Jane Carr

Cllr Zoe Nolan

Cllr David Hopkins

Rev. Paul Oxley

Paul Sedgwick

Ben Thomas

Maureen Lloyd

Laura Osgathorp

Anita O' Malley

Tina Price

Jeremy Beake, Lead Officer to the Commission

Sarah Gonsalves, Corporate Leadership



The Report

A. Our focus

This report is about children, children who experience barriers to their aspirations, security and well-being. Children who, it was reported, face stigma and judgement on a daily basis. They grow up watching their parents face difficult decisions and pressures. As teenagers, they look on as friends and neighbours lead very different lives with very different possibilities. These children and young people live in Milton Keynes.



Since October last year, we have listened to partners and professionals, along with decision makers and support workers. Praise was widespread for what professionals and volunteers do to support people's basic needs. However, the scale of child poverty in Milton Keynes is shocking.

We spoke to parents, children and young people. What they told us was a story of frustrations and barriers. What they hoped for was an end to the harsh treatment and a respectful rethink of services. What they wanted were solutions that were locally focussed, more joined-up and better communicated.

Most of all parents wanted allies who would work with them to change the narrative for their children.

What is in this report?

We hope this report is not the typical 'interim report'. Instead, it is the first of two reports, which should be read together.

- In these pages, we start to tell the story of child poverty in Milton Keynes. A story that cannot be explained by the figures alone, but one that is based on what service providers, parents and children told us.
- At the end of this report, we start to say how this story can change, articulated in a number of things that the council can do, influence or promote. We recognise that invariably at this stage this outline is vague and will need more explanation.
- Therefore, using this outline as a starting point for the next phase of work, by the time of our next report – planned for October - we aim to give details of a new storyline by explaining how things can change.

The Commission has welcomed the candour and honesty of all those who have contributed so far. This topic naturally engenders some uncomfortable feelings. Yet, we hope that these feelings can be turned into a resolve to change the narrative, because "our children deserve better".


B. What we have done, so far

Briefing Paper

1. A briefing paper provided the Commission with a preliminary analysis of child poverty in Milton Keynes. Poverty, particularly child poverty, features in the sustainability goals of the United Nations, who highlight the need to build resilience of people in “poverty and vulnerable situations”.
2. We examined the work of the national Child Poverty Action Group, Social Metrics Commission and the Milton Keynes Child Poverty report of 2012. Moving beyond a discussion of numbers and concepts, we focused on the impact of child poverty across the Borough, using various lines of enquiry.

Stakeholder Expert Witnesses

3. The Commission has so far heard from a number of Stakeholder Witnesses representing the following areas:
 - Benefits
 - Advice services
 - Refugee support
 - Voluntary Sector
 - Children centres
 - Children Social Services
 - Youth clubs
 - Employment support
 - Health services
 - Homelessness
 - Housing Access
 - The Children and Young People’s Scrutiny Committee
 - As well as directly from users of Children Centres from Netherfield, Bletchley and Fullers Slade
4. A number of common themes emerged from these sessions. We were told that some of the remedies for child poverty lie outside of the Council’s control. In spite of this, the Commission resolved that our recommendations would be based on the Council’s power to influence and its power to promote or lobby, as well as its power to act through its services.
5. The Commission appreciated the time and effort all stakeholders took to engage with us and for the thoughtful and constructive nature of their contributions.



Do,
Influence,
or Promote

Responses to the Call for Evidence

6. A ‘call for evidence’ was sent to contacts and services and published on the Council website. We received 46 written responses from organisations, businesses and individuals. Similar questions were used in meetings with Health Visitors and Maternity Care Services. These views were supplemented with feedback from the Youth Cabinet who devoted a session to the questions and the Disability Advisory Group who considered how disability affects child poverty.

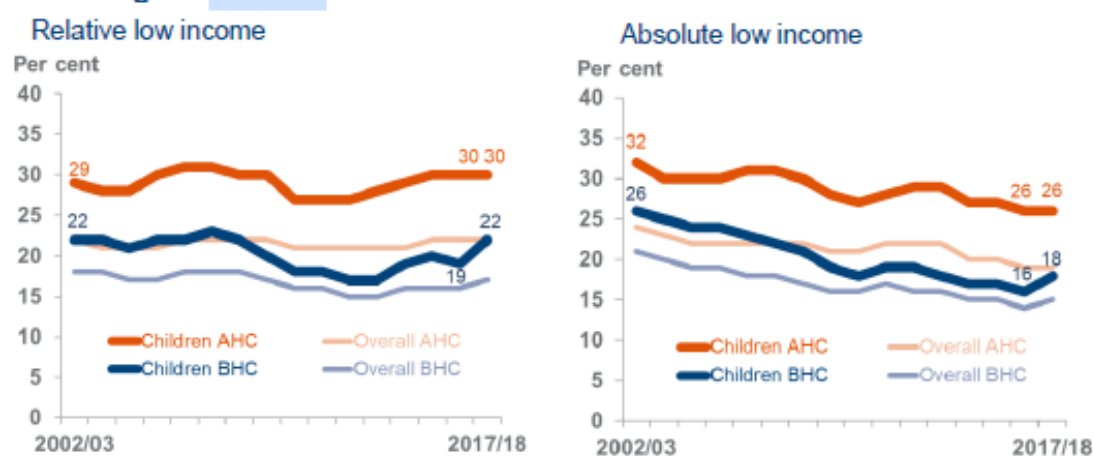
- The responses spanned the public and private sectors, from small firms to larger organisations, as well different areas of Milton Keynes. These responses reflected the level of interest in the subject. The questions asked in the ‘call for evidence’ are contained in Annex A.

C. What our research told us

National Child Poverty Figures

- The latest End Child Poverty estimates are for 2017/18 while the latest HMRC figures are for August 2016. HMRC presents estimates on a before-housing costs (BHC) basis only, but End Child Poverty reports estimates based on income after-housing costs (AHC).

Percentage of children in low income



- After a long period in which Child poverty fell, between the late 1990s and around 2010, the child poverty rate fluctuated in the first half of the present decade, but the trend is now upwards on all indicators. Child poverty in the UK is rising. Relative poverty, based on whether households have income less than 60% of the current median household income, did not immediately rise during the economic downturn a decade ago. Instead, the recent rise in child poverty reflects how low-paid incomes have not kept pace with the median income and has become the major cause of in-work poverty.

Milton Keynes Child Poverty Figures

(based on HMRC and End Child Poverty Figures May 2019)

Before Housing Costs (BHC)			After Housing Costs (AHC)		
Number of children	% of children	Percentage point change since 2016/17	Number of children	% of children	Percentage point change since 2016/17
15167	20.8%	1.4%	22940	31%	1%

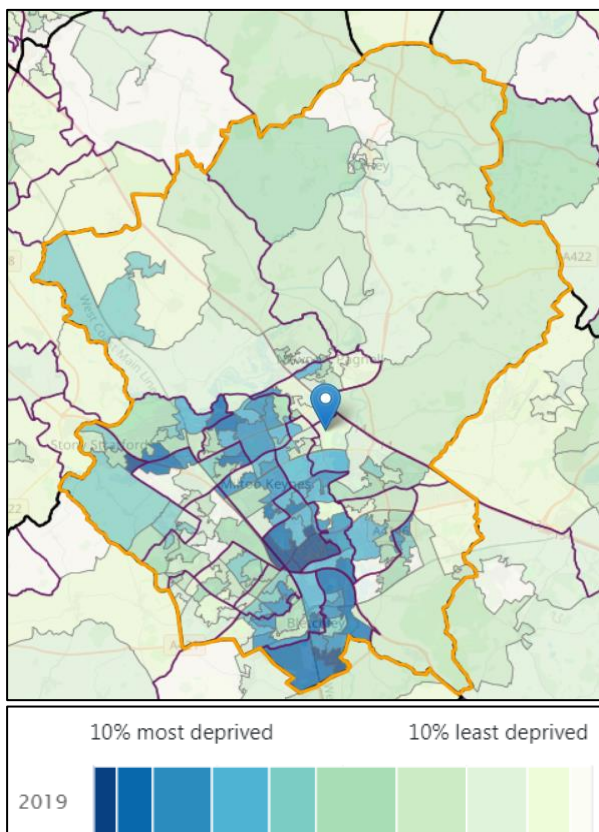
3. Examining the local situation the Commission found:

- a) Child poverty is rising. The latest figures suggest that there are currently high levels of child poverty in Milton Keynes, and that since 2013 - for the first time in almost two decades - child poverty has started to rise in absolute terms.
- b) The definition of child poverty in the figures is insufficient. We heard of households with higher incomes, who had presented as homeless and were in temporary accommodation. The children in these families experienced poverty, because of their vulnerable situation.
- c) Child poverty is multi-faceted. Children are in poverty when they lack the “resources to obtain the type of diet, participate in the activities and have the living conditions and amenities which are customary or at least widely encouraged and approved, in the societies in which they belong” (Townsend 1979:31)
- d) Children move in and out of poverty. In the Millennium Cohort Study, a representative sample of children from the UK born in 2001, about half (47%) of children experienced relative poverty one or more times between the age of 9 months and 11 years, and 9% of children experienced persistent poverty.

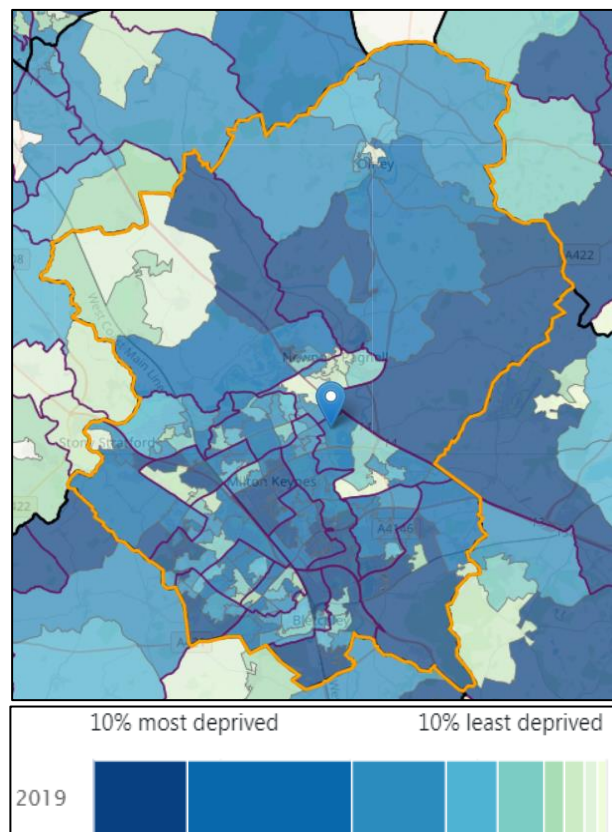
Ward figures (based on old ward boundaries)

Ward	% of children BHC	AHC
Woughton	38.30%	48.40%
Campbell Park	34.10%	44.60%
Eaton Manor	31.80%	49.90%
Middleton	25.60%	33.30%
Wolverton	25.50%	40.80%
Bradwell	23.40%	37.00%
Walton Park	22.00%	28.50%
Denbigh	20.80%	39.70%
Stantonbury	20.70%	36.30%
Bletchley and Fenny Stratford	20.10%	34.20%
Linford South	19.30%	30.60%
Stony Stratford	18.70%	29.30%
Emerson Valley	18.20%	25.20%
Furzton	17.50%	25.80%
Linford North	16.90%	29.10%
Whaddon	16.20%	29.90%
Loughton Park	15.10%	23.30%
Hanslope Park	11.60%	22.10%
Sherington	11.60%	22.10%
Danesborough	10.00%	15.90%
Olney	8.80%	14.60%
Newport Pagnell North	8.20%	15.40%
Newport Pagnell South	8.10%	13.80%

Indices of Multiple Deprivation 2019



Income Deprivation Affecting Children Index (IDACI) with proportions in the legend



Access to Housing and Services Deprivation with proportions in the legend

- Comparing Milton Keynes to elsewhere using the Indices of Multiple Deprivation (IMD 2019), told us which areas had higher proportions of children aged 0 to 15 living in income-deprived families. The map above left highlights those areas that are among the 10% most deprived areas for child poverty in the country and in Milton Keynes there are seven of these areas. However, this shows income deprivation only and does not take into account access and affordability of housing.

For this, we need to look at the 'Access to Housing and Services Domain', which is mapped above right. This domain measures the financial accessibility of housing and location of services and shows a massive 18% of the Milton Keynes Borough in the most deprived 10% of the country. In the South East region, only Slough has a higher average level of deprivation on this domain. However, Slough does not have the statistical combination with Child Poverty, having no areas in the most deprived 10% on the IDACI.

Additionally, in Milton Keynes, more than 75% of all children in poverty are in households where at least one person is working (children in non-working household is estimated at 4,900). This creates a 'perfect storm for child poverty', making Milton Keynes almost unique in the mix of these three aspects of poverty.

The Commission of 2012

5. The child poverty commission of 2012 framed its recommendation on the development stages of the child, this report called for a number of policy interventions. The twenty-four (24) recommendations were revisited and the progress towards their implementation reviewed. This can be summarised:

- Seven recommendations have been superseded by large-scale policy changes locally or nationally. For example, universal credit and how it encourages people to find employment and the 'Time for Twos' provision of childcare and maternity/paternity changes.
- In five areas, no progress can be reported either because the recommendations were vague assuming that services would develop specific actions, or because the Council could only lobby for change, which was not forthcoming. For example, this applied to the recommendation that "employers should be encouraged to offer flexible working hours that fit around school terms and hours".
- In the remaining twelve areas, progress has been reported, although for breakfast clubs and language and skills successes this was patchy and not sustained. While other recommendations were rolled into larger programmes such as "Strengthening Families" whose future has been unclear. Further, two recommendations were subject to the local employment programmes, which have met with challenges since 2012.
- One recommendation simply asked, "Do we need a 'living wage' campaign for Milton Keynes?" In 2016, the Council was accredited as a living wage employer by the Living Wage Foundation and promoted the living wage in the Borough. This has made an important contribution to staff retention and development in the Care sector as well as influenced many local companies to follow suit.

Having concentrated on employment as a major remedy, the commission of 2012 could not have imagined that by 2019 more than 18,000 children in Milton Keynes would experience poverty, but live in households with one or more employed adult.

Wider evidence

6. The commission looked at evidence for various organisations and commissions nationally and internationally and was able to get a flavour of the wider evidence base. Many of these papers and reports are structured around the outcomes leading to some type of Child Poverty Strategy. Common outcomes include:

- Improved life chances of children in poverty
- Maximising financial resources of families on low incomes
- Children from low income households live in well-designed, sustainable places

The causes of Child poverty include:

- Low paid or unsecure employment amongst the household adults
- Persistent unemployment amongst the household adults
- Disability of household member(s), both mental and physical

- High basic living costs, such as housing
- Inadequate (or untimely paid) benefits
- Addictions

The consequences of child poverty include:

- Destitution
- Stigma
- Lower cognitive development
- Lower health outcomes
- An achievement gap
- Fewer opportunities

D. What we found

Children & Family Wellbeing

1. Parents told the Commissioners that they would like the Council to remain positive, concentrating upon the children’s prospects and family wellbeing. However, we heard many examples of what one responder called the ‘impossible choices’. This is the observation that many Milton Keynes families are forced to make choices between food, clothes and heat for their children.



Reflecting upon her current experience a senior health visitor profession said, “Children are sadder now, than only a few years ago. Local charities such as Home Start, used to provide support for emotional well-being. Now funding is rarely sustained, services are less joined up, infrastructure for children has not kept pace with the community, and families lack the resilience to cope. All in all there is an emotional poverty creating a widening gap in many

Parent from North Milton Keynes

“Wait 5 weeks for Universal Credit, why so long? Then you need a loan to survive. But when the payment comes through you have to pay back loan so after bills and rent ... we don't have enough money for food and school clothes. But I make sure the kids eat. All that's left is foodbank and community fridge and some so-called advice on 'money management'.”

Example of benefits

Single parent with 2 children secondary school age and £925 monthly rent – the lowest rent for 3-bed house in MK on Zoopla (seen 06/02/2020).

From UC, they would receive £ 1653.78 (this includes LHA £827.21 private 3-bed rent). After paying rent, she has £877.85 a month / £202.58 a week

children's development".

We reflected upon the role of schools in responding to these "impossible choices" and particularly the work of pastoral leads in identifying and supporting vulnerable children. Schools have a large role to play in ensuring that no child goes unsupported. However, one headteacher of a Milton Keynes school reflected about the lost referral and support pathway, which helped families that were struggling, as well as other partnership between schools and council services. Health visitors agreed that the key to supporting families who have impossible choices was more collaborative and joined-up referrals and activities.

2. Family pressures are an observable feature of child poverty. The increase in domestic abuse reports is one indicator of these pressures. The TVP's Chief Inspector observed that domestic abuse was one of the two most reported incidents in Milton Keynes and suggested a link between child poverty, domestic abuse and risk of homelessness. When asked about the levels of addiction in their local areas, residents commented that "it was common" with people exhibiting multiple addictions to alcohol, drugs or gambling.

A professional working in Bletchley provided a further insight, "Many of our parents are single mothers and their own parents or wider family live outside MK. Where families have been rehoused in Milton Keynes from London or other areas, this has a significant impact on support, particularly childcare. It is not easy for many single parents to work without some back up when children are ill, or on school holidays, even though unemployment levels here are lower than in many other areas of the country. Crèche facilities are very limited and childcare expensive." This observation was also true of refugee families and families that had moved to Milton Keynes for work.

The support that community and voluntary groups provide was recognised in the Commission's evidence. There was a clear difference between voluntary organisations, which operate across Milton Keynes and those, often smaller groups that work in the communities – sometimes with a wonderful specific aim like 'Girl pack'. Food banks and community fridges add to this landscape of community-based services. We also heard from people organising thrift stores and community lunches for £1, who regularly attract sixty-plus people who are keen to increase their contribution. However, the community foundation reported that more was required to ensure that such groups were ready to attract funding as funding and opportunities for these smaller community groups were limited.

Parents about local life

"The best job going around here is the school assistant job. But so many qualified people wanted that job, because it meant you had half terms and holidays too. Nowadays everyone has to work, mums and all". .."Many people get the bus, but if you have to take two buses you cannot take the job because you will always be late. ... "So you are limited, you take any job whatever the money and you don't get treated with any respect. But it's even worse if you need to find someone to look after your kids."

3. The Council was challenged to promote the provision of local childcare, enabling parents, especially women, to work. One short reply stated, “Poor access to quality childcare is a massive obstacle”. The Commission were told that there were three main problems with the current childcare provision. These were:

- low paid families have access only to the free childcare provision provided by the Council – nurseries, which have shorter days and a lack of flexibility in the hours provided
- the quality of childcare is not sufficient to support child development
- State support for childcare costs is poorly targeted, poor value for money and does not provide support for up-front costs. We heard of one person who was unable to take a highly- paid job she was offered due not being able to meet these upfront costs.

The Commission considered how children in disadvantaged and poor environments are on average less likely to succeed in school and in their future economic and social lives.

Additionally, how programmes that improve learning abilities, behaviour and parental relationships early in childhood help to break the cycle of poverty and inequality. Evidence from children (and family) centres suggest that day care for pre-school children can aid development levels, having beneficial effects on behavioural development and school achievement.

4. Educationists and health visitors told us that an improved learning culture would encourage achievement, this seems most apparent in the educational success of families with particular backgrounds. One head teacher suggested that the Council should actively influence cross-school developments on child poverty. This would involve an improved focus on sharing good practice that showed “how schools are achieving success” for example the “best use of Pupil Premium, Sports Premium or other resources”.

To overcome the issues of engagement and skills, the promotion of family learning was suggested. This refers to educational activity that involves both children and adult family members, and where the learning involved is aimed at both. Family learning is part of a whole Borough aspiration to create a culture of learning. We heard how parents, carers and other family members were critical to the progression and success of a child’s future, and that inspiration and support can travel across the generations. In this context older person mentoring schemes, such as ‘Grandmentoring’ were mentioned as a way to encourage cross-generational learning.

Consultation group of young people

“We know people (other children and young people) that miss meals, do not have breakfast or lack things like (winter) coats. It is well-known and of course they get bullied.”

“We all worry about money... We all have anxiety... some just more than others... like do you wear brands, even fakes or know get TV channels, see films or whatever. Sometimes it’s just about not having your hair right.”

Young people told us: “the school is the most obvious centre to help with child poverty”. Suggesting that they could be centres for food banks, uniforms and education costs in the community. Young people were also concerned by the cost of post-16 education, in a situation where families could not afford the costs of transport and study.

Financial Wellbeing

5. Income limitation is an obvious cause of poverty; however, we heard how financial wellbeing was not always income-linked. Instead it was often related to the cost of ‘essential basics’, such as rents, food, heating and transport. This means that family cash-flow management and the extra costs incurred by families because of housing were prominent in what we heard. This is probably the largest change since 2012.



The evidence from those who have been through the benefits services painted a picture of long waits and an inefficient system that could be ‘harsh’. We heard from those in the Council’s Benefits Services who spoke about how things have changed. The Council now deals with a smaller number of applications. However, the Local Welfare Provision, which was maintained in Milton Keynes, continues to show evidence that for its £0.5 in spend it saves the Council in the region of over £9 million in extra services.

We heard from Swan Credit Union Ltd, who told us that two thirds of its 1900 members are in MK. They suggested that a Child Benefit Savings and Loan Scheme, where members redirect their child benefit payments to their account and are eligible for immediate loans had been beneficial. This had helped to prevent people getting into debt and particular with benefits delays and the resultant cash flow issues.

6. Over 1,400 children in Milton Keynes spent Christmas 2019 in temporary accommodation, part of the 135,000 children in the UK. Experiences of children in this situation vary, helped in part by services avoiding the worst forms of accommodation. However, such experiences can involve a lack of space, security and facilities for cooking and eating, an impact on education, friendships and sleep and a disruption to their development.

Parent who was in temporary accommodation

“Being in temporary accommodation feels like having your life on hold. The worst thing for us was the moving around. We were moved from Milton Keynes because of the housing situation to Watford, then Luton, Rugby and then Northampton and finally to Coffee Hall.

This meant we had to find schools, work and help every time. It was impossible, but luckily, my family were at the end of the phone else I would have despaired. For the kids it was just a constant strain.

7. We heard from Housing Access Services, who suggested that some low-income families are 'being punished two-fold', no longer able to access social housing, but also unable to access enough housing benefit to rent privately. One council officer told us: "the crippling effects of the housing crisis and significant cuts to benefits have forced thousands of parents into impossible situations in order to keep a roof over their children's heads, many having to choose between crippling debt, overcrowding or homelessness." They added, "With more housing access resources we could help people earlier, so they stay in their own home and avoid homelessness."

The Local Housing Allowance rate has not kept pace with the rise in the local housing market meaning that private renting is "simply unaffordable" under benefit rules. It was suggested that this leaves families having to choose between paying rent and feeding their children. There was praise for the Council's rent deposit scheme and recognition of the role of the Council in helping people avoid homelessness.

8. Infrastructure meant one thing to local residents – that was 'how local' were key services and amenities? Local shops did not have the range of fresh food offered by the market, but transport to these places was expensive. Without cheap transportation, services and employment were inaccessible. Without local places to buy fresh and inexpensive food, people could not avail themselves of cheaper and healthier food. Indeed food and services came at a higher cost to pocket and health as an individual had to travel or were limited in their local shopping offer, or even take-away food.

Unsurprisingly, we heard that local areas matter to people and there is scepticism of the council's motives and planning. We looked at evidence that opportunities were yet to be grasped in infrastructure, transport and regeneration programmes, where aspects of such projects have not always accorded with local expectations. With competing issues of new technology, climate change and community requirements, we heard how good infrastructure can provide basic needs and builds community resilience. In particular, we heard how digital solutions could be the answer to the need for good information, with a general call to (re)-use of local centres and de-centralise services.

Parents from Central Bletchley

Getting somewhere is a biggest issue, wouldn't it be great if things were local. Everything has been centralised and needs two buses. We have lost the job centre, the housing services and other things.

Many people have council tax arrears and can't get on top of our debts. We are not listened to and even medical services are impossible to access, for example, we can't register with a dentists.

Community Wellbeing



9. There was ample evidence for the suggestion from a Senior Officer's contention that effective work is "related to community work and making sure young people becoming functioning citizens". This places an importance on the targeting of preventive services and the reality that many families need support from a range of services.

As previously mentioned, this suggests a joined-up approach to providing that support with schools and health visitors. Additionally, it also means more a targeted support for families that are particularly hard to reach through the established channels and services. We heard how outreach providers, working with the Council and other partners are identifying these families, so that they can understand their needs and develop the most appropriate strategies to support them. We heard how good and accessible social services are a necessary part of an effective child poverty strategy.

Evidence suggests that particular groups of children are especially vulnerable. In particular, we heard how families with a child or children with one or more disability experience poverty. Often this is in additional needs such as larger barrel washing machines or adaptive homes. We know from previous reports that many homes in Milton Keynes are unsuitable, but even in an adapted home there are extra expenses. We heard that high-quality childcare and support for those with disabilities could play an important part in preventing, as well as reducing, poverty. We heard directly from young people who recognise that some groups are more at risk and that stigma added another disadvantage, with its effects on mental wellbeing and ability.

We heard of successes through the local welfare provision and social care preventative services, but we also heard that more could be done for vulnerable children. These children include disabled children or children of disabled parents; children in care; children leaving care; children with a parent in prison; children who are carers; asylum seeker/refugee children; and some gypsy and traveller children.

A parent from Netherfield

"So many families have a hard time, especially when they go on UC (Universal Credit) ... because of the five weeks (gap to first payment) ... they find themselves having to go to the food bank.

Though this is limited to 5 a year ... it's meant to be ... but so many people just can't afford basic things, they allow it. And you can't get fresh stuff here and its £4.80 return by bus to the centre. You can't help yourself. We even tried to get an allotment. Nothing doing."

10. Children and Family Centres were commonly mentioned in terms of solutions. Family Centres are going great work and are a focal point for other community and voluntary work. Health visitors spoke about the need to improve parental engagement with centres and schools. Children’s participation in community activities was considered beneficial to their learning and to their social and cultural development. This required engagement, which in turn required a level of self-confidence. A vicious/virtuous circle was being articulated between confidence – engagement – beneficial services or diffidence – disengagement – unutilised services.

A common request was to do more ‘around’ the family and children centres so that services can in their words “join-up and attract outside funding for extra services”. People spoke of these centres becoming places where the access of services, like Citizens Advice, health and housing, so they would become local using digital means.

11. The evidence linking child poverty with ill health was said to be “over welcoming”. This includes evidence of lower birthweights, the increase in various infections, and the experience of child mental ill health. Maternity services reminded us that this starts pre-birth where the mother’s mental and physical health can seriously affect the child.

One way to meet these challenges would be “to target health promotion and services through local schools”. Health visitors thought increasing dental care through schools would be a vehicle to the promotion of oral health and healthy eating as well as ensuring that children received dental care. This could address, “the rise in obesity and combat the health consequences of poverty”. Health visitors also thought some cooking skills had been lost and proposed the use of a scheme similar to that of Grand-mentors, where older people in the community share skills. We found evidence that successful schemes like this are happening in places such as Moorfields Family Centre.

12. The commission received evidence of the links between disadvantage, skills poverty and structure of low paid jobs in Milton Keynes. Children in families where one or more adults is in low paid and insecure employment are especially vulnerable, with an increased risk of poverty and poorer developmental outcomes. The central concern is that children affected by such poverty are subject to cycle of poverty that will see them follow into insecure and low paid employment

Young children quotes collected by a local voluntary agency

“We didn’t have any food at home and I had not had any breakfast today. I was really hungry” (girl aged 9)

“Mummy and me had to move to a new house and she could not afford any food and we did not know where to get any help” (unknown age of child, but story given to a member of primary school staff)

Milton Keynes was characterised as “employment rich and skills poor” and some of its residents as “working poor”. Jobs exist for those without skills, but they are of an unsustainable and unstable nature. In-work poverty is now the overriding issue with the highest impact. It is no longer the case that unemployment can be attributed as the main cause of poverty. Some employment projects reported more women than men are seeking assistance in an approximate 60/40 split.

We heard how a lack of part time jobs, uncertainty around hours or shifts and zero hours contracts makes financial security and planning very difficult to achieve. Access to and cost of childcare, housing, food, clothing and transport (including reliability/journey length) have a negatively impact in already stressful situations. Many are working two or more part-time jobs usually to no avail. These are often low skilled, poorly paid positions, which are hard to reconcile with the high cost of living.

Furthermore, it was suggested that basic skills training did not have any synchronicity or coordination. It was thought that the Council could use its influence to encourage employers and skill training services to coordinate their approach and address what one respondent called a ‘patchwork’ approach.

Further quotes from peoples experiences

“They told me that I had lost my job by text, no support or anything” (Speaking of suicidal feelings) “I would not be here if not for the centre”

“It is just the harsh way things are. Especially the Council, five minutes in a job – no UC for five weeks and the council say you have to pay all the Council Tax now”. “I love how some people say that we can all eat healthily have you seen what’s in local shops or tried to carry things back home from the central market”

General observation

13. Child poverty is largely a structural issue. The Commission welcome wider recognition of this from the national government, from partner organisations, as well from the Council. In the evidence, we saw a perfect storm or toxic triangle of housing access issues, of low-income households, of in-work poverty, as well as the movement of services and supports from local areas.

The task of Milton Keynes Council will be to shape itself towards children in material need, being aware that the historic vision of Milton Keynes was never just to build houses or estates but to “build communities for everyone”, recognising that what the Council does, promotes and influences goes beyond its Borough borders to the surrounding work-place area.

E. Addressing child poverty

The story we have highlighted can change and the Council can do, influence and promote change. As we stated this outline will require further work to develop recommended activity based on what is possible. However, reading this report people may already have suggestion for each of the following:

A. General duty

1. The Council can have due regard to the causes and consequences of child poverty in all its functions and decision-making.

B. Children & Family Wellbeing

The Council can:

2. Improve support, help and information for those with ‘impossible choices’
3. Increase the availability of affordable childcare
4. Uses its influence, to reduce levels of domestic abuse
5. Promote a family learning culture in Milton Keynes

C. Financial Wellbeing

The Council can:

6. Improve benefit efficiency and information
7. Widen the availability of homelessness prevention advice and guidance
8. Uses its influence, to close the gap between the HRA and local market rents
9. Promote the opportunities afforded by the new infrastructure, transport and regeneration projects

D. Community Wellbeing

The Council can:

10. Provide more targeted preventative services
11. Deliver a Children Centres Plus programme
12. Uses its influence, to improve health outcomes
13. Promote improved employment practices and skills

E. Child Poverty in Milton Keynes Assessment

14. The Council can publish an annual assessment of child poverty in Milton Keynes with its budget report, alongside its equality impact assessment

F. What Next?

1. There were obvious limitations to evidence gathering. These have been overcome by the commissioners seeking out evidence directly and following up on lines of enquiry but there are still areas we will want to explore. One area we will explore is the contribution of schools and their pastoral teams, as well as more direct contact with children.

Phase 2

2. In the next phase of the Commission, we will be examining our areas to address in light of feedback from the Cabinet and Scrutiny. We will want to develop this outline; understanding what works, what we would like to see achieved and whether achievement is feasible.
3. We will share our outline with the people we met from the Children Centres and feedback and the responses from the Council, as well as speaking to key professionals inside and outside of the Council. What we will be looking for are practical solutions that address the underline challenges outlined in this report.
4. It is our aim to have this work completed by September and report to Cabinet in October.

Report

5. A final report will contain the findings from Phase 2 and will not repeat the evidence in this report. The report will contain our final recommendations, which we hope will outline a shared offer to the children of Milton Keynes.

The Commissioner's believe that together we tackle the causes and consequences of child poverty and provide our children with something better, because they deserve this from us.

Dear Reader,

Having read our report - and especially the outline on page 17, was your response "They could do *that* (any outcome 1-14) by doing A, B, or C"? If so, please give us this feedback and any ideas or comments by writing to the email found at the end of this report.

Thank You – the Commissioners

Annex A

Call for evidence questions:

1. In what ways could the Council provide more support to address the causes and consequences of Child Poverty?
2. What works in reducing the negative impact of growing up in poverty on a child's life chances?
3. What do you see as the key mechanisms through which poverty is translated into poorer life chances for children and young people?
4. What are the barriers to implementing anti-poverty policies for children and young people, based on existing (and extensive) evidence?
5. Is there anything unique about child poverty in Milton Keynes?

Corporate Policy & Equality

Milton Keynes Council

Civic Offices

1 Saxon Gate East

Central Milton Keynes

MK9 3EJ

Email: equalities@milton-keynes.gov.uk

Cabinet report



10 March 2020

SUSTAINABILITY STRATEGY ACTION PLAN 2019 - 2050

Name of Cabinet Member	Councillor Jennifer Marklew Cabinet member for Climate Action and Sustainability
Report sponsor	Stuart Proffitt Director Environment and Property
Report author	Neil Allen Head of Regulatory Services Neil.allen@milton-keynes.gov.uk 01908 - 252365

Exempt / confidential / not for publication	No
Council Plan reference	Section 8 - para 8.1 and 8.3
Wards affected	All wards

Executive summary

Milton Keynes Council's Sustainability Strategy 2019 – 2050 is our long-term vision to create a world-leading sustainable city which embraces innovation, creates high quality jobs and recognises it has a vital role in tackling the global challenges of climate change.

This action plan details what Milton Keynes Council (MKC) will undertake against each of the eleven priorities in the strategy. The Climate Change Task and Finish Group has been gathering evidence for six months and their recommendations to Cabinet will need to be assessed alongside this report to ensure a golden thread of continuity is achieved.

The actions have been grouped into short, medium and long term and will each need to be developed to understand their full cost and the carbon reduction that can be achieved.

1. Decision/s to be made

1.1 That the Action Plan be approved.

1.2 That the Action Plan be reviewed by Cabinet in six months to incorporate any of the endorsed recommendations of the Task and Finish Group

1.3 That the action plan be recommended to Council for approval.

2. Why is the decision needed?

2.1 Milton Keynes Council declared a climate change emergency (date of meeting) and adopted the Sustainability Strategy 2019-2050 in January 2019.

2.2 Having declared the emergency the Council needs to demonstrate its civic and climate leadership by becoming carbon neutral itself and showing the citizens, organisations and businesses of the borough how they too can work towards carbon neutrality.

2.3 The benefits of achieving carbon neutrality are many including generating renewable energy thereby providing resilience to the nationwide grid; reducing the levels of carbon emissions and therefore improving the air quality and creating circular economies across Milton Keynes which increase the efficient use of resources to reuse materials, use less water and ensure the best use is made of the land.

2.4 The Task and Finish Group have held a number of public evidence gathering sessions which were well attended by citizens and have accepted numerous submissions of documents from individuals, organisations and businesses.

2.5 The Task and Finish Group also requested that each of the Council's Directorates highlighted the actions they are currently taking together with those proposed in the short, medium and long term. These are summarised in Annex B

3. Implications of the decision

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

a) Financial implications

There are many financial implications in delivering this action plan for revenue income and expenditure and for capital expenditure but these cannot be assessed at this stage. Each of the proposed actions will require its own business plan, be considered as part of the capital programme (where appropriate) or be assessed as part of the existing revenue budget process. A sum of £250k has been proposed to pump prime the overall programme as shown in Annex W of the proposed budget for 2020/21.

b) Legal implications

The Council has general powers of competence under section 1 of the Localism Act 2011 to do anything which an individual can do subject to any limitations. The recommendations proposed within the report if approved will facilitate the Council's vision to create a world-leading sustainable city.

c) Council Plan

Action on climate change and sustainability is one of the key commitments; number 8, of the current Council Plan 2016-2022 and the delivery of the action plan and the case for an energy company are two of the specific elements.

d) Other implications

As the action plan will touch all citizens in some way a communications plan will be required to engage; advise and inform; and to introduce changes to the citizens at key points in a number of the actions.

Energy efficiency is a key part of becoming carbon neutral so improvements to the insulation of a building, behavioural change in the use of resources and re-use and recycling all need to be addressed.

Procurement of partners, contracts and services will need to be undertaken progression is made to achieve carbon neutrality.

Colleagues in MKC will also be involved, be it delivering projects in their area, changing their habits adopting new ways of working

4. Timetable for implementation

- 4.1 Once approved by Cabinet the work to deliver the actions can be commenced. Any recommendations from the Task and Finish Group endorsed by Cabinet will then be used to amend the plan before it is later presented to Council for adoption.

List of annexes

Annex A – Sustainability Strategy Action Plan 2019 - 2050

Annex B – Briefing Note to the Chair of the Task and Finish Group

List of background papers

None

Action Plan (key priorities)

Sustainability



milton keynes council

Foreword by Councillor Jenny Marklew, Cabinet Member for Climate Action and Sustainability

I'm sure I'm not alone in thinking that Milton Keynes is a pretty special place to have grown up. On its redways I learnt to ride a bike, in its woods I found my deep and enduring love of nature and through its balancing lakes saw the genius of its architects in joining natural mechanisms with a highly planned and considered built environment. It is through this experience, being a child of a place like Milton Keynes, that I find myself writing the foreword to this ambitious document, through which we will lay out our plans to make Milton Keynes carbon neutral by 2030.

We now find ourselves facing new challenges. The spectre of climate change is beginning to seep into our lives - it is no longer a concept or something that happens to people in distant lands. The scientific community has reached a level of consensus rarely seen around the dangers of a rising global temperature and its causes. It becomes incumbent upon all of us to take responsibility and play our part in limiting climate change's impact and preserving our home, our country and our planet for future generations. Within this document, we provide the background and context within which we are operating.

That said, it's not an easy thing to tackle - if it was, we'd have done it by now. It requires vast amounts of investment and changes to the way we live our lives. For many, this change is beyond their reach. When it is a struggle to get out of the door in the morning to get the kids to school on time, there often isn't the capacity to change the journey so that it can be done using a bus. When the struggle is being able to get food on the table, as it currently is for far too many, making considered choices about where that food has come from simply isn't an option. The burden cannot simply fall on individuals. There must be strong leadership coming from elsewhere.

Milton Keynes Council believes that it has an important role to play in delivering changes that will push us towards Carbon neutrality through investment, innovation, and strong leadership. This document sets out our plan. Through it, we articulate what we're doing and what we plan to do. It also highlights the invaluable role the Task and Finish Group have played. This document will be updated in six months' time to reflect their findings and recommendations.

This action plan is bold and ambitious. Its' purpose is to crystallise the depth and breadth of commitment we have made to reaching carbon zero. But more than that, it is a document of hope; the hope that we can play our part in making our world a better place for future generations.

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- 6 Emerging recommendation from the TFG
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- 10 Opportunities for Funding
- 11 Forward Plan

Our Objectives for Sustainability Action

The evidence is clear that rising temperatures are altering the global climate – we are experiencing prolonged and hotter heat waves, more frequent and lengthier droughts (resulting in extensive wild and forest fires), more extreme and frequent flooding events.

Milton Keynes Council's Sustainability Strategy 2019 – 2050 is our long-term vision to create a world-leading sustainable city, which embraces innovation, creates high quality jobs and recognises it has a vital role in tackling the global challenges of climate change. **Milton Keynes will strive to be carbon neutral by 2030** and carbon negative by 2050 while creating one of the world's most truly sustainable economies and models for growth.

Milton Keynes can be a world leading sustainable city, using the opportunities of growth to tackle the challenges of climate change and resource competition to create a more prosperous city for all our people and future generations.

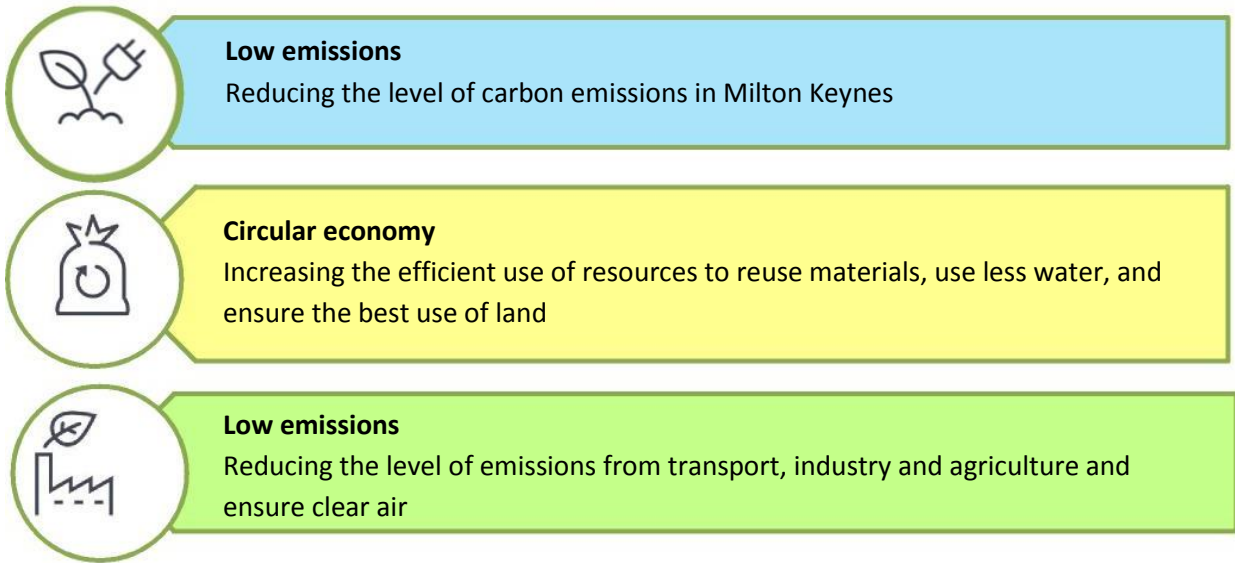
Borough wide CO2 emissions in Milton Keynes have reduced by 44% since 2005 . The total 2017 emissions were 1,177ktCO - it is estimated Milton Keynes Council as an organisation produced 2% of this (c23.5ktCO).

The challenge for Milton Keynes Council as a civic leader, is to help address the 98% of the city-wide emissions.

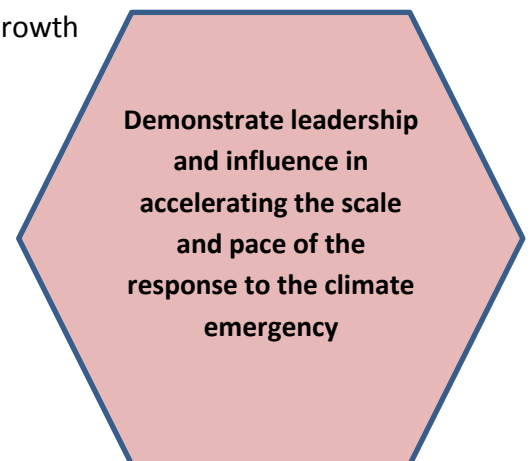
Principles

From the sustainability strategy, the action plan will centre on the following sustainable principles and the core themes.

Figure 1: Principles guiding our action plan (Ref: MKC sustainability strategy)



Both climate and civic leadership are required to deliver the vision that Milton Keynes to be a world leading green and sustainable city, consistently making the most of the advances in technology as they affect our lives; taking the opportunities of growth to tackle the challenges of climate change and resource competition, creating a more prosperous city for all our people and future generations



Scope of Action Plan

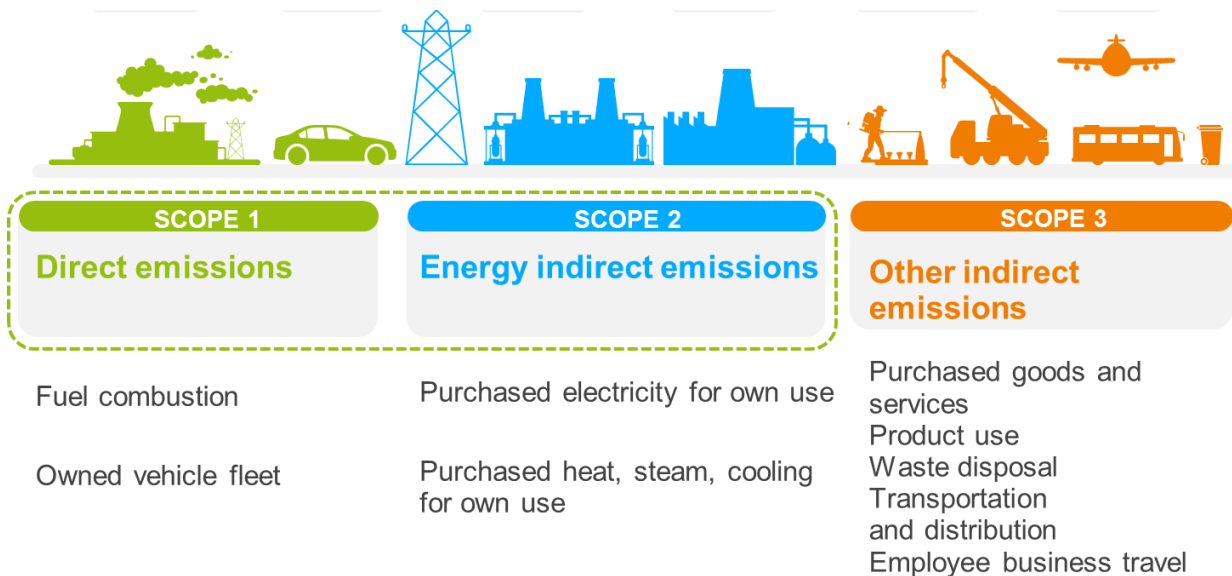
The current breakdown of the sources of CO2 emissions within the Borough is 30% from domestic, 34% from transport and 36% from industrial/commercial activities.

Figure 2 outlines the three scopes of emissions of Carbon Dioxide.

This action plan addresses emissions in each Scope, where Milton Keynes council is directly responsible for those emissions.

However, to meet the objective which covers the entirety of Milton Keynes, it is clear we must go further. We must also seek to influence and accelerate action across the city.

Figure 2: Emissions are categorised into three scopes (Ref: ENGIE)



We will report annually on all Scope 1 and 2 emissions from council owned buildings and operations and we will set targets for these emissions as part of the implementation of this plan. A later section of this report outlines this in more detail.

We will work towards being able to report on Scope 1 and Scope 2 emissions from across Milton Keynes.

A review of Scope 3 emissions will be undertaken, and an updated action plan will be provided.

Emerging recommendation from the TFG

Milton Keynes Council formed a Task and Finish Group (TFG) with cross party-political representation to gather evidence from individuals and organisations.

Over a period of six months and four public meetings covering energy, transport, housing and behaviour many ideas were brought forward, which have culminated in the Task and Finish Group recommendations to Cabinet.

It is important the outcomes of this group and this action plan are aligned soon to create a cohesive and consolidated plan.

We will continue to engage with the TFG and key stakeholders throughout the period of this action plan, including the business community based within the city, and the forthcoming university to inspire positive behaviours.

Creation of an Energy & Carbon Hub

To facilitate and accelerate the delivery of a programme of energy generation and carbon reducing projects across Milton Keynes, we are focussing on the creation of an 'Energy & Carbon Hub'.

This will lead the development, delivery and operation of low carbon energy generation and other initiatives. It will include the development of strong, strategic energy supply partnerships to share the benefits of local generation, without taking the risk of running an energy supply company.

This approach replaces the creation of a fully licensed or 'white label' energy company. To be viable, the former requires an estimated 120,000 homes to supply power to and the later does not give the required control.

The next stage is to develop a business case for the Energy & Carbon Hub together with the development of an energy prospectus. This will articulate the opportunity that the Energy & Carbon Hub could provide.

The hub will be led by MKC and will initially sit within Environment and Property. It will be designed to ensure the transition to carbon neutrality is possible through a combination of functions that enable rapid low carbon development. Within the hub the focus will be to bring together a package of deliverable projects that fit within the overall priorities – to help MK become the first net zero city.

The Energy & Carbon Hub will report to the Corporate Leadership Team and in the medium to long term it may be appropriate to form an LLP, company or charity to create and hold assets for energy generation. In this event, the organisation would have a purely social purpose.

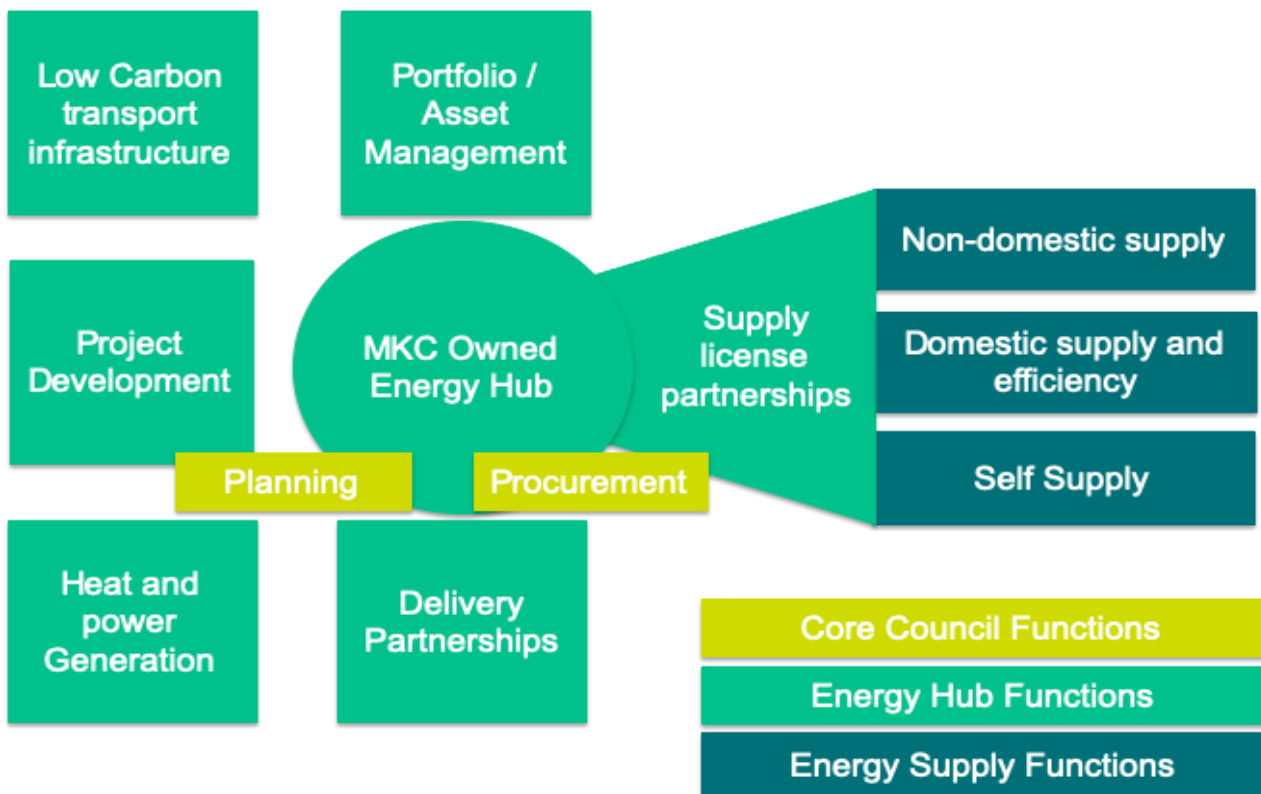
The respective functions will include:

- **Programme leadership** – defining and developing an overall executable masterplan, focused initially on MKC owned assets but being open to working beyond MKC boundaries.
- **Project Development** – developing ready to build, investible projects
- **Heat and Power Generation** – owning / facilitating low carbon heat and power generation
- **Low Carbon Transport** – provision of infrastructure to accelerate low carbon transportation

- **Portfolio / Asset Management** – managing the portfolio of projects for best value return in £'s and social benefit
- **Delivery Partnerships** – developing landowner relationships and building a professional team that ensures best practice and delivers the optimum outputs

Supply License Partnerships – partnering to share the benefit of the hub’s work with communities, businesses and the public sector. The Energy and Carbon Hub will be central to the carbon neutral transition and through proactive and positive engagement with the market, the hub will provide assurance to the market by helping to mitigate planning, development and operational risk. It can provide stability through access to market and commercial agreements for the offtake of energy. It will provide a framework for engagement with all types of energy user. It is intended to generate a surplus for MKC improved service provision – including action on fuel poverty and air quality. It will deliver net zero for Milton Keynes.

Figure 3: Energy & Carbon Hub (Ref: Local Partnerships)



The Energy and Carbon Hub will work hand in hand with MKC service functions to accelerate development. We have already started work on an Energy Prospectus, which will set out the programme of activity.

At the heart of the prospectus will be the setup of the Energy and Carbon Hub as the route to delivery, alongside the programme of work delivered in partnership with ENGIE and the Re:fit Energy Performance Contract.

The format of the Energy Prospectus is set out as follows:

Delivery Mechanisms – (GREEN ENERGY, LOW EMISSIONS, FUEL POVERTY ACTION & CIRCULAR ECONOMY)

- Energy and Carbon Hub – to facilitate and develop the practical path to Net Zero
- Re:fit – Accelerating the transition of MKC owned property to Net Zero

Low Carbon Generation - (GREEN ENERGY, LOW EMISSIONS)

Actively pursue local low carbon generation opportunities

- Solar farms – solar thermal (to energy centre or domestic) – micro generation (Re:fit and wider opportunities)
- Wind power – onshore local where possible.
- Energy from waste – gasification, anaerobic digestion (AD), plastics processing, biofuels
- Energy storage – including batteries and hydrogen or ammonia production (Re:fit and wider opportunities)
- Waste heat and low carbon heat development

Low Carbon procurement - (GREEN ENERGY)

Move MKC energy supply to low carbon

- Examine self-supply options – consider partnerships with zero carbon power suppliers
- Void switching of owned domestic properties.
- Market engagement to encourage low carbon switching or collective switching and efficiency schemes

Transportation infrastructure - (LOW EMISSIONS)

- Extend the ultra-low emissions refuelling infrastructure – electric vehicles (EV) and Hydrogen
- Create the market through switching of owned and influenced vehicles (i.e. buses, refuse trucks, fleet)
- Discourage carbon intensive transportation within City

Waste to Energy and Fuel - (LOW EMISSIONS & CIRCULAR ECONOMY)

- Wrap up all waste products within MKC to energy from waste (EfW) and conversion technologies
- Where possible leverage the output (power, hydrogen, biofuel) for local sale and vehicles

Self-Supply / Supply - (GREEN ENERGY, FUEL POVERTY ACTION & CIRCULAR ECONOMY)

- Take control of the supply market linking local generation to self, non-domestic and domestic supply
- Drive a low local tariff to safeguard citizens from fuel poverty
- At scale of MKC should look at strategic partnership(s) for supply

Efficiency Interventions - (FUEL POVERTY ACTION, LOW EMISSIONS & GREEN ENERGY)

- Re:fit Energy Performance Contract – MKC estate including sheltered accommodation and HRA
- Drive physical interventions to homes – initially target MKC owned
- Microgeneration (rooftop solar), Heat pumps, insulation, low consumption consumables (lighting) and appliances
- Generate soft interventions communications – encouraging MKC residents to use less energy and buy energy more cost effectively
- Leverage any centralised funding pots (e.g. Energy Company Obligation (ECO))

Carbon Route Map

A carbon route map is how we understand how we will reduce carbon emissions, and how much each of the actions we take will contribute to the overall reduction in emissions.

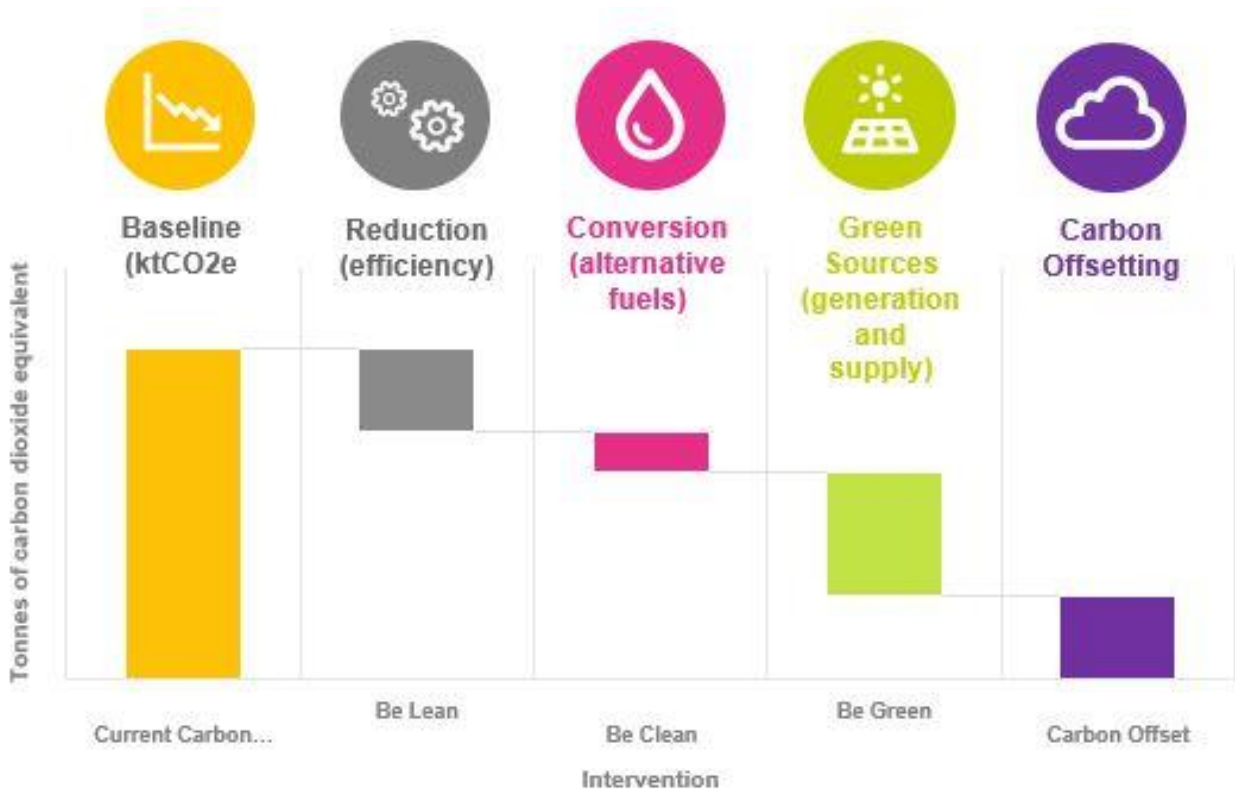
Actions we take can reduce emissions by:

- deliver **energy efficiencies** from existing buildings (e.g. upgrading equipment, fabric insulation)
- **convert** from fossil fuels to alternatives (e.g. electric vehicles, green fuelled fleet),
- produce more **green power** (e.g. solar rooftops, solar farms, wind turbines),
- produce more **green thermal power** (e.g. anaerobic digestion, energy storage)
- but all of these will not complete the transition, so a degree of **compensation** (e.g. carbon and biodiversity offsetting, tree planting) will be required to achieve absolute carbon neutrality.

This follows the diagram in Figure 4.

We will create a carbon route map for this action plan, detailing how each action will contribute to a reduction in carbon emissions. The goal for our carbon route map is to focus our resources and investment to achieve carbon neutrality.

Figure 4: Framework for Identifying Contribution to Carbon Neutrality (Ref: ENGIE)



Monitoring Progress to zero emissions

Governance

The final governance for the delivery and ongoing monitoring of this action plan will be agreed following consideration of the recommendations of the Task and Finish Group.

Until the recommendations are received, progress against this action plan, including annual milestones and the carbon neutrality target, will be reported within the usual Council's corporate reporting

It is proposed to report to Cabinet at the September meeting to present an updated action plan, which includes all of the recommendations made by the Task and Finish Group that are adopted by Cabinet on 10 March 2020.

An alignment of Council strategies and policies will be required to ensure that there is a consistent theme across the Council. To achieve this, we propose a new MK Council board, comprising director level stakeholders and cabinet members.

Evidence

To be able to evidence becoming carbon neutral, it is crucial that the baseline of emissions from both the council operations and Milton Keynes is reconfirmed.

BEIS figures are a good benchmark against other UK towns and cities, however we require a **baseline specifically for MK**, covering city wide and council emissions

From this baseline we can create a carbon route map, which will outline the nature of the expected reductions (as per Figure 4).

The overall time to completion of the baseline and energy prospectus will be approximately 4 months (benchmarked against other authorities) and to create a fully costed roadmap to deliver the action plan may take up to a further 12 months – clearly early win projects will be identified and executed as we proceed.

Opportunities for Funding

The key to implementing many of the required actions to becoming carbon neutral will be funding. Becoming carbon neutral will provide opportunities for both public and private investment but MKC will need to demonstrate climate leadership to provide the reassurance required to attract such investment over the longer term.

Milton Keynes Council can:

- Utilise its own budgets and property portfolio to reduce emissions
- Create a platform to attract green investment to the city
- Bring together all partners for example major organisations and charities across the city to implement the desired outcomes
- Facilitate alternative funding models, including for example initiatives involving our residents, such as crowd funding

Government based funds:

- Innovation funds – e.g. Industrial Strategy Challenge Fund, Innovate UK, UKRI
- Growth funding – e.g. Strength in Places
- Grant funding – e.g. Heat Networks Delivery Unit
- Gap funding – e.g. Heat Network Investment Project
- Commercial funding – e.g. Public Works Loans Board
- Local funding – through Capital Reserves or Revenue
- Local Government Bonds – e.g. UK Municipal Bonds Agency, Green bonds.

External funds:

- Pension funds – seeking renewable investments
- Investor Community / infrastructure funds
- Developers – bringing development funds
- Green bonds / Bond issue secured to cash flow of renewable developments
- Venture Funding – e.g. Venture Capital, Private Equity, Large Corporate Ventures
- Community Funding / Crowdfunding – e.g. Crowdcube, Seedrs.

As well as playing a central role in funding, MKC has a role to play in identifying, developing and de-risking opportunities by acting as the developer, the off-taker, the landowner, the planning authority and the partner for the local community.

There are many potential sources of funding from the public and private markets. With MKC at the heart of the drive to local carbon neutrality, it will be critical to take a strategic and pragmatic approach to raising and deploying funds. The aim of this approach to funding would be to achieve a leveraged and balanced portfolio of public and private investment to maximise opportunities.

Forward Plan

Our identified key actions against each principle are summarised in the tables below, with a timescale for implementation for each:

- **Short term:** actions starting now and that aim for completion within the first three years of this plan, by 2022
- **Medium term:** actions that will have a longer development time and aim for implementation between 2023 and 2027
- **Long term:** actions that have a feasibility and development time, or with external dependencies that aim for implementation during 2028 and 2030.

Each action, listed within our sustainability strategy, will require a detailed cost benefit and funding analysis and will follow standard Council governance procedures for approval and implementation. As a result, it is likely these actions will evolve, some may fall away, and new actions may come forward to deliver carbon neutrality. It should be noted that the actions may run in parallel, rather than completing all of the short-term actions before moving to the medium term etc.



Green energy

Maximising the use of renewable energy, reducing carbon and providing resilience to the grid

GREEN ENERGY – maximising the use of renewable energy, reducing carbon and providing resilience to the grid



1 A secure and resilient energy supply and distribution system

Proposed actions

1	Mobilise an energy and carbon hub to facilitate and accelerate energy generation and carbon reduction opportunities	Short term
2	Establish schemes for residents and businesses to reduce energy consumption during peak demand	Medium term
3	Implement electricity storage options including batteries, EV's via the energy and carbon hub	Medium term
4	Create new and expand existing District Heating Networks via the	Medium/Long

	energy and carbon hub	term
5.	Establish options for grid upgrade, battery storage and private wire at Milton Keynes Waste Recovery Park (MKWRP)	Medium term
6.	Consider options for energy use / production at the new Recycling Centre (Materials Recycling Facility) in Old Wolverton	Medium term



High levels of green energy production

Proposed actions

1	Require all new developments to have green energy generation included as part of the building– Plan:MK and SC1/SC2 SPD development	Short/Medium term
2	Identify sites and develop solar farms – Refit & energy and carbon hub	Medium term
3	Install PV on council owned assets – Re:Fit	Short term



Diversify energy supply

Proposed actions

1	Use the energy hub to create a local renewable energy supply chain to reduce local dependency on fossil fuels	Medium term
2	Consider option to invest in offshore wind power	Short term
3	Produce and use biogas to help decarbonise the grid	Medium term
4	Install ground source heat pumps under school playing fields, public open spaces	Medium/Long term
5	Smart procurement of alternative sources of energy	Short/Medium



Circular economy

Increasing the efficient use of resources to reuse materials, use less water, and ensure the best use of land

CIRCULAR ECONOMY – Increasing the efficient use of resources, use less water and ensure the best use of land



4 Use land to capture and store carbon

Proposed actions

1	Afforestation of available land, linked to the biodiversity baselining and with partners, such as the Parks Trust	Short/Medium term
2	Maintain grassed areas to retain carbon in the soil	Short/Medium/Long term
3	Investigation of creation of open windrow composting facility to create compost from collected garden waste	Medium term
4	Consideration of green roofs on commercial scale and across Council owned buildings	Short/Medium term



5 Inclusive economic growth

Proposed actions

1	Green job creation and skills training, engaging with our partners in the business and education community	Medium term
2	Develop a sustainable food procurement policy for all council premises including schools, nurseries, care homes	Short term
3	Promote use of decentralised balanced smart energy systems	Short/Medium term

6

Encourage system wide thinking, design and models

Proposed actions

1	Implement a zero-carbon building programme for all MKC buildings and schools	Medium term
2	Retrofit all MKC housing to improve energy efficiency	Short/Medium term
3	Ensure all contracts require low carbon suppliers and deliveries to the buildings	Short/Medium term
4	A consistent theme through all MKC policies and procedures to ensure alignment and which include requirements to indicate contribution to lowering emissions	Short term
5	Provide energy transition advice to individuals, organisations and businesses	Short term

7

Encourage biodiversity

Proposed actions

1	Mobilise and deliver the Biodiversity and Natural Environment Action Plan	Short/Medium term
Please note that the Environment Action Plan has a wide range of actions over short, medium and long term which feed into the Sustainability Action Plan as part of the consistent theme.		

8

Reduce waste and increase reuse of all materials

Proposed actions

1	Reduce landfill to near zero by 2030	Long term
2	Increase rate of re-cycling to 70% by 2030	Long term
3	Reduce contamination rate in recycling through proactive community engagement	Short / Medium term
4	Source local (UK) markets for recycling where possible and use proximity principle for off-taker destination where viable	Medium/Long term
5	Improve quality of recycling in terms of materials	Medium term
6	Create a dedicated 'reuse' facility at one of the current or future Household Waste Recycling Centres	Medium term
7	Investigate potential for open windrow composting facility to process borough garden waste and create community compost	Short term
8	Consider options for bulking up carbon intensive materials for reprocessing (bottom ash into aggregates, mattresses to be recycled etc) via a Transfer Station	Short term
9	Expand the Eco-Warrior education programme to focus on material reuse and waste reduction, as well as expand the programme to Secondary Schools	Short term

10	Support the establishment of the third sector in working to repair and resell items which have gone through 'planned obsolescence' curve	Short/Medium term
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Low emissions

Reducing the level of emissions from transport, industry and agriculture and ensure clear air

LOW EMISSIONS – reducing the level of emissions from transport, industry and agriculture and ensure clean air



9 Reduce emissions from transport, agriculture and industry

Proposed actions

1	Implement the Mobility Strategy and deliver the behaviour change aims, by encouraging an increase in the proportion of trips made by non-car modes of travel	Medium term
2	Reduce carbon emissions from public transport vehicles through modernisation and electrification of the fleet	Medium term
3	Implement policies and schemes that encourage ride sharing and reduced single occupancy car use	Short term
4	Facilitate the adoption of new forms of e-mobility (e-bikes, e-scooters) that could maximise use of the redways, such as with public charging points, secure storage/parking.	Medium term
5	Create new car parking policy to take account of changes in customer use; new technology and future trends	Medium term
6	Explore how freight transport can reduce its carbon footprint, such as with freight consolidation, cargo bikes etc.	Medium term
7	Implement alternative strategies to reduce car use and promote bus, cycling and other more efficient / sustainable modes of transport	Short/Medium term
8	Deliver a low emissions fleet for category 1 (waste, cleaning, landscaping community transport, highways fleets etc) with options for fuelling lower emissions fleets to be considered for wider offer to domestic logistics industry.	Medium term
9	Complete review of low emission waste, cleansing, landscaping and highways fleet and circular economy fuelling options	Short term



Minimise water usage

Proposed actions

1	Reduce household, council and new development water consumption across Milton Keynes by implementing the use of water saving devices	Short/Medium term
2	Fit rainwater collection systems into all new MKC buildings and make use of grey water where appropriate including the consideration of water storage for future developments.	Short/medium term
3	Work with sewage and water processing industry for consideration of resource extraction from sewage (phosphate)	Medium term
4	LLFA coordination with IDB and Water Board to improve drainage and agree attention rates	Short/Medium term
5	Implement and deliver the Environment Action Plan	Short term
Please note that the Biodiversity and Natural Environment Action Plan has a wide range of actions over short, medium and long term, which feed into the Sustainability Action Plan as part of the consistent themes.		



Clean air

Proposed actions

1	Continue to robustly monitor emissions and air quality to maintain and improve the current levels	Short term
2	Assessment, market consideration and business cases for all MKC vehicles to migrate to lower carbon, clean fuel provision to reduce carbon impact and improve air quality across the entire borough.	Short/Medium term
3	Implement low emission fleet for Authority fleet(s)	Short/Medium term
4	Implement Environment Action Plan with Clean Air enhancements (i.e. tree planting)	Short term

**Jenny Marklew, Cabinet Member for Climate Action and
Sustainability**

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Briefing Note



Directorate Actions Contributing to Making MK the Greenest City in the World.

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Purpose

To highlight those actions currently being undertaken by each Directorate together with those proposed in the short, medium and long term.

Background

MKC has declared a climate emergency and the Chair of the Task & Finish Group asked all Directors to explain what actions their services are and will be taking to reduce the overall carbon emissions of MKC.

Next steps

To be considered by the Chair of the Task & Finish Group.

Sustainability Actions

Environment & Property

Current Activities	
	Go Ultra low funding supporting EV Experience centre and extensive vehicle charging infrastructure
	Parking discounts for lift share and low emission vehicles
	Support for ViaVan fully electric demand responsive minibus service
	Collaboration with bike share companies Nextbike and Lime
	Quality Bus Partnership with Arriva
	Subsidise bus routes where no commercial services exist, subject to demand
	All-in-One Card provides reduced bus fares for under 19s
	Development of smart (oyster style) public transport ticketing
	Working with major employees and schools to develop travel plans
	Delivering cycle training in schools
	Developing infrastructure proposals to promote sustainable transport, e.g. bus infrastructure and redway
	In Group Rooms single use glass/plastic bottled water was replaced with refillable drinking water dispensers or iced water jugs.
	Tea and coffee service was streamlined to reduce non-recyclable sachets
	Removal of single use plastic cups and stirrers in Hospitality and committees
	Food waste 23l caddies placed in all kitchenettes throughout Civic Offices.
	Blue bins for glass collection were made available in all kitchenettes throughout Civic Offices.
	Recycling exhibition boards 'travelled' around many of the kitchenettes of various departments at Civic Offices over a period of several months to be seen by all staff.
	New waste/recycling education notices in breakout areas and kitchenettes, placed by taps and in seating areas. Included various recycling messages, e.g. shredded paper, window envelopes, food waste, etc. for staff to see which having their lunches.
	New 'over the bin' posters to advise what goes in.
	Civic staff are now required to use their own cups/beakers/glasses when utilising facilities in Kitchenettes.
	Single use plastic bottles were removed from vending machines.
	Discount available at Civic Café if staff bring their own reusable cup/mug.
	Exhibition boards were placed at Civic Café displaying which items from the café can be recycled, and encouraged the use of reusable cups/mugs.
	Civic Café swapped to compostable cutlery, which can be placed in the green food waste bins.
	The aim for Civic Café is that the majority of food packaging is 100% recycled and compostable or recyclable.
	Removal of individual bins under desks, to central locations in each department.
	Relabelling of all recycling & general waste bins & lids.
	New posters above all office recycling and general waste bins.

	All bins now colour coded.
	New battery collection bins installed.
	Cleaning tissue dispensers and wipes dispensers all marked as 'Not Recyclable'.
	Recycling messages and feedback in One Council weekly internal e-newsletter.
	Staff 'Recycling Champions' have been recruited. Staff on each floor/department at Civic Offices as a go-to point for colleagues for clarification & advice on recycling.
	Utilising cardboard ash boxes
	Using heat recovery from the cremators to heat the building
	Natural cooling in the Oak chapel
	Use of wood chippings in graves for water absorption
	Recycling floral tributes
	Request for electric council vehicle
	Using compostable vending cups in Oak waiting room
	Composting green waste from Crownhill
	Staff cycling to work
	Case management system means thousands of pages not being printed for case files
	Conference calls with businesses if appropriate and fewer face to face meetings
	Service requests not printed off all dealt with on PC
	Visits to businesses arranged via location saving numerous trips across MK
	Seized evidence is sent to a charity to recycle when cases are concluded if at all possible
	Arrange site inspections so that staff are not visiting the same area and doing inspections on the way in and out of the office.
	Taking tablets/laptops to team meetings to reduce printing
	Encourage and support developers in considering low emission approaches to building design
	Use of video conferencing for inquests to reduce calling witnesses to court
	Use of One Drive for court disclosures to reduce printed documentation in court
	Staff all using reusable cups
	Car sharing adopted when attending meetings/courses.
	CPD training largely achieved through the use of online conference/webinars – no mileage to attend.
	Video conference used for meetings with counsel and Public Health England.
	Rather than officers having own paper copies of legislation, guidance etc. we have an Electronic Quality Procedure Manual and electronic library for all officers to share.
	Inspection reports reconfigured to limit amount of paper used, reduced by 20%+.
	Management control on inspection/visits to ensure mileage is limited. Team is structured into smaller units so people operate in smaller geographical area.
	All records are held electronically. Paperwork reduced by 95%+ in last 5 yrs.
	We have analysed all work flows to reduce printing and postage, for e.g. we email inspection reports and leave the Food hygiene sticker on site.
	Engage with business to reduce waste. Inspecting and advising business who 'recycle' food e.g. the community fridges.
	During house clearances we recycle clothing to Willen hospice shop and other items to charity shops. We also turn off the heating and water.
	Promote use of local recycle/refuse centres when dealing with hoarding, accumulations and untidy gardens.
	Advice on appliances used in domestic and commercial settings, for e.g. when installing smokeless appliances.

	Encourage recycling in our rat warning/advice letters.
	Rechargeable batteries used in our equipment e.g. our food probes
	Use of public transport to travel to meetings both in the UK and Europe
	Ordering vegetarian options only when ordering catering at council events
	Using a Web based platform to engage with MK Citizens, rather than paper flyers where possible.
	Leaflets available as pdf online to reduce some printing
	Car share to venues where possible
	Other records online where possible and reduced dramatically (50-70%)???
	Reduced attendance at meetings/car share or use train where possible
	Cabinet sign off on Environment Vision principles. Delivery of stakeholder workshops involving the private, third and community sectors to collate action plan across Water, Trees, Landscape and Nature.
	Mapping all of biodiversity to create baseline for areas that require unit enhancement. Creation of ponds through Great Crested Newt licensing. Review of all existing ponds and small water areas has been completed.
	Collation of SPD for biodiversity offsetting. This will mean that where developers cannot offset biodiversity onsite on site then contributions may be paid to the Authority.
	Development of flooding capital programme of work and delivery of fluvial flooding enhancements. Working of revised drainage schemes to cope with increased storm loads. Delivery of actions as linked to marine enhancement, pond life, restocking of lakes and habitat creation.
	Insertion of smart litter / recycling bins using solar power to increase capacity in bin and enable the deployment of street cleaning resources to clean elsewhere. Reduce fuel usage and increase recycling on the go.
	15th highest recycling rate in country across all Local Authorities, and 3rd for Unitary Authorities.
	Reviewing of waste production per person and per property in terms of kg benchmarked against other Local Authorities.
	Focusing on improving the quality of compost like output (CLO) from the AD at the MKWRP to try and access enhanced markets for the material. Review of service provision and contract to check carbon and performance impact of comingled food and garden waste against splitting out materials.
	Commissioning of alignment of services to focus on all waste materials produced across services (aggregates, gully emptying, street cleaning) for a single dedicated processing approach
	Looking at ways of increasing energy and gas production and linking to use within the MK estate or MK users. Photovoltaics going onto the MKWRP. Use of private wire to power the MRF at reduced cost.
	Review of plant and asset over past 25 years with review of current market for service delivery and technology available to improve quality.
	Assessment of enhanced industrial symbiosis of co-location of Council infrastructure to reduce carbon impact of service delivery.
	Collation of all vehicles in waste (RCVs), ROROs, street cleaning, CRCs, highways, landscaping, play areas and community transport including fuel usage, engine types and fleet age profile.
	Mapping of all current environmental assets against GPS and using a dedicated tool for new Bill of Quantities.
	Mapping and surveying trees in the borough. To focus on those in poor condition and replace. Identification of areas where trees can be planted, woodlands created and baseline of CAVAT

	value and total canopy cover. Review of providence of tree procurement and
	Identification of areas that are currently high risk for maintenance for landscaping to migrated to automated to reduce carbon footprint.
	Eco-Warriors. Dedicated education programme linking sustainability activates to education.
	Streeting Lighting programme – switching to LED lighting
Short Term 2020- 2022	
	Bus network review to deliver more attractive services
	Implement further discounted fares for young adults
	Review parking charges to assess alignment with sustainability strategy
	Development of smart ticketing to encompass other transport modes, supporting Mobility as a Service (MaaS)
	Work with Adult Social care and Home to School to review transport footprint of council and identify opportunities.
	Further investment in infrastructure to support sustainable travel (redways and bus priority), and electric vehicle charging
	Work with taxi trade to reduce emissions
	Launch car clubs (shared car ownership)
	Implementation of micro e-mobility services (e.g. electric scooters)
	Develop strategy for reducing bus emissions
	Re usable cups are currently being ordered by Civic Café to sell
	Requested computer screen saver recycling messages on all staff VDIs
	Aim to get recycling and waste reduction requirements in all MKC future procurements.
	Roll out initiatives to other MK council owned properties, e.g. libraries, children’s centres, Bleak Hall, Galley Hill, etc.
	Company vehicles for teams – EV fleet.
	Use of mobile technology for inputting inspection/work to further reduce use of paper.
	Online forms for ceremony planning
	Marriage registers will be online but schedules and certificates will still be paper/printed
	Reduce paper where possible
	Biodiversity Action Plan. Actions and approach for land owners (both public and private) and engagement and deliverable approach with community, third and private sectors.
	Proposals to renew and enhance existing ponds and blue infrastructure both for biodiversity and community amenity. This will enhance flora and fauna in areas.
	Identification of sites where biodiversity value can be enhanced and trial sites undertaken.
	Review of the trial and business case for potential expansion for 2023.
	Focusing on reducing contamination of comingled recyclate which has a detrimental impact on the quality of recycling and ergo, markets that can be accessed.
	Working to understand volumetric waste production and trends across MK to ensure that the waste collection service from 2023 is the correct frequency and volume both in terms of improving carbon performance and also driving performance. Trailing of waste collection services with carbon as a KPI.
	Increasing the amount of organic waste captured in the green garden and food waste collection service by increasing participation and provision of receptacles. Working with low performing areas on promotion of the food and garden waste service.
	Commissioning, review, and procurement of services for holistic approach to resource management on backend of services.
	Development and research of solid recoverable and refuse derived fuels from MKWRP to power smaller microgeneration / gasification plants in regeneration areas. Planning permission

	sought.
	Commissioning, review, and procurement of services for holistic approach to resource management on backend of services.
	Waste collection, disposal and cleansing services well integrated. Transport, wider resources (minerals), highways, all fleet to be considered to integrated asset approach to reduce transport, share resources, reduce carbon footprint.
	Assessment, market consideration and business cases for all vehicles to migrate to lower carbon, clean fuel provision to reduce carbon impact and improve air quality across the entire borough.
	Migration from high maintenance assets to lower maintenance, higher carbon absorption assets
	Review of future biosecurity risks (to ensure that we do not plant trees that are adaptable to climate change or appropriate for predicted climate changes). Planting of trees across the borough across all areas.
	Technology review and consideration of outcomes emanating from commissioning.
Medium Term 2023-2027	
	Opportunity to move Council Fleet to low emission / electric
	Move to zero emission bus fleet
	Implementation of Mass Rapid Transit system to commence, providing a step-change in travel behaviour
	Increasing prevalence of electric cars starting to impact on parking revenue that is used to fund wider sustainable transport measures, so increasing imperative to review parking charges if not already tackled
	Renewed approach to landscaping and environmental management across the borough incorporating multiple public land stakeholders such as Parish & Town Councils, The Parks Trust and the community sector. Increased biodiversity with a phased approach to changing embedded horticultural practices in consultation with residents.
	Review of larger bodies of lakes such as Emberton Country Park and Blue Lagoon with restocking and enhancement.
	Working with The Parks Trust on changing maintenance arrangements and agreements to keep in actual perpetuity of changes to increased biodiversity.
	Action as agreed in revised drainage strategy, surface water management plan and enhanced provision of Sustainable Urban Drainage.
	Implementation across Milton Keynes in other areas / across the borough. Significant reduction in 'milk float' round for emptying bins. Much more responsive approach.
	With the adoption of a revised and renewed waste collection system there will be a heightened focus on improved quality of recycling. The direction of travel will be to focus on accessing a supplying domestic markets for recycling.
	Implementation of agreed waste collection service with aims to increase recycling but also to significantly reduce the amount of waste produced per person. This will significantly reduce carbon impacts of waste collections.
	Strategic business case, political oversight for commissioning of a dedicated facility within Milton Keynes to process organic material. Overarching circular economy principles for compost / materials to go back to Milton Keynes land (including residents gardens). Production of energy, gas and compost to be managed against carbon impact and benefit.
	Implementation of agreed delivery vehicles for principles of aligned resource management with outcomes of reduced costs, improved environmental performance and carbon metric improvements.
	Procurement, build and delivery of microgeneration / gasification plants in regeneration areas.
	Asset build and delivery of new asset that can enhance resource extraction, separation and

	quality of recyclables. This will improve access to local markets and reduce international freight, trans frontier shipments and carbon footprint.
	Themes delivered through service provision and new asset builds in accordance with respective strategies and business cases.
	Procurement and implementation of new fleet across all services. Business case for provision of commercial hub for logistics centres in MK to use alternative fuel technology (i.e. gas station / hydrogen provision).
	Renewed approach to landscaping and environmental management across the borough incorporating multiple public land stakeholders such as Parish & Town Councils, The Parks Trust and the community sector. Increased biodiversity with a phased approach to changing embedded horticultural practices in consultation with residents.
	Forest City status consideration and for ongoing development of community orchards (local food supplies), bio-fuel provision (including grid road harvesting and biodiversity integration) and getting tree maintenance to have a cyclical programme by this date.
	Potential implementation of technology to under basic grounds maintenance functions in high risk areas.
Long Term 2028-2030	
	Opportunities around Connected and Autonomous vehicles becoming prevalent. Infrastructure and legislative framework will be developed over preceding years to ensure this contributes to Sustainability targets, rather than adds to issues
	New cremation process called Resomation which does not use gas or electricity in the cremation process (2019 - not yet approved in the UK)
	Look at creation of pond clusters and implementation of wider water and pond strategy approaches linked to drainage, biodiversity and water management approaches.
	Ongoing development to create true biodiversity enhancement (Government states 30 years is perpetuity - MK model will be 999 years).
	Ongoing pursuit of accessing domestic markets and migrating towards full cyclical economy of all recycling materials being utilised as closed as possible to Milton Keynes.
	Review of services and ongoing improvements to rounds, services, volume and focus on waste prevention methodologies.
	Delivery, asset build and integration of a dedicated facility within Milton Keynes to process organic material. Overarching circular economy principles for compost / materials to go back to Milton Keynes land (including residents gardens).
	Finessing of resource management and alternative resources with lower carbon impact.
	Finessing of facilities and migration towards decentralisation district heating approaches and alternative resources with lower carbon impact.
	Finessing of resource management and alternative resources with lower carbon impact.
	Potential build programme for new assets including sustainable transport methods for staff and green travel plans.
	Expansion / delivery of commercial and industrial hub principles.
	Full responsive proactive tree maintenance across the entire public estate (including The Parks trust) adaptive to climate change, reduced / low risk of biosecurity and an agreed replacement to monoculture planting approaches.
	Potential later adoption of technology that is established.

Growth, Economy & Culture

Current Activities	
	Requiring development to reduce carbon or provide contributions to the Carbon Offset Fund (COF) as part of the planning obligations requirement for development
	Implementation of policies in Plan:MK (the local plan requires a sustainability appraisal as part of the formal process, and it needs to meet the requirements for sustainable development to be found sound)
	Consideration of housing competitions on MKC owned housing sites to deliver passivhaus/zero carbon housing
	Development Frameworks to ensure development is sustainable
	Neighbourhood Plans
	All new developments should incorporate all the latest technologies within the fabric of the buildings / highways such as innovative drainage systems, PVs, green, blue and brown roofs, green walls, use of grey water integrally within the building etc
Short Term 2020-2022	
	All committee reports to provide an assessment of the contribution of sustainable developments
	Plan:MK2 to introduce policies that support MK being carbon neutral by 2030 and carbon zero by 2050
	Review of SPD for parking requirements, especially in areas such as CMK and Bletchley where there are clearly other modes of transport.
	Review of a number of SPD's, such as Health Impact Assessment, Affordable Housing, Biodiversity, Urban Design Framework for Central Bletchley, which all have a sustainability requirement
	Through the local plan process or through land that the Council owns, consider allocating land or rural sites to reserve them for locally sourced community owned energy and food production
	Local Labour Agreements
	Accept the principle that compact cities with a well-planned and managed mixed use development with an increase in land-use density will reduce emissions, support district heating initiatives, require alternative modes of transport and promote healthier lifestyles.
	Develop a policy regarding the embedded carbon within the fabric of proposed buildings and materials used for all surfaces which considers the whole life cost and endurance of materials used Develop a connected water, energy and resources strategy and consider the orientation of all block layouts for optimum resource and solar energy capture
	Maximise the opportunities offered by smaller scale, community and individually-owned and locally sourced renewable energy generation facilities including at a neighbourhood scale
	Allocate designated urban and rural land or reserve sites for locally sourced community owned energy and food production.
	Promote the health and wellbeing benefits gained from low carbon living as a USP of living and working in MK, especially concerning enabling active travel and improved air quality
Medium Term 2023-2027	
	Plan:MK2 to introduce policies that support MK being carbon neutral by 2030 and carbon zero by 2050
	Sustainability SPD
	A compulsory PERS (pedestrian environment review) on all proposed development

	/regeneration (eg over 10 units or 30m of road)
	A reduction in parking standards need to be accompanied by viable PT alternatives.
Long Term 2028-2030	
	Plan:MK2 to introduce policies that support MK being carbon neutral by 2030 and carbon zero by 2050
	MK to become a net energy producer providing resilience to energy and water supplies.
	Surface car parking in CMK could slowly be removed/ redeveloped.

Law & Governance

Current Activities	
	Team encouraged to turn off electrical devices not in use
	Reduce printing wherever possible
	Use of conference calls instead of travel to meetings
	Using laptops rather than notebooks at meetings
Short Term 2020- 2022	
	Bundles for court – cut printing by using iPads or USBs (reusable)
	Working from home / car pooling / shuttle bus (electric)
	Video meetings / conferences
	Storing files digitally (ie cut down storage costs and courier services)
	Engaging in court digitalisation process – push printing onto counsel
	“Digital by default” approach
	Helping councillors get on board with the agenda for example reduction in printed agendas
Medium Term 2023-2027	
	Consider making use of election forms that can be completed entirely online
	Consider more online functionality for election information updating

Policy, Insight & Communications

Current Activities	
	Agile working at least once a week for all team members
	Reducing print where possible
	Encouraging sustainable transport
Short Term 2020- 2022	
	Comms campaigns to encourage positives behaviour
	Reducing print across the board but specific areas
Long Term 2028-2030	
	Supporting Cllrs and depts with research and policy options to make policy decisions

Housing and Regeneration

Current Activities	
	Housing Investment programme
	Future proofing our sheltered housing stock
	Future proofing our housing stock
	Waste management
	Water conservation
	Delivering a LGA funded Digital Housing project to develop an online housing application; this will reduce the amount of paper forms used in the application process.
Short Term 2020- 2022	
	Housing stock to achieve an EPC rating of C or above as we continue with our investment programme. Upgrading insulation, windows and doors, energy efficient boilers, and warm roof replacements
	High level assessments (HLA) of our sheltered stock as we work with ENGIE on carbon reduction and renewable energy innovation across our 27 sheltered schemes.
	Investigating removal of fossil fuels from stock through electric boilers, air sourced heat pumps and the installation of photo voltaic (PV) panels. Electric charging points. All new build homes are carbon neutral and looking at procuring air source heat pumps in new homes and retrofitted homes.
	Target of 95% of contractor waste to be diverted from landfill
	Replacing household taps with low flow and cisterns with dual flush. All new build houses will have water butts fitted to harvest rainwater. Enhancement to the Sustainable Underground Drainage systems on our new build to minimise surface water flooding and slower release to the local river courses.
	Extend our digital offer so that physical transactions are reduced
	Reduce mileage travelled by housing officers by more effective management of estate and home visits
	Review levels of fuel poverty of council tenants and leaseholds and invest in tackling inefficient heating and poor insulation.
	Work with residents associations to educate and encourage them to focus on supporting their communities with the sustainability agenda. Consider offering additional funding for projects that have a positive impact on sustainability, and support residents associations to access other funding for sustainability focussed projects.
	Through our enabling and partnership work we can: a) Work with Registered Providers of Social Housing to share innovative and best practice around environmental sustainability in social housing b) Encourage house builders to consider sustainability when selecting their Registered Provider partners.
	The plans for Serpentine Court are designed to be an exemplar of achieving up to 90% zero carbon on the estate in line with PlanMK. Plans include use of ASHP; solar panels; units to high insulation standards etc leading to significant reduction in energy costs. Electric car charging stations throughout and sustainable treatment /landscaping of the public realm.
Medium Term 2023-2027	
	Investment appraisal on Housing stock not performing to EPC rating of C or above as we look at disposal options. Ensure new installs of boilers, windows, doors and roofs maximise energy efficiency and carbon reduction. Review insulation levels in all council homes. Develop an Asset Management Strategy that promotes carbon reduction.
	Retro fitting of existing stock to be 0% carbon neutral. Installing micro-generation in our larger new build developments, or areas where we are regeneration. Looking at ensuring homes are

	built off site and / or volumetric by forming partnerships with such manufacturers
	Target of 98% of contractor waste to be diverted from landfill
	Investigate grey water recycling inside new build homes.
	Introduce requirement for R&M contractor to move to electric vehicles. Phase in electric vehicles for caretakers as vehicles require renewing.
	Planning to increase use of Modern Methods of Construction and volumetric procurement to improve quality of sustainable insulation materials used; reduce wastes; addresses fuel poverty and speed of delivery
Long Term 2028-2030	
	To actively encourage new technology to try and invest carbon offset levies within the new build homes. To continue to test 3D printed homes as part of our innovation project.
	Target of 100% of contractor waste to be diverted from landfill

Children's Services

Current Activities	
	Electric Car for duty social worker use
	IT investment for increased agile working
	Strategy of "local schools for local children" to mitigate travel
	"Walking bus" schemes for school children
	Accredited schemes for schools to reduce traffic at drop-off and pick up
	Closely monitored Home to School transport arrangements to ensure efficiency of transport use
	Climate emergency support by MK Youth Cabinet
	Sustainability considered on all new builds of schools and libraries etc
	Schools encouraged to include sustainability and green issues on curriculum and model good environmental awareness in schools
	Sessions in children's centres on sustainability and encouraging families on recycling
	Civic Café have changed practices and achieved increased sustainability
	Promote awareness of school governors as to the environmental impact of their school and responsibility towards promoting environmentally friendly activities
Short Term 2020- 2022	
	Contract tenders to include sustainability scoring
	Reduction in printing and increased use of IT for legal proceedings and panels
	Increased recycling options across schools and children's services buildings, including food recycling
	Widen regeneration/refit programme across schools and children's services buildings to promote energy efficient buildings
	Continue Healthy Living Approaches for children and young people across MK, promoting city of sport, healthy lifestyles and sustainable active travel through walking and cycling
	In "preparation for adulthood" work with 16+ young people, further promote the use of public transport and reduce expectations on car usage
	Consider changing current mobile library vehicle to more greener hybrid option
Medium Term 2023-2027	
	Consider car pool of electric/hybrid vehicles
	Sustainability and social value to be assessed with provider organisations to promote emission reduction

	Deliver MK : University with clear ethos of efficiency and sustainability in its practice and curriculum approaches
	Reduction in staff travel to visit children at a distance and influence change of policy at national level to consider contact options
	Continue to influence judiciary and court system to reduce need for all legal papers to be printed alongside current approach
Long Term 2028-2030	
	Realise MK 2050 Ambitions: particularly Learning MK and realise increasingly energy-efficient options

Adult Services

Current Activities	
	Progressing well co-ordinated integrated health and social care services to reduce duplication
	Active participation in refit programme to deliver energy efficient buildings
	Electric cars available for staff for site visits
	Utilise hybrid vehicles for mobile wardens??
Short Term 2020- 2022	
	Ensure that our Commissioning Framework includes: (1) developing all future service specifications to include environmental sustainability as an expectation eg. Use of electric powered vehicles for service delivery; and (2) the environmental impact of service provision, and mitigations/solutions, during procurement eg. at the tender evaluation stage
	When letting contracts include a scored evaluation in relation to the sustainability of the service or product.
	Changes to heating/lighting systems in schemes through Ref:fit or know build
	Increase use of hybrid vehicles car pool for site visits
	Investigate use of electric cars for home carers
	SMART thinking when booking appointments. To reduce travel/mileage
	Encourage people to work from home or to work at different basis, compared to where they live.
Medium Term 2023-2027	
	Low carbon care pathways - promoting Active Travel with all service providers (helped by commissioning on a neighbourhood basis), increasing the use of assistive technology, use of video conferencing for meetings. Social care facilities to increase their use of alternative energy, e.g. Incentivise care home providers to utilise solar power.

Public Health

Current Activities	
	Agile working where possible given IT constraints
	App and phone offer in stop smoking service, meaning less travel for both service users and staff
	Implementation of the Healthy Weight Strategy which included promoting active travel through the Milton Keynes Physical Activity Alliance
Short Term 2020- 2022	
	More improvements to PH team sustainability through agile team working across the 3 LAs to

	reduce business mileage and use of IT to reduce printing.
	Sustainability and social value assessed in reprocurement of 0-19 HCP, Sexual Health Services and Substance misuse services, with all providers identifying appropriate measures. Development of sustainable approaches during mobilisation phase and will develop tracking as part of contract meetings.
	Inclusion of sustainability in work with anchor institutions, around improving local contributions
	Developing a Skype offer for weight management services particularly for pregnant women, this will reduce need to travel.
	Delivering Public Health England's Whole System Approach to Obesity to replace the Healthy Weight Strategy. Working with transport policy and planning colleagues to improve active travel levels in Milton Keynes
Medium Term 2023-2027	
	Refinement of 0-19 HCP, Sexual Health Services and Substance misuse services sustainability linking to NHS Long-term plan requirements.

Strategy & Futures

Current Activities	
	Draft MK Futures 2050 Strategy makes commitment to build sustainability into everything the city does in order to address global challenge of climate change by becoming carbon neutral by 2030 and carbon negative by 2050.
	Starship light freight delivery services reduce requirement for journeys by car and van.
	Go Ultra Low programme to promote take-up of electric vehicles includes implementing charging infrastructure and EV Experience Centre in Centre:MK
Short Term 2020- 2022	
	Draft MK Futures 2050 Strategy includes proposals to introduce energy efficient Mass Rapid Transit systems and measures to reduce over-dependence on the car. Policies in the Strategy for 2050 also set expectation of increased standards of sustainable construction and energy efficiency in new development, to be delivered through future local plan policies
	5G test bed project includes work streams on mobility (supporting new more sustainable forms of transport and local package delivery services) and community and household energy saving schemes
	Innovation project to trial induction charging for electric cars. Launch of staff electric car pool scheme, and creation of additional community electric car share scheme for CMK and Ashland areas.
Medium Term 2023-2027	
	MK:U buildings commitment to BREEAM 'very good' standard by 2026 but aiming for minimum of 'Excellent'. Campus development aims for net gain in environment and biodiversity.
	Creation of city scale 'on demand' electric vehicle passenger services, building on Via Van initiative launched in 2019
Long Term 2028-2030	
	MK Futures 2050 Strategy proposes new neighbourhoods are designed to prioritise walking and cycling for shorter journeys and to make shared and Mass Rapid Transit services more viable. Also includes ambition to maintain unique, green character of MK and provide new areas of strategic green space and water, protecting and promoting wildlife and plants
	Move to all electric Public Transport services with fleet conversion and operation

Finance & Resources

Current Activities	
	CLT have approved the reduction of Multi Functional Devices at Civic by 50% as part of the current re-procurement and relocation of the Central Print Room from Bradwell Abbey.
	"Promoting Increased Agile Working - to reduce the need for staff to come into the office. NB: need to consider the costs of staff working from home - additional heating, lighting, etc."
	Review Procurement Practice to ensure that this consistent with the Council's Green Credentials and we are transparent about what this is achieving, costs and wider implications.
	Reconsider courier for Members saving £30k and reducing omissions / reduce / eliminate
Short Term 2020- 2022	
	Aim to reduce printing through staff behaviour change, move towards paperless meetings and reconfiguration of printing software to limit ad-hoc printing on a reduced fleet of MFD's. Aim to reduce printing by 50%
	Review opening hours of Civic offices in staff-only areas, enabling reduction of building overhead costs. This will also be supported by an increase in access channels which enable customers to access services remotely to reduce footfall. Targets to be assessed and set as part of the CEP.
	Review of Post with a view to reduce the volume of both outgoing and incoming post through improved use of on-line forms (removal of PDF forms from the website), e-billing for Council Tax and NNDR. Note: Legislation supports this but requires individual consent and this will mean change is slow and resource intensive. Target to be set once business case is completed for Council Tax and Business Rates.
	Review the Council's Policy on Staff Travel and Subsistence to assess the benefits, costs and implications for incentivising greener travel, e.g. staff using electric cars or public transport (including a Council fleet) for business travel, this could also consider a reduction to allowances where staff use heavy polluting vehicles for work purposes. Need to also consider if the Council could promote or incentivise the use of Greener Travel for staff commuting, whilst needing to retain and attract staff from outside of MK's.
	Review of procurement practice (note evaluation criteria can be suitably weighted to account for this) to understand how well this is being driven within the Council and potential size of future opportunities. This review will be scheduled for September 2020 completion.
	MKC already benefits from the business rates retention schemes for energy efficient building - could look at some scheme to accelerate this through reliefs or loans to support business community??

Wider CLT meeting — outputs from workshop session

Current Activities	
	Electric cars for social workers School Build and green approach Green mobile library plan
	Building/environment review

	<p>Electric charging point at Neath Hill</p> <p>Mileage review across services</p> <p>Reviewing transport usage in day services</p> <p>Recycling across provider services</p>
	<p>New council projects should all be zero carbon</p> <p>Asset management refurb EPC C or above</p> <p>Removing fossil fuels from stock through electric boilers</p> <p>Working with Engie to do assessments on council stock to address carbon reduction</p> <p>Comms with people to aim to reduce paper correspondence</p> <p>Educate residents on how to reduce carbon footprint</p> <p>Grants to residents associations linked to carbon reduction</p> <p>Work with RPs to share ideas/knowledge to meet requirements of Plan MK</p> <p>Preparing development frameworks encouraging walkable neighbourhoods</p>
	<p>Sustainable Development in the planning world, low carbon is one part</p> <p>Plan MK – level of future growth</p> <p>Separate plans for mineral and waste</p> <p>Health impact assessment for planning</p> <p>Social values through commissioning</p>
	<p>Local high quality school places – planned and encouraged</p> <p>High quality local schools no need to travel further</p> <p>HTST – commissioning of most direct routes by shortest distances</p> <p>Shared transport rather than individual taxis</p>
	<p>ASC – providing agile working and providing staff with Surface Pros to reduce paper</p>
	<p>IT replacing hardware with energy efficient hardware</p> <p>Virtual machines</p> <p>Paper – woodland trust, trees are planted and carbon capture ongoing</p> <p>Challenge paper</p> <p>Reduced – electricity footprint, cloud technology, reduction in servers</p> <p>Housing all hardware across MKC. Tester machines/more efficient suppliers must reduce carbon</p> <p>Working with politicians to make difficult decisions</p>
	<p>Promoting people to walk/cycle</p> <p>Review car parking</p> <p>5G project – local neighbourhood energy schemes</p> <p>Included more in committee reports</p>
	<p>Re:fit – Energy/ regeneration/power generation/schools</p> <p>Waste recycling trial</p> <p>Transport/green</p> <p>Eco-warriors</p> <p>Fleet</p> <p>Plan:MK – pedestrians – shortest routes, tenants, sustainable</p> <p>Procurement – chain cost of contract</p> <p>Electric cars – mobile library, values</p>

	<p>Digital footprint (electric footprint) Parking & weekly awareness comms</p> <p>Minimal provision and waste local plan Staff – Surface Pros/promoting recycling Local high quality school places – walking/riding to school</p>
What we should be doing in the future	
	Link school choice with how will you get to school?
	<p>Visibility of Carbon cost – service purchase Generation of energy – waste, Land, Wind & food energy (allotments) Infrastructure – easy to reduce, carbon costs of trading in MK Eco-tourism – Bio-diversity on door stop Lighting scheme – tech to reduce heating and water away from fossil fuels Telematics in cars and transport = economical and safe.</p>
	<p>Fleet review Reduce red meat in our meals Procurement of products in services:- -100 paper -washing powder -cost? Smart meters for our service users Objectives in service plans</p>
	<p>Incentivise staff to buy/lease electric cars and bicycles Council leases deals Require walkable neighbourhood development New patterns of development support public transport</p>
	<p>Cultural change as an employer Campaign with tangible goals ‘Green’ tax Individual/services/community – what will each do Challenge one another Green discount on business rates Green agenda in procurement</p>
	<p>Influence/encourage school travel – encourage walking to school rather than driving as safer and healthier Install renewable energy sources in all new council buildings HTST – encourage commissioning of green transport Encourage schools to consider school uniform providers that are low carbon/carbon neutral</p>
	<p>Encourage more staff to cycle to work – incentives? (Need showering,, changing & locker facilities) Commissioning services from providers – contract that demand providers to operate sustainably Specific days to encourage “buy-in” to the crisis</p>

	<p>Ensure we have the right tech 365 improved, comms, tool Consider the digital footprint impact Influencing the decision makers re. policy development Developing drawing technology, spatial data etc. to order the capture of our surveys</p>
	<p>Review of plan MK2 Campaign work to encourage citizen contribution Self-awareness Art – demonstrate it in a very physical landmark way i.e. replacing the concrete cows</p>
	<p>Consider Eco-systems (Schools) Have fewer children/eat less meat Civic Leadership Energy Generation (200 MW – 7KW) Influence services/fuel poverty/smart meters Growth – walkable neighbourhoods Staff – promote cycling, Incentives for cycling – facilities here Nifty –Trading in infrastructure/carbon cost Values attitudes and behaviours. Fleet or loans for purchasing electric vehicles Data/drawing technology More direct routes for pedestrians and cyclists. 20k car parking spaces Commissioning services, operating sustainably CREATE THE RIGHT CONDITIONS FOR PEOPLE</p>

Cabinet report



10 March 2020

Environmental Policy: Core Outcomes – Action Plan (Greenest City : Physical & Natural Environment – Vision)

Name of Cabinet Member	Councillor Darlington Cabinet member for Public Realm
Report sponsor	Stuart Proffitt Director – Environment and Property
Report author	Nicholas Hannon Head of Environment and Waste Nicholas.hannon@milton-keynes.gov.uk
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Exempt / confidential / not for publication	No
Council Plan reference	Not in Council Plan
Wards affected	All wards

Executive summary

Biodiversity and natural processes are integral to life as we know it. Yet despite this biodiversity is in crisis on a local, national and global scale. Our Sustainability Strategy (2019 – 2050) sets out a vision for Milton Keynes as becoming a world-leading sustainable city.

Milton Keynes has a head start with linear parks forming corridors for biodiversity, linking key strategic reserves in the borough forming an integral part of the original design and identity of the city.

The “Greenest City” Position Statement outlines Milton Keynes as an ambitious and innovative green city, taking the action necessary to mitigate, adapt and respond to this environmental crisis. It committed to the development of an action plan working with our partners to deliver the principles and objectives set out in the vision.

Key partners include: The Parks Trust; Parish and Town Councils and specialist organisations such as The Wildlife Trust, Woodland Trust, Canal and River Trust and local organisations such MK Community Trust all of whom have been instrumental to developing this Action Plan.

Four cross cutting elements have consistently emerged from the events;

- People
- Place
- Planning and Policy
- Programmes and Partnerships

1. Decision/s to be made

1.1 That the Action Plan principles to underpin the vision of the Greenest City – Core Policy Outcomes document be agreed.

1.2 That it be recognised that The Parks Trust and Parish and Town Councils have been instrumental in the co-production of this Action Plan and to have ownership of the deliverables.

1.3 That the valued contribution from community groups and residents through workshops and events to identify and co-produce Action Plan principles be recognised.

1.4 That the actions be agreed with short term (12 month) actions being delivered during 2020/21.

1.5 That a baseline action plan with costings for 2021/22 through to 2025 be developed as the next step that considers conservation and enhancement of the habitats on the land within the control of the local authority.

1.6 That a mapping and survey exercise be undertaken to assess biodiversity in Milton Keynes, identifying key sites for enhancement with a prioritisation matrix.

2. Why is the decision needed?

The Governments A Green Future: Our 25 Year Plan (2018), sets out a comprehensive and long-term approach to protecting and enhancing the diversity of landscapes and habitats. The State of Nature report published in September 2019 shows that more species have shown strong or moderate decreases in abundance (41%) than increases (26%) since 1970.

Milton Keynes has always sought to be ahead of the curve in terms of environmental issues and these ambitions are captured within our planning document Plan MK sets out a vision for Milton Keynes as a green and spacious city.

The Sustainability Strategy (2019 – 2050) confirms the aspiration to become a world-leading sustainable city. In January 2019 the Council declared a Climate Emergency recognising that climate change is real and the detrimental impact is being felt around the world.

Milton Keynes has a proud and pioneering record in environmental action and the Council believes that tackling climate change must seek to tackle wider sustainability issues such as the use and interaction of natural resources and biodiversity is key to a sustainable and liveable city.

Milton Keynes was designed with wildlife, protecting ancient woodland and developing a series of interconnecting corridors connecting nature and people. In recognising these intrinsic values as part of the fibre of the borough, Milton Keynes must be the purveyor on demonstrating how to pass on the natural riches we have inherited to future generations and affirm its commitment to protecting, promoting and enhancing biodiversity in Milton Keynes, pledging to leave our natural environment in a better state than we found it.

This Action Plan is part of the delivery vehicle for this pledge ‘The Greenest City: Physical and Natural Environment Vision’. Information that informs the Action Plan has been received across a range of events (See Appendix A).

There are four cross cutting elements that have emerged from the workshops, conferences and engagement with the Youth Cabinet. Feedback and evidence was collated and reviewed;

People – Overwhelmingly the greatest feedback received was the need for greater communication, with more engagement and education, tailored to meet the needs of different groups and communities. There is a desire to see more physical signage and local news articles.

Place – It was recognised by many that ‘place’ will have challenges. There was an acceptance that places may look different, including areas where grass is mowed less often and more wild flower planting takes place to encourage natural habitats that will also provide a food source for invertebrates.

Planning and Policy - There were many comments received on the need for long term management plans that would see Milton Keynes not just protect, but increase in size, space and number of species.

Programme and Partnership – For nature to take centre stage, it will require a sustained and consistent message from the Council and all its partners. To achieve the goals of an improved biodiversity and environment long term, we will need to align knowledge, skills and funding.

This vision is explored through the Physical & Natural Environment ‘Three Pillars’ of nature, water and trees and reinforcing their interaction and how our approach as an authority should be integrated.

We recommend that this be underpinned by the four key objectives expressed within the vision:

- **Conserve** and protect existing sites of biodiversity, wildlife areas and the principles of linear parks, wildlife corridors and designated sites.
- **Restore** and manage species and habitats appropriate to Milton Keynes and its wider regional physical and geographical context to levels those are sustainable in a changing climate.
- **Create** and secure sustainable ecological and physical processes that underpin the way ecosystems work, thereby enhancing the capacity of our natural environment to provide ecosystem services.

Across the range of organised events a ‘Fourth Pillar’ became evident;

- **Community** - Ensuring information, engagement and access for people with natural environments rich in wildlife to enjoy and experience. This means not just the physical access but also the engagement and inclusivity of nature, regardless of age, race, ability or gender.

The Action Plan takes the next step in developing what is necessary to support and maintain what we have existing within the borough, to develop new habitats as linked creation of new habitats will also be linked to local priority species locally and regionally and to ensure these are linked together in terms of access for residents for wellbeing and health.

This will ensure that our vision is building on existing success while creating new opportunities for nature and interlinking both current and new opportunities with nature for our residents.

3 Implications of the decision

a) Financial implications

There are financial implications arising from the Action Plan to deliver the strategy.

Funding for deliverables in 2020/21 have been agreed through the Budget 2020/21 Budget setting process as part of Annex W.

£350k - Tree work (crowning lifting, tree planting) in Central Milton Keynes
 £150K - Tree surveying and new arboriculture support
 £250k - Borough wide tree maintenance
 100k - Tree planting and replacement
 £150K - Wildflower seeding grid roads
 £100K - Green roofs (with £20K Parish match funding)
 £75K –Biodiversity adaptation planting and future greening projects
 £15K – ‘Eco Warriors’ school education programme

A baseline action plan to cover off proposed actions in the medium term with costings, timeframes and partners from 2021 through to 2025 will be developed as the next step to be considered as a budget pressure within the annual budget setting cycle to come to Cabinet in February 2021.

b) Legal implications

There are no legal implications arising.

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

c) Other implications

3. Alternatives

- a) Accept the plan - Works towards the Sustainability Strategy (2019 – 2050). Agree that the short term (12 month) actions are delivered over 2020/21 and that a Delivery Plan with costings and time frames for 2021/22 through to 2025 is developed as the next step. **Recommended option**
- b) Do not accept the plan - The “Greenest City” Position Statement outlines Milton Keynes as an ambitious and innovative green city, taking the action necessary to mitigate, adapt and respond to this environmental crisis. It committed to the development of an action plan working with our partners to deliver the principles and objectives set out in the vision. The proposed action plan informs the costed delivery plan.
- c) Plan not accepted - Further consultation required before a plan can be considered.

4. Timetable for implementation

Activity	Timetable
Accept the Action Plan	March 2020
Commence activities as outlined in 3a) Financial Implications	April 2020 onwards
Compose detailed baseline action plan for items beyond 2020/21 delivery horizon	September 2020
Provide financial information on deliverables for Action Plan as part of budget setting process	October / November 2020
Provide update to Cabinet on 2020/21 deliverables and medium term delivery plan, subject to budget	February 2021
Present to Parishes (at Parishes Forum) and Parks Trust	February 2021

List of annexes

Annex A – Physical and Natural Environment Action Plan – Key Priorities

Annex B – Workshops and Meetings Consultation Timetable (2019/20)

List of background papers

[Environmental Policy: Core Outcomes -Greenest City in the World: Physical & Natural Environment – Vision](#)



Action Plan – Key Priorities

Physical and Natural Environment

Foreword



“The truth is: the natural world is changing. And we are totally dependent on that world. It provides our food, water and air. It is the most precious thing we have and we need to defend it.” — **Sir David Attenborough**

Our ambition is for Milton Keynes to be the Greenest City. We have always led by example, keeping 40% green and blue infrastructure. No matter how big we grow, we must maintain this. The strategic open space network was established from the outset as an integral element of the design of the city. This network of natural and green spaces is core to the heritage and identity of the new city.

The linear parks, woodlands, grid road corridors and balancing lakes provide more than attractive amenity spaces; they provide connectivity for people, wildlife and water. Enhancing existing sites and the wildlife corridors that connect them such as The Blue Lagoon, Emberton Country Park and linear parks will see great gains in their value to nature and our citizens. Opportunities will be sought for new sites on this scale as the city continues to grow as linked to Plan: MK. New high protection sites will be designated and wildlife corridors will be extended.

Working towards that ambition, we are proud to have co-created this document with The Parks Trust, the parish and town councils and national and local community green groups. This document is an addition to “The Greenest City” Physical and Natural Environment: Position Statement, which outlined the physical and natural environment core policy vision for how Milton Keynes can aspire to become the ‘Greenest City’ and MK Futures 2050. It also develops and supports a key theme of the Sustainability Strategy (2019 – 2050) which sets out a vision for Milton Keynes as the first major world city to commit to becoming carbon negative by 2050 and being a world-leading sustainable city.

In becoming the “Greenest City” this document outlines Milton Keynes as an ambitious and innovative city, taking the action necessary. As the city of the future, Milton Keynes must take the lead and protect and enhance the biodiversity in our city for generations to come.

**Clr Emily Darlington,
Cabinet Member for Public Realm**

Introduction



The Greenest City (“The Greenest City” Physical and Natural Environment: Position Statement, MKC, 2019)

Milton Keynes understands respects and enjoys water in the environment. Our communities will be resilient and adapt to changes in national and local water conditions. The Greenest City will be one that understands the role of water in the city, the function it serves, how it is best managed and how to interact with it to the greatest benefit.

Milton Keynes will continue to be a place that appreciates the value of nature. Nature will be everywhere for people to enjoy and improve their sense of wellbeing. We will provide space for nature, enhance the natural value of the city and adapt to climate change.

Trees are integral to the landscape and environmental quality of Milton Keynes on par with all other natural utility and infrastructure. The urban forest must inspire collaboration and creativity to ensure it thrives and expands as the city’s green shield and the icon at the heart of “The Greenest City.”

We want MK to be seen and enjoyed as the ‘Greenest City’.

For it to be the greenest city, it will be one where a high proportion of land is green and is in favourable condition to support biodiversity and to provide opportunities for citizens to access green space and experience nature. The most important sites and corridors for biodiversity should be protected and conserved and linked and connected by corridors that both wildlife and people can move through. Our goal is for wildlife to thrive – evidenced by monitoring a set of key indicator species across the borough. Buildings and structures provide opportunities and niches for biodiversity including green walls and roofs, nesting and roosting opportunities for birds, bats and insects. We need to encourage residents and businesses to manage their gardens and properties in ways that help support biodiversity, providing stepping-stones between green spaces and additional opportunities for foraging and nesting.

Having regular, free and open access to green space and opportunities to experience nature close to where we live, is good for our physical and mental health.

The Four Pillars



Milton Keynes must take a holistic view on the environment to deliver its greenest city ambitions. To do this the diagram below demonstrates Milton Keynes' approach to the physical and natural environment through the three integrated pillars of nature, water and landscape and trees. A fourth pillar was added to represent the importance of community and individual action.

NATURE

WATER

LANDSCAPE
AND TREES

COMMUNITY



Workshop summary



The Physical and Natural Environment: Position Statement proposed that Milton Keynes Council would work with our key natural environment partners to deliver the principles and objectives set out in the vision in the form of an action plan to be ready by March 2020. The engagement and support of The Parks Trust, Parish and Town Councils, and specialist organisations such as The Wildlife Trust, Woodland Trust, Canal & River Trust and local organisations has been fundamental in developing this Action Plan.

The council's teams working on Nature, Water, Landscape, Trees and Community invited local organisations relevant to the subject areas to a range of stakeholder events that sought to identify how the vision can be delivered "on the ground". These events identified four cross cutting themes :

- **People:** Overwhelmingly, the greatest feedback was about how we engage all residents in the biodiversity challenge. Comments recognised the depth of the engagement required, "engage everyone, communication is key" and how the message should be tailored to reach all audiences, for example, "Social media, physical signage, local news articles".
- **Place:** It was recognised that effectively managing biodiversity would require significant change in how we manage our green spaces and it could create there challenges: "Perception of restoring "messy" and "Challenge of getting the public on board". Comments demonstrated the different ways people might practically help "Look at our own gardens and community gardens, what could be done differently".
- **Planning and policy:** In addition to the protecting our resources now and in the future, significant comments focussed on how we affect the growth of Milton Keynes through planning and policy. Focussing on the strategies and management of nature, participants were keen that we understood what we currently have in terms of nature and how we could do even better.
- **Programme and Partnership:** For nature to take centre stage it will require a sustained and consistent message from the Council and all its partners. We need to understand what we have, develop plans and work together in partnership.
- The feedback gained from the stakeholder events has been used to inform this Action Plan, outlining the key priorities that emerged for development and delivery to enable Milton Keynes to become the Greenest City.

Our Action Plan



Working with our key natural environment partners we are developing an action plan for the conservation and enhancement of the habitats on the land and in our control, including parks and green spaces, highway land (i.e. the verges, roundabouts and structures like bridges and bus shelters that provide opportunities for birds and bats to nest and roost,) school grounds. The plan will identify the priorities and opportunities where habitats can be enhanced or provided to support wildlife species.

The action plan will not only protect our current biodiversity but it will also enhance future biodiversity. It will ensure that developments undertaken by the Council are exemplary in delivering against the greenest city objectives for biodiversity, water and the environment.

We will bring forward a Supplementary Planning Document that will make sure that every new development in Milton Keynes has a net biodiversity gain for our borough.

We will ensure:

- 'Greenest City' ambition and the conservation and enhancement of biodiversity are mainstream objectives in all of our strategies and plans, including the Council Plan, local plans, the Transport Plan and MK Futures.
- The inclusion and effective implementation of planning policies that maintain the green character and quality of Milton Keynes; that protect wildlife sites and corridors and require net biodiversity gain as development takes place; that make provision for the management of water by applying sustainable drainage principles; that protect and enhance the tree resource of the city;
- Establishment of effective, community and environmentally-focused stewardship mechanisms for green spaces and biodiversity habitats as the city expands.
- Leadership and expertise in environmental policy is provided through employment of dedicated biodiversity, landscape and arboriculture officers to lead in the development and delivery of the Council's biodiversity action plan and tree strategies.

Milton Keynes Council cannot do this on its own; We need to work with our key partners, who are responsible for significant areas of the green city such as The Parks Trust and town and parish councils. We will develop a joined-up strategy and plan for biodiversity, including joint mapping and species monitoring activity and provision of advisory services to enable these bodies to develop their own biodiversity action plans.

We will also work with the Buckinghamshire and Milton Keynes Natural Environment Partnership in the in the development and delivery of actions that promote and support biodiversity in the development of regional growth and economic development strategies.

Measuring biodiversity



Milton Keynes does not have a complete picture of the opportunities and challenges in our city. Working with The Park's Trust, we will continue to:

- Survey and assess green space and biodiversity in MK; to quantify the resource and to look at trends of change and determine what are the factors affecting biodiversity (the threats and opportunities).
- Map our green space and waterbodies – quantifying how much and where it occurs. Also identifying who owns it (*e.g. MKC, town/parish councils, The Parks Trust, other public bodies, private,*)
- Map the habitats within these spaces, with a broad assessment of their condition and connectivity. Including within this the quantity and type of tree cover.
- Within the mapping, identify the key sites (e.g. SSSIs, County Wildlife Sites) and important wildlife corridors.
- Identify a set of key indicator species, collating and taking monitoring information on key indicator species e.g. birds or bumblebees.
- Use comparable information across time to assess the trends of change.
- Identify the trends and reasons for change in biodiversity.

We will deliver the biodiversity baseline by March 2021. This will form the basis of measurement and action for the council and its key natural environment partners. This will continue to be enhanced and evolve as we grow as a city including exploring ways that residents can contribute to the on-going monitoring of biodiversity in our city.

Nature



The people and communities of Milton Keynes are fundamental to ensuring that we all champion opportunities to develop nature, water, trees and landscape around us. We have to work together to ensure that we continue to make the outside world accessible to all.

Conserve

Milton Keynes has been designed and built on green principles, these must continue to be reinforced as the city develops and grows. Existing parks and open spaces, and their founding principles, must be conserved as a priority and existing sites of high biodiversity managed and protected

Restore

We will calculate the current biodiversity value of the city. This base line will identify priority areas for restoration and investment in the existing environment. This will inform future management practices to improve their ecological value

The environment and landscape will continue to be a key feature of the city:

- The city will be friendly and accommodating to wildlife and be a vibrant and living landscape
- We will work collaboratively with The Parks Trust, Parish & Town Councils, other partners and the community to develop a city scale approach to biodiversity
- Ensure that nature is placed at the heart of landscape management decision making
- Provide space for leisure, recreation, active travel and other opportunities for physical engagement with the natural environment

Create

With partners we will continue to create diverse habitats across our city, ensuring new woodlands, grasslands, wetlands and water courses are of high quality for wildlife. Opportunities to extend and connect areas of biodiversity will be sought. Linear parks must continue to be integrated into expansion areas resulting in greater biodiversity gain and extension of wildlife corridors. Additional land will be brought into management for the purpose of increasing the resilience of our ecosystems.

Nature actions



- **Control of invasive species**, especially in areas where they impact on the survival of biodiversity including tackling rats, pigeons and seagulls as well as invasive plants such as Japanese Knot weed.
- **Identify creative spaces to develop habitats including developing green roundabouts and green-roofed bus stops and buildings** to provide wildlife refuges especially for invertebrates like bees, bugs and butterflies that are crucial for pollination and other animal survival.
- **Plant wildflowers on appropriate grassed areas** to diversify grasslands and provide a wider species mix and invertebrate friendly plants to support the food chain.
- **Create safe habitats**, including bird and bat boxes and integrate them into buildings to ensure they remain in place and reduce maintenance requirements.
- **Ensure developers** are designing biodiversity friendly schemes, for example spaces in fences or hedges for hedgehogs. Encourage sharing of information with homebuyers on good practice.
- **Produce and adopt supplementary planning documents** Protect and enhance biodiversity through “net gain” within areas under development and ensure this is considered at the planning stage, building on our current practice.
- **Mapping** - develop a borough wide land use map to inform ecological habitat types and connectivity.
- **Encourage Community orchards** – Supports pollinators, community involvement in the natural environment and understanding of food production and supply.
- **Country parks** – Improving the existing country park and enhancing biodiversity. Creation of a new country park in the south and consideration of additional linear park extensions / country parks in the eastern and western flanks of Milton Keynes.

Water



Conserve

Milton Keynes has a long heritage in developing multi-functional blue infrastructure and integrated storm water control. We should ensure that the resilience provided by these is enhanced through new developments. Conserve the pond network to ensure healthy and aquatic habitats to enable natural water and flood management systems.

Restore

We will understand the current condition of our water courses and water bodies. Opportunities will be identified to restore degraded water landscapes, improve their functional capacity and support greater biodiversity.

Milton Keynes has an abundance of water features including lakes, rivers, ponds, floodplains and wet woodland which provide opportunities to connect communities with their environment providing physical and mental health benefits. Water will be managed holistically as a resource in conjunction with the wider natural environment. Milton Keynes has an abundance of water features including lakes, rivers, ponds, floodplains and wet woodland which provide diverse habitats for wildlife and places to connect people with the environment, providing physical and mental health benefits. We will take a holistic approach to managing water as an essential shared resource within the natural environment.

- The city will be designed to make it resilient to potential pressures of flood and drought as a result of climate change
- We will preserve and enhance our natural water resources for future generations
- The quality of our water resources will be managed carefully to ensure they are physically, chemically and biologically healthy and can support diverse wildlife.- The city will work to manage its surface water environment to ensure downstream catchment flood resilience

Create

To address surface water flooding, urban growth and regeneration an integrated approach of sustainable drainage systems (SuDS) will be followed. Surface water will be attenuated and treated using methods that blend infrastructure, nature, landscape and trees. Milton Keynes will create a more diverse portfolio of water landscapes that support greater biodiversity.

Water actions



- **Integrated Approach** Milton Keynes will continue its legacy as leaders in developing multi- functional water management. Better ways of working between partners to achieve an integrated strategy for water management and the environment. This should include local communities playing a part.
- **Engage Communities** to develop a community led approach for maintaining and conserving water resources for future generations.
- **Appreciate how water behaves** - Water does not stop at boundaries; adopt a regional approach to managing water resources. Recognise the different sources of flooding and the challenges climate change will bring.
- **Reaffirm support** for the Bedford to MK canal extension, which could include new pathways and green space.
- **Sustainable drainage systems (SuDS)** on new developments are designed to promote biodiversity for both greenfield and brownfield sites and the delivery good of quality SuDS. Develop regional SuDs where possible.
- **Create new balancing lakes** for future generations; our approach will use the existing blue infrastructure within the city area as the basis for extending the system into new development areas and linking to neighbourhood schemes for managing surface water.
- **Build flood resilience** to adapt to the challenges of climate change and develop a master drainage plan to identify beneficial areas for future water regulation.
- **Protecting our resources now and in the future** - Maintain and conserve water assets we have in terms of flood risk, drought, and biodiversity and water quality. Replacing and improving existing infrastructure where needed. Protect the river corridors in Milton Keynes by retaining/enhancing buffer zone or create where possible.
- **Making space** for the sustainable management of water in the environment – providing space for storing excess water and flood water in times of heavy rainfall and permanent water during times of drought, and providing opportunities for enhancing the landscape of the city, for people to enjoy access to water for amenity and recreation, and wetland habitats for wildlife.
- **Water bodies** (lakes and ponds) and watercourses (rivers, brooks and ditches) are in good condition as habitats and with good water quality .

Landscape and Trees



Conserve

We'll protect veteran, ancient, historical or trees of particular cultural importance through Tree Protection Orders. Recognise and respond to pests and disease and identify trees requiring action.

Record our tree stock in an integrated database enabling monitoring and recording processes. Establish a base line of tree stock, condition and ownership within the urban forest.

Restore

Our locally developed guidance Right Tree Right Place will herald planting methods, appropriate aftercare, maintenance and species choice to ensure minimum intervention and maximum benefit. Employing the principles of ensuring that the right trees are being planted in the right places will minimise bio-security risk, ensure greater resilience and improve the ability of our tree stock to adapt in the future.

We will understand the value of our trees and consider them a collective resource, managed to maximise their potential in maintaining the environmental quality of Milton Keynes:

- The combined elements: trees in parks, streets, private gardens, public land, highways and urban woodlands are the urban forest; and should be viewed and managed as one.
- We will maintain the original vision of Milton Keynes by ensuring necessary tree removals are mitigated, maintaining the overall tree stock
- We will ensure a diverse population of tree species is maintained, resilient to climate change and biosecurity challenges
- Milton Keynes will take a lead in engaging Forest City principles for urban living

Create

We will work with partners to identify and map canopy cover, areas of low cover and opportunities to increase tree stock and canopy cover with an increasingly diverse species and age range. We will look for opportunities to create and connect areas of woodland.

Landscape and Trees actions



- **Right tree, right place** - Increase tree species diversity for greater resilience and ensure trees can reach their potential without causing damage to infrastructure. Provide sufficient space for trees to develop above and below ground.
- **Increase canopy cover** with trees to provide shade, habitat, improve air quality, flood resilience and reduce building heat loss in winter. Engaging with landowners and housing providers.
- **Extend wildlife** corridors in to new developments and ensure connectivity is maintained to allow movement of wildlife through the city.
- **2 for 1** Commitment to plant 2 trees for every 1 tree that is removed in mitigation of infrastructure damage, following the principles of “right tree, right place”.
- **List of appropriate trees for Milton Keynes** –Tree species which are best suited for our climate, soils and urban density in a variety of situations, parks, streets, gardens. Sharing with developers at an early stage in the planning process.
- **Protecting** our diverse grasslands and linear parks to ensure that their benefits are understood, conserved and enhanced.
- **Advocate** responsible use of plant protection products within the environment.
- **Increase** use of wildflowers to diversify urban grasslands, supporting at risk pollinator species.
- **Rights of Way Improvement Plan (ROWIP)** being developed to facilitate access, connectivity and wellbeing. Providing opportunities for residents to connect with the natural environment and linking communities via historic routes.
- **The tree resource is extensive** (e.g. percentage of land under tree canopy) and in favourable condition (e.g. woodlands in active management; street trees in good condition; veteran and notable trees mapped and protected).

Community



Nature

We will work to enable all members of the community to have equality of access to nature. We will seek to encourage people into the city's natural environment, many for the first time. Through this approach we will aim to transfer new skills and knowledge and strengthen emotional connections with the natural world.

Water

The water environment is something to be enjoyed in both urban and rural areas. We will enable communities to enjoy and better understand the city's balancing lakes, watercourses and the wider network of blue infrastructure. Sustainable drainage systems will be seen a positive tool for providing local amenity benefit as well as managing flood risk.

We will work with stakeholder and communities to improve our mutual understanding of the natural environment. Seek opportunities and facilitate information exchange, training and events that inspire and lead to lifelong change.

- Enable and promote the positive impact of nature particularly for those who stand to benefit most from the substantial mental and physical health benefits.
- We will advocate public interaction with water in a safe, informed and respectful way
- The urban forest comprises all the trees in the urban realm – in both public and private spaces. We will seek to unite land owners in a uniform approach to holistic tree management, reflecting their crucial role in the wider urban ecosystem.

Landscape and trees

With our partners we will inform, engage, educate and consult the community on the urban forest. Communities will be encouraged and empowered to take an active role in the urban forest through the collection of data, planting, maintaining trees and events. We will look to trees as a way to help improve

Community Actions



- **Eco warrior program** – ‘Eco Warriors’ is an environmental education scheme currently in primary schools across MK. It encourages pupils in years 3-5 to learn about recycling and the environment. Participating schools also sign a pledge for eco-friendly changes. Further roll out to secondary schools and nurseries due in 2020.
- **Encourage and Get involved** – promote community involvement and engagement in the natural environment through the many active groups already delivering within the borough.
- **National Park City** – engage the whole community in the ethos and work with stakeholders to develop a plan to make Milton Keynes a place where people and nature are better connected.
- **Community Infrastructure fund** – match fund for parishes and town Councils to address their environmental priorities.
- **Thinking differently** – Sharing and signposting information to help people make informed decisions on things such as cutting the grass less, creating environments for insects to thrive.
- **Networks** – Working in partnership to create networking opportunities to help individuals and groups come together for support, information and mobilisation.
- **Citizen science** – Work collaboratively with community groups, individuals and organisations to create opportunities to capture information to monitor the health and growth of biodiversity in MK.
- **Promote initiatives** - such as the annual Milton Keynes Festival of Nature to encourage the community and businesses to engage in and help to protect wildlife in the city.
- **Support and enable** - community and voluntary groups to take local action for wildlife and care of the environment.
- **Support community groups** - by improved partnership working with the MK Community Foundation to enhance the profile their fundraising and grants in this area

Cllr Emily Darlington, Cabinet Member for Public Realm
emily.darlington@milton-keynes.gov.uk

Annex B – Workshops and Meetings Consultation Timetable (2019/20)

Date	Event	Target audience
25 November 2019	Biodiversity Workshop delivered in partnership with The Parks Trust	Specialist local organisations, parish and town councils
25 November 2019	Biodiversity Workshop delivered in partnership with The Parks Trust	Specialist local organisations, parish and town councils
6 February 2020	Biodiversity and natural Environment Workshop	The Parks Trust and parish and town councils
8 February 2020	Youth Cabinet	Young people
13 February 2020	Biodiversity and the Natural Environment event	Open to all

Over 300 attended the events and shared their views. This input was collated and has been used to inform the action plan.

Many people who were unable to attend the events submitted information or their views via the biodiversity inbox, which was promoted on all information that was shared on these events.

The level of public interest remains high and this is reflected within the action plan. Stakeholders and communities are seeking Milton Keynes Council to be at the forefront to improve mutual understanding of the natural environment, facilitate information exchange and events that inspire and lead to lifelong change.

Cabinet report



10 March 2020

Establishment Of A Local Housing Company

Name of Cabinet Member	Councillor Nigel Long Cabinet Member for Housing and Regeneration
Report sponsor	Michael Kelleher Director Housing & Regeneration
Report author	Mark Smith Strategic Housing Finance Manager mark.smith@milton-keynes.gov.uk 01908 253904

Exempt / confidential / not for publication	No
Council Plan reference	3.5
Wards affected	All wards

Executive summary

A local housing company (LHC) would offer the council additional flexibilities in its housing offer to residents, and set a “good landlord” standard to positively influence other providers of housing. Nominations to LHC housing would provide another route through which the council could discharge its Homelessness Reduction Act duties and reduce the costs of temporary accommodation.

There are few significant implications of a LHC being a direct (wholly owned) subsidiary of the council, or of being a subsidiary of another council-owned entity. To reinforce the commercial nature of a LHC, and to ensure synergies are achieved in the use of potential housing sites, it is recommended that the board of Milton Keynes Development Partnership (MKDP) be requested to establish a LHC with support from the council. MKDP is a Limited Liability Partnership (LLP) wholly owned by the council.

1. Decision/s to be made

1.1 That the Board of the Milton Keynes Development Partnership (MKDP) be requested to explore the opportunity to establish a local housing company, identify an appropriate delivery model, and submit a business case for the council's consideration.

2. Why is the decision needed?

2.1 With a projected population growth of 18% between 2015-2026, the demand for present and future housing supply is clear. Plan:MK seeks to deliver a minimum of 26,500 dwellings across the borough by 2031 to meet this population growth. Council Plan Objective 3.5 is that we "*Investigate establishing a disruptive council-owned housing company to deliver 2000 new truly affordable homes for local families by 2023*". The disruptive impact of a LHC would be as a result of its intervention in the market, setting a "good landlord" standard which would be visible as an exemplar and generate pressure for other public-sector and private housing providers to emulate.

2.2 Many other local authorities have already established LHCs with a range of aims, including income generation, expanding local housing markets, improving landlord standards, addressing local affordable housing supply, and (before its abolition) to avoid the cap on LAs' housing borrowing.

3. Implications of the decision

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

3.1 Legal implications

3.1.1 The Council has a number of powers available allowing it to trade commercially through a company structure, as a LHC would be doing, including sections 1 & 4 Localism Act 2011. As an LLP, MKDP cannot itself trade as a LHC.

3.1.2 The Local Government (Best Value Authorities) (Power to Trade) (England) Order 2009 requires that the council prepare and approve a business case before trading through a company. A business case could be drafted for the council's consideration by MKDP.

3.2 Financial implications

- 3.2.1 A LHC's investment requirements could be funded by borrowing from the council. Loans to a LHC (which would require appropriate amendments to the Treasury Management Strategy) would be at commercial rates, which would generate returns for the Council above its cost of borrowing. Approvals for lending to a LHC would be based on the initial Business Case and then through the council's normal capital governance framework.
- 3.2.2 There are risks of financial leakage through a LHC's liabilities for Corporation Tax, VAT, and Stamp Duty Land Tax, which will need to be mitigated and minimised.
- 3.2.3 A LHC would (whether owned directly or indirectly through MKDP) be included within the council's group accounts.

3.3 Other implications

- 3.3.1 The Business Case requested from MKDP should cover the other implications for the council of establishing a LHC, including proposals for its governance, risk management, communications, procurement, workforce, and IT.
- 3.3.2 The government has previously announced its intention to police LHCs where it considers that it is "council housing in disguise" (e.g., where the rationale is principally to avoid the Right To Buy) though has to date taken no action (which would be to direct that the housing be taken into the Housing Revenue Account). The principle objective of a LHC being to generate financial returns will mitigate this risk.

4. Alternatives

- 4.1 The option of not setting up a LHC has been considered. Because this would not address the target set out in the Council Plan Objective, would not increase the flexibility with which the council can address current and future needs for truly affordable housing, and would not provide additional routes out of homelessness, this option is not recommended.
- 4.2 Options other than a wholly-owned LHC have been considered (e.g., a partnership with a private sector organisation or with another LA), but since it would be unlikely that such partnerships would be able to be aligned wholly with the Council's objectives, are not recommended.

4.3 Options other than MKDP as the “parent” of a LHC have been considered, and in the interest of maximising synergies with MKDP, are not recommended.

List of background papers

None.

Cabinet report



10 March 2020

Milton Keynes Skills Strategy 2020

Name of Cabinet Member	Councillor Moriah Priestley Cabinet member for Economic Growth & Community Partnerships
Report sponsor	Tracy Darke Director – Growth, Economy and Culture
Report author	Lewis Campbell Economic Development Manager Lewis.campbell@milton-keynes.gov.uk / 01908 252 840

Exempt / confidential / not for publication	No
Council Plan reference	2 – Growth and Economic Prosperity
Wards affected	All wards

Executive summary

The Skills Strategy has been developed through extensive consultation with key partners. The strategy aims to provide a comprehensive picture of skills provision within Milton Keynes.

The strategy will be later supported by a clear action plan. The plan will identify the actions required to support skills provision for our residents, employers and other stakeholders.

The Skills Strategy has a fundamental role to play in supporting the aims of the Council Plan 2016-2022. The Strategy will play a vital role, directly and indirectly, in meeting the priorities of the current Economic Development Strategy.

1. Decision to be made

That the Skills Strategy 2020 be adopted.

2. Why is the decision needed?

The Local Economic Assessment 2019 (Annex B) provides a comprehensive and robust analysis of the local economic and social conditions affecting Milton Keynes. The statistics in this report highlighted a mixed economic picture. The Milton Keynes' economy is relatively strong with lower levels of unemployment, a greater business start-up rates and higher labour productivity (Gross Value Added per head) than comparator areas. However, overall qualification levels in Milton Keynes are slightly weaker than average and the wages earned by people living in Milton Keynes are lower than those working in Milton Keynes. In order to support the ambitions highlighted in the draft Milton Keynes Strategy for 2050, it is essential that the residents and employers have access to the appropriate skills provision.

The Skills Strategy has the following overarching vision:

“In collaboration with strategic partners, we will empower the residents and businesses of Milton Keynes to develop and nurture the skills that enable them to succeed in a vibrant and inclusive economy”

Three strategic priorities have been identified to support the achievement of this vision:

- Fostering an environment that grows the aspirations and resilience of young people, which empowers them to engage and access the opportunities available to them.
- Empowering residents to seize the learning opportunities available to them; with a particular focus on supporting those wanting to upskill, retrain or reengage in the workforce.
- Building strategic partnerships between employers and education providers to facilitate the delivery of technical and vocational training

Wider engagement has been fundamental in shaping the Skills Strategy:

- A Skills Conference was held in June 2019. Representatives from education, local businesses and the voluntary sector came together to provide feedback and guidance on the direction of the future of the skills agenda
- Workshop sessions were held with small groups of stakeholders from mixed backgrounds to identify the strategy's vision and priorities
- The Skills & Economic Growth Board has been engaged during the development of the strategy

- 1:1 meetings were held with partners from business representative organisations, education and training, and the voluntary and community sector
- Stakeholders were consulted and invited to comment on an earlier draft of the Strategy. All comments were recorded and, as appropriate, incorporated into the final version of the Skills Strategy.

The Strategy itself is an enabling framework; an Action Plan will be developed that articulates the varied and extensive work required to deliver the priorities within the strategy, and specific actions will be detailed to show how these objectives will be achieved.

3. Implications of the decision

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

a) Financial implications

No financial implications identified. The strategy emphasises the importance of collaboration with partners to make the most effective use of existing budgets and resources.

The financial implications will be reviewed on the completion of the Action Plan.

b) Legal implications

No legal implications identified.

c) Equality Impact

An equality impact and child poverty assessment has been completed which found that the strategy has due regard to all relevant aspects with the following comment. The narrative that a skills strategy is only a sub-set of strategy for a thriving economy limits the strategy's importance to social issues. The strategy does recognise its ability to develop a relevance to these social challenges. Skills, for example, are fundamental to changing the narrative on child poverty, are essential to equality with the recognition of the skills of residents who acquired them outside the UK and can address the challenge of enabling disabled residents and residents with poor English competency. As plans are developed to deliver its three-fold vision the

strategy will be required to develop, and to have regard to, these social aspects of skills development.

4. Alternatives

We could choose not to prepare a new Strategy. If we did this, we would be operating with a strategy that may not represent the current political, economic or social climate.

5. Timetable for implementation

Cabinet Approval – 10 March 2020
Strategy adoption – 11 March 2020
Action Plan Approval – July 2020

List of annexes

Annex A – Milton Keynes Skills Strategy 2020 DRAFT

Annex B – Local Economic Assessment 2019 ([Local Economic Assessment 2019](#))

Milton Keynes Skills Strategy 2020 - DRAFT

March 2020



milton keynes council

Foreword

The Milton Keynes Skills Strategy 2020 has at its heart a very simple concept: facilitating a skills system which meets the needs of our employers and residents.

Whilst the concept is simple, the delivery is highly complex and will require the collaboration of Milton Keynes Council and our partners together, to maximise the resources that are available. We recognise that we cannot achieve this alone and we will work with a range of partners to ensure a coordinated approach; including schools, further education colleges, higher education institutions, Department for Work & Pensions, business organisations and the South East Midlands Local Enterprise Partnership (SEMLEP). Most importantly, we will need to work with our residents to ensure they can achieve their potential.

The Milton Keynes Skills Strategy 2020 will provide a framework for the skills agenda in Milton Keynes. Priorities focus on supporting young people, residents and employers in Milton Keynes. The role for the strategy is to provide a platform in which skills related performance can be shared and to showcase best practice.

It is expected that the strategy will run until 2025. However, the strategy will be flexible and the timescale will be dictated by the actions identified in the Action Plan.



Councillor Moriah Priestley

Cabinet Member for Economic Growth & Community Partnerships, Milton Keynes Council

Milton Keynes Skills Strategy 2020



In collaboration with partners, we will empower residents and businesses to develop and nurture the skills the enable them to succeed in a vibrant and inclusive economy

We're serious about business...

The **Council Plan** sets out how important a strong economy is to us and our **Economic Development Strategy (2017-2027)** sets out our workplan with **Plan:MK** allocating land which will support up to 32,000 new jobs.

And serious about skills...

The **SEMLEP Growing People Skill Plan** provides the regional strategy for skills – and the **MK Futures 2050 Programme** aims to help support good, long term growth, with projects specifically focused on education and skills.

This Skills Strategy aims to support employers with access to the skills they need to compete nationally and internationally – and help as many residents as possible benefit from that success.

Cross cutting themes

Partnership and
Collaboration

Inspiration and
aspiration



milton keynes council

Priorities

- 1 Fostering an environment that grows the aspirations and resilience which empowers them to engage and access opportunities**
Helping young people develop core competencies, attitudes and behaviours to be ready for work, backed up with great careers guidance that starts as early as possible and strong networks between education providers and employers.
- 2 Empowering residents to seize the learning opportunities available to them, with a particular focus on supporting those wanting to upskill, retain or reengage in the workforce**
Championing lifelong learning, reskilling and reengaging local people as opportunities change with our economy to reduce local employers need to rely on workers from further afield.
- 3 Building strategic partnerships between employers and education providers to facilitate the delivery of technical and vocational training**
Great partnership working leading to more apprenticeships, traineeships, work experience and placements and the development of MKU, a new model university.

The multi agency **Skills and Economic Growth Board** is responsible for overseeing the delivery of the strategy and the action plan.



Strategic Framework

Priorities

1. *Fostering an environment that grows the aspirations and resilience of young people, which empowers them to engage and access the opportunities available to them.*

This priority focuses on ensuring that our young people develop the core competencies, attitudes and behaviours that enable them to thrive within education, work and society. Schools and colleges will be supported in raising the aspirations of young people, and the provision of great quality careers guidance and experiences will empower young people, teachers and their parents to make educated decisions about their futures. Inspiration and aspiration will be embedded in pupils at an earlier age.



Credit: MK College

It is essential that young people are given the opportunity to develop the right attitudes, behaviours and core competencies; these can all be acquired through the education curriculum, work experience, enterprise activities, and extra-curricular activities. Providing young people with meaningful experience of work will help improve their work-readiness. The most recent SEMLEP Business Survey¹ identified that a fifth (19%) of businesses interviewed have difficulty recruiting due a lack of work-ready school leavers, up from 11%

¹ SEMLEP Business Survey 2019 (November 2019)

in 2017. A similar result is seen with the work-readiness of college or further education leavers. Yet fewer businesses are offering work experience placements to school and college leavers, with only 24% of businesses interviewed reported offering at least one kind of work-experience placement most commonly to school students aged 14-16, down from 42% in 2017.

It is essential that there is an effective network between education providers and local businesses to ensure that young people have access to meaningful experience of work to ensure that they are better prepared for the world of work. The Learning 2050 Board will be instrumental in helping deliver this priority.

2. Empowering residents to seize the learning opportunities available to them, with a particular focus on supporting those wanting to upskill, retrain or reengage in the workforce.

This priority focuses around ensuring that Milton Keynes fosters an environment of life-long learning. With the threat of automation, high demand for skilled labour and increases to the retirement age it is essential that the skills of residents of Milton Keynes labour remain flexible through reskilling and reengaging the workforce. Partner organisations will engage Milton Keynes communities to reinforce residents the benefits of adult learning.

Enhancing the skills of residents of Milton Keynes will provide social benefits which will beyond the financial payments. The Kings Fund² has evidenced that the health benefits of having a good job are profound. If businesses are better able to recruit locally, it will inevitably reduce their environmental footprint as their requirement to import labour from further afield drops.



Credit:
Stephanie
O'Callaghan

² The Kings Fund, Helping people find good jobs and stay in work

Working in partnership with key stakeholders, we must find innovative and sustainable ways to encourage businesses to develop local talent rather than attract it in from further afield. This will be particularly important for SMEs which are looking to grow as their training and development procedures may be less developed than that of larger employers.

3. Building strategic partnerships between employers and education providers to facilitate the delivery of technical and vocational training

This priority focuses on the delivery of technical and vocational training, such as apprenticeships, traineeships and work experience. Building effective networks between businesses, schools and colleges will help encourage the development of vocational opportunities. It will also help raise awareness of alternative post-16 and post-18 pathways for pupils and their parents.

Both employers and Education Providers gain when they build effective networks. The MK Futures Board highlighted the following benefits.

Benefits to employers	Benefits to Education Providers
Greater brand awareness	Broaden experience of world of work for students
Corporate social responsibility	Enable the curriculum to reflect current business situations
Enthusiasing students to seek employment in their business or sector	Help students to commit to a particular career path to give focus for study
Attracting potential apprentices	Help raise apprenticeship awareness
Greater opportunity to develop specific training courses for existing employees	Potential placements for students post-16 who do not wish to consider Higher Education study at a university.

We are already taking action on this. The principal ambition behind building a new technical university is to answer to the city’s need for an undergraduate university; retaining local students and to attract talented young people to boost local economic growth. MK:U will ultimately host around 15,000 students and will focus on a vocational and STEM (science, technology, engineering and mathematics) undergraduate curriculum. MK:U is expected to open in Summer 2023. MK:U is working very closely with business to tailor their curriculum to ensure that it delivers the skills that businesses require.

Delivery and Implementation

Implementation

The transformational change that is required will only occur if all partners build upon their long history of working collectively and collaboratively to ensure that the vision of this Strategy is delivered. The Skills Strategy provides a framework which will guide partnership action and inform skills planning.

It is expected that the outcomes and actions for this Strategy will be further refined over the next four months, with a clear Action Plan created by July 2020.



Cover image provided by MK College

Economic Development

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Cabinet report



10 March 2020

Fraud Policy Review 2019/20

Name of Cabinet Member	Councillor Middleton Cabinet member for Resources & Innovation
Report sponsor	Steve Richardson Director of Finance & Resources
Report author/s	Duncan Wilkinson Chief Internal Auditor Email: Duncan.wilkinson@milton-keynes.gov.uk

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

Summary

Milton Keynes Council is required to maintain an effective corporate anti-fraud service which needs to be underpinned by a suite of simple core policies that provide staff, service users and the public with easy to understand guidance. These are subject to annual review to ensure they reflect most up to date legislation and approval.

1. Decision/s to be made

That the revised Council Fraud Policies be agreed.

2. Why is the decision needed?

At present the Council has 5 different policy documents:

- Anti Money laundering policy

- Sanctions and Prosecutions policy
- Anti-Fraud policy
- Counter-Fraud policy
- Whistleblowing policy

2.1 Internal Audit have reviewed the content on the website and the intranet, as well as the policies themselves and concluded that whilst the policies are relatively up to date, they would benefit from a refresh and the web content (both public facing and internal) needs to reflect these updated policies. Once agreed the following 3 documents will be available on both the external website and the intranet.

1. Anti-Money Laundering Policy
2. Whistleblowing Policy
3. Anti-Fraud and Corruption Policy

2.2 The Audit Committee (at its meeting on 17 December 2019) agreed the policies be submitted to Cabinet for approval subject to:

2.2.1 The Anti-Money Laundering (AML) policy to be revised to prompt anyone concerned to contact the responsible officer for guidance much earlier within the document.

Annex A is the revised AML including those changes. Consistent with the Audit Committee approval the content of this policy is unchanged, it's structure has been improved to give better advice to the reader at an early stage to contact the relevant officer for guidance.

2.2.2 Minor structure changes, corrections of numbering errors etc within the Anti-Fraud and Whistleblowing policies – Annex B and C.

2.3 All the policies content remain consistent with all best practice.

2.4 One accepted these policies will be provided to the MKC Chief Executive and Chair of the Audit Committee for signature and then published on both the MKC website and the Staff Intranet, with redundant policies will be removed.

3. Implications of the decision

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

Policy implications

3.1 The Counter Fraud policies are key documents in demonstrating the Council's approach to fraud and corruption and the arrangements it puts in place to capture allegations of irregularity. Milton Keynes Council is committed to the highest standards of financial probity and takes its duty to protect the public funds it administers very seriously. The Council through these policies has adopted a zero tolerance stance towards fraud.

Legal implications

3.2 This report and the associated policy provide one of the sources for the Council's Annual Governance Statement in order to meet the Council's responsibilities under the Accounts and Audit Regulations to maintain adequate and effective systems of control and risk management. The Council is required to have effective arrangements to protect it from fraud. The Accounts and Audit Regulations require every local authority to maintain an adequate and effective audit service that reviews the adequacy of governance, internal control and risk management. All Counter Fraud activity is supported by a range of legislation, including:

The Fraud Act 2006
The Bribery Act 2010

Other implications

3.3 None

4 Alternatives

4.1 None

List of annexes

Annex A	Anti-Money Laundering Policy
Annex B	Whistleblowing Policy
Annex C	Anti-Fraud and Corruption Policy

Anti-Money Laundering Policy

Policy Owner
Duncan Wilkinson - LGSS Chief Internal Auditor



1.0 Introduction

The need for this policy derives from the Proceeds of Crime Act 2002, the Money Laundering Regulations 2007 and the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017. The Council's legal obligations impact on certain areas of the business and requires Milton Keynes Council (MKC) to establish internal procedures to prevent the misuse of services to launder money. This policy details the controls to prevent and protect against money laundering and terrorist financing.

2.0 The Money Laundering Reporting Officer (MLRO)

The officer nominated to receive disclosures about money laundering activities is the LGSS Chief Internal Auditor. This post is currently held by Duncan Wilkinson who can be contacted as follows:

Duncan Wilkinson, Chief Internal Auditor
Civic Offices
1 Saxon Gate East
Milton Keynes, MK9 3EJ
Telephone: 01908 252089 Email: duncan.wilkinson@milton-keynes.gov.uk

In the absence of the MLRO, the Director – Law and Governance (as the MKC Monitoring Officer), is nominated to deputise as the MLRO until further notice. Sharon Bridglasingh can be contacted at 01908 252095, or email Sharon.Bridglasingh@milton-keynes.gov.uk

3.0 Scope of the Policy

This policy applies to all employees and contractors / agents of MKC. The policy sets out the procedures which all officers must follow where they suspect or know that a transaction involves money laundering.

If you Suspect Money Laundering

This policy provides detailed guidance to explain what money laundering is, how to spot it and the detailed submissions required to consider suspected instances of money laundering through Council Services.

It is detailed and the issues can be complicated.

If you need any advice, or wish to make a referral or to discuss your concerns please simply contact Duncan Wilkinson (the Money Laundering Reporting Officer (MLRO)) on 01908252089 or Duncan.wilkinson@milton-keynes.gov.uk

4.0 What is Money Laundering

Money laundering is how criminally obtained money or other assets are exchanged for money or assets with no obvious link to their criminal origins. It also covers money, however obtained, which is used to fund terrorism.

Money laundering can take many forms such as:

- Concealing, disguising, converting, transferring or removing criminal property from the UK;
- Entering into or becoming involved in an arrangement which you know or suspect facilitates the acquisition, retention, use or control of criminal property;
- Acquiring, using or possessing criminal property;
- Attempting or helping any of the above offences;
- Involvement in an arrangement which facilitates the control of money or property destined for, or the proceeds of, terrorism.

5.0 How to Detect Money Laundering

There is no one method of laundering money. For this reason, it is important that the Council (via its employees and contractors and agents) should be vigilant and alert to possible signs of money laundering through the Council's services.

At all times, you should;

- Be wary of cash transactions. 'Cash' for this purpose means notes, coins or travellers' cheques in any currency;
- Take care when commencing business with a new client (establish identity as per below where applicable);
- Be alert to the possibility of money laundering by a client or a prospective client;
- Keep records (as per below where applicable).

If you need any advice

Contact Duncan Wilkinson (the Money Laundering Reporting Officer (MLRO)) on 01908252089 or Duncan.wilkinson@milton-keynes.gov.uk

6.0 Council's Obligations

The Money Laundering regulations apply to specific persons, including certain institutions, auditors, accountants, tax advisers and legal professionals.

Strictly speaking, internal public sector services may not be covered by the legislation. However, public services are susceptible to money laundering activities and MKC must be able to demonstrate its compliance with the law in this area.

The Proceeds of Crime Act also creates offences relating to money laundering activities, as well as terrorist financing. Again public services may be targeted for this purpose and MKC must be able to demonstrate its compliance with this law.

MKC has therefore:

- appointed a Money Laundering Reporting Officer (the Chief Internal Auditor) to receive disclosures from employees of money laundering activities (their own concerns or that of someone else);
- implemented a reporting procedure where a person:
 - knows or suspects; or
 - has a reasonable ground for knowing or suspecting money laundering.
- Set out client identification procedures to be followed in certain circumstances
- Set down record-keeping procedures for the purposes of money laundering

All employees, contractors and agents of the public are therefore required to be familiar with the council's policy and to comply with the procedures set out in the following sections and particularly with the reporting procedure.

7.0 Reporting Procedures

This section explains what you MUST do where you become suspicious or know that there is a money laundering or terrorist financing activity going on and how your report will be dealt with by the MLRO.

Reporting to the MLRO

Contact Duncan Wilkinson (MLRO) on 01908252089 or Duncan.wilkinson@milton-keynes.gov.uk at the earliest opportunity. His office will assist you in completing the reporting form at App1.

1. Where you know or suspect or have reasonable grounds to know or suspect that a money laundering activity is taking place or has taken place, you must notify the MLRO IMMEDIATELY using the money laundering reporting form attached at appendix 1.
2. Similarly, where you believe your involvement in a matter may amount to a prohibited act under sections 327 – 329 of the Proceeds or Crime Act 2002 (see relevant provisions at appendix 2), you must disclose this to the MLRO using the form attached at appendix 1.

3. You must still report your concerns even if you believe that someone else has already reported their suspicions of the same money laundering activity.

Warning: If you fail to report or disclose as above, you may be liable for prosecution for one or more offences.

After reporting to the MLRO you **MUST**:

- not voice your suspicion to the suspected person or any third party;
- not disclose to anyone the fact that you have made the report;
- not make any further enquiries into the matter yourself;
- not make any reference on the file of the report;
- do nothing further on the matter unless you receive specific, written consent from the MLRO to proceed.

Warning: If you fail to observe any of the above, you may be liable for prosecution for 'tipping off' or other offences.

If you need any advice

Contact Duncan Wilkinson (the Money Laundering Reporting Officer (MLRO)) on 01908252089 or Duncan.wilkinson@milton-keynes.gov.uk

Once the MLRO receives the report, he/she will;

1. note the date of receipt and confirm to you that she/he has received the report;
2. advise you of the timescale within which he/she expects to respond to you;
3. conduct a provisional investigation into the matter;
4. undertake such other reasonable enquiries as appropriate, seeking specialist legal and financial advice (if appropriate);
5. make a timely determination as below:
 - a. Where it is determined there are no reasonable grounds to suspect money laundering, he/she will record the reasons for the finding and give consent for the transaction to proceed.
 - b. Where it is determined money laundering is suspected he/she:
 - i. Will make a report to NCA (National Crime Agency), as soon as is practicable, and seek NCA's consent whether to proceed with the transaction.
 - ii. Will advise the officer who made the report of any consent or refusal of consent from NCA.
 - iii. May give consent for the transaction to proceed where 7 working days have passed since the disclosure to NCA and no refusal notice has

been given; or where although the refusal notice has been given, the moratorium period of 31 days has expired since the date of when the refusal notice was given.

- iv. Take formal advice from the Service Director Legal and democratic Services IF there appears to be reasonable excuse for non-disclosure (e.g. legal professional privilege) to decide whether or not the matter should be disclosed to NCA.
- v. Where the decision is made not to disclose to the NCA, he/she must record the decision and give consent for the transaction to proceed.

The MLRO commits an offence:

1. if without reasonable excuse, she/he fails to disclose to NCA as soon as is practicable suspected money laundering reported to him/her (except as set out at 5 b. iv above)
2. where after reporting to NCA:
 - he/she gives consent to an officer to proceed with the transaction without receiving such consent from NCA;
 - where he/she gives such consent before hearing from NCA and the period of 7 working days has not expired since she/he made the disclosure to NCA;
 - he/she gives such consent before the required moratorium period (of 31 days since the date of the refusal notice) has expired.

8.0 Client Identification Procedure

This section explains what you MUST do where you are involved in services identified as potential targets for money laundering or terrorist financing transactions. Verifying the identity of clients is a key process that reduces the risk of money laundering and terrorist financing.

8.1 Client/customer due diligence consists of:

- identifying the customer and verifying the client's identity on the basis of documents, data or information obtained from a reliable source;
- identifying a beneficial owner who is not a customer, where there is one, and taking adequate measures on a risk sensitive basis, to verify his/her identity;
- obtaining information on the purpose and intended nature of the business relationship.

8.2 You must conduct a 'customer due diligence' in the following circumstances:

- when establishing a new business relationship;

- when carrying out an occasional transaction (a transaction which amounts to €15,000 or more (approximately £10,000) which is carried out in a single operation or several linked operations, and which is carried out other than as part of a business relationship);
- when you suspect money laundering or terrorist financing, regardless of the amount involved;
- when you doubt the veracity or adequacy of documents, data or information previously obtained for identification purposes.

8.3 You must complete the verification of the identity of the client (or beneficial owner) before you establish the business relationship or accept / process the transaction.

8.4 You may however, complete such identity verification after establishing the business relationship only if it is necessary not to interrupt the normal conduct of business and there is little risk of money laundering or terrorist financing occurring, but provided that the verification is completed as soon as practicable after contact is first established.

8.5 You should obtain evidence of identity as follows:

8.5.1 For internal clients:

- Written instructions on MKC headed paper signed and dated by the appropriate person; or an email from the Council's internal email system.
- The evidence should be kept on file identifying that it is evidence of the client's identity.

8.5.2 For external clients:

- Written instructions on the organisation's official headed paper, duly signed and dated by the appropriate person/s (It must be clear what position the signing person/s hold/s within the organisation); or an email from the organisation's e-communication system that clearly identifies the sending company and person.
- The evidence should be kept on file identifying that it is evidence of the client's identity.
- Whenever dealing with a company, you must also verify the existence of the company. You must always request to be provided with the company's registration number which you can use to search for the company's existence at the companies house, and the registered address of the company.
- You must further ensure that the person instructing you has the authority from the company to do so.

When dealing with an individual, identity evidence will be key, verifiable documents such as Driving Licence, Passport or other reliable document.

It is very important that you do not take a tick box approach towards the client identification procedure. You must be satisfied with the authenticity of identification documents and where in doubt, please speak to your manager to see what other forms of identification you may request. The MLRO is able to provide tools that verify the validity of identification documents.

8.6 Where satisfactory evidence of identity is not obtained from the outset or as soon as practicable (in the case of 8.5 above), then;

- You cannot establish a business relationship or carry out an occasional transaction with the client;
- You cannot proceed any further with the transaction (if applicable);
- You must consider whether you need to report the matter to the MLRO.

8.7 Where you are satisfied with the evidence of the identity and an ongoing business relationship is established with a client, you should still scrutinise transactions undertaken to ensure that they are consistent with your knowledge of the client or business and risk profile. You should also ensure that the identification documents are up to date.

9.0 Record Keeping Procedures

It is essential that records are properly kept to aid in any subsequent investigation which may be carried out and to demonstrate the Council has met its responsibilities. Each service must keep the following records for a period of five years beginning from the date when the occasional transaction is completed or business relationship ends:

- evidence of the client's identity
- all supporting records, originals or copies, relating to the transaction

The MLRO must keep all records of any reports or disclosures received by him/her, action taken and the outcome.

Report to Money Laundering Reporting Officer

Re: money laundering activity

To: Duncan Wilkinson, MKC Money Laundering Reporting Officer

From:		Date	
	<i>[Insert name of employee]</i>		
Directorate		Ext/Tel No	
	<i>[Insert post title and section]</i>		

DETAILS OF SUSPECTED OFFENCE

Name (s) and address (es) of person(s) involved:

[if a company/public body please include details of nature of business]

--

Nature, value and timing of activity involved:

[Please include full details e.g. what, when, where, how. Continue on a separate sheet if necessary]

--

Nature of suspicions regarding such activity:

[Please continue on a separate sheet if necessary]

--

Nature of suspicions (cont'd):

[Please continue on a separate sheet if necessary]

Has any investigation been undertaken (to your knowledge)?

Yes No

[Please tick the relevant box]

If yes, please include details below:

Have you discussed your suspicions with anyone else?

Yes No

[Please tick the relevant box]

If yes, please specify below and where applicable, explain why such discussion was necessary:

Have you consulted any supervisory body's guidance (e.g. the Law Society) on money laundering?

Yes No

[Please tick the relevant box]

If yes, please specify below:

Do you have any grounds for believing that the matter should not be disclosed to NCA? (e.g. are you a lawyer and wish to claim legal professional privilege?)

Yes No

[Please tick the relevant box]

If yes, please set out full details below:

Are you involved in a transaction which may involve a prohibited act under sections 327 – 329 of the Proceeds of Crime Act 2002 and which may require NCA’s consent?

Yes No

[Please tick the relevant box]

If yes, please set out the details below:

Please set out below any other relevant information:

Signed:.....

Dated:.....

Do not discuss the content of this report with the person/s you suspect to be involved in the money laundering activities described or with third parties. To do so may constitute the offence of tipping off which carries a maximum penalty of 5 years’ imprisonment.

THE FOLLOWING PART OF THIS FORM IS FOR COMPLETION BY THE MLRO

Date report received:

Date receipt of report acknowledged

CONSIDERATION OF DISCLOSURE:

Action Plan:

OUTCOME OF CONSIDERATION OF DISCLOSURE

Are there reasonable grounds for suspecting money laundering activity?

Yes No

[Please tick the relevant box]

If yes, please give reasons/details below:

If there are reasonable grounds for suspicion, will a report be made to NCA?

Yes No

[Please tick the relevant box]

If yes, please confirm date of report to NCA: and complete the box below:

Details of liaison with NCA regarding the report:

Notice Period: _____ to _____

Moratorium period: _____ to _____

Is consent required from NCA to any ongoing or imminent transactions which would otherwise be prohibited acts?

Yes No

[Please tick the relevant box]

If yes, please confirm full details below:

Date consent received from NCA:

Date consent given by you to the employee:

If there are reasonable grounds to suspect money laundering, but you do not intend to report the matter to NCA, please set out below the reason(s) for non- disclosure:

Date consent given by you to employee for any prohibited act/transaction to proceed:

.....

Other relevant information:

Signed: Dated:

This report should be retained for at least five years from the date when the occasional transaction or the business relationship to which it relates comes to an end.

RELEVANT EXTRACTS FROM THE PROCEEDS OF CRIME ACT 2002

S.327 Concealing etc

(1) A person commits an offence if he—

- (a) conceals criminal property;
- (b) disguises criminal property;
- (c) converts criminal property;
- (d) transfers criminal property;
- (e) removes criminal property from England and Wales or from Scotland or from Northern Ireland.

(2) But a person does not commit such an offence if—

- (a) he makes an authorised disclosure under section 338 and (if the disclosure is made before he does the act mentioned in subsection (1)) he has the appropriate consent;
- (b) he intended to make such a disclosure but had a reasonable excuse for not doing so;
- (c) the act he does is done in carrying out a function he has relating to the enforcement of any provision of this Act or of any other enactment relating to criminal conduct or benefit from criminal conduct.

(3) Concealing or disguising criminal property includes concealing or disguising its nature, source, location, disposition, movement or ownership or any rights with respect to it.

S.328 Arrangements

(1) A person commits an offence if he enters into or becomes concerned in an arrangement which he knows or suspects facilitates (by whatever means) the acquisition, retention, use or control of criminal property by or on behalf of another person.

(2) But a person does not commit such an offence if—

- (a) he makes an authorised disclosure under section 338 and (if the disclosure is made before he does the act mentioned in subsection (1)) he has the appropriate consent;
- (b) he intended to make such a disclosure but had a reasonable excuse for not doing so;

(c) the act he does is done in carrying out a function he has relating to the enforcement of any provision of this Act or of any other enactment relating to criminal conduct or benefit from criminal conduct.

S.329 Acquisition, use and possession

(1) A person commits an offence if he—

- (a) acquires criminal property;
- (b) uses criminal property;
- (c) has possession of criminal property.

(2) But a person does not commit such an offence if—

- (a) he makes an authorised disclosure under section 338 and (if the disclosure is made before he does the act mentioned in subsection (1)) he has the appropriate consent;
- (b) he intended to make such a disclosure but had a reasonable excuse for not doing so;
- (c) he acquired or used or had possession of the property for adequate consideration;
- (d) the act he does is done in carrying out a function he has relating to the enforcement of any provision of this Act or of any other enactment relating to criminal conduct or benefit from criminal conduct.

(3) For the purposes of this section—

- (a) a person acquires property for inadequate consideration if the value of the consideration is significantly less than the value of the property;
- (b) a person uses or has possession of property for inadequate consideration if the value of the consideration is significantly less than the value of the use or possession;
- (c) the provision by a person of goods or services which he knows or suspects may help another to carry out criminal conduct is not consideration.

S.332 Failure to disclose: other nominated officers

(1) A person nominated to receive disclosures under section 337 or 338 commits an offence if the conditions in subsections (2) to (4) are satisfied.

(2) The first condition is that he knows or suspects that another person is engaged in money laundering.

- (3) The second condition is that the information or other matter on which his knowledge or suspicion is based came to him in consequence of a disclosure made under section 337 or 338.
- (4) The third condition is that he does not make the required disclosure as soon as is practicable after the information or other matter comes to him.
- (5) The required disclosure is a disclosure of the information or other matter—
- (a) to a person authorised for the purposes of this Part by the Director General of the National Criminal Intelligence Service;
 - (b) in the form and manner (if any) prescribed for the purposes of this subsection by order under section 339.
- (6) But a person does not commit an offence under this section if he has a reasonable excuse for not disclosing the information or other matter.

S.333 Tipping off

- (1) A person commits an offence if—
- (a) he knows or suspects that a disclosure falling within section 337 or 338 has been made, and
 - (b) he makes a disclosure which is likely to prejudice any investigation which might be conducted following the disclosure referred to in paragraph (a).
- (2) But a person does not commit an offence under subsection (1) if—
- (a) he did not know or suspect that the disclosure was likely to be prejudicial as mentioned in subsection (1);
 - (b) the disclosure is made in carrying out a function he has relating to the enforcement of any provision of this Act or of any other enactment relating to criminal conduct or benefit from criminal conduct;
 - (c) he is a professional legal adviser and the disclosure falls within subsection (3).
- (3) A disclosure falls within this subsection if it is a disclosure—
- (a) to (or to a representative of) a client of the professional legal adviser in connection with the giving by the adviser of legal advice to the client, or
 - (b) to any person in connection with legal proceedings or contemplated legal proceedings.
- (4) But a disclosure does not fall within subsection (3) if it is made with the intention of furthering a criminal purpose.

S.334 Penalties

- (1) A person guilty of an offence under section 327, 328 or 329 is liable—
- (a) on summary conviction, to imprisonment for a term not exceeding six months or to a fine not exceeding the statutory maximum or to both, or
 - (b) on conviction on indictment, to imprisonment for a term not exceeding 14 years or to a fine or to both.
- (2) A person guilty of an offence under section 330, 331, 332 or 333 is liable—
- (a) on summary conviction, to imprisonment for a term not exceeding six months or to a fine not exceeding the statutory maximum or to both, or
 - (b) on conviction on indictment, to imprisonment for a term not exceeding five years or to a fine or to both.

S.335 Appropriate consent

- (1) The appropriate consent is—
- (a) the consent of a nominated officer to do a prohibited act if an authorised disclosure is made to the nominated officer;
 - (b) the consent of a constable to do a prohibited act if an authorised disclosure is made to a constable;
 - (c) the consent of a customs officer to do a prohibited act if an authorised disclosure is made to a customs officer.
- (2) A person must be treated as having the appropriate consent if—
- (a) he makes an authorised disclosure to a constable or a customs officer, and
 - (b) the condition in subsection (3) or the condition in subsection (4) is satisfied.
- (3) The condition is that before the end of the notice period he does not receive notice from a constable or customs officer that consent to the doing of the act is refused.
- (4) The condition is that—
- (a) before the end of the notice period he receives notice from a constable or customs officer that consent to the doing of the act is refused, and
 - (b) the moratorium period has expired.
- (5) The notice period is the period of seven working days starting with the first working day after the person makes the disclosure.

(6) The moratorium period is the period of 31 days starting with the day on which the person receives notice that consent to the doing of the act is refused.

(7) A working day is a day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday under the Banking and Financial Dealings Act 1971 (c. 80) in the part of the United Kingdom in which the person is when he makes the disclosure.

(8) References to a prohibited act are to an act mentioned in section 327(1), 328(1) or 329(1) (as the case may be).

(9) A nominated officer is a person nominated to receive disclosures under section 338.

(10) Subsections (1) to (4) apply for the purposes of this Part.

S.336 Nominated officer: consent

(1) A nominated officer must not give the appropriate consent to the doing of a prohibited act unless the condition in subsection (2), the condition in subsection (3) or the condition in subsection (4) is satisfied.

(2) The condition is that—

- (a) he makes a disclosure that property is criminal property to a person authorised for the purposes of this Part by the Director General of the National Criminal Intelligence Service, and
- (b) such a person gives consent to the doing of the act.

(3) The condition is that—

- (a) he makes a disclosure that property is criminal property to a person authorised for the purposes of this Part by the Director General of the National Criminal Intelligence Service, and
- (b) before the end of the notice period he does not receive notice from such a person that consent to the doing of the act is refused.

(4) The condition is that—

- (a) he makes a disclosure that property is criminal property to a person authorised for the purposes of this Part by the Director General of the National Criminal Intelligence Service,
- (b) before the end of the notice period he receives notice from such a person that consent to the doing of the act is refused, and
- (c) the moratorium period has expired.

(5) A person who is a nominated officer commits an offence if—

(a) he gives consent to a prohibited act in circumstances where none of the conditions in subsections (2), (3) and (4) is satisfied, and

(b) he knows or suspects that the act is a prohibited act.

(6) A person guilty of such an offence is liable—

(a) on summary conviction, to imprisonment for a term not exceeding six months or to a fine not exceeding the statutory maximum or to both, or

(b) on conviction on indictment, to imprisonment for a term not exceeding five years or to a fine or to both.

(7) The notice period is the period of seven working days starting with the first working day after the nominated officer makes the disclosure.

(8) The moratorium period is the period of 31 days starting with the day on which the nominated officer is given notice that consent to the doing of the act is refused.

(9) A working day is a day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday under the Banking and Financial Dealings Act 1971 (c. 80) in the part of the United Kingdom in which the nominated officer is when he gives the appropriate consent.

(10) References to a prohibited act are to an act mentioned in section 327(1), 328(1) or 329(1) (as the case may be).

(11) A nominated officer is a person nominated to receive disclosures under section 338.

S.337 Protected disclosures

(1) A disclosure which satisfies the following three conditions is not to be taken to breach any restriction on the disclosure of information (however imposed).

(2) The first condition is that the information or other matter disclosed came to the person making the disclosure (the discloser) in the course of his trade, profession, business or employment.

(3) The second condition is that the information or other matter—

(a) causes the discloser to know or suspect, or

(b) gives him reasonable grounds for knowing or suspecting,

that another person is engaged in money laundering.

(4) The third condition is that the disclosure is made to a constable, a customs officer or a nominated officer as soon as is practicable after the information or other matter comes to the discloser.

- (5) A disclosure to a nominated officer is a disclosure which—
- (a) is made to a person nominated by the discloser's employer to receive disclosures under this section, and
 - (b) is made in the course of the discloser's employment and in accordance with the procedure established by the employer for the purpose.

S.338 Authorised disclosures

- (1) For the purposes of this Part a disclosure is authorised if—
- (a) it is a disclosure to a constable, a customs officer or a nominated officer by the alleged offender that property is criminal property,
 - (b) it is made in the form and manner (if any) prescribed for the purposes of this subsection by order under section 339, and
 - (c) the first or second condition set out below is satisfied.
- (2) The first condition is that the disclosure is made before the alleged offender does the prohibited act.
- (3) The second condition is that—
- (a) the disclosure is made after the alleged offender does the prohibited act,
 - (b) there is a good reason for his failure to make the disclosure before he did the act, and
 - (c) the disclosure is made on his own initiative and as soon as it is practicable for him to make it.
- (4) An authorised disclosure is not to be taken to breach any restriction on the disclosure of information (however imposed).
- (5) A disclosure to a nominated officer is a disclosure which—
- (a) is made to a person nominated by the alleged offender's employer to receive authorised disclosures, and
 - (b) is made in the course of the alleged offender's employment and in accordance with the procedure established by the employer for the purpose.
- (6) References to the prohibited act are to an act mentioned in section 327(1), 328(1) or 329(1) (as the case may be).

Whistleblowing Policy

Policy Owner

Duncan Wilkinson - LGSS Chief Internal Auditor



THE COUNCIL WANTS YOU TO BE CONFIDENT THAT YOUR CONCERNS WILL BE TAKEN SERIOUSLY AND THAT YOU WILL BE PROTECTED FROM VICTIMISATION OR BULLYING OR HARRASSMENT IF YOU RAISE A CONCERN.

If you have a concern about the Council's services please read this policy. You may think this policy does not apply to the concern you have – IT DOES, we can give confidential advice about ANY concern you may have regarding the Council and its services.

If you want to informally / confidentially discuss this policy or your concerns you can contact:

- Duncan Wilkinson (LGSS Chief Internal Auditor) on 01908 252089 or email duncan.wilkinson@milton-keynes.gov.uk
- Rachel Ashley-Caunt (LGSS Head of Counter-Fraud) on 07824 537900 or email rashly-caunt@rutland.gov.uk
- Jacinta Fru (MKC Head of Internal Audit) on 01908 252460 or email jacinta.fru@milton-keynes.gov.uk

Or

The Whistleblowing hotline on 01908 252228

Or

Protect on 0203 117 2520 or whistle@protect-advice.org.uk

Protect (formerly PCAW) are an independent charity and information provided to Protect is protected under the Public Interest Disclosures Act. Their helpline is where their lawyers provide confidential advice free of charge [www.pcaw.org.uk].

You may also wish to contact your trade union for advice or support in making a whistleblowing disclosure.

The details of such discussions will not be released to anyone else within the Council without your express consent and meetings can be held at a time and place of your choosing.

Cllr. Peter Cannon
Audit Committee Chair

Michael Bracey
Chief Executive

1. Introduction

- 1.1 This policy seeks to provide a process that gives anyone with a concern about the Council the confidence to bring that concern to our attention.
- 1.2 Milton Keynes Council operates within legal requirements and regulations and expects its employees to co-operate in this by adhering to all laws, regulations, policies and procedures. Any employee becoming aware of inappropriate conduct is obliged and encouraged to report this activity. This policy also applies to contractors, consultants, partners and agency staff and other stakeholders including Councillors.
- 1.3 Employees are often the first to realise that there may be something seriously wrong within the Council. However, they may not express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Council. Councillors, customers and stakeholders are also in a position to identify concerns that affect Council services and need to be addressed.
- 1.4 Individuals with a concern may fear that they will be victimised or harassed if they raise the concern. In these circumstances it may feel easier to ignore the concern rather than report what may be a suspicion of malpractice.
- 1.5 The Council is committed to the highest possible standards of openness, probity and accountability. In line with that commitment the Council encourages employees, customers, contractors, employees of subsidiaries, stakeholders or any other person with serious concerns about any aspect of the Council's work to come forward and voice those concerns. This process is commonly referred to as "whistle blowing".
- 1.6 It is recognised that certain cases will have to proceed on a confidential basis but in accordance with the Freedom of Information Act this policy seeks to provide a transparent method for dealing with concerns. Whistleblowers can have confidence through this policy that they have the fullest protections afforded by the Public Interest Disclosures Act.
- 1.7 Specifically the code of practice set out in this policy makes it clear that staff and others can make reports without fear of reprisals and sets out what protections are in place under this policy. This Code is intended to encourage and enable concerns to be raised within the Council so that they can be addressed, rather than overlooking problems or raising them outside the Council.
- 1.8 All Officers, Councillors and partners have a responsibility to protect the Council's interests through the proper adherence to this policy.

2. Aims and Scope

2.1 This code of practice aims to:

- Encourage and enable any person to feel confident in raising serious concerns and to question and act upon concerns
- Provide avenues for any person to raise concerns and receive feedback on any action taken
- Ensure everyone making a referral receives a response to their concerns
- Describe how to take the matter further if dissatisfied with the Council's response
- Reassure anyone making a referral that they will be protected from reprisals or victimisation.

2.2 For the avoidance of doubt, if you have concerns that any person may be being mistreated / abused you can discuss your concerns in confidence with those listed on the front cover of this policy.

2.3 There are existing procedures in place to enable staff to lodge a grievance relating to their own employment, customers to complain about the service they receive and regarding concerns whether Councillors have breached the National Code of Conduct. This policy should not be used for such concerns; however, advice can be obtained from the contacts on the front cover of this policy if you have any doubts.

2.4 The Whistleblowing Policy is intended to cover concerns that fall outside the scope of the above procedures. A concern may be about:

- sexual, physical or emotional abuse of clients or other individuals
- conduct which is an offence or a breach of law
- disclosures related to miscarriages of justice
- health and safety risks, including risks to the public as well as employees
- damage to the environment
- unauthorised use of public funds
- action that is contrary to the Council's financial procedures or contract regulations
- possible fraud, corruption or financial irregularity
- action that is against the Council's Standing Orders and policies
- practice that falls below established standards or practice
- other improper or unethical conduct.

2.5 The concern may be something that makes a person feel uncomfortable in terms of known standards, their experience or the standards to which they believe the Council subscribes. **If in doubt, please contact either a named contact on the front cover of this policy or Protect to have a confidential discussion.**

- 2.6 For the avoidance of doubt, this policy applies to all employees, contractors, consultants, schools and agency staff and other stakeholders who are acting on behalf of, or in partnership with, the Council.
- 2.7 Any disclosure of information that, in the reasonable belief of the worker, is made in the public interest shall be deemed a qualifying disclosure.
- 2.8 This policy incorporates the provisions that are required from the Public Interest Disclosure Act 1998.

3. How to Raise a Concern

- 3.1 When an individual wishes to raise a concern, he or she will need to identify the issues carefully. They must be clear about the standards against which they are judging practice. Whilst not exhaustive they should consider the following:
- Is it illegal?
 - Does it contravene professional codes of practice?
 - Is it against government guidelines?
 - Is it against the Council's guidelines?
 - Is it about one individual's behaviour or is it about general working practices?
 - Does it contradict what the employee has been taught?
 - Has the individual witnessed the incident?
 - Did anyone else witness the incident at the same time?
- 3.2 Concerns from staff should normally be raised with their immediate manager, in the first instance. Similarly, non-employees (e.g. agency workers or contractors) should raise a concern in the first instance with their contact within the Council, usually the person to whom they directly report.
- 3.3 In some cases, the nature or sensitivity of the concern means that this may not always be appropriate. If a person feels they cannot raise their concern with their immediate manager they are able to go directly to the Chief Internal Auditor. They may also do so if, having raised a concern with the immediate manager/contact, they feel there has not been an appropriate response.
- 3.4 Others wishing to raise a concern should consider whether to raise that concern directly with the relevant senior officer of the service involved or use the Council's existing Complaints process. Details of all such contacts can be found on the Council's website.
- 3.5 Given the possible contractual issues, Annex A of this policy gives specific guidance to contractors and partners of the Council in raising such concerns.
- 3.6 Concerns may be raised verbally or in writing. Anyone who wishes to make a written report should give the background and history of the concern (giving relevant dates if possible) and the reason why they are particularly concerned about the situation.

- 3.7 If the individual wishes, they may ask for a private meeting with the person to whom they wish to make the complaint and can be accompanied if they wish. An employee may invite their trade union or professional association representative or work colleague to be present during any meetings or interviews in connection with the concerns they have raised.
- 3.8 When making a complaint verbally, the individual should write down any relevant information and date it. They should keep copies of all correspondence and relevant information.
- 3.9 It should be noted that often the earlier a concern is expressed the easier it is to take appropriate action.
- 3.10 The individual should ask the person to whom they are making the complaint what the next steps will be and if anything more is expected from them.
- 3.11 Although a person is not expected to prove the truth of an allegation that is made, it will be necessary to demonstrate that there are sufficient grounds for concern. It is not necessary for any person to undertake investigations into their concern prior to contacting the Council, as this may undermine any ultimate action needing to be taken.
- 3.12 Advice and guidance on how specific matters of concern may be pursued can be obtained from the Council's Internal Audit Service. Phone 01908 254230 or email internal.audit@milton-keynes.gov.uk. Alternatively staff may wish to get confidential advice from their trade union or professional association
- 3.13 Staff may wish to consider discussing their concerns with a colleague first and may find it easier to raise the matter if there are two (or more) of them who have had the same experience or concerns.
- 3.14 Where a person feels that they cannot approach anyone in the Council, they may wish to report their concerns through the external independent reporting scheme run by the independent whistleblowing charity Protect. They provide a legal advice service designated by the Bar Council and information provided to Protect is protected under the Public Interest Disclosures Act. Their helpline number is 0203 117 2520. Their email is whistle@protect-advice.org.uk where their lawyers provide confidential advice free of charge.

4. Supporting the Individual to Raise a Concern

4.1 Harassment or Victimisation

- 4.1.1 The Council recognises that the decision to raise a concern can be difficult, not least because of the fear of reprisals.
- 4.1.2 The Council will not tolerate harassment or victimisation and will take action to protect individuals who raise concerns. This does not mean that if the individual is already the subject of disciplinary or redundancy procedures, that those procedures will be halted as a result of raising a concern under this policy.
- 4.1.3 It is the clear instruction to those officers (through this formal policy) of the Council who liaise with whistleblowers that they shall not release information to identify a whistleblower to any person within the Council and will only release those details to a proper person outside the Council when there is a legal requirement to do so, e.g. a court order. The only exception to this shall be where the whistleblower themselves gives written permission to do so.
- 4.1.4 Any person applying pressure upon such officers to identify whistleblowers shall be subject to the same provisions as outlined in 4.1.6 below.
- 4.1.5 Where a whistleblower alleges they are / have been victimised / harassed as a result of raising a concern, that matter shall be reported to Chief Executive or S151 Officer. Such allegations shall be investigated by the Chief Internal Auditor or the Director – Law and Governance. Should the whistleblower feel they have been victimised or harassed by either the Chief Executive or S151 officer, the concern can be raised directly with the Chief Internal Auditor, the Director- Law and Governance or the Chair of Audit.
- 4.1.6 Where the investigations may identify (either indirectly or directly) the whistleblower, the way forward shall be agreed with the whistleblower and any resultant action confidentially reported to the Chair of the Audit Committee.
- 4.1.7 Each case will be considered on its merits. Any incident of victimisation or harassment of someone who has made a referral under this policy would normally be considered:
- A matter of Gross Misconduct if done by an employee of the Council
 - A matter for the Council to consider termination of a contract if done by or at the request of a contractor. If there are concerns that a contractor is victimising, or has victimised, a whistleblower an independent review may be requested
 - A matter that would be referred to the Standards Committee if undertaken by or at the request of a Councillor
 - A matter that could affect the service provided to a customer if done by or at the request of that customer.

4.2 Confidentiality

- 4.2.1 All concerns will be treated in confidence and every effort will be made not to reveal the identity of the person highlighting the concern if that is the wish of the individual .
- 4.2.2 Individuals are encouraged to put their name to any allegation. The Council will do its best to protect the individual's identity when they do not want their name disclosed. It must be appreciated that the investigation process may reveal the source of the information, and a statement by the individual raising the concern may be required as part of the evidence.

4.3 Anonymity

- 4.3.1 Concerns expressed anonymously are much less powerful but will be considered at the discretion of the Council. In exercising this discretion, the factors to be taken into account would include :
- Seriousness of the issue
 - Credibility of the concern
 - Likelihood of being able to obtain the necessary information

4.4 Untrue Allegations

- 4.4.1 Any individual who makes an allegation which is not subsequently confirmed by the investigation, will have no action taken against them and will continue to have protection under this policy from victimisation or harassment.
- 4.4.2 If, however, an individual makes malicious or vexatious allegations, action may be taken against them.

5. How the Council will Respond

- 5.1 The action taken by the Council will depend on the nature of the concern. Where appropriate, the matters raised may:
- be investigated by management, Internal Audit, HR, or other appropriate person
 - be referred to the External Auditor
 - be referred to the police
 - form the subject of an independent inquiry.
- 5.2 In order to protect individuals and the Council, an initial investigation will be carried out to decide whether a full investigation is appropriate and, if so, what form it should take. Concerns or allegations, which fall within the scope of specific procedures (for example, child protection or discrimination issues), will normally be referred for consideration under those procedures.

- 5.3 It should be noted that some concerns may be resolved by agreed action without the need for investigation. Equally some issues may be investigated without the need for initial enquiries. If urgent action were required, this would be taken before any investigation is conducted
- 5.4 The Council will write to the person raising the concern within 7 -10 working days (i.e. initially the individual or representative with whom the report was lodged as set out in Sections 4.1 and 4.2):
- acknowledging that the concern has been received
 - indicating how it proposes to deal with the matter
 - giving an indication of when a final response or update will be provided
 - telling the person whether any initial enquiries have been made
 - supplying the person with information on staff support mechanisms and
 - telling the person whether further investigations will take place and, if not, why not.
- 5.5 Every effort will be made to resolve the matters raised as soon as possible, in the interests of the Council, the person raising the concern and the person(s) being investigated.
- 5.6 The amount of contact between the officers considering the issues and the person raising the concern will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information may be sought from the person raising the concern.
- 5.7 Where any meeting is arranged, staff have the right, if they so wish, to be accompanied by a trade union or professional association representative or a work colleague who is not involved in the area of work to which the concern relates.
- 5.8 The Council will take appropriate steps to minimise any difficulties, which a person may experience as a result of raising a concern and provide advice and support should they be required to give evidence, e.g. at a disciplinary hearing. Such support may include the ability to give evidence via video link.
- 5.9 The Council accepts that the person raising a concern needs to be assured that the matter has been properly addressed. Thus, subject to legal constraints, the person raising the concern will be kept informed as the investigation progresses unless they have requested otherwise. At the very least they should receive an update on the investigation by the date implied by the estimated response time given in section 5.4

6. How the Matter can be taken Further

- 6.1 This policy is intended to provide an avenue to raise concerns within the Council. The Council hopes that those using this process will be satisfied with the way their concerns are treated and any investigations that may be carried out. However, if they

are not satisfied and feel it right to take the matter outside the Council, the matter can be raised with:

- Protect on 0203 117 2520 or whistle@protect-advice.org.uk
- Relevant professional bodies or regulatory organisations
- A solicitor.

6.2 In taking advice from sources outside the Council, a person must ensure that, so far as possible, it is raised without confidential information being divulged and would, other than in exceptional circumstances, be expected to have exhausted the internal routes available first.

6.3 Any individual has the right and responsibility to refer a concern to the Police if they suspect a criminal act.

7. Roles and Responsibilities

7.1 The responsibility for the operation of this policy rests with the Executive Directors to ensure all staff are fully aware of its provisions. The Chief Internal Auditor must be advised of all referrals (but in a form which does not endanger confidentiality) so that an annual report to the Council's Audit Committee can be compiled.

7.2 Investigations should be undertaken by appropriate officers with expertise and will be dependent upon the issue raised. Internal Audit and Human Resources will jointly ensure that investigations are swift and effective and undertaken by someone with relevant skills and experience. Internal Audit and Human Resources (HR) will act as the corporate services who maintain records of all referrals and subsequent investigations received by the Council.

Additionally:

7.3 Internal Audit will lead on all financial referrals, including those where there are significant financial implications to an allegation. The Audit team will ensure that concerns raised through the informal process are logged and trends identified.

7.4 Human Resources will lead on allegations regarding serious misconduct of Council employees. The HR team will advise and support employees involved in the investigation process, to ensure that such processes are fair and supportive to all those involved.

7.5 The Monitoring Officer will lead on allegations regarding misconduct of Councillors and any issues where there is alleged unlawfulness or criminality.

7.6 As the Monitoring Officer has a statutory obligation to take action to avoid the Council acting unlawfully, officers are required to inform the Monitoring Officer of any whistleblower report received.

- 7.7 Employees: In all contracts of employment there is an implied understanding of mutual trust and confidence between the employer and employee. All employees, therefore, have a responsibility to raise concerns about work and they may do so in the manner described in this policy.
- 7.8 Line managers: Must create an open and fair culture within their area of responsibility and ensure that staff concerns are listened to and action taken where necessary. Line managers are responsible for ensuring that there is a safe environment for staff to raise their concerns and that there is no retribution as a result of someone raising their concerns.
- 7.9 Audit Committee: is responsible for assuring the Council that the risks across the Council are being identified and managed. It is therefore responsible for ensuring that this policy is robust and for ensuring that the principles within this policy are upheld.

8. How the Policy Will Be Monitored

- 8.1 The Council has a responsibility for registering the nature of all concerns raised and to record the outcome. The Council's Internal Audit Service will produce an annual report to the Audit Committee, which will identify any patterns of concern and assess the effectiveness of the policy.
- 8.2 This policy will be publicised via the Council's Website and specifically:
- 8.2.1 Every new employee will be advised to familiarise themselves with the policy when joining the Council;
 - 8.2.2 Every contract will require the contractor to communicate the policy to their staff and adopt its provisions when working for the Council;
 - 8.2.3 Every employee of a Limited Liability Partnership (LLP) owned by the council will be provided a copy of the policy when joining the LLP, together with training on the whistleblowing procedures of their organisation and the circumstances where each policy will apply;
 - 8.2.4 All newly elected members should be provided a copy of the policy.
- 8.3 A public leaflet will be produced and placed in the Council's public areas to promote the policy and invite feedback.
- 8.4 An annual survey will be undertaken by Internal Audit to gauge the awareness of the policy and individual whistleblowers will be asked more detailed questions about their perceptions of the policy in practice.

9. Review

- 9.1 This procedure will be kept under review and any amendments will be subject to consultation with staff representatives. It will be reviewed by the Council's Audit Committee on an annual basis.

Procedures for Contractors / Partners, Including Employees of Subsidiaries

1. As a first step contractors should normally raise concerns with their manager, who will then inform the lead Council officer who is dealing with that particular contract. If contractors do not have a manager, they should raise their concerns direct with the lead Council officer. This depends on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice. For example, if contractors believe that their manager or lead Council officer is involved, they should approach the MKC Monitoring Officer direct. Otherwise, the lead Council officer receiving notification of concerns under this policy will inform the MKC Monitoring Officer that a confidential report has been received and provide a copy. If the concern relates to financial irregularities or failures of financial controls the lead Council officer receiving the report will also immediately notify the Chief Internal Auditor.
2. Concerns may be raised verbally or in writing. Individuals who wish to make a written report are invited to use the following format:
 - the background and history of the concern (giving relevant dates if possible);
 - the reason why the individual is particularly concerned about the situation.
3. It should be noted that often the earlier a concern is expressed the easier it is to take appropriate action.
4. Advice and guidance on how specific matters of concern may be pursued can be obtained internally from the Internal Audit Service. Alternatively contractors may wish to get confidential advice from their trade union or professional association.
5. Contractors may wish to consider discussing their concerns with a colleague first and may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.
6. Contractors may invite their trade union or professional association representative or work colleague to be present during any meetings or interviews in connection with the concerns they have raised.

Whistleblowing Surveys / Comments

If you thought about Whistleblowing or have whistleblown the LGSS Chief Internal Auditor would welcome your feedback. Please feel free to use one of the 'surveys' below and send them to the contact details at the front of this policy:

General Survey

- 1) Have you thought about using the Whistleblowing Policy in the last 12 months?
- 2) If yes, but you didn't make a referral, what prevented you?
- 3) On a scale of 1-10 (with 10 being perfect) how would you rate the policy in meeting the needs of someone who has concerns about the Council's services?
- 4) If you answered less than 10, what can we do to change so that we would score 10?

Specific Survey for those who have raised a concern

- 1) On a scale of 1-10 (with 10 being perfect) how good do you feel the Council's Whistleblowing arrangements are?
- 2) If you answered less than 10, what can we do to improve so that we would have scored a 10?
- 3) Were you able to obtain sufficient advice before making your referral?
- 4) Did you use normal management structures or the corporate officers?
- 5) Were your concerns properly addressed?
- 6) Were the implications of a referral (e.g. confidentiality and timescales) explained to you?
- 7) Were you provided with regular feedback (if you wanted it)?
- 8) If you asked for confidentiality was that effectively provided?
- 9) Do you feel you suffered harassment, victimisation or any other negative consequence from raising your concern?

<http://staffintranet/audit/fraud>

Milton Keynes Council

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Corporate Anti-Fraud and Corruption Policy

Policy Owner – Duncan Wilkinson – LGSS Chief Internal Auditor



Foreword

Milton Keynes Council is committed to the highest standards of financial probity and takes its duty to protect the public funds it administers very seriously.

This is Milton Keynes Council's Anti-Fraud Policy. It provides a clear framework for the Council to investigate suspected fraud thoroughly, to prosecute wherever the evidence supports such action and seek recovery of defrauded monies through all possible legal means. This policy also applies to the Bribery Act 2010.

The Council administers significant public funds and is sometimes targeted by persons wishing to defraud the public purse. This policy, and the structures maintained by the Council, demonstrates that we will make every effort to identify attempts to defraud the public purse and will robustly pursue individuals responsible.

The Council, through this policy, has adopted a zero tolerance towards fraud including:

- The referral of matters to the Police for investigation wherever appropriate and the full recovery of fraudulently obtained public funds by all legal means
- The prosecution of persons responsible for defrauding the Council including prosecution through civil and criminal courts in the Council's own name or through the Police etc.
- The termination of contracts with partners and contractors
- The dismissal of employees proven to have defrauded or who have attempted to defraud the Council, including where an employee is complicit with another person's attempts to defraud the Council

The Council requires all partners and contractors to assist in this role and cooperate with any fraud investigation undertaken by authorised officers. This policy also applies to schools staff.

Cllr. Peter Cannon
Audit Committee Chair

Michael Bracey
Chief Executive.

1.0 Introduction

- 1.1 The authority has always prided itself on setting and maintaining high standards and a culture of openness, with core values of fairness, trust and value. This policy fully supports the authority's desire to maintain an honest authority, free from fraud and corruption. The authority aims to provide community leadership and quality services in this area.
- 1.2 In carrying out its functions and responsibilities, the authority has always adopted a culture of openness and fairness. It has expected that elected members and employees at all levels will adopt the highest standards of propriety and accountability. This has been achieved by leading by example and by an understanding of and adherence to rules, procedures and agreed practices. These standards are also expected from organisations that have dealings with the authority (e.g. suppliers/contractors).
- 1.3 The authority demonstrates clearly (through this policy) that it is firmly committed to dealing with fraud and corruption and no distinction will be made for perpetrators inside (members/governors and employees) or outside the authority. In addition, there will be no distinction made in investigation and action between cases that generate financial benefits and those that do not.
- 1.4 This policy document embodies a series of measures designed to frustrate any attempted fraudulent or corrupt act and the steps to be taken if such an act occurs. For ease of understanding, it is separated into the following sections:

Culture	Section 2
Prevention	Section 3
Deterrence	Section 4
Detection and investigation	Section 5
Awareness and Training	Section 6
Publicity	Section 7

- 1.5 The authority is also aware of the high degree of external scrutiny of its affairs by a variety of bodies such as its external auditors, inspection bodies, the Local Government Ombudsman, HM Revenue & Customs. These bodies are important in highlighting any areas where improvements can be made.
- 1.6 Fraud is commonly defined as:

FRAUD – “The intentional distortion of financial statements or other records by persons internal or external to the authority which is carried out to conceal the misappropriation of assets or otherwise for gain”.

In addition, fraud can also be defined as:

“The use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.”

1.7 Bribery and Corruption may be defined as:

“A bribe is a financial or other advantage that is offered or requested with the intention of inducing or rewarding the improper performance of a relevant function or activity, or with the knowledge or belief that the acceptance of such an advantage would constitute the improper performance of such a function or activity.”

1.7.1 The Bribery Act places responsibilities and powers on organisations such as Local Authorities.

1.7.2 There are 3 key sections of the Act which need to be considered for the purposes of this document, which are:

- Section 1, which deals with bribing another person by money, payment in kind, or goods and services.
- Section 2, the act of being bribed. This relates to individual officers and could lead to prosecution.
- Section 7, failure of a commercial organisation to prevent bribery. For this section, a “relevant commercial organisation” means an entity that carries on a business and current indications are that this includes Local Authorities. This section also includes persons associated with the organisation, such as agency workers, suppliers and contractors.

1.7.3 Under the legislation, an organisation has a defence if it can show that it has adequate bribery prevention procedures in place, which are informed by the following 6 principles:

- 1) Proportionality – the action an organisation takes should be proportionate to the risks it faces and the size of the business.
- 2) Top Level Commitment – A culture needs to be evident in which bribery is never acceptable. This can be shown via leadership statements, training and procurement expectations.
- 3) Risk Assessment – to include proportionate risk management perhaps via training, newsletters, procurement controls and inclusion within organisational policies such as this one.
- 4) Due Diligence – i.e. knowing who the organisation is dealing with.

- 5) Communication – communicating policies and procedures by training and general awareness including how occurrences should be investigated and by whom.
- 6) Monitoring and Review – to ensure policies, training and awareness are relevant and updated and by nominating a responsible officer.

1.7.4 Defence against bribery charges under the act, therefore, should be considered adequate if the organisation has the following in place:

- Risk awareness and preparation
- Adequate communication and senior management buy-in
- A zero-tolerance culture
- Adequate education and training
- An audit trail and integration with counter fraud processes

1.7.5 The penalties for individuals under this legislation can, on conviction on indictment, be as high as a prison term of 10 years, or a fine or both (although under section 7 a guilty person is only liable to a fine). The organisational consequences may include disbarment from contract tenders, reputational and financial risk exposure, and adverse publicity.

1.8 Other risk areas which need to be considered and are covered by this policy include:

- **Facilitation payments** – i.e. payments designed to make things happen but which do not secure agreement.
- **Gifts and Hospitality** – genuine low-level hospitality is deemed acceptable, but it is imperative that corporate registers are kept up to date and all staff must make declarations of interest.
- **Disclosures of Interests** – and “the failure to disclose an interest in order to gain financial or other pecuniary gain.”

2.0 Culture

2.1 The culture of the authority has always been one of the highest ethical standards, probity, openness and the core values of fairness, trust and value support this. The authority’s culture therefore supports the opposition to fraud and corruption.

2.2 The prevention/detection of fraud/corruption and the protection of the public purse are everyone’s responsibility and of paramount importance to the authority.

2.3 The authority’s elected members, school governors and all employees play an important role in creating and maintaining this culture. They are positively encouraged to raise concerns regarding fraud and corruption, immaterial of seniority, rank or status, in the knowledge that such concerns will, wherever possible, be treated in confidence. To that effect, the Council has adopted a Whistleblowing Policy.

2.4 The definitions of Fraud and Corruption are by their nature technical and have their basis in the Fraud Act which became law on 15th January 2007. A more practical definition is where

the Council's assets, including money, are dishonestly obtained by someone not entitled to them. Examples include:

- theft of cash or assets;
- obtaining access to services to which the person is not entitled e.g. obtaining a Council house or disabled blue badge;
- falsifying information or documentation e.g. timesheets, overtime, expenses, qualifications etc.;
- dishonesty between officers and management/head teachers;
- the deliberate concealment of information required by the Council e.g. convictions or activities inconsistent with the Council's duties and responsibilities;
- Defrauding welfare payments, such as Housing Benefit, Council Tax benefit and Council Tax Single Person Discounts etc.

- 2.5 The authority will ensure that any allegations received in any way, including by anonymous letters or phone calls, will be taken seriously and investigated in an appropriate manner, subject to the requirements of the Human Rights Act 1998 and other statutory provisions.
- 2.6 The authority will deal firmly with those who defraud the authority, or who are corrupt, or where there has been financial malpractice. There is, of course, a need to ensure that any investigation process is not misused and, therefore, any abuse (such as raising malicious allegations) may be dealt with as appropriate.
- 2.7 When fraud or corruption have occurred because of a breakdown in the authority's systems or procedures, Executive or Service Directors will ensure that appropriate improvements in systems of control are implemented to prevent a reoccurrence.
- 2.8 In certain circumstances, and where appropriate, a commercial settlement between the Council and an employee may be deemed necessary as a way of disposing of a case. This should only be undertaken following agreement by the Chief Executive and Monitoring Officer and following an independent review by Council.

3.0 Roles

ROLES	
<p><u>Elected Members and School Governors</u></p>	<p>As elected representatives, all members of the authority have a duty to citizens to protect the authority from all forms of abuse. This is done through this anti-fraud and corruption policy and compliance with the national code of conduct for members, the authority’s Financial Regulations, Constitution and the relevant legislation.</p> <p>Elected members sign to the effect that they have read and understood the national code of conduct when they take office. Conduct and ethical matters are specifically brought to the attention of members during induction and include the declaration and registration of interests. The Council’s Monitoring Officer advises members of new legislative or procedural requirements.</p> <p>Members and Governors are required to apply the principles of good governance regarding their own affairs and when acting for the Council, including: declaring pecuniary or non-pecuniary interests; declaring the potential for a conflict of interest; and recording the receipt of all gifts and hospitality. Members and governors must provide leadership by example in demonstrating the highest standards of probity and conduct so as to create the right anti-fraud culture throughout Milton Keynes Council.</p>
<p><u>Audit Committee</u></p>	<p>The Audit Committee and its members have specific responsibility re: the oversight of the Council’s governance arrangements, in respect of the adequacy of control systems to prevent and detect fraud.</p> <p>The Audit Committee receives periodic reports from Internal Audit on suspected and proven frauds, and monitors those systems of control applicable to that area, making recommendation to Council where improvement is required.</p>
<p><u>CLT/ Directors :</u></p>	<p>CLT / Directors are responsible for the communication and implementation of this policy in their work area. They are also responsible for ensuring that their employees are aware of the Financial Regulations and other policies, and that the requirements of each are being met in their everyday business activities.</p> <p>CLT / Directors have responsibility to ensure that effective systems of control are in place corporately and within their directorate to both prevent and detect fraud, and that those systems operate properly.</p> <p>CLT / Directors are required to submit an annual self-assessment of those processes for inclusion within the Council’s Annual Governance Statement.</p>

	<p>CLT / Directors must provide leadership by example in demonstrating the highest standards of probity and conduct so as to create the right anti-fraud culture throughout Milton Keynes Council. CLT / Directors are expected to strive to create an environment in which their staff feels able to approach them with any concerns they may have about suspected irregularities.</p>
<p><u>Heads of Service/ Managers / Head Teachers</u></p>	<p>Managers at all levels are responsible for the communication and implementation of this policy in their work area. They are also responsible for ensuring that their employees are aware of the Financial Regulations and other policies, and that the requirements of each are being met in their everyday business activities.</p> <p>Managers of all levels must provide leadership by example in demonstrating the highest standards of probity and conduct so as to create the right anti-fraud culture throughout Milton Keynes Council. Managers of all levels are expected to strive to create an environment in which their staff feels able to approach them with any concerns they may have about suspected irregularities.</p> <p>Heads of Service, Managers and Head Teachers must ensure that special arrangements will apply where employees are responsible for cash handling or are in charge of financial systems and systems that generate payments, for example payroll, the integrated benefits computer system or council tax. Managers must ensure that relevant training is provided for employees. Checks must be carried out at least annually to ensure that proper procedures are being followed, in order to inform the directorate annual self-assessment.</p> <p>The authority recognises that a key preventative measure in dealing with fraud and corruption is for managers to take effective steps at the recruitment stage to establish, as far as possible, the honesty and integrity of potential employees, whether for permanent, temporary or casual posts. The authority's formal recruitment procedures (which contain appropriate safeguards on matters such as written references, verifying qualifications held, and DBS checks undertaken on employees working in regulated activity with children and vulnerable adults) will be adhered to during this process. In line with the Council's Fraud Response Plan, management investigations into disciplinary matters must liaise with Internal Audit regarding any potential fraud or corruption implications of the conduct / investigation. If a member of staff raises concerns regarding suspected fraud, the line manager must inform the Chief Internal Auditor or contact Internal Audit immediately. Line managers should only undertake discreet preliminary enquiries which should be restricted to the basic facts required to determine whether there are any grounds to the allegation. The handling of evidence at the early stages of an investigation can be critical to the outcome of the investigation and advice must be sought from the Chief Internal Auditor to ensure evidence is safeguarded and not compromised.</p>

	No action should be taken which may alert those suspected of involvement.
<p><u>Internal Audit and Corporate Anti-Fraud Team</u></p>	<p>The Head of Audit (in consultation with the Head of HR / Corporate Director of Resources) shall determine whether a concern / suspicion regarding fraud requires investigation by the Internal Audit or Corporate Anti-Fraud Team Investigators as opposed to management.</p> <p>Internal Audit and Corporate Anti-Fraud Team plays a vital preventative role in trying to ensure that systems and procedures are in place to prevent and detect fraud and corruption. The Internal Audit Investigators liaise with management to recommend changes in procedures to prevent further losses to the authority.</p> <p>The Internal Audit service shall report to CLT and the Audit Committee regarding the application of the zero tolerance statement within this policy. Furthermore, the Internal Audit Investigators shall investigate all cases of suspected irregularity in accordance with the requirements of the Police and Criminal Evidence Act 1984, Human Rights Act 1998, Fraud Act 2006, Bribery Act 2010 and other relevant legislation. In all cases where employees are involved, they will work with HR and appropriate senior management to ensure that correct procedures are followed and adhered to.</p>
<p><u>Employees, including school staff</u></p>	<p>Each employee is governed in their work by the authority's Constitution and Financial Regulations and other codes of conduct and policies (Code of Conduct; Health and Safety; IT security and so on). Included in these are guidelines on gifts and hospitality and codes of conduct associated with professional and personal conduct and conflicts of interest. These are issued to all employees when they join the authority or will be provided by their manager.</p> <p>In addition to the above, employees are responsible for ensuring that they follow the instructions given to them by management, particularly in relation to the safekeeping of the assets of the authority. These will be included in induction training and procedure manuals.</p> <p>Employees are expected always to be aware of the possibility that fraud, corruption or theft may exist in the workplace and be able to share their concerns with management. Concerns should be raised, in the first instance, directly with the supervisor/business unit manager. Employees who feel unable to report to their line management should contact the Chief Internal Auditor directly, telephone the Whistleblowing Hotline or email address. Should there be a preference to make an anonymous notification, then they should refer to the Council's (or school's) Whistleblowing Policy which gives details of independent persons with whom they can discuss their concerns.</p>

	<p>All employees must ensure that they avoid situations where there is a potential for a conflict of interest. Such situations can arise with externalisation of services, internal tendering, planning and land issues etc. Effective role separation will ensure decisions made are seen to be based upon impartial advice and avoid questions about improper disclosure of confidential information.</p>
<p><u>External Audit</u></p>	<p>Independent external audit is an essential safeguard in the stewardship of public money. This role is delivered through the carrying out of specific reviews that are designed to test (amongst other things) the adequacy of the authority's financial systems, and arrangements for preventing and detecting fraud and corruption. It is not the external auditor's function to prevent fraud and irregularity, but the integrity of public funds is at all times a matter of general concern. External auditors are always alert to the possibility of fraud and irregularity, and will act without undue delay if grounds for suspicion come to their notice. The external auditor has a responsibility to review the authority's arrangements to prevent and detect fraud and irregularity, and arrangements designed to limit the opportunity for corrupt practices.</p>
<p><u>External Bodies</u></p>	<p>Internal Audit has arranged, and will keep under review, procedures and arrangements to develop and encourage the exchange of information on national and local fraud and corruption activity, in relation to local authorities with external agencies such as: police, county, unitary and district council groups, the external audit service, Department of Work and Pensions and other government departments.</p>
<p><u>Contractors and Partners</u></p>	<p>Contractors and partners have a responsibility for the communication and implementation of this policy within their organisation. They are also responsible for ensuring that their employees are aware of the Council's Financial Regulations, Whistleblowing and other policies, and that the requirements of each are being met in their everyday business activities.</p> <p>Contractors and partners are expected to create an environment in which their staff feel able to approach them (or the Council directly) with any concerns they may have about suspected irregularities. Where they are unsure of the procedures, they must refer to the relevant Executive or Service Director for that area or may approach the Head of Audit directly on any Whistleblowing issue.</p>
<p><u>Stakeholders and Customers</u></p>	<p>Whilst this policy is primarily aimed at implementing the necessary culture and processes within the Council, its stakeholders and customers may become aware of issues that they feel may indicate fraud. They should refer to the Council's complaints procedure, or they can contact the Head of Audit to discuss their concerns directly.</p>

4.0 Deterrents

4.1 Prosecution

Each case will be considered on its merits.

4.2 Disciplinary Action

- 4.2.1 Theft, fraud and bribery and corruption are serious offences against the authority and employees will face disciplinary action if there is evidence that they have been involved in these activities. Disciplinary action will be taken, if appropriate, in addition to criminal proceedings, depending on the circumstances of each individual case, but in a consistent manner, after consultation with the relevant Executive or Service Director, Head Teacher, and if appropriate the Head of HR /Director of Finance and Resources.
- 4.2.2 Disciplinary action will be undertaken in accordance with the Council's disciplinary policy and procedure with each case considered on its merits.
- 4.2.3 Members will face appropriate action under this policy if they are found to have been involved in theft, fraud or corruption against the authority. Action will be taken in addition to, or instead of, criminal proceedings, depending on the circumstances of each individual case, but in a consistent manner. As per the Council's Fraud Response Plan, if fraud concerns relate to an elected Member, the Chief Internal Auditor will inform the Council's Monitoring Officer and Chief Executive and matters, if not referred to the police, will be referred to the Standards Committee or appropriate group leader.
- 4.2.4 Members or employees involved in fraud, theft or corruption that does not involve the Council or its finances may still be subject to the above action, if it is considered to undermine the Council and its reputation.

4.3 Publicity

- 4.3.1 The Council recognises the key role that publicity of fraud cases plays in deterring other attempts to defraud the Council. To that effect, a Publicity Policy is shown in Section 7 A of this policy which sets out these measures in detail.
- 4.3.2 The authority's Communications Service will optimise the publicity opportunities associated with anti-fraud and corruption activity within the authority. Communications will also try to ensure that the results of any action taken, including prosecutions, are reported in the media. The service will maintain close working relationships with all areas involved in anti-fraud work, but particularly Legal Services and Internal Audit.
- 4.3.3 In all cases where financial loss to the authority has occurred, the authority will seek to recover the loss and advertise this fact.
- 4.3.4 All anti-fraud and corruption activities, including the update of this policy, will be publicised in order to make employees and the public aware of the authority's commitment to taking action on fraud and corruption when it occurs.

- 4.3.5 Regular reports will be made to the Audit Committee about countering fraud and corruption activities and their success.

5.0 Detection and Investigation

- 5.1 All staff, Members and any other stakeholders in Council services have a vital role in identifying potential fraud or corruption. It is not the responsibility of those groups to investigate their suspicions, as this may undermine a case to be pursued, but all parties play a key role in bringing such concerns to the Council's attention for a proper and thorough investigation to be undertaken.
- 5.2 Management, including Head Teachers, are in the best position to become aware of any problems that could indicate fraud or theft etc. Management are also best placed to ensure that systems of internal control are in place and operating and thus are ideally placed to identify weaknesses or failures that may be exploited. Internal Audit can provide advice and assistance in this area.
- 5.3 Employees are also ideally placed to detect fraud, theft or corruption. Employees are encouraged to discuss concerns with their line manager but the Fraud Response Plan also provides mechanisms to raise concerns corporately.
- 5.4 The Fraud Response Plan provides a process to enable the Council to demonstrate :
- Proper investigations for all referrals
 - Proper action taken in relation to findings from investigations
 - Feedback is provided to anyone making a referral
 - Appropriate protection for anyone making or having made a referral.
- 5.5 Internal Audit plays an important role in the detection of fraud and corruption. Included in the Audit Plan are reviews of system financial controls and specific fraud and corruption tests, spot checks and unannounced visits. Internal Audit operates in accordance with best practice, including the adoption of a formal Audit Manual in line with CIPFA best practice. This includes suitable processes to provide assurance to management on the adequacy of systems of internal control including the completion of follow ups for previous recommendations.
- 5.6 In addition to Internal Audit, there are numerous system controls in place to deter fraud and corruption, but it is often the vigilance of employees and members of the public that aids detection. In particular, the Council's Corporate Anti-Fraud Team are involved in the reactive and proactive investigation of specialised areas, such as Council Tax, Social Housing Tenancy Fraud, and transport-related fraud.
- 5.7 In some cases frauds are discovered by chance or 'tip-off' and arrangements are in place to enable such information to be properly dealt with, in accordance with the requirements of the Human Rights Act 1998.

- 5.8 All suspected irregularities are required to be reported (verbally or in writing) either by the person with whom the initial concern was raised or by the originator. This is essential to the policy, and:
- ensures the consistent treatment of information regarding fraud and corruption;
 - facilitates a proper and thorough investigation by an experienced audit team, in accordance with the requirements of the Human Rights Act 1998.
- 5.9 This process will apply to all the following areas:
- a) fraud/corruption by elected members
 - b) internal fraud/corruption
 - c) other fraud/corruption by authority employees
 - d) fraud by contractors' employees
 - e) external fraud (the public).
- 5.10 Cases under a) will be referred to the Council's External Auditor and the Council's Monitoring Officer for consideration of action via the Police or the Milton Keynes Council Standards Committee.
- 5.11 In accordance with basic legal concepts any person who witnesses or discovers a criminal act has the right to refer concerns directly to the Police.
- 5.12 Any decision to refer a matter to the police will be taken by the Head of Internal Audit in consultation with the Head of HR / Corporate Director of Resources and/or Chief Executive and relevant Executive or Service Director or Head Teacher. The authority will normally wish the police to be made aware of, and investigate independently, offenders where financial impropriety is discovered.
- 5.13 Depending on the nature of an allegation under b) to e), the Head of Audit will normally work closely with the Director or Head Teacher concerned to ensure that all allegations are thoroughly investigated and reported upon.
- 5.14 The authority's Fraud Response Plan and disciplinary procedures will be used to facilitate a thorough investigation of any allegations of improper behaviour by employees. The processes as outlined in paragraph 4.2.3 will cover members.

6.0 Awareness and Training

- 6.1 The authority recognises that the continuing success of this policy and its general credibility will depend in part on the effectiveness of programmed training and an awareness of elected members and employees throughout the authority.
- 6.2 To facilitate this, it is intended that a programme of anti-fraud awareness training in the form of workshops, possibly incorporating interactive means, will be rolled out across the Council. There will still be specialist training for certain elected members and employees.
- 6.3 Full copies of the anti-fraud and corruption policy and whistleblowing are on the Council's intranet.
- 6.4 Key to effective awareness (and deterrence) is a formal and comprehensive system of feedback to provide outcome information to the person who originally referred concerns. Whilst confidentiality must be respected (including the Data Protection Act and Human Rights Act provisions) every referral should be concluded and the outcome communicated to the person making the original referral.
- 6.5 Anti-fraud services will also maintain management information to show:
- How frauds are identified
 - Which type of frauds were affected
 - Any patterns or themes detected
 - New fraud issues highlighted
 - Prevention measures

7.0 Publicity

7.1 Introduction

- 7.1.1 Milton Keynes Council has adopted this policy to address anti-fraud and corruption issues enhancing public confidence in the administration of taxpayers' money.
- 7.1.2 This Corporate Anti-Fraud & Corruption Policy, and particularly this Publicity section, aims to:
- a. Make clear the connection between saving public monies and the fraud work that achieves this;
 - b. Dispel the belief held in some quarters that fraud is a victimless crime;
 - c. Demonstrate consistent action is taken for both complex frauds and the perceived lower-level frauds;
 - d. Ensure that tough action taken against persons who commit fraud is utilised as an effective deterrent to others;
 - e. Alter perceptions of this area of work to move from an image of petty bureaucracy or snoopers to one of professional public funds watchdog;
 - f. Ensure that action taken is consistent with Milton Keynes Council policies and legislative

provisions as well as being in the public interest.

7.1.3 This policy covers the methods by which the work of the Anti-Fraud services within Milton Keynes Council will be promoted, including the publicity associated with specific cases.

7.2 Publicity Categories

7.2.1 Publicity takes many forms, including:

- Leaflets
- Posters
- Press Releases / Articles
- Advertisements
- Intranet or Internet media

7.2.2 It is imperative that all available forms are optimised to promote an anti-fraud culture throughout the organisation and to the public. However, great care is needed to ensure that publicity in relation to anti-fraud work is positive and does not undermine the service or reinforce the negative perceptions of this area of work.

7.2.3 Thus publicity needs to focus on 3 key areas :

- a. Proactive work of Anti-Fraud services, e.g. a day in the life of a Fraud Investigator;
- b. Specific Cases pursued by Anti-Fraud services, e.g. specific prosecutions / convictions sought;
- c. Reactive responses to Media enquiries.

7.3 Proactive Publicity – Work of Anti-Fraud Services

7.3.1 This area of work is essential to promote the work of the services and ensure that others are aware of this work, and thus deterred from attempting fraud. The aim of this publicity is to increase the profile of anti-fraud work across Cambridgeshire County Council and the wider community, in order to promote the referral processes and deter fraud.

7.3.2 Intranet pages are maintained which set out details as to how to contact the Internal Audit Investigators and how to report fraud. The site also provides links to relevant policies.

7.3.3 Any leaflets and posters used for Fraud Awareness purposes shall be reviewed annually to reflect any necessary changes.

7.3.4 It is intended that Fraud Awareness training shall be part of the Council's Corporate Training/Induction system.

7.3.5 In addition to the above, the work of Anti-Fraud services shall be promoted periodically both within the Council and to the general community.

7.3.6 For high profile cases prosecuted, the publicity shall consider whether the work of Anti-Fraud services shall be promoted e.g. volumes of cases referred; investigated; prosecuted; convicted etc.

7.4 Specific Cases

- 7.4.1 Great care must be taken when publicising any specific case of fraud, theft or corruption. Data Protection Act and Human Rights Act provisions are key legal protections provided to those suspected of committing such offences, and must not be breached by the Council's attempts to promote anti-fraud work.
- 7.4.2 However, the publicity attached to any specific case is a necessary element of promoting the deterrent effect of anti-fraud work, as it demonstrates actual instances and consequences to individuals.
- 7.4.3 Any decision that the Council should prosecute an individual, individuals or organisation(s) must be taken following the formal quality assurance procedure.
- 7.4.4 Any decision to pursue prosecution will be taken on the basis of professional advice, the merits of the case itself and any applicable guidelines relevant.
- 7.4.5 All prosecutions should include a consideration of publicity issues and ensure that the Council's Communications Service are involved / aware of the issue so that the Council can adopt a proactive publicity strategy and avoid the need to react to press enquiries.
- 7.4.6 A specific decision will be taken and recorded by the Head of Service to issue a press release for any specific case. In all other cases, a press statement / position shall be prepared to address any potential press enquiry.
- 7.4.7 Press releases shall be prepared that promote the Council's Anti-Fraud policy and maximise the deterrent effect of prosecutions.

7.5 Reactive Responses to Media Enquiries

- 7.5.1 Ideally the above measures aim to minimise the need for this, where the Council proactively provides relevant information to promote anti-fraud through local (and possibly national) media.
- 7.5.2 Press queries will arise on some occasions and it is essential that they are responded to in such a way as to promote the anti-fraud policy of the Council.
- 7.5.3 Responses to Press queries regarding specific individuals must not breach Data Protection or Human Rights legislation.

<http://staffintranet/audit/fraud>

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November 2019

Cabinet report



10 March 2020

Progress Report for the Council Plan

Name of Cabinet Member	Councillor Pete Marland Leader of the Council
Report sponsor	Sarah Gonsalves Director of Policy, Insight and Communications

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

Executive summary

This report presents the quarterly update on progress on the Milton Keynes Council Plan 2016 – 2022 covering the period December 2019 – February 2020.

1. Decision/s to be made

That the progress being made on the Council's Plan 2016-2022 be noted.

2. Why is the decision needed?

The revised Council Plan 2016 -22 was adopted at Council on 19 June 2019. The Delivery Plan, which forms part of the revised Council Plan, sets out actions that cover this municipal year. It is important to monitor the Delivery Plan and update progress to councillors, stakeholder and residents. The attached Annex contains a detailed overview of progress covering the period December 2019 – February 2020.

3. Implications of the decision

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

4. Alternatives

None

List of annexes

Annex – Council Plan progress update December 2019 – February 2020

A BALANCED BUDGET				
1	Ensure a balanced and sustainable medium-term budget that mitigates as far as possible the impact of Conservative government austerity on the most vulnerable and services.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR BUDGET COMMITMENTS – WE WILL:				
1.1	Set a balanced budget each year, which reflects the reality of funding availability and increasing demand	•	•	•
	<ul style="list-style-type: none"> Balanced Draft Budget for 2020/21 published on the 13th of December 2019. This will be reviewed together with any consultation feedback in the run up to Cabinet on the 4th of February 2020. 2018/19 Budget is currently projected to be on track, despite significant pressures in both temporary accommodation and in Children’s Services. 			
1.2	Review the operation of LGSS using the evidence base provided by the CIPFA Report due in July 2019	•	•	•
	<ul style="list-style-type: none"> Final Report on the design and costs is due to be considered by the LGSS Joint Committee in February 2020. If agreed, this will then be presented to each partners Cabinet and Council for a decision on whether to proceed. 			
1.3	Implement the LGA Corporate Peer Review including improved support to councillors, political groups and scrutiny committees by July 2019	•	•	•
	Political assistants for each group have been appointed and are now in post.			
1.4	Maintain reserves at a sustainable and prudent level	•	•	•
	Reserves continue to be maintained at a prudent level and in line with policy and these are forecast to continue.			
1.5	Promote sustainable and fair funding for local government through the LGA	•	•	•
	<ul style="list-style-type: none"> The reform of Local Government Finance has been deferred until 2021/22. MKC is fully involved in discussions with MHCLG through its professional networks and as government proposals begin to emerge in 2020 we will be contributing to these and ensuring that Members are full sighted on these and the financial impact for MKC. 			

GROWTH AND ECONOMIC PROSPERITY				
2	Support the aspiration that MK should grow to a population of 500,000 and beyond by 2050 with a thriving, robust and resilient economy that creates high-skilled jobs.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR GROWTH AND ECONOMIC PROSPERITY COMMITMENTS – WE WILL:				
2.1	Support the implementation of Plan:MK	•	•	•
	<ul style="list-style-type: none"> Q3 housing completions have been good and indicate the Plan:MK targets will be exceeded for 2019/20. Project boards continue to track progress with delivery of the Plan. 			

	<ul style="list-style-type: none"> • MK East Development Framework finalised for adoption. • Work on spatial options assessment to inform the 2050 strategy engagement. • Progress on preparation of a draft Health Impact Assessment SPD. 			
2.2	Consult widely on the Strategy to 2050, and communicate the benefits of growth with the wider population of Milton Keynes	•	•	•
	<ul style="list-style-type: none"> • Completion of background evidence study rescheduled with a revised approach to Strategy preparation to allow better alignment with review of Plan:MK. • Early stage engagement on draft strategy through Journey to 2050 exhibition in Middleton Hall in July, and one month in the central library August-September. • Engagement on draft strategy document commenced on the 20th of January 2020 for period to 17th of April 2020 ahead of presentation for adoption in summer 2020. 			
2.3	Progress the Strategy to 2050 for adoption by council by Feb 2020	•	•	•
	<ul style="list-style-type: none"> • As above 			
2.4	Submit a revised Housing Deal to Government by July 2019	•	•	•
	<ul style="list-style-type: none"> • An Infrastructure and Housing Deal was developed with Government colleagues ahead of September 2019 Spending Round included funding infrastructure, progressing mass rapid transit proposal, achieve planning freedoms and flexibilities and complete critical infrastructure studies. • Deal not included in final Government announcement in September 2019. Exploring opportunities for inclusion in future fiscal events. 			
2.5	Ensure local businesses, local SMEs and local jobs are considered in procurement by Oct 19	•		
	<ul style="list-style-type: none"> • Pilot Project completed in Oct 2019, with small and large business taking part in a roundtable discussion, discussing potential opportunities. • Work underway with business representation networks to explore promoting procurement opportunities between members. However, limited progress has been made in Q3. 			
2.6	Continue to work with partners to develop MK:U proposals with a gateway decision to proceed to the next stage by the end of 2019	•	•	
	<ul style="list-style-type: none"> • Ongoing close liaison with Cranfield University as part of MK:U steering group and MK:U Board, plus through regular sessions with CU colleagues and monthly highlight reports. • Successful completing of MK:U international design competition (end of July 2019) saw appointment of Hopkins-led design team. • Review of overall proposition and funding model undertaken for Cabinet. Gateway decision 3 December 2019. Cabinet agreed to allocate funding for next stage of project to end March 2020. 			
2.7	Review our Economic Development function to ensure it is appropriate, and work with SEMLEP to reduce duplication	•		
	<ul style="list-style-type: none"> • ED review is progressing. Consultation has taken place with officers affected and with internal and external stakeholders. • Work is now likely to be completed by the end of March 2020. • Officers in ED will be spending part of their working week at SEMLEP to trial benefits of closer working from beginning of February 2020. 			
2.8	Develop a Business Engagement Plan with clear activities and focus until 2022	•		
	<ul style="list-style-type: none"> • Work has been carried out in Q3 to seek opportunities to support the delivery of the Business Innovation Hubs in Milton Keynes (MK). Two 			

	<p>roundtable events took place with potential partners, providers and investor. A high level summary of the proof of concept including the vision for the Innovation Hubs were shared. The vision and operating models for the innovation hubs were discussed.</p> <ul style="list-style-type: none"> We are continuing to utilise our digital platforms to engage with businesses and expand our reach. Business Financial and Professional Services Sector Roundtable taking place February 2020. Roundtable will focus on skills, training and apprenticeships within the sector. 			
2.9	Help create 2,000 new high-skilled creative, green and digital jobs by 2023	•		•
	<ul style="list-style-type: none"> Delivery of the creation of jobs relies on close working with investors and developers at planning stage to understand the proportion of skilled jobs created by new development and support the development accordingly. Other initiatives are in place, and work on the Sustainable Construction SPD should continuity to help create high skilled jobs in the green economy. In Q3 – Successes recorded showed that 26 new jobs were created in high tech, Creative and digital sectors. With a further 530 in the Pipeline due in 20/21. 			
2.10	Support MK College in delivering the new Institute of Technology and on their main campus plans	•		
	<ul style="list-style-type: none"> No formal decision to date on the planning application for the redevelopment of Block D at Bletchley Park (ref 19/02698/FUL). MK Council will continue to work with MK College to ensure that the IOT aligns with the new MK:U proposition, and support their business engagement strategy. This is being progressed through the Learning 2050 and MK Education Partnership Board. 			

3	HOMELESSNESS & AFFORDABLE HOUSING			
	Address homelessness through prevention and support services. We also want to ensure housing growth benefits local families first and will seek to deliver more affordable housing, council housing and accessible properties.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR HOMELESSNESS & AFFORDABLE HOUSING COMMITMENTS – WE WILL:				
3.1	Continue to reduce rough-sleeping and improve access to support services to end rough-sleeping by 2021	•	•	•
	<ul style="list-style-type: none"> The somewhere safe to stay hub is demonstrating positive outcomes to prevent a first night on the streets as well as support those already rough sleeping. Since the launch in October 2019, 31 people have been supported through the hub, 9 have moved on to more settled accommodation and 11 currently resident have personal housing plans and support to find settled accommodation, and 837 bed nights have been provided to keep people off of the streets. Relationships have developed and improved with hospital discharge staff, hospital social workers, prison resettlement officers and probation, which is facilitating earlier prevention work prior to discharge or release. The cold weather rough sleeper provision is now in place over the winter months with additional support and accommodation with a focus on EEA nationals and substance misuse. The annual rough sleeper return found 35 people rough sleeping on a 			

	single night in November 2019. This is the second annual reduction (41 last year). In comparison, nationally rough sleeping has risen by 15%.			
3.2	Keep the use of Bed and Breakfast for temporary accommodation at low levels	•	•	•
	<ul style="list-style-type: none"> • The numbers of households in bed and breakfast have increased this quarter following an increase in demand and low accommodation availability for people with physical disabilities. • All households placed into bed and breakfast accommodation have a move on plan and move on to alternative accommodation is well within the 6 week legislative framework around the use of bed and breakfast accommodation. • The Temporary Accommodation Placement Policy will be taken forward for adoption following public consultation. This policy sets out the approach to the placement of households both within and outside of Milton Keynes. 			
3.3	Continue to support the One Stop Shop at Unity Park and the MK Homelessness Partnership	•	•	•
	<ul style="list-style-type: none"> • The financial contribution towards the running costs of Unity Park Station continues. • Support to progress a number of projects is ongoing including the development of a health outreach clinic, tenancy sustainment, and Nightstop scheme. • Support has been given to launch a homelessness campaign, including the promotional design work, with tap to donate kiosks now in place across Central Milton Keynes with the aim of fundraising and reducing begging. 			
3.4	Build 500 more new council homes by 2022	•	•	•
	<ul style="list-style-type: none"> • The Council is currently on target to deliver this. • At present we have c. 350 properties at various stages of the development process ranging from design to construction. All of these will be delivered by 2022. In addition, we have a pipeline of sites which can deliver up to 700 properties. • We will start initial consultation with key stakeholders in the coming months to agree schemes and deliverability to meet the target by 2022. We also have the opportunity sites on the Lakes estate, many of which will be delivered by 2022. 			
3.5	Investigate establishing a disruptive council-owned housing company to deliver 2000 new truly affordable homes for local families by 2023, and support alternative delivery models such as Community Land Trusts.		•	•
	<ul style="list-style-type: none"> • A report is going to Cabinet in March recommending that MKDP be asked to provide a business case by June 2020 setting out proposals on how it will set up a local housing company. 			
3.6	Strengthen council planning policy to deliver more truly affordable homes, and make clear the type required, by March 2022		•	•
	<ul style="list-style-type: none"> • Affordable Housing SPD has now been adopted. • Strategic Housing Market Area Assessment will be commissioned shortly for the next local plan evidence base work (budget for Plan:MK2 is being finalised). This evidence base will be commissioned in-conjunction with Housing Strategy officers. 			
3.7	Review the current repairs and maintenance contract to ensure it is delivering value for money and high standards for residents		•	

	<ul style="list-style-type: none"> As per contract, the annual review will take place in the final quarter of the year to ensure VFM is achieved. Discussions have started with Mears with regard to the annual performance and so information will be presented shortly. Revised Price per property (PPP) is now being analysed and will be agreed Feb 2020 for coming year. Prelims/overheads will also be calculated and submitted for consideration and agreement for the coming year 20/21. Audit has been working with AM&I team as we look at the planned maintenance contract with Mears. Outcome to be available Feb 2020. AM&I team chair regular operational meetings to discuss day to day performance, a commercial meeting to monitor financial aspects of the contract and we also chair a strategic core group meeting to monitor contract performance and the future strategic direction of the contract with Mears. 			
3.8	Ensure the £165m council home refurbishment programme is delivered efficiently and to a high standard		•	•
	<ul style="list-style-type: none"> Investment programme is on track in its delivery but there are areas of underspend due to extensive work to Mellish Court, The Gables and Harrier Court not being undertaken this year due to the complexities surrounding these assets which include major balcony and fire related compartmentation works. We are increasing estate investment works to focus on walls, fencing and path replacements. A final quarter push to deliver major component replacements is underway with an average of 45 bathrooms and 30 kitchens being installed per week. There have been delays with leasehold consultation given we have doubled the volume of investment works. The home ownership team have improved on their consultation processes moving into Q4 and we are looking to provide additional resource moving forward to support the home ownership team with this essential function. Quality of works delivered has had its challenges given the volume delivered. Plans are in place to ensure the quality of works are delivered to an acceptable standard with the appointment of additional surveying resource and finishing teams to support with this essential function. AM&I team chair regular operational meetings to discuss day to day performance, a commercial meeting to monitor financial aspects of the contract and we also chair a strategic core group meeting to monitor contract performance and the future strategic direction of the contract with Mears. 			

GETTING THE BASICS RIGHT				
4	Get the basic services right, including waste collection, reducing littering and fly-tipping, improving landscaping and properly maintaining our highways by fixing more potholes and resurfacing more roads, pavements and redways.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR GETTING THE BASICS RIGHT COMMITMENTS – WE WILL:				
4.1	Fix 10,000 extra potholes by April 2020	•		•
	<ul style="list-style-type: none"> Changes to Code of Practice following ‘Pothole Review’ in 2018 has meant that we have seen a significant increase in all highway defects repaired, this is still current 			

	<ul style="list-style-type: none"> • We currently have recorded 9,993 highway defects repaired • At the current rate of repair we are forecasting that we will repair in excess of 13,250 highway defects by end March. 			
4.2	Reduce fly-tipping by 50% on the most affected estates by April 2020	•		•
	<p>50 roads/locations were selected as they had the most reports in the financial year 2018/19.</p> <p>These roads, primarily, were in 2 known repeat issue areas and overall, in the first 9 months of this year, we have reduced fly tipping in these areas.</p> <p>The campaign started in July 2019 and there was a really positive start from Aug-Nov 19, where waste dumping reduced by 19.4% against the same period in 2018. An unexpected 33% increase in reports in December 2019 has impacted on the current % reduction, so the total overall success will not be fully known until the end of the campaign.</p> <p>There are some notable successes.</p> <ul style="list-style-type: none"> • use of CCTV resulted in a drop off of fly tipping by 43.5% in one location, but since moving the camera, it has begun to creep up again. We are looking at ‘landscaping’ the issue out. • Reduction of 71.4%, 70.1% and 68.8% in a couple of repeat issue roads through high visibility patrolling and communications – ‘We are on the case’ stickers and cards. • One road has seen a reduction of 100%, but we are not sure why. We believe it may be the removal of a homeless person from sleeping outside the flats. • Reduced by 75% on one area through improved traveller defences. <p>However, by concentrating on specific areas, other areas have increased considerably ranging from 100 – 280% increase. We are working with Housing and other organisations to tackle these issues.</p> <p>The use of CCTV has resulted in a number of investigations resulting in Fixed Penalty Notices and court action. The impact of this will be felt over the next couple of months as these cases come to court.</p>			
4.3	Ensure 100 additional community litter picks by March 2020	•		•
	<p>In addition to the 210 sets of litter picking equipment and guidance provided to the parishes, 160 children’s litter pick kits have been shared amongst four parish councils to work with local schools and local community groups. The kits included the following:</p> <ul style="list-style-type: none"> • Guidance on litter picks • Risk assessment • 40 high-viz children’s vests • 40 children’s gloves • 40 children’s litter pickers <p>Each of the parishes are actively working with local schools and community groups within their areas and litter picks are under way. MKC have offered to help promote any future litter pick dates and have asked the parishes to share litter pick news and photos where possible.</p> <p>The parishes were very pleased to receive the kits and believe that they will be</p>			

	well used. A one stop shop for local community / parish council's waste advices has been set up at www.milton-keynes.gov.uk/localcouncilsrecycle and this includes advice on community litter picking. The website includes a list of litter pick holders so residents and community groups can find the nearest litter pick to them. The web page also includes "Litter pick advice" and a "Generic litter pick risk assessment" to ensure litter picking stays safe and fun. MKC will be supporting the Keep Britain Tidy Great British Spring Clean 2020 by distributing sacks and promoting the use of the existing litter picking kits to parishes and communities.			
4.4	Work with ward councillors to allocate the £3000 per ward to tackle litter hotspots agreed in the 2019/20 budget	•		•
	<ul style="list-style-type: none"> This is ongoing and an additional £57k has been included in the draft budget to continue the litter hotspot cleaning in 2020/21. 			
4.5	Prioritise £50,000 to fix more local street name signs		•	
	<ul style="list-style-type: none"> Current programme to replace Street Name Plates is total 106 units with budget available To date we have replaced 82 units. The remaining 24 units' designs have been designed and ordered and it is anticipated that installation will be complete before end March 2020. 			
4.6	Reduce contamination in recycling by 5% by April 2020		•	•
	<p>Keep Britain Tidy have submitted a proposal to review MKC's existing contamination action plan and make further recommendations. KBT will review the local contamination behaviours to co-design communications and potential intervention measures. KBT will initially facilitate a ½ day workshop and prepare a report with the recommended next steps, consider measures linked to future service changes, provide costed individual work packages based on their wealth of experience and consider provision of a fixed term project lead recycling officer.</p> <p>The contamination rate during the Christmas collection period averaged at 29%.</p>			
4.7	Start the process to review our waste collection contract		•	•
	<ul style="list-style-type: none"> Councillor / political party engagement workshops commenced in October. A waste collection Pilot will be considered by Delegated Decision on 11 February 2020. The monitoring and feedback from the pilot will be fed back in early 2021. 			
4.8	Review the provision of recycling sacks to ensure a value for money service that is responsive to customer needs and promotes high recycling rates by July 2019		•	•
	<ul style="list-style-type: none"> Currently restrictions are switched OFF and this might have implications on demand management and actions to tackle contamination as recycling sacks are known to be used by some residents as refuse sacks. The review of the scheme links into the Environmental Services Programme and the Commissioning of future collection services including waste collection receptacles. Throughout January there have been over 400 orders for 20 rolls of sacks per day but to date only 1 in 4 households have needed to order sacks above their annual delivery of 60 suggesting that 60 is sufficient provision for most. Serco provide a daily KPI suite which includes open orders, incoming per day, number of delivery teams required and planned, open over 5 days, open over 10 days (service level agreement). There are currently no orders over 5 days old and the number of complaints of non-receipt of sacks is low. 			

4.9	Complete the review of landscaping services and bring forward proposals for closer working with the Parks Trust by March 2020		•	•
	<ul style="list-style-type: none"> Following on Biodiversity workshops in November 2019, two further events will take place in February 2020. There is a meeting with parish and town councils and The Parks Trust and this will be followed by a public event that is open to all to attend, subject to capacity. The Youth Cabinet have also provided a slot on their agenda. The Physical and Natural Environment: Action Plan will be considered at Cabinet on 10 March 2020. The Parks Trust a co-producer of the vision has supported the coordination of the action plan, together with Parish and Town Councils, environmental stakeholders and residents. The Landscape Contract was given approval to extend to 2023 in line with the Commissioning Strategy to provide a platform to enable review and further enhance potential redesign or reconfiguration for the future delivery of services. A workshop with the relevant Parishes and the Parks Trust considered a number of trial sites for future management. This is currently being reviewed. Recommendations on the future approach will be reported in Autumn 2020. 			
4.10	Continue to improve and replace street-lighting		•	
	<ul style="list-style-type: none"> The original target was 7309 units and was reduced in October. The current programme is to convert 5900 existing Street Lights to low energy LED within the allocated budget. The target has been reduced for the following reasons : <ul style="list-style-type: none"> Additional budget required to be spent on extra cable upgrade repairs (£650k) as a priority to keep current street lights in lighting on grid roads CMK planned works put on hold due to further discussions over acceptable design for replacement units. By the end of January we would have converted 4,350 street lights We have continued to progress with the programme with a plan to increase delivery resource to deliver the rest of the programme Additional works to replace cable faults is continuing up to the end of March. 			
4.11	Enable the ability to report missing street signs and missing road markings on-line		•	•
	<ul style="list-style-type: none"> The ability to report missing street signs and road marking on line is already live and available for customers to use. We are reviewing the customers experience for Public Realm services already delivered via the Customer Services and via our customer self-service portal. Work is well under way as part of the Customer Experience Programme. 			

5	CHILDREN & CHILD POVERTY			
	Prioritise protecting our vulnerable children from harm and neglect and providing support so every child has the opportunity to succeed.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR CHILDREN'S SERVICES COMMITMENTS – WE WILL:				
5.1	Always prioritise protecting vulnerable children from harm and neglect, including child sexual exploitation	•		•

	<ul style="list-style-type: none"> The new Children Missing process is being reviewed on 7th February. CMET Hub has been introduced, which will include representatives from YOT, CSC, Youth Facility and Thames Valley Police. Protocols and processes are currently being developed with partners. Graded Care Profile, a neglect tool for all agencies is being explored to launch in MK for all agencies to use. Group Head met with the Deputy Director of Nursing and Quality and agreed a way forward regarding obtaining the licence for this product. 			
5.2	Establish a Child Poverty Commission to investigate the causes of, and suggest policies to, reduce child poverty in Milton Keynes	•	•	•
	<ul style="list-style-type: none"> Call for evidence received evidence for over 40 respondents. Commission has met five times and considered a wide range of evidence. Interim report will be delivered to Cabinet in March and will suggest a policy framework. 			
5.3	Invest £30,000 to deliver a pilot scheme to tackle school hunger	•	•	•
	<ul style="list-style-type: none"> In a joint project between Public Health and the Children and Family Centres, hot food was provided in areas of high deprivation to 252 individual families during the 2019 summer holidays. Over 78 sessions, 3464 meals were given out with 2410 meals served for lunch and 1054 meals taken home to be eaten as the family evening meal. In focus groups following the pilot, families cited many positive benefits of the scheme and 91% rated the sessions as really good or brilliant. The benefits were wide ranging-including financially 'It has financially helped, we could have something smaller for dinner, everything adds up' and social benefits 'I'm a single mum, it's helped me meet new people' as well as development benefits for the children 'Children have learnt self-directed play and table skills'. 			
5.4	Fund two new youth outreach workers	•		•
	<ul style="list-style-type: none"> Recruited to a senior youth work post and a youth support worker Developed better co-ordination and support for young people who go missing Engaging with young people who are involved in criminal/anti-social activities and/or at risk of being exploited by providing them with positive opportunities and diversionary activities. 			
5.5	Ensure our workforce is robust by continuing initiatives to recruit, retain and to recognise the contribution of the social work teams	•		•
	<ul style="list-style-type: none"> Ongoing recruitment campaign is having significant impact 95% of our social workers is permanent. Rolling advert is on the MK website. Managers attended a recruitment fair in London in November 19. Very few Social Workers attending the fair wanted work in MK due to being London based but we used the opportunity to promote our work. We continue to retain our Newly Qualified Social Workers due to the high quality NQSW programme we offer. Over 90% remain with MK once they leave their NQSW course. This is higher than national performance. 			
5.6	Increase the number of high-quality local placements for children and young people	•		•
	<ul style="list-style-type: none"> Our searches for placements will be robust and cost effective that will 			

	<p>reflect our YP holistic needs and will consider the support required to develop and reach their full potential. External Placements Panel is reviewing these and we work closely with our community resource team to ensure that the standard of referrals reflect the holistic needs of our children. The new placement form has been introduced and is in line with the signs of safety. A new Permanency Panel has been introduced to monitor to prevent drift and delay.</p> <ul style="list-style-type: none"> • MK will work together with our partners (carers, children, parents) and look at what is working well and build and maintain and develop our Partnership. The Health Forum reflects this and work continues with the Independent Reviewing Officers in regards to escalation when plans are not progressing. • To work collaborate with our partners, both housing and carers to reflect appropriate accommodation for children in care and care leavers. Our housing colleagues are working with us in respect of homeless of young people and meet with our children in care teams to ensure housing is addressing the needs of our young people. We are also review our children with key provider contracted with MK • MK will review and monitor the support and care provided to our Young People to ensure a high standard of care. A Permanency Tracking Panel is a reflection of this. Placement and Budget Sufficiency Board continues to review all placements and the recommendations of Mark Riddell are being progressed. • Every child and YP in placement will have their statutory health assessment that will ensure their emotional, physical and developmental needs are met. Children’s Social Care is working closely with our health partners and together we have produced a new health protocol and consent form. Our data score card will be implemented to monitor the time-scales of health assessments. We meet monthly with our health partners, considering emerging health themes, areas of support and health score card. 			
5.7	Maintain a council-tax exemption for care leavers	•	•	
	<ul style="list-style-type: none"> • Milton Keynes Council will pledge that all Care Leavers will be exempt from paying Council Tax until their 25th birthday. When a young person leaves care and moves into independent accommodation, they begin to manage their own budget fully for the first time; most of our Care Leavers do so often without the support of family or previous financial education to help them navigate this. Exemption from paying Council tax will give these young people a few valuable years to learn how to manage their finances and have a better chance at avoiding problem debt in the future. • This was agreed on 22nd October 2019 where Milton Keynes made a pledge to exempt council tax for Care Leavers under 25 years. 			
5.8	Ensure the provision of a good, local school place for every child	•		
	<ul style="list-style-type: none"> • Strong school place planning arrangements are in place with ongoing discussions with School Heads for provision to align with local need. Strong partnership working and local policies in place to ensure that outside of the normal admissions round, unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. • ‘Forward View 2020’ is intended to be published in early 2020 (March). Ongoing monitoring in place to identify accessibility issues for families moving into MK outside of the normal admission round. • The service is confident that appropriate measures are in place to 			

	deliver this within the current legal framework.			
5.9	Support the return of education powers to local authorities and oppose any form of selective education is school provision	•		
	<ul style="list-style-type: none"> Robust place planning and commissioning strategy in place to mitigate risk of selective providers being allocated by DFE to operate new schools in MK. Currently working collaboratively with DFE regarding new provision in Glebe Farm. 'Forward View 2020' is intended to be published in early 2020 (March). Existing own admission authority schools are required to consult on proposed any changes to admission arrangements between 1 October and 31 January. The service remains confident in its ability to lead on the local school place planning strategy for the foreseeable future, and does not expect any exiting schools to propose selective education arrangements. 			
5.10	Continue to support the work of the Youth Cabinet	•	•	•
	<ul style="list-style-type: none"> Elections in February to appoint a new YCAB and the Youth Parliament members elected from within that group Votes at 16 - YCAB presented to Cabinet 5 November The £10,000 additional campaign funding for YCAB ceases this year. 			
5.11	Review the recommendations of the April 2019 Care Leavers advisor's' visit	•		•
	<ul style="list-style-type: none"> MK have now established a 16 – 25 team to ensure the specific care and transitional needs are met and supported Mk are developing signs of safety Pathway which will be launched on the 27th November 2019 Every care leaver will have a Personal Advisor to support and develop their independent skills. We have developed a panel for NeeT and those children at risk of being EET to review their education and employment and training needs. The NeeT, EET strategy is in place. An operation group will be reviewing all children out of education or are not in full-time education. This group meets monthly. A strategic NEET is being formulated that will look at emerging themes and those areas of education that requires further escalation and support. 			

6	PREVENTION IS BETTER THAN CURE			
	Continue to modernise and improve our people centred services with priority placed funding long-term prevention services and cost avoidance, supporting various initiatives including developing plans for a better integrated and locally accountable adult health and social care system	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR PREVENTION IS BETTER THAN CURE COMMITMENTS – WE WILL:				
6.1	Continue work to integrate the adult health and social care system in Milton Keynes	•		•
	<ul style="list-style-type: none"> The integrated 16+ Autism Service opened on 1 January 2020. There has also been good progress in relation to integrating our quality monitoring and safeguarding approaches, leading to the avoidance of duplication and rationalised processes. We are part of the newly formed Primary Care Networks so that multi-disciplinary teams can provide services that are delivered in a more 			

	<p>local and appropriate way.</p> <ul style="list-style-type: none"> • Work continues with the wider Milton Keynes health and social care system to identify opportunities for developing a system wide approach to integrated care. • We are investing in floating support services for people with mental health needs. 			
6.2	Develop a capital investment plan to improve and rationalise and ensure our facilities are fit for purpose		•	•
	<p>The Corporate Property Strategy (CPS) 2019-2024 has been developed and consulted upon, with the key aim of achieving a fit-for-purpose and sustainable asset base by 2024.</p> <p>The strategy set out three key outputs:</p> <ul style="list-style-type: none"> • Development of an Asset Management Plan (AMP) in conjunction with the service areas to ensure that the Council invests in the right buildings in the right locations. Two service areas have been through the Asset Challenge process to date. By the end of Period 4, the first annual AMP cycle will be complete. • Delivery of a Building Maintenance Plan to ensure that the Council's properties are maintained to the right standard. Work is underway to collate all of our existing building condition and inspection data. • This work is due to complete by the end of Period 3. The next step will be to prioritise and package the backlog maintenance into a programme of works endorsed by Strategic Property Board and the Corporate Portfolio Board by the end of Period 4. • Implementation of a suite of property management policies to ensure that the Council manages property in a consistent and transparent way. The policies have been written and will go to Delegated Decisions on the 17th of March. • Confidence that the outputs from the CPS are on track and deliverable is high. 			
6.3	Build at least 100 new accessible properties by 2022 and explore ways to encourage voluntary downsizing in older age		•	•
	<ul style="list-style-type: none"> • A downsizing incentives policy will be taken for adoption following public consultation to encourage downsizing to free up much needed family accommodation and make the best use of social housing stock. • The revenue budget to support this scheme of £130k is currently going through the budget setting process. 			
6.4	Introduce a Community Shared Lives scheme to reduce social isolation and improve wellbeing	•		•
	<ul style="list-style-type: none"> • Shared Lives MK has 31 placements, a range of different types days, short breaks and long term. • We are now able to offer to shares lives service to other service users group 16+, dementia and older people. We are starting to receive referrals from these groups of people and meeting with teams to promote the service. • Homeshare project is promoting the service in the community and at events; we have had three enquiries about the service. 			
6.5	Continue to deliver the Unison Ethical Care Charter		•	•
	<ul style="list-style-type: none"> • Milton Keynes Council will continue to deliver this Charter. MK is Fully funded, with budgets in place. 			
6.6	Review domestic abuse services to ensure vulnerable people are protected	•		•

	<ul style="list-style-type: none"> • MKAct is now the Domestic Abuse Strategic Partner. • A bid for dispersed housing outreach support has been put forward to the <i>MHCLG 2020-2021 £15 Million Fund for Support to Victims of Domestic Abuse, and their Children, within Safe-Accommodation.</i> • The Domestic Abuse Strategic Partnership has agreed to recruit an IDVA (Independent Domestic Violence Advisor) to sit within the homelessness prevention team. 			
6.7	Continue to invest in preventative children's services, including our Children & Families Practices and maintaining all Family & Children's Centres.	•		•
	<ul style="list-style-type: none"> • The four Family Centres continue to offer a range of opportunities supporting healthy lifestyles, effective parenting and positive mental health initiatives; Moorlands Centre has just appointed a new centre head • Children and Family Centres are involved with the Child Poverty Commission. Much of the work the centres deliver is designed to tackle child and household poverty • Funding for the CFPs is secure for 2020/21 from the Troubled Families grant following a government extension to that programme. 			
6.8	Invest £50,000 a year towards a youth counselling services to improve access to mental health support	•		•
	<ul style="list-style-type: none"> • Grant awarded to YIS with the aim of promoting future sustainability • Appointed a Director of Development and Engagement who will identify areas for development • Progress review Oct 2019: completed stakeholder survey to gauge interest for areas of development; created a suite of branded materials used to sell YiS products and services; sold £24k+ of packages since April 2019. 			
6.9	Work with the NHS and MKCCG to improve access to mental health support and ensure it is given equal status to physical health			•
	<ul style="list-style-type: none"> • Drug and alcohol health services are now fully aligned with mental health NHS services following a procurement exercise led by Public Health and an award of contract to CNWL NHS Trust (who already provide mental health services). This should result in a more joined up service for users. • Increased investment by the Clinical Commissioning Group (CCG) of £195K into children's mental health is having a positive impact on waiting times. The £50K the council has provided for youth counselling is being utilised for face to face sessions and an additional on-line service called Kooth is showing positive early signs with 515 young people accessing the service to date. • On a wider level, work is underway to ensure the commissioning of community mental health services is retained locally ahead of changes to the MK Clinical Commissioning Group (CCG) merging with Bedfordshire and Luton CCGs and that we have further opportunity to enhance the service. 			

STRONGER COMMUNITIES				
7	Work with partners to improve community safety, reduce crime and anti-social behaviour, and work with local communities to deliver community-led regeneration and estate renewal.	OPPORTUNITY	AFFORDABLE	HEALTHY
		OUR STRONGER COMMUNITIES COMMITMENTS – WE WILL:		
7.1	Work with partners on how best to invest £250,000 to increase police officers, PCSOs and reduce crime			•
	A delegated decision was taken in January to invest 160k jointly with TVP in two additional schools based police officers. A task and finish group is being set up to look at how 100k additional funding can be invested in preventing knife and youth crime.			
7.2	Develop a new CCTV Strategy by September 2019			•
	£250k is being invested in upgrading the existing fixed cameras in CMK, and additional funding is being invested in mobile CCTV to tackle ASB			
7.3	Work with local communities to spend funds allocated for area improvements in the 2019/20 budget	•		•
	<ul style="list-style-type: none"> • Community Infrastructure Fund (CIF). Successful 19/20 applications approved by Delegated Decision on 28 May. Total funding awarded of £95,223, with small provision of £4,777 for possible contingencies. (Total funding is £100,000 of Council funding). • Supplementary CIF Fund – further 100k for 19/20 applications. Delegated Decision for awards took place on 24 September. 19 parish and town councils made 27 bids with a total supported funding request value of £138,982. The total estimated value of the schemes recommended for the Supplementary Fund, excluding Parish Council contributions, is £61,950. <p>Various funds</p> <ul style="list-style-type: none"> • £50,000 being utilised to tackle fly tipping in 6 repeat areas (inc CCTV installation and comms campaign, 1st July 2019 – 30th June 2020) , Agreed with Cllr Darlington that this will focus on the top 50 fly tipping hotspots, not the 6 repeat areas in the borough. CCTV cameras in place comms campaign (by corporate comms) in place, ECU working with communities and Parishes, article in Stantonbury PC Newsletter summer 2019, targeting key locations during last 6 months of campaign now staff resources have increased • £57,000 for litter hotspots (3 hot spots per Ward, 1st August – 31st July 2020), 3 litter hot spots per Ward identified by Ward Councillors: <ul style="list-style-type: none"> ○ All hot spots are being litter picked in-between the usual 8 weekly schedule to increase the frequency to 4 weekly litter picks for the year ○ Some areas may change during school holidays due to lack of litter when schools closed ○ All Wards bar 2 have submitted their litter hot spots request ○ Some hot spots are in areas where the regular crew visit every 4 weeks so the extra resource supports the 			

	<p>regular crew to dig out weeds, clear detritus and litter pick from backlines/shrubs etc. where possible</p> <ul style="list-style-type: none"> ○ Details of new schedule via direct email and Councillors News ○ No communications as of yet around before and after photos, litter collected etc. This is being done as a summary at end of year. <ul style="list-style-type: none"> ● £100,000 on weed treatment/clearance to improve the public realm (through to March 2020) <ul style="list-style-type: none"> ○ April – July 2019 focused on landscape weeds to give treatment and removal in line with seasonal factors. August 2019 – April 2020 the focus is on removal of weeds and detritus from paths and hard surfaces. Weed locations requested from Cllrs and Parishes ● £50,000 for deep cleans (planning underway, through to March 2020) <ul style="list-style-type: none"> ○ Deep Clean at Granveill Square, Willen carried out with works from Cleansing, landscape and Highways teams, New street cleansing machine purchased as per funding criteria being used to clear weeds, moss etc from paths. Deep cleans on paths leading to bus stops, Wolverton back alleys and a play area are scheduled for completion before the end of March 2020 ● £50,000 for Roundabout renovations (9 completed and fund exhausted) ● Confidence in delivery is high. In addition, P&TC's have track record of working collaboratively to utilise funding for their local areas 			
7.4	Hold a regeneration referendum on Fullers Slade by the end of 2019	●	●	●
	<ul style="list-style-type: none"> ● This is complete. Ballot held in December 2019 with majority of resident who took part in the ballot choosing option 3 – partial demolition, new build and refurbishment. 			
7.5	Progress work on Serpentine Court & Lakes Estate regeneration	●	●	●
	<ul style="list-style-type: none"> ● Cabinet approved planning application at its meeting in January 2020 which is due to be submitted on the 12th of March 2020. 			
7.6	Refresh the Regeneration Strategy by December 2019	●	●	●
	<ul style="list-style-type: none"> ● Commitments and principles document consulted on in the autumn of 2019. Revised draft strategy approved for 12 week public consultation at Cabinet in January 2020. 			
7.7	Consult on a new funding formula for parish councils that protects the support for the most deprived areas	●		
	<ul style="list-style-type: none"> ● Consultation complete. ● New funding distribution methodology takes level of deprivation into consideration. ● 2020/21 funding allocations agreed by Cabinet 5 November 2019 and recommended to Council for approval with the Budget in February 2020. 			
7.8	Introduce a new Parish Council Services fund to support communities in delivering devolved services	●	●	●
	<ul style="list-style-type: none"> ● Transferred 14 play areas / open spaces to Newport Pagnell Town Council in July 2019. Balance being transferred as part of Tranche 2 (July 2019 onwards). Working with other parishes (eg West Bletchley 			

	<p>and Shenley Brook End & Tattenhoe and Campbell Park) who have requested transfer of play areas and open spaces. Work / transfers continue throughout 2020.</p> <ul style="list-style-type: none"> • Devolving landscape maintenance to 6 further parishes ((in addition to the existing 6 who have had devolved services since 2014) from April 2020. 4 further parishes are taking on a monitoring role rather than full devolvement. • Confidence in delivery by parishes high, based on track record of those who have already undertaken landscaping services. • Capacity Fund to support the devolution and partnership agenda has been called on to support some IT development work which enables devolved parishes to access systems more fully, eg Geographical Information System (GIS). Also a call on the fund to assist with the procurement / legal costs that parishes incur, when progressing devolved services. The Capacity Fund was approved as part of the Delegated Decision on 30 July 2019 ((to support the Approach to Devolution of Assets and Services). 			
7.9	Develop a Prospectus for Bletchley that ensures the local community benefits from potential growth by Feb 2020	•	•	•
	The Central Bletchley Prospectus was approved on 16 December 2019 and has been published. This is now the basis for developing a Supplementary Planning Document.			
7.10	Support the re-development of the Agora in Wolverton	•	•	•
	<ul style="list-style-type: none"> • The application for the Demolition of the Agora (19/02989/CON) was permitted on 23 December 2019. • Officers continue to be pro-active in assisting with the re-development of the Agora site. 			

7.11	Complete the review into the 2018 flooding, including holding public meetings in the affected areas, and continue to invest in increased drain clearing and maintenance		•	
	<p>The Independent Flood Review for the May 2018 flooding event is now complete and was reviewed by Cabinet on 13 January 2020. An approach was agreed for taking forward delivery of the recommendations made.</p> <ul style="list-style-type: none"> • Engagement with relevant ward councillors, parish and town councils is underway as part of developing a strong working relationship for addressing flood resilience together. Confidence in delivery – this will be ongoing engagement rather than delivery of a specific outcome. • Highways maintenance works to continue and new projects to be added to the capital pipeline when identified (e.g. £80K for Newport Pagnell in 2020). 			
7.12	Maintain our full provision of library services	•		•
	<ul style="list-style-type: none"> • Transforming Milton Keynes Libraries 2020 to 2025 Strategy – endorsed at Full Council on 27 November 2019. • Re-opened Newport Pagnell library on 17 December following a major refurbishment • Libraries Xtra: for the first time ever in Milton Keynes, library customers can choose to visit a library on Christmas day, Boxing day and New Year’s day. 			
7.13	Implement the Unauthorised Encampment Action Plan including the use of injunctions, physical barriers and the provision of additional permanent	•		•

	pitches			
	Most of the actions have now been implemented and an update report will be taken to June Cabinet. Of the 34 sites originally identified for defensive works, all have been assessed and, where work was possible, these have been defended. There were 132 Unauthorised Encampments in the calendar year 2019 – this is down by 36% on 2018, where there were 207 Unauthorised Encampments.			
7.14	Support the MK Dons in delivering a high-standard training ground and academy	•		•
	<ul style="list-style-type: none"> • Lawyers engaged and drafting contract on the National Bowl site. • Detailed design work being undertaken by MK Dons and to be presented to MKDP Q1 2020. • Gaming International to continue day to day operations under Tenancy at Will until agreement for lease signed with MK DONS. • MK Dons and Gaming International co-operating in respect of the proposed Knotfest on 22nd August 2020. 			

8	ACTION ON CLIMATE CHANGE AND SUSTAINABILITY			
	Make Milton Keynes the greenest and most sustainable city in the world, implementing the Sustainability Strategy and introducing an action plan to meet our intention to become carbon neutral by 2030 and a post-carbon city by 2050	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR CLIMATE CHANGE AND SUSTAINABILITY COMMITMENTS – WE WILL:				
8.1	Develop a Carbon Neutral Action Plan to 2030 by March 2020	•		•
	<ul style="list-style-type: none"> • The draft plan has been completed and, following input from the Portfolio Holder is being reviewed and subjected to some external scrutiny. • Portfolio Holder and Senior Officer Engagement in process. • The Sustainability Task & Finish Group’s evidence gathering is nearing completion. • The launch will be at the re-arranged conference. 			
8.2	Hold a Climate Action Conference in autumn 2019 to develop ideas for climate action			•
	<ul style="list-style-type: none"> • The conference was planned for February this year but has now been put back due to the unavailability of key speakers. Planning now underway to hold the conference in March 2020. 			
8.3	Establish a case for a green energy company by March 2020		•	•
	<ul style="list-style-type: none"> • Working with Local Partnerships to determine viability of options as a strategic outline case. • Planning underway to hold workshops with key MKC stakeholders. 			
8.4	Undertake a feasibility study for the potential to bring all council homes up to an excellent energy efficient standard	•	•	•
	<ul style="list-style-type: none"> • Future plan to look at the housing stock energy performance. Decision to be made on disposal or redevelopment on poor performing stock which does not achieve a min EPC rating of C. Work is being undertaken to assess the feasibility of bringing council homes up to an EPC rating of A. • Working with ENGIE in addressing our sheltered housing stock as we look to reduce energy consumption and carbon emissions. From the 			

	<p>high level assessment results a plan will be put in place to action recommendations either through ENGIE or Mears.</p> <ul style="list-style-type: none"> Ongoing planned investment works to replace windows, doors, insulation upgrades and installing energy efficient boilers. Further work underway on the installation of renewable energy solutions such as air source heat pumps on the housing stock. 			
8.5	Fight for improved green standards for new housing as part of the Housing Deal		•	•
	<ul style="list-style-type: none"> Proposition on green standards for new housing submitted as part of deal. (See Indicator 2.4) 			
8.6	Develop a proposition to ensure all new housing is built with high quality green space to the standards Milton Keynes expects and that the Parks Trust is the preferred custodian of choice for these developments, opposing the creation of management companies, for green space			•
	<ul style="list-style-type: none"> A report will be submitted to Cabinet (Delegated decision) early 2020 setting out the proposition and commitment to the Parks Trust being custodian of choice. An officer employed by the Parks Trust has been embedded into the planning and green spaces team to influence development and local plan work to provide high quality green spaces. The Parks Trust to be built into contractual arrangements for Council owned land. The Parks Trust, Parish and Town Councils are to be the custodians of choice. This will be built into the Accountability Framework for MKDP. 			

9	SUSTAINABLE TRANSPORT			
	Support and encourage innovative transport services with a focus on improving public transport.	OPPORTUNITY	AFFORDABLE	HEALTHY
OUR TRANSPORT COMMITMENTS – WE WILL:				
9.1	Develop a model to introduce free bus travel for under 30s by Sep 19	•	•	•
	<ul style="list-style-type: none"> Options developed are shared with Cabinet member. Cabinet's preferred option included in 2020/21 budget proposals. 			
9.2	Progress plans for a Mass Public Transport system in MK as part of the Strategy for 2050		•	•
	<ul style="list-style-type: none"> MK250 Futures strategy engagement document launched with Mass Transit system a key component. Electric on demand transport service expanding with pilot launched to support concessionary travel – key to supporting areas not covered by mass transit system. Integrated ticketing project progressing with launch in 2020 – a key component of future integrated mass transit. 			
9.3	Seek transport authority powers of regulation for public transport services		•	•
	<ul style="list-style-type: none"> Continue to lobby for additional powers through the LGA. Budget proposals for 2020/21 include funding for further assessment of options. 			

9.4	Support the development of East West Rail and clarify the council's position on the East West Expressway		•	•
	<ul style="list-style-type: none"> • The Council continues to support development of Expressway, subject to significant mitigating criteria. This position has been communicated to Highways England and Secretary of State and will be reviewed once Highways England formally consult. • Council continues to support the development of East West rail, with Western section now anticipated to open in 2024 subject to outcome of the 2019 Transport and Works Act Inquiry. 			
9.5	Re-tender bus service contracts to ensure value for money and protecting currently supported services		•	•
	<ul style="list-style-type: none"> • All bus service contracts extended until October 2020. Leading up to this a network review is being undertaken to ensure services continue to provide value for money and meet wider objectives. 			
9.6	Continue to develop Milton Keynes as a centre for transport innovation and the home of new transport technology and services	•	•	•
	MK 5G = Connecting communities project started, with all partners mobilised. Planning phase nearing completion and pre planning applications submitted, with delivery of infrastructure to begin in Q1 2020. Invitations to participate in testbed to launch in Q1 2020 (12th February 2020). Positive discussions held with Cranfield University to potentially expand network to cover extended area east of MK.			

Cabinet report



10 March 2020

Forecast Outturn For Quarter 3, 2019/20: General Fund Revenue, Housing Revenue Account, Dedicated Schools Grant And Capital Programme

Name of Cabinet Member	Councillor Middleton Cabinet member for Resources and Innovation
Report sponsor	Steve Richardson Director for Finance and Resources
Report author	Anna Rulton Head of Finance (Deputy Section 151 Officer) Anna.Rulton@Milton-Keynes.gov.uk 01908 252482

Exempt / confidential / not for publication	No
Council Plan reference	1 – “A Balanced Budget”
Wards affected	All wards

Executive Summary

This report sets out the 2019/20 Quarter (QTR) 3 forecast outturn for the General Fund (GFRA); Dedicated Schools Grant (DSG); Housing Revenue Account (HRA) Capital Programme and Tariff Programme; based upon income and expenditure as at 31 December 2019.

We are currently forecasting a General Fund underspend of £0.310m.

As detailed in Annexes A-L, the main headlines are:

- General Fund Revenue Account (GFRA) – is currently forecasting an underspend of £0.310m.
- GFRA planned savings of £2.670m have been achieved (42% of the annual savings target). By the 31 March it is forecast that £5.860m savings will be

achieved (93%), leaving a shortfall of £0.467m (7%). This has been reflected in the forecast position.

- The Housing Revenue Account (HRA) is currently forecasting a £0.003m underspend, which will be offset by an increase in the planned level of Revenue Contribution to Capital (RCCO).
- Dedicated Schools Grant (DSG) budget was set with an estimated surplus carry forward into 2020/21 of £2.956m, the forecast position at Q3 is a surplus carry forward of £2.636m.
- Public Health budget was set with planned use of reserves of £0.329m, the forecast position is a contribution to reserves of £0.164m.
- The Capital Programme (2019/20 – 2023/24) was rebased as at the 30 June 2019. Overall project forecast of £552.671m compared to budget £554.695m, a £2.024m underspend; of this forecast £135.549m is in 2019/20, compared to budget £165.638m, a £30.089m underspend. £28.405m of the forecast underspend is projected to be re-phased into later years, resulting in a net £1.684 underspend in 2019/20.
- The report includes recommendations to amend the 2019/20 and 2020/21 Tariff Programme and 2019/20 Capital Programme, details of which are included in Annexes G & I.

1. Decisions to be made

- 1.1. That the GFRA forecast outturn of £0.310m underspend be noted, together with the management actions set out at **Annex A** of this report.
- 1.2. That the forecast outturn on the HRA is break even, after an increase in the transfer to reserves be noted, together with the management actions set out at **Annex C** of this report.
- 1.3. That the DSG surplus carry forward of £2.636m be noted, together with the management actions set out at **Annex D** of this report.
- 1.4. That the forecast outturn spend on the Capital Programme of £552.671m total project of which £135.549m is in 2019/20 as detailed in **Annex F** of this report be noted.
- 1.5. That the additions and amendments to resource allocation and spend approval for the 2019/20 capital programme, as detailed in **Annex G** be approved.

- 1.6. That the current position of the 2019/20 tariff programme as detailed in **Annex H** be noted.
- 1.7. That the additions and amendments to resource allocation and spend approvals for the 2019/20 and 2020/21 tariff programmes as detailed in **Annex I** be approved.
- 1.8. That the virements to the original budget as detailed in **Annex L** are noted.
- 1.9. That the current high risk vacancies areas as detailed in **Annex M** are noted.
- 1.10. That the procurement waiver decisions as detailed in **Annex N** are noted.

2. Why is the decision needed?

- 2.1. To ensure that the Council delivers a balanced budget in 2019/20 in line with the Council Plan.

Key Issues

General Fund Revenue Account (GFRA)

The quarter 3 position includes the profiled budgets and actuals to date however further work is on-going to refine the profiles in the future. Budget managers, supported by finance business partners have worked to provide the updated forecast outturn position for this quarter.

- 2.2. The current projection is an underspend of £0.310m.
- 2.3. Key GFRA Variances Movements from Previous Quarter:
Level 1 – Very High Impact (>£1.000m)
None.
Level 2 – High Impact (>£0.500m - £1.000m)

None.

Level 3 – Medium Impact (>£0.100m - £0.500m)

- Additional income of £0.370m income in relation to Continuing Health Care (CHC) clients attending the Internal Day and Short Breaks services. This is a result of implementing a full cost recovery model for CHC funded service users.
- The forecast overspend in Temporary Accommodation has increased by a further £0.257m since Quarter 2, arising from increased demand (forecast 1,013 households in Q3, against 670 budgeted) and slower supply (based on

turnaround time of void properties and the property acquisitions programme). £0.100m of the increase is a result of billing discrepancies in relation to hotel bookings made through Click Travel. The homelessness overspend is a result of a multitude of pressures including from private landlords tenancies requiring higher rents as well as friends and families no longer able to accommodate adult children.

- The forecast overspend in Children’s Social Work has increased by a further £0.189m since quarter 2, as a result of additional legal costs expected from judicial reviews relating to unaccompanied asylum seeker children and high cost complex cases and an increased spend on staffing, mainly within the family support teams.
- The forecast overspend in Corporate Parenting has increased by £0.333m since quarter 2 mainly as a result of the number of remand placements required as a result of recent incidents. At June 2019 there were 395 LAC which has risen to 428 children at December 2019. The number of permanent placements continues to increase with this being used as a better alternative for supporting young people and as a result budget remains in balance.
- Social Care Grant contributions remain at £0.400m funding being used to offset part of the overspend across Children’s Services.
- Highways Adoptions income has increased by £0.200m following a continued strong position in housing development, despite the expected uncertainties regarding Brexit. This is also the case for planning income which has been increased by £0.382m. However, this includes a conservative forecast for the last 3 months of the year in both instances.
- Highways maintenance costs have increased by £0.188m following the changes to the 28 day pot hole repair policy. However, to mitigate this pressure in the long term, it has been agreed with the contractor that efficiencies can be made in terms of management of the crews carrying out these works to move to a manageable position next year.

Housing Revenue Account (HRA)

2.4. None.

Public Health

- 2.5. Public Health is reporting a projected a contribution to reserves of £0.164m (overall there is a net nil variance after use of reserves as the funding is ring-fenced). The in year underspend forecast is as a result of vacancies across Milton Keynes, Bedford Borough Council and Central Bedfordshire Council in a Shared Service operating model and some underspends against contracts (including Sexual Health and Smoking services) due to activity being lower than anticipated.

Dedicated Schools Grant (DSG)

- 2.6 When the budget was set, it was anticipated that there would be a surplus carry forward of £3.063m from 2018/19, however the actual carry forward was a surplus of £2.870m. The 2018/19 early years final block adjustment was unknown at the time of setting the budget but has now been confirmed and the anticipated surplus carry forward at the end of 2019/20 is now £2.636m. The overall DSG income budget is £252.396m.
- 2.7 The funding blocks within the DSG are now ring-fenced (with effect from 2018/19) and all key forecast variances are set out in Annex D to this report. This includes details of the projected financial impact, action being taken by the responsible Head of Service, timelines and the anticipated outcome.

Delivery of Savings

- 2.8 Savings of £6.039m were approved for implementation in 2019/20 and £0.288m savings carried forward from 2018/19, but only £5.860m (93%) is currently projected to be delivered in year and £0.467m (7%) will either not be delivered until next year or are undeliverable.
- 2.9 A full schedule of all delayed and non-deliverable budget reductions and income proposals is attached at **Annex B** to this report and sets out the detailed position on each of the individual proposals.

Collection Fund

- 2.10 The Collection Fund includes all income generated from council tax and business rates that is due in the year, including arrears, from council taxpayers and ratepayers.

- 2.11 Council Tax - The latest forecast shows a projected surplus of £3.694m (£0.345m carried forward from previous year), of which £3.124m will be MKC's share. The actual surplus will be distributed in 2020/21.

Table 2 - Council Tax Income - December 2019

	Q2 £m	Q3 £m	Movement £m
Council Tax Collection Fund Surplus	3.839	3.694	0.145
Milton Keynes Share	3.247	3.124	0.123

- 2.12 Business Rates - The Council's budget for retained business rates income for 2019/20 is £49.620m. It is currently projected that the Council's actual share of retained business rates will be on budget.

Table 3 - Business Rates Income – December 2019

MKC Share	Budget £m	Forecast £m	Movement £m
Business Rates	49.620	49.620	0.000

- 2.13 The above forecast takes into account the Levy payment on growth and impact of s31 grants for reliefs funded by Central Government. Any surplus on business rates income will be credited to the business rates equalisation fund.

Housing Revenue Account (HRA)

- 2.14 The HRA is reporting a projected underspend which will be offset by an increase contribution to Capital, details of which are found in **Annex C, Table 1**.
- 2.15 All key forecast variances are set out in **Annex C, Table 2**. This includes details of the projected financial impact, action being taken by the responsible Head of Service, timelines and the anticipated outcome.
- 2.16 Key HRA Variances Movements From Previous Quarter:

Level 1 – Very High Impact (>£1.000m)

None.

Level 2 – High Impact (>£0.500m - £1.000m)

None.

Level 3 – Medium Impact (>£0.100m - £0.500m)

Housing Regeneration Total - £0.114m

- Vacancy savings due to recruitment lag; offset by agency and Consultancy costs.

Reserves

2.17 The main reasons the Council holds reserves are to:

- Manage known financial risks;
- Hold funding as one-off contributions to expenditure, allowing ongoing revenue budget reductions;
- Manage timing differences between the receipt of funding and actual spend;
- Hold ring-fenced funds such as specific grants, trusts, schools or the HRA.

2.18 Reserves can only be used once, so should not be used to fund recurring planned spend, in particular they should not be used to balance the budget; this is one of our key financial principles. Reserves are monitored during the year and reviewed at year end and when setting the budget to determine whether any need to be replenished.

2.19 **Annex E** shows projected year end balances based on spending commitments made as part of the MTFP and new in year movements approved by the Chief Finance Officer in line with the Council's Constitution. The underspend of £0.310m increases the forecast working balance to £20.748m which remains above the minimum assessed level of £17.993m.

2019/20 Capital Monitoring

2.20 **Table 4** shows a summary of the forecast outturn for the capital programme compared to budget for 2019/20. The current position shows an underspend of £30.089m; however after forecast slippage of £28.405m, this becomes an underspend of £1.684m.

2.21 For the quarter 1 report a review was undertaken to scrutinise the delivery of schemes and contractual commitments, as part of this exercise £33.630m of the 2018/19 underspend was re-phased in to 2020/21 onwards. A further £28.405m of slippage has been identified by Project Managers since quarter 1.

2.22 Detailed individual project forecast, including total project positions are detailed in **Annex F**.

Table 4 – Capital Monitoring

Capital Summary	Forecast to Year End			Forecast after Slippage	
	2019/20 Project Budget	2019/20 Forecast Outturn	In year forecast Variation	Project Slippage to later Years	2018/19 Forecast Under/Over spend
Service	£m's	£m's	£m's	£m's	£m's
Adult Social Care	0.643	0.455	(0.188)	0.155	(0.033)
Children Services	35.240	30.401	(4.840)	4.133	(0.706)
Corporate Core	3.360	2.910	(0.450)	0.450	0.000
Housing and Regeneration - HRA	70.893	52.637	(18.256)	17.299	(0.957)
Housing and Regeneration - GF	2.261	2.215	(0.047)	0.056	0.009
Growth, Economy and Culture	6.917	2.863	(4.054)	4.054	(0.000)
Environment and Property	44.356	42.652	(1.704)	1.708	0.003
Resources	1.967	1.417	(0.551)	0.551	0.000
Capital Programme Requirements	165.638	135.549	(30.089)	28.405	(1.684)
Capital Financing					
Capital Receipts	(11.433)	(11.433)	0.000	0.000	0.000
Major Repairs Reserve	(34.761)	(34.761)	0.000	0.000	0.000
Government Grants	(45.291)	(45.291)	0.000	0.000	0.000
Prudential Borrowing	(22.709)	(22.709)	0.000	0.000	0.000
Developer Contribution	(15.146)	(15.146)	0.000	0.000	0.000
Third Party Contributions	(2.775)	(2.775)	0.000	0.000	0.000
Parking Income	(0.990)	(0.990)	0.000	0.000	0.000
Revenue Contributions	(28.690)	(28.690)	0.000	0.000	0.000
New Homes Bonus	(3.843)	(3.843)	0.000	0.000	0.000
Total Capital Financing	(165.638)	(165.638)	0.000	0.000	0.000
Net Surplus / Deficit	0.000	(30.089)	(30.089)	28.405	(1.684)

2.23 Key Project Variances

- HRA Asset Management Programme net £0.923m underspend in year mainly due to the External Walls & Fencing project £0.922m forecast underspend, this is due delays following issues with boundary lines and understanding which are the responsibility of Milton Keynes Council. Plans therefore have not developed for full spend this year, however

there is already sufficient budget in place within the 2020/21 programme for 2020/21 planned work.

2.24 2019/20 Key Slippage to later Years

- Whitehouse 12FE Secondary School £3.124m forecast slippage to 2020/21 due to phasing of works, forecast completion date remains at the 01/01/2021.
- HRA New Build Housing programme £14.137m forecast slippage to 2020/21 due to changes to the procurement process. Forecast completion dates for the phase two projects have now been identified as March 21 and March 22, these were originally built in to complete in 2019/20.
- Tattenhoe Park Community Wellness Hub £1.810m forecast slippage to 2020/21 construction will be starting on site May 2020 and is due to complete in October 2020. Current budget assumes completion in year.
- Fairfield Leisure and Community Facilities £1.312m forecast slippage to 2020/21 works on the pitches is expected to start March 2020 with the building being constructed in June, with expected completion by September 2020. Current budget assumes completion in year.

Revisions to the Capital Programme

2.25 There are a number of schemes that were not included in the original 2019/20 capital programme but have now completed the officer review process. Cabinet approval for resource allocation and spend approval is now sought to include new capital projects (summarised in **Annex G**) in the 2019/20 capital programme.

2.26 **Table 5** summarises the changes on the capital programme.

Table 5 – Summary of the changes to the 2019/20 Capital Programme

	Resource Allocation	Spend Approval
	£m	£m
2019/20 Capital Programme as agreed 03 December Cabinet	165.143	163.465
New Projects	0.495	0.495
Amendments to Existing Project	0.000	0.000
Total	165.638	163.960

2.27 The significant new schemes submitted for inclusion in the 2019/20 capital programme are:

- Fairfield’s Pitches – resource allocation and spend approval of £0.380m in 2019/20 and £0.140m in 2020/21 is requested to provide 4 new grass playing fields, including tailored drainage. This project is funded from a developer contribution. Council policy is to provide a specified level of new open space and recreational facilities provision within new development. Currently none exist within the Fairfields development which will eventually contain 2,200 dwellings. The Fairfields development is now over one third occupied with the residential development currently under construction taking this beyond half within the next 2 years. The playing fields will take at least 18 months and possibly longer to establish before they can be used meaning that further delay from now would result in the majority of the development being built out but with no accessible playing fields. Commencing this project now means the fields will be usable from the 2021/22 football season.
- Greenley’s Local Centre – resource allocation and spend approval of £0.100m in 2019/20 is requested to resurface car park, upgraded lighting, provision of a new children’s play area and landscaping at Greenley’s Local Centre. This project is funded from revenue contribution. The external areas outside the Greenley’s Local Shops are due for extensive works to ensure the area becomes more attractive to the community, is safer for shoppers and increase the footfall for local businesses. The health and safety level of the area would be greatly enhanced by addressing the lighting levels, condition of current children’s play area and car park surface.
- Redway Special School – Ceilings – resource allocation and spend approval of £0.015m in 2019/20 is requested to upgrade the internal

ceiling above the swimming pool at Redway special school. This project is funded from a single capital pot grant from the Department of Education.

- 2.28 Spend approval requests for projects within the 2019/20 capital programme, are summarised in **Annex G**.

2019/20 Tariff Monitoring

- 2.6 **Table 6** shows a summary of the forecast outturn for the Tariff programme compared to budget for 2019/20 The current position shows an underspend of £4.684m; however after forecast slippage of £4.684m, this becomes a nil variance.
- 2.7 For the quarter 1 report a review was undertaken to scrutinise the delivery of schemes and contractual commitments, as part of this exercise £13.190m of the 2018/19 underspend has been re-phased in to future years. A further £4.684m of slippage has since been identified since quarter 1.
- 2.8 Detailed individual project forecast, including total project positions are detailed in **Annex H**.

Table 6 - Tariff Monitoring

Tariff Summary	Forecast to Year End			Forecast after Slippage	
	2019/20 Project Budget	2019/20 Forecast Outturn	In year forecast Variation	Project Slippage to later Years	2018/19 Forecast Under/Over spend
Service	£m's	£m's	£m's	£m's	£m's
Roads and Highways	1.015	0.330	(0.685)	0.685	0.000
Public Transport	0.625	0.545	(0.080)	0.080	0.000
Schools	7.147	7.147	0.000	0.000	0.000
Leisure and Culture	8.946	5.952	(2.994)	3.394	0.400
Social Care and Health	6.159	6.159	0.000	0.000	0.000
Other Services	2.067	1.642	(0.425)	0.425	0.000
Costs of Running	0.135	0.135	0.000	0.000	0.000
Works in Kind	8.994	8.494	(0.500)	0.100	(0.400)
Capital Programme Requirements	35.088	30.404	(4.684)	4.684	0.000
Tariff Financing					
Tariff Receipts	(35.088)	(35.088)	0.000	0.000	0.000
Total Tariff Financing	(35.088)	(35.088)	0.000	0.000	0.000
Net Surplus / Deficit	0.000	(4.684)	(4.684)	4.684	0.000

Revisions to the Tariff Programme

- 2.9 Cabinet approval for resource allocation and spend approval is sought to include new Tariff projects (summarised in **Annex I**) in the 2019/20 Tariff Programme.

Table 7 – Summary of the changes to the Tariff Programme

	Resource Allocation	Spend Approval
	£m	£m
2019/20 Tariff Programme as agreed 03 December Cabinet	35.228	27.413
Changes		
Cash Investments	(5.140)	(5.074)
Works in Kind	0.000	0.000
Total	30.088	22.339

- 2.10 The significant amendments to the 2019/20 Tariff programme are:

- Fairfield’s Playing Fields – additional resource allocation and spend approval of £0.066m is requested to fund the Fairfield’s pitches capital project funded from a transfer from the Green Spaces allocation. With £0.140m being re-phased to 2020/21 in line with the new capital project above £0.380m 2019/20 and £0.140m in 2020/21.
- Cancer Centre – reduction in resource allocation and spend approval of £5m to enable the £5m tariff contribution to be reassigned to contributing towards the development of the new Pathway Unit at the Hospital Campus.

Additional funding made available during 2019/20 to the Hospital for the Cancer Centre has meant that part the tariff contribution previously allocated for this project can be reassigned to other health facilities. The hospital is investing in the development of a new Same Day Emergency Assessment Unit (Pathway Unit), and short stay ward at Milton Keynes Hospital. The new unit next to the emergency department will provide assessment space for ambulatory patients/frail elderly patients alongside community facilities. Resource allocation and spend approval of £5m for the Pathway Unit will be added to 20/21 tariff programme.

Debt Collection and Performance

- 2.11 **Annex J** details the Council’s overall debt position and collection performance in quarter.

Treasury

- 2.12 **Annex K** reports the current treasury management forecast.

Virements

- 2.13 Financial procedure rules require virements between services to be reported and agreed, **Annex L** details the virements processed in the quarter.

Hard to Fill Roles

- 2.14 A number of roles within the Council have been hard to fill, which can result in significant agency spend. Action has been taken to try to fill these roles to continue to deliver service levels and manage agency spend.
- 2.15 A successful recruitment campaign in Adult Social Care for Social Workers has seen an overall reduction in vacancies. Housing has created some career graded roles to fill their vacancies and that is having a positive impact. Planning continues to experience some challenges with recruitment with certain technical roles, and HR is working with a specialist agency to support the service on this. The current list of hard to fill roles and the action being taken is shown in **Annex M**.

Procurement Waivers

- 2.16 Financial procedure rules require all variations to the ordering system to be approved by the Director of Finance and Resources. A summary of the procurement waivers approved to date in year are summarised in **Annex N**.

3 Implications of the decision

a) Financial implications

Capital implications are fully considered throughout the report. Revenue implications as a result of capital schemes are built into the Council's debt financing and other revenue budgets as appropriate through the Medium Term Planning process. Where significant risks are known they are highlighted in this report.

Any overspend on the General Fund position will impact on the General Fund working balance. If amounts go below the minimum working balance actions will need to be taken to increase the minimum level of reserves and may result in the need for changes to spending plans for future years.

Y	Capital	Y	Revenue	N	Accommodation
N	IT	Y	Medium Term Plan	Y	Asset Management

b) Legal implications

Legal implications may arise in relation to specific capital schemes or revenue projects. In particular a capital scheme or revenue project may be needed to meet a specific legal requirement. These implications are addressed in the individual project appraisals. There are no significant legal implications arising as a result of this report.

c) Other implications

- Policy: The recommendations of this report are consistent with the Council's Medium Term Financial Plan.
- Carbon and Energy Management: All capital schemes consider Carbon and Energy Management implications at the capital appraisal stage before they are added to the capital programme. All new buildings included within the report for inclusion in the capital programme will be built to achieve EPC rating A.

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Table 1 - GF High Level Revenue Summary to December 2019 Q3 (P9)

General Fund High Level Revenue Summary	Year to Date		Forecast to Year End			Movement		
	2019/20 Budget to Date	2019/20 Actuals to Date	2019/20 YTD Variance	2019/20 Full Year Budget	Current Forecast to 31.03.20	Variance to Latest Forecast	Quarter 2 Forecast Variance	Movement From Quarter 2
	£m's	£m's	£m's	£m's	£m's	£m's	£m's	£m's
Adult Social Care	45.341	41.813	(3.527)	65.486	65.443	(0.043)	0.576	(0.619)
Public Health	8.171	6.320	(1.850)	11.105	11.105	0.000	0.000	0.000
Children's Services	35.030	34.018	(1.013)	53.694	54.635	0.941	0.310	0.631
Policy, Insight & Communications	1.310	1.139	(0.171)	1.293	1.085	(0.208)	0.040	(0.248)
Strategy and Futures	0.388	1.523	1.135	0.258	0.249	(0.009)	(0.000)	(0.009)
Housing and Regeneration	0.448	0.346	(0.102)	1.126	1.033	(0.093)	(0.524)	0.431
Growth, Economy and Culture	1.387	1.846	0.459	5.457	4.725	(0.732)	(0.343)	(0.390)
Environment and Property	29.892	20.365	(9.527)	57.991	58.073	0.081	(0.001)	0.083
Resources - Retained MKC	1.345	4.108	2.763	(0.895)	(1.313)	(0.418)	(0.342)	(0.076)
Resources - LGSS	8.846	6.346	(2.500)	6.111	6.111	0.000	0.000	(0.000)
Law & Governance	2.544	2.460	(0.084)	1.842	1.982	0.140	0.068	0.072
Debt financing, corporate codes	5.527	7.961	2.434	7.522	7.553	0.031	0.266	(0.235)
Net Cost of Services	140.228	128.246	(11.982)	210.992	210.681	(0.310)	0.050	(0.361)
Reversal of Depreciation	0.000	0.000	(0.000)	(26.030)	(26.030)	0.000	0.000	0.000
General Fund Requirement	140.228	128.246	(11.982)	184.962	184.652	(0.310)	0.050	(0.361)
Financing								
Council Tax	(85.425)	(85.425)	0.000	(116.740)	(116.740)	0.000	(0.000)	0.000
New Homes Bonus	(1.500)	(1.500)	0.000	(2.000)	(2.000)	0.000	0.000	0.000
NNDR	(37.215)	(37.215)	0.000	(49.620)	(49.620)	0.000	0.000	0.000
RSG	(4.127)	(4.127)	(0.000)	(5.502)	(5.502)	0.000	0.000	0.000
Public Health	(8.325)	(8.325)	0.000	(11.100)	(11.100)	0.000	0.000	0.000
Total Financing	(136.592)	(136.591)	0.000	(184.962)	(184.962)	0.000	(0.000)	0.000
Net Surplus / Deficit	3.637	(8.345)	(11.982)	(0.000)	(0.310)	(0.310)	0.050	(0.361)

GFRA FORECAST KEY VARIANCES AND MANAGEMENT ACTIONS

Table 2 - GF High Level Variations

Service Area	Adult Services	Responsible Officer	Victoria Collins	Forecast Variance £m	(£0.043m)
Key Variations:					
<ul style="list-style-type: none"> ● There is an underspend in relation to the Manor House contract of £0.773m. Manor House was a provision for those with Learning Disabilities, which closed some years ago, and the service users were moved to various care homes across Buckinghamshire. MKC no longer place new service users under this contract. £0.335m of this saving is permanent and will be reflected in the MTFP. The remaining underspend is one-off due to reimbursement for previous financial years where MKC has overpaid on the contract. ● There is a £1.817m saving on care packages and placements across Adult Services, £0.944m of which relates to Older People’s services. This is the impact of the demand management project and enhanced controls and processes that have been implemented over the last twelve months. This includes the introduction of a Financial Authorisation Board, increased frequency of reviews and utilising capacity within our internal home care service. ● Additional income of £0.370m income in relation to Continuing Health Care (CHC) clients attending the Internal Day and Short Breaks services. This is a result of implementing a full cost recovery model for CHC funded service users. ● The projected overspend in Homelessness Prevention & Access is £3.296m, due to an increase in demand (1,013 households compared to budgeted 670), partially attributable to the lack of affordable housing as well as challenges in recruiting and retaining staff in the prevention team. The overspend has increased by £0.257m since Q2, which includes £0.100m provision towards Click Travel booking discrepancies which are currently being investigated (in relation to bed and breakfast booking), and low supply of housing stock. Slower private sector nominations have also been a contributing factor (forecast of 209 Households compared to 275 budgeted). Action: Following a recent transfer of the Homelessness Service between directorates, processes and procedures will be reviewed end to end to assess if there are synergies which can be made through collaborative working with other Adult Services departments. 					

Service Area	Public Health	Responsible Officer	Muriel Scott	Forecast Variance £m	£0.000m
<p>Key Variations:</p> <ul style="list-style-type: none"> Public Health is reporting a £0.164m contribution to the Public Health reserve. The in-year underspend forecast is a result of vacancies across Milton Keynes, Bedford Borough Council and Central Bedfordshire Council in a shared service operating model. There has also been in a reduction in some demand-based services such as Sexual Health and Smoking services (with a proportion of the underspend being put forward as a permanent saving in 2020/21). A new stop smoking model is in place and demand is anticipated to increase in the last quarter of the year. The substance misuse service is forecasting an underspend of £0.130m due to payment by outcomes not being achieved by the current provider and fewer Detox and Rehab referrals than expected. A new provider will be in place in April 2020 with a clear focus on improved performance through increasing support for vulnerable adults. 					

Service Area	Children's Services	Responsible Officer	Mac Heath	Forecast Variance £m	£0.941m
<p>Key Variations:</p> <ul style="list-style-type: none"> Children's Social Work service has a pressure of £1.005m: <ul style="list-style-type: none"> There is a £0.742m overspend on staffing, mainly within the multi-agency safeguarding and statutory children's social care teams. There has been an increase in activity and a resultant need for additional staff to meet service demands. Over the year there is expected to be a need for 26 agency staff to cover maternity leave, sickness and vacant posts. <p>Action: the service is currently reviewing the establishment and agreeing an action plan to seek to reduce this pressure. There will be a further review of recruitment plans to mitigate the use of agency staff.</p> <ul style="list-style-type: none"> There is a £0.216m pressure on the legal budget as a result of judicial reviews for unaccompanied asylum seeker children (UASC) challenging age assessments that have been completed. 					

Action: the process of completing age assessments has been reviewed and legal advice is being sought in advance of an age assessment position being taken to mitigate legal challenge and reduce the requirement for placements.

- Corporate Parenting service has an overspend of **£0.363m**:
 - This is made up of £0.109m overspend on placements, overall LAC numbers are at 428 compared with a budgeted cohort of 385 (increased demand includes 49 additional LAC this financial year of which 15 are UASC). There have been seven young people placed in remand during the year at a cost of £0.312m with a grant contribution of £0.076m. The number of permanent placements continues to increase with this being used as a better alternative for supporting young people.
Action: an external placement panel has been re-introduced to include colleagues from corporate parenting service, finance and commissioning to give increased focus to external placements, support costs and the future step down plan for children. An audit has taken on the high cost external placements and applications made for children meeting the continuing care funding threshold. The approval for all external placements is now required from either Director of Children's Services or Group Head Service for Children and Families.
 - There is staffing pressure of £0.116m within the Corporate Parenting team and this is currently being restructured.
Action: the creation of a 16+ team to focus on older children and closer working with adult social care to ensure that transitions are planned as early as possible and that placement costs are concluded in a timely way.
- Libraries: there is a pressure of **£0.169m** as a result of salary costs and day to day running costs. This will be funded from the library reserves in 2019/20. There is a new delivery model that will see libraries becoming part of MKC's adult learning model to deliver a balanced budget in 2020/21.
- Setting and School Effectiveness service has an underspend of **£0.120m** as a result of additional traded income and the school improvement monitoring and brokerage grant funding.
- Setting and school sufficiency and access service has an overspend of **£0.334m** as a result of increase home to school transport costs of £0.306m where there has been a 11% increase in pupil numbers receiving transport (1,155 pupils Sept 18 to 1,287 Dec 19). A number of the existing contracts are now full so additional contracts have needed to be procured. There is a £0.058m loss of income from the free school meals traded service offer which ceased in April 2019 due to new software available directly to schools.
- Social Care Grant: **£0.400m** uncommitted funding will be used to offset part of the overspend across Children's Services.

Service Area	Policy, Insight & Communications	Responsible Officer	Sarah Gonsalves	Forecast Variance £m	(£0.208m)
Key Variations:					
<ul style="list-style-type: none"> Salary underspends due to delays in recruitment, pending restructure in Community Safety (£0.071m) and Performance & Systems teams (£0.050m), underspends in Information Governance due to difficulty in recruiting an Information Governance Manager (£0.049m) but grading has now been reviewed to attract suitable candidates. 					

Service Area	Housing & Regeneration	Responsible Officer	Michael Kelleher	Forecast Variance £m	(£0.093m)
Key Variations:					
<ul style="list-style-type: none"> Housing Communities Total Underspend (£0.074m) <ul style="list-style-type: none"> (£0.060m) - Pay underspends in Private Sector housing (after agency costs). (£0.013m) - Over anticipated income (£0.056m) in Private Sector Housing compared to budget, offset by House in Multiple Occupation licensing £0.043m. The Homelessness service has now moved to Adult services. 					

Service Area	Growth, Economy & Culture	Responsible Officer	Tracy Darke	Forecast Variance £m	(£0.732m)
Key Variations:					
<ul style="list-style-type: none"> Planning income is over by £0.302m. Although there has been a change in the pricing policy for Planning Performance Agreements (PPA) from November with charges being reduced and there has been some uncertainty over Brexit, income has continued to be strong. However, there was a noticeable dip in applications in December which has been reflected in the overall forecast. In addition there are salary vacancies within the Development Management and Development Plans Teams of £0.327m, with a full establishment expected to be in place next financial year and a favourable position of £0.111m in Land Charges due to the delay in this service being transferred to central government, a move that is expected to take place in April 2020 now. 					

Service Area	Environment & Property	Responsible Officer	Stuart Proffitt	Forecast Variance £m	£0.081m
Key Variations:					
<ul style="list-style-type: none"> Property – overall there is an over spend of £0.276m. This is due mainly to a shortfall in income to cover the borrowing costs for Brooklands Health Centre of £0.168m. In March 2016 Cabinet approved the build of Brooklands Health Centre, assuming the debt financing costs for the build would be financed from rental income. Currently the building is not fully occupied and the rent from the health provider is not at full capacity as current patient numbers are not at their optimum. This is resulting in a shortfall in income to cover the debt repayments. Marketing strategies are in place to attract potential tenants to reduce the position in the longer term and rental income from the health provider will increase in line with patient numbers and discussions with the CCG continue regarding the health practice income. The balancing pressure in the service is smaller one off works carried out. 					
<ul style="list-style-type: none"> The Building Control service has had recruitment issues and so needed to rely on interim agency staff while the programme to introduce a strategy to develop apprentices has been established. This has resulted in an over spend of £0.189m. 					
<ul style="list-style-type: none"> Patronage of concessionary fares is higher than planned resulting in an over spend of £0.207m which is offset by the use of Bus Services Operator Grant. 					
<ul style="list-style-type: none"> The car parking contract costs are £0.131m greater essentially due to the overlap of the old and the new contracts. 					
<ul style="list-style-type: none"> In highways, the Adoptions income is £0.374m above budget as a result of continuing housing developments and Highways Permit income is £0.177m above budget as a result of increased works requiring stopping up of the highways. There is a net pressure of £0.188m on highways repairs due to the change in policy on pot holes but reductions in the number of crews carrying out this work have now been implemented with the expectation that this position should be manageable next financial year. 					
<ul style="list-style-type: none"> Overall, there are vacant posts of £0.294m within the Environment teams. 					
<p>There is a risk that the council will incur costs of up to £0.100m following a judicial review of a coroner inquest and costs incurred to date are £0.023m have been included in the forecast.</p> <p>Car Parking income is being closely monitored and the indications are that the outturn variance to the budget will be minimal.</p>					

Service Area	Resources - MKC	Responsible Officer	Steve Richardson	Forecast Variance £m	(£0.418m)
Key Variations: <ul style="list-style-type: none"> • £0.302m underspend in Revenues and Benefits due to the recovery of benefits overpayments to be over-recovered based on year to date performance and in line with last year where there was an over recovery of £0.272m compared to budget. The forecast also includes a reduction in housing benefit costs of £0.229m based on progress of claims to date. Offsetting this is a pressure of £0.092m against a savings target in Customer Services but the implementation of the digitisation programme and the amalgamation of front line services within the Customer Services Team assumes that this saving will be achieved next year. 					

Service Area	Law & Governance	Responsible Officer	Sharon Bridglalsingh	Forecast Variance £m	£0.140m
Key Variations: <ul style="list-style-type: none"> • £0.139m – under recovery of income and over spends on subscriptions for external legal advice. 					

BUDGET REDUCTIONS AND INCOME PROPOSALS DELIVERY TRACKER

Savings of £6.039m were approved for implementation in 2019/20 and £0.288m savings carried forward from 2018/19, resulting in a total of target of £6.327m to deliver. £5.860m (92.6%) is currently projected to be delivered in year and £0.467m (7.4%) will either not be delivered until next year or are undeliverable.

Table 1 - Budget Reductions & Income Proposals Tracker 2019/20

Savings Status	Number of Savings Targets	Target £	Forecast £	Variance
Delayed	3	(131)	0	(131)
On-Track	10	(1,736)	(1,736)	0
Part Delivered	1	(1,688)	(1,414)	(274)
Achieved	26	(2,670)	(2,670)	0
Undeliverable	3	(102)	(40)	(62)
Grand Total	43	(6,327)	(5,860)	(467)

The table on the next page shows the undelivered; part delivered and delayed budget reduction and Income:

Table 2 – Undelivered and Delayed Budget Reductions and Income

Reference	Proposal	Status	Target	Forecast Current Year	Variance	Forecast FYE	Forecast Variance	Comments - Service to update on if saving has been delivered
S73b	Savings from increase in Temporary Accommodation supply (deployment of modular structures as temporary accommodation).	Delayed	(81)	0	(81)	0	81	All three work streams are being actioned and showing successes so far, with an overall saving forecast for the financial year (including covering S73b). However, as a demand-driven function, circumstances may change adversely as the year progresses. Assurance of full delivery will increase throughout the year, as savings are banked and future uncertainties reduce.
R101	Introduction of "Fast Track" service.	Undeliverable	(25)	0	(25)	0	25	This service is not going ahead. Mitigated in year by surplus statutory fees.
R6	The Integrated Audit and Fraud Team - Targeted growth of £50k spread over 2 years in the Audit, Fraud and Risk service customer revenue.	Delayed	(25)	0	(25)	0	25	Saving to be assessed as part of the LGSS/Lead Authority review with the intention to look to deliver in 2020/21.
R16	Savings in Temporary Accommodation budget.	Part Delivered	(1,688)	(1,414)	(274)	(1,414)	274	Challenges in recruitment to the prevention posts has been depressing both prevention savings and use of Prevention Fund to deliver year to date savings, however establishment is now fully in place (October) and will drive increase in savings by yearend to £1.414m compared to target of £1.689m (falling £275k short).
R24	Remove discretionary bus concession fare for elderly English National Concessionary Travel Scheme passholders, for all routes during morning peak times before 9.30am.	Delayed	(25)	0	(25)	0	25	This has been offset by one off funding in the year.
R34	Requests for new resident Parking Schemes.	Undeliverable	(7)	0	(7)	0	7	This is the 2nd year of this saving initiative and there is no evident increase in residents parking schemes or visitors passes.
R35	Recharge surrounding Waste Disposal Authorities costs for the disposal of non Milton Keynes residents waste at Household Waste Recycling Centres.	Undeliverable	(70)	(40)	(30)	(40)	30	This initiative to charge other LA's when their residents used our recycling centres is not proving to be viable. Instead the service are supplementing this savings target by a recharge to the HRA to cover legitimate costs incurred on HRA land sites and in excess of the other £30k savings target.
		Total	(6,327)	(5,860)	(467)	(5,860)	467	

HRA FORECAST KEY VARIANCES

Table 1 - High Level Revenue Summary to December 2019 Q3 (P9)

Housing Revenue Account	Year to Date		Forecast to Year End				Movement	
	2019/20 Budget to Date £m	2019/20 Actuals to Date £m	2019/20 YTD Variance £m	2019/20 Full Year Budget £m	Current Forecast to 31.03.20 £m	Variance to Latest Forecast £m	Quarter 2 Forecast Variance £m	Movement From Quarter 2 £m
Service Director H+R Total	(6.692)	(6.815)	(0.122)	15.658	15.846	0.188	0.187	0.001
Asset Management Total	8.099	8.797	0.698	10.915	11.180	0.265	0.225	0.040
Sheltered Housing Total	1.292	0.871	(0.421)	1.724	1.699	(0.025)	(0.025)	0.000
Housing Regeneration Total	0.744	0.308	(0.436)	1.021	0.968	(0.053)	(0.167)	0.114
Housing Service Delivery Total	0.400	0.331	(0.069)	0.643	0.587	(0.056)	(0.046)	(0.010)
Housing Communities Total	0.331	0.236	(0.095)	0.613	0.536	(0.077)	(0.086)	0.009
Prevention + Access Total	0.312	0.607	0.296	0.477	0.623	0.146	0.130	0.016
Neighbourhood Housing Total	(37.347)	(34.275)	3.072	(48.819)	(49.210)	(0.391)	(0.435)	0.044
HRA Total	(32.863)	(29.940)	2.923	(17.768)	(17.772)	(0.003)	(0.218)	0.215
Revenue Contribution to Capital	0	0	0	10.509	10.513	0.003	0.218	(0.215)
HRA Total	(32.863)	(29.940)	2.923	(7.259)	(7.259)	0.000	0.000	0.000

Table 2 – High Level Variations

Service Area	HRA	Responsible Officer	Michael Kelleher	Forecast Variance £m	£0.003m
Key Variations:					
Service Director H+R Total - £0.188m					
<ul style="list-style-type: none"> • £0.310m - Increased depreciation (technical adjustment) from increase in value of housing stock, resulting in increased contribution to Major Repairs Reserve. • (£0.135m) - Vacancy Factor budget (£0.157m) offsetting £0.022m overspend on pay. 					
Asset Management Total - £0.265m					
<ul style="list-style-type: none"> • £0.025m - Agency staff costs £0.047m offset by pay underspends (£0.022m) due to recruitment lag. • £0.240m - Overspends on repairs due to high cost of responsive void works. 					
Sheltered Housing Total - (£0.025m)					
<ul style="list-style-type: none"> • (£0.025m) - Relates to pay savings in Sheltered Housing due to vacant posts. 					
Housing Regeneration Total - (£0.053m)					
<ul style="list-style-type: none"> • £0.046m - Staffing Overspends, net of agency and Consultancy costs £0.034m as well as Porta-cabin design costs for Fullers Slade £0.012m (no budget). • (£0.102m) - Pay underspends in Housing Development Management due to unfilled posts (£0.187m) offset by £0.085m under recovery of capitalisation costs for housing management staff. 					
Housing Service Delivery Total - (£0.056m)					
<ul style="list-style-type: none"> • Vacancy underspends - One vacant post on hold due to budget pressures elsewhere in the service. 					
Housing Communities Total - (£0.077m)					
<ul style="list-style-type: none"> • Pay underspends in HRA Community Cohesion due to vacant posts (£0.083m); offset by pay overspends in Head of Communities - £0.006m. 					
Prevention + Access Total - £0.146m					
<ul style="list-style-type: none"> • £0.034m - Pay overspends on Homelessness Prevention as a result of 8 additional posts (10% salary costs charged to HRA) £0.014m and agency costs of £0.020m. • £0.100m - Net Pay overspend of £0.145m in the Housing Access service mainly due to change in split allocation since budget setting 					

for 2019/20, removal expenses for downsizing & Buckland lodge move of £0.024m, offset by contribution of (£0.067m) from Housing Neighbourhood Team to fund two “Options Assessment Officers”.

Neighbourhood Housing Total - (£0.391m)

- **(£0.172m)** - Forecast underspend in Income, HO + RTB team made up of (£0.269m) in additional rent income due to increased number of new council housing at LHA-level rents as well as Service charges (£0.097m), offset by pay overspends £0.107m (8 additional posts in Income, HO + RTB team, with the remainder attributed to actual grades being higher than budget grades for staff retention), Annual licence (No budget for Rentsense software) £0.059m & Bad Debts Provision contribution £0.028m.
- **(£0.242m)** - Underspends on Tenancy Sustainment Team's budget in Neighbourhood Services (£0.367m), the neighbourhood service is working with adult social care colleagues to develop a cross service approach to sustaining tenancies and tackling hardship. £0.067m transferred to Housing Access Team to provide additional resource to ensure that applicants are tenancy ready and that support is in place to maximise the chance that their tenancy will be sustainable in light of the introduction of Universal Credit, £0.058m contribution to the Income team for three welfare support officers.

Service Area	HRA	Responsible Officer	Michael Kelleher	Forecast Movement from Q2 £m	(£0.215m)
Key Variations:					
Asset Management Total - £0.040m					
<ul style="list-style-type: none"> • Overspends on repairs due to high cost of responsive void works. 					
Housing Regeneration Total - £0.114m					
<ul style="list-style-type: none"> • Vacancy savings due to recruitment lag; offset by agency and Consultancy costs. 					
Neighbourhood Housing Total - £0.044m					
<ul style="list-style-type: none"> • £0.058m - Forecast contribution to the income team for three welfare support officers. 					

DSG FORECAST KEY VARIANCES AND MANAGEMENT ACTIONS

The DSG is reporting an anticipated surplus carry forward at the end of 2019/20 of £2.636m.

Table 1 - The DSG High Level Forecast Summary to December 2019:

DSG Forecast	£m				
	Schools	Central School Services	Early Years	High Needs	Total
2018/19 Budgeted Surplus C/F	(0.578)	0.000	(0.517)	(1.774)	(2.869)
2019/20 Budgeted DSG Allocation	(188.837)	(1.466)	(21.293)	(40.800)	(252.396)
2019/20 Budgeted Expenditure	188.751	1.466	21.293	40.800	252.309
2019/20 Budgeted Carry Forward	(0.664)	0.000	(0.517)	(1.774)	(2.956)
2018/19 Actual Surplus C/F	(0.578)	0.000	(0.517)	(1.774)	(2.869)
2019/20 Actual DSG Allocation	(188.837)	(1.466)	(21.293)	(40.800)	(252.396)
2019/20 Forecast Expenditure	188.687	1.466	21.567	40.909	252.629
2019/20 Forecast Carry Forward	(0.728)	0.000	(0.243)	(1.665)	(2.636)
Variance to Budget	(0.064)	0.000	0.274	0.109	0.319

Table 2 – High Level Variations

Service Area	DSG	Responsible Officer	Mac Heath	Forecast Variance £m	£0.319m
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Key Variations:

- **Schools Block 0.4%:** Forecast surplus carry forward into 2020/21 of £0.728m which will be held and allocated through the 2020/21 funding formula. The **£0.064m** in year underspend is as a result of the growth fund contingency for additional places at primary schools not being required resulting in a reduction of £0.020m and there have been four primary school academy conversions resulting in a business rates rebate of £0.044m.
- **Early Years Block 1.1%:** Forecast surplus carry forward into 2020/21 of £0.243m which is being held to manage the volatility of take up within the block. The **£0.274m** overspend in year is as a result of the 2018/19 shortfall between the allocation and the funding paid to providers which has been covered by the contingency. There are also some minor underspends within the early years central budgets. The final 2019/20 funding allocation is yet to be confirmed (expected July 20) and this may impact on the 2019/20 allocation.
- **High Needs Block 4.1%:** Forecast surplus carry forward into 2020/21 of £1.665m. The **£0.108m** overspend in year is as a result of:
 - £0.529m Increased Top up funding in mainstream schools due to an additional 61 children with an education and health care plan (EHCP) since July 2019.
 - £0.733m An increase in the number of children being supported by the Outreach team and receiving tuition packages where the caseload has grown from 32 to 91 children.
 - £0.151m An increase in top up funding in special schools as a result of a recent banding review and additional children on roll.
 - (£0.526m) The contingency has been released as this is not expected to be needed in year.
 - (£0.600m) Independent special school fees are forecast to underspend due to a reduction in the number of placements from 26 in 2017/18 to the current number of 16 placements.
 - (£0.150m) Special units / departments are forecast to underspend as a result of vacant places.

Expenditure in both the early years and high needs block are highly volatile and there remains uncertainty about future funding levels particularly in the case of high needs. The surplus carried forward from previous years is one off and therefore cannot be committed to ongoing costs.

FORECAST RESERVES POSITION

This table summarises the latest forecast reserves position of the Council for the period ended 31 March 2020:

RESERVES	2019/20	2019/20	2019/20	2019/20	Forecast
	Opening Balance £m	Planned Use £m	Unplanned Use £m	Balance at 31 March 2020 £m	
General Fund Reserves					
GF Working Balance					
General Fund Balance	(20.688)	0.250	(0.310)	(20.748)	(20.748)
Total GF Working Balance	(20.688)	0.250	(0.310)	(20.748)	(20.748)
GF Budget Management					
Corporate Property Reserve	(4.215)	0.140	0.473	(3.602)	(3.602)
Feasibility Fund	0.000	(0.710)	0.000	(0.710)	(0.710)
Highways Severe Weather Reserve	(0.412)	0.000	0.000	(0.412)	(0.412)
Housing Benefit Subsidy Equalisation	(1.217)	0.000	0.000	(1.217)	(1.217)
HR Manpower Planning Reserve	(2.753)	0.000	0.004	(2.750)	(2.750)
Internal Insurance Fund	(3.396)	0.000	0.826	(2.570)	(2.570)
LCTS & Welfare	(0.938)	(0.060)	0.000	(0.998)	(0.998)
Legal Fees Reserve	(1.437)	0.044	(0.091)	(1.485)	(1.485)
Local Government Reorganisation Debt Reserve	(4.059)	1.960	0.000	(2.099)	(2.099)
Money Market Reserve	(0.400)	0.000	0.000	(0.400)	(0.400)
NNDR - Funding Volatility Reserve	(6.294)	0.000	0.000	(6.294)	(6.294)
Ordinary Residency –LD Services	(0.225)	0.000	0.000	(0.225)	(0.225)
Overpayments and Welfare Reform Reserve	(0.835)	0.000	0.040	(0.795)	(0.795)
Pension	0.000	(1.243)	0.000	(1.243)	(1.243)
Strategic Development Fund (was VFM)	(3.434)	0.448	0.000	(2.986)	(2.986)
Total GF Budget Management	(29.616)	0.579	1.252	(27.785)	(27.785)

GF Temporary Earmarked Reserves						
Adult Social Care Projects	(0.200)	0.000	0.000	0.000	(0.200)	
ASC Prevention and Efficiency	(0.516)	0.000	0.000	0.000	(0.516)	
Bradwell Abbey	(0.361)	0.000	0.000	0.000	(0.361)	
Brexit	(0.105)	(0.065)	0.000	0.000	(0.170)	
Broadband Delivery UK project.	(0.123)	0.037	0.000	0.000	(0.086)	
Choice Based Lettings	(0.040)	0.040	0.000	0.000	0.000	
City Archives Project	(0.020)	0.020	0.000	0.000	0.000	
Community & Cultural Services Review (CCSR)	(0.174)	0.110	0.059	0.000	(0.005)	
Conservation Areas	(0.017)	0.000	0.000	0.000	(0.017)	
Events Reserve	(0.244)	0.050	0.000	0.000	(0.194)	
Heritage at Risk	(0.058)	0.015	0.000	0.000	(0.043)	
High Street Funding (MCHLG)	(0.047)	0.047	0.000	0.000	0.000	
Homelessness Partnership Funding	(0.110)	0.110	0.000	0.000	0.000	
Independent Review of Flooding Incident (May 2018)	(0.032)	0.032	0.000	0.000	0.000	
NRSA & Permit Funding (City Fibre)	(0.064)	(0.100)	0.000	0.000	(0.164)	
Parish Partnership	(0.100)	0.100	0.000	0.000	0.000	
Parks Improvement Funding	(0.047)	0.047	0.000	0.000	0.000	
Planning Studies	(0.303)	0.207	0.000	0.000	(0.096)	
Pocket Parks	(0.033)	0.033	0.000	0.000	0.000	
Revenue Financing Reserve	(0.003)	0.003	0.000	0.000	0.000	
Road Safety Budget	(0.080)	0.080	0.000	0.000	0.000	
Street Cleansing (2018/19 One Off Programme)	(0.026)	0.026	0.000	0.000	0.000	
Voluntary Sector (MK 2050 Community Capacity Fund)	(0.180)	0.180	0.000	0.000	0.000	
Total GF Temporary Earmarked Reserves	(2.883)	0.972	0.060	0.000	(1.851)	
Budget Management - Ring-fenced						
Better Care Fund	(0.655)	0.000	0.000	0.000	(0.655)	
Ouse Valley Link	(0.006)	0.006	0.000	0.000	0.000	
Parking Facilities Commuted Lump Sums	(0.007)	0.007	0.000	0.000	0.000	

Parking Reserve	(1.013)	0.000	0.990	(0.023)
Public Health	(0.995)	0.329	(0.493)	(1.159)
Total Budget Management - Ring-fenced	(2.677)	0.342	0.498	(1.838)
Tariff Management				
One-off Costs of the HCA Transfer	(0.284)	0.000	0.000	(0.284)
Tariff Reserve	(5.341)	(0.580)	0.000	(5.921)
Total Tariff Management	(5.625)	(0.580)	0.000	(6.205)
Delivering Capital Programme - GF				
Capital Reserve - GF	(19.479)	1.775	5.768	(11.936)
Feasibility Work for Education Capital Programme	(0.287)	0.000	0.000	(0.287)
Infrastructure Reserve	(19.099)	0.857	(0.124)	(18.366)
New Homes Bonus	(6.198)	0.387	1.557	(4.254)
Planning Gain Reserve (S106)	(1.699)	0.000	0.000	(1.699)
Waste Cashflow Reserve	(3.468)	0.824	0.000	(2.644)
Total Delivering Capital Programme - GF	(50.228)	3.843	7.201	(39.184)
3rd Party				
LGSS Reserve	(0.069)	(0.164)	0.000	(0.232)
Revs and Bens LGSS reserve	(0.533)	0.437	0.096	0.000
SALIX Reserve	(0.250)	0.000	0.000	(0.250)
Schools Balances	(12.210)	0.000	0.000	(12.210)
Schools Balances - Accumulated Leave Adjustment	1.991	0.000	0.000	1.991
Total 3rd Party	(11.070)	0.273	0.096	(10.701)
Total General Fund Reserves	(122.788)	5.679	8.797	(108.312)
HRA Reserves				
HRA Working Balance				
HRA Balance	(7.259)	0.000	0.000	(7.259)
Delivering Capital Programme - HRA	(7.259)	0.000	0.000	(7.259)
Block Improvements/Regeneration reserve	(1.487)	0.000	0.000	(1.487)
Capital Reserve - HRA	(55.942)	2.748	0.093	(53.100)
Lakes Estates Regeneration Project	(0.106)	0.106	0.000	0.000

Major Repairs Reserve		21.273	0.000	(2.443)
Total Delivering Capital Programme - HRA		24.127	0.094	(57.030)
Total HRA Reserves		24.127	0.094	(64.289)
Total Reserves		29.806	8.891	(172.601)

MKC DEBT COLLECTION PERFORMANCE SUMMARY QUARTER 3

The Council collects a large range of different types of debts for the services that it provides to individuals and organisations. Whilst payment for a service in advance is the preferred method of collection there are some services where invoices will be issued.

The collection of debts for General Debtors, Council Tax & Business Rates and Housing Benefit Overpayments is centralised within the Corporate Recovery team based in the Revenues and Benefit service.

The Housing Service is responsible for the collection of debts in the Housing Revenue Account (HRA) with the exception of Former Tenant Arrears which sits with the Corporate Recovery team.

General Debtors

These debts cover a wide range of services that the Council provides such as adult social care, rents and service charges on Council owned commercial properties, planning obligations and traded services such as the community language service, IT and HR for schools etc.

Invoices are issued by the service area and if the invoice is unpaid when its due date is passed it becomes the responsibility of the corporate recovery team.

Recovery is undertaken in accordance with the Council's Income & Collection policy and Debt stream collection guidance. Up to three reminder letters are automatically generated for unpaid invoices and the corporate recovery team will seek to contact the customer to secure payment. If payment is not received, recovery options including the use of a debt collection agency or seeking to obtain a judgment in the County Court which would allow for the use of bailiffs, attachment of earnings, insolvency, charging order or third party payment orders are used as appropriate. Where actions incur upfront costs to the Council these will, where possible be recovered from the debtor.

Table 1 - In Year Performance

Invoices Raised in 19/20 £m's	Invoices Written Off £m's	2019/20 Invoices Cleared £m's	In Year Collection Rate %	% of Invoices Cleared Within 3 Months	% of Invoices Cleared Within 6 Months
68.089	0.000	59.611	91.14	93.63	95.95

The in-year collection rate (91.14%) is based on the value of invoices raised with a due date in Q1 to Q3 that were cleared by the end of the Q3.

The % of invoices cleared within 3 months (93.63%) and 6 months (95.95%) is based on the value of invoices raised in September 2019 and June 2019 respectively that are now cleared.

Table 2 – Aged Debt

	1-30 Days Overdue £m's	31-90 Days Overdue £m's	91-183 Days Overdue £m's	184-365 Days Overdue £m's	Over 365 Days Overdue £m's	TOTAL £m's
Q3 end	6.710	1.419	0.705	1.327	3.567	13.727

Breakdown of Aged Debt by Service Area

Directorate	1-30 Days £m's	31-90 Days £m's	91-183 Days £m's	184-365 Days £m's	Over 365 Days £m's	TOTAL £m's
Adult Services	5.530	0.492	0.522	0.844	1.933	9.321
Children's Services	0.015	0.026	0.038	0.088	0.088	0.254
Housing & Regeneration	0.005	0.015	0.055	0.024	0.235	0.335
Housing Revenue Account	0.013	0.004	0.000	0.000	0.000	0.016
Policy, Insight & Communications	0.000	0.000	0.002	0.000	0.000	0.002
Public Health	0.075	0.059	0.000	0.000	0.424	0.558
Strategy & Futures	0.005	0.000	0.000	0.000	0.000	0.005
Environment & Property	0.449	0.211	0.076	0.238	0.255	1.229
Finance & Resources - Corporate Codes	0.005	0.006	0.030	0.005	0.321	0.366
Finance & Resources - Debt Financing	0.000	0.000	0.000	0.000	0.013	0.013
Growth, Economy and Culture	0.084	0.064	0.003	0.054	0.114	0.319
Law & Governance	0.010	0.000	0.000	0.002	0.002	0.014
Resources - Retained MKC	0.006	0.010	0.001	0.004	0.101	0.122
LGSS	0.069	0.054	0.018	0.159	0.098	0.399
Not Allocated to a Directorate *	(0.159)	(0.026)	(0.040)	(0.090)	(0.018)	(0.334)
Grand Total	6.106	0.914	0.705	1.327	3.567	12.619

The increase in overdue debt at 1-30 days is due to 2 unpaid invoice for £4.469m for NHS MK CCG due for payment on 26 December being unpaid at 31 December.

Council Tax & Business Rates (NNDR)

Bills are issued annually for Council Tax and Business Rates and are payable in either 10 or 12 monthly instalments.

Reminders are issued if a payer should fall behind with their monthly instalments and if they fail to bring their instalments up to date, the right to pay in instalments is lost and the balance of the full year becomes payable immediately. Failure to make payment in full will result in the issue of a summons to the magistrates court and at the hearing the Council will be granted a liability order to recover the unpaid debt. Costs become payable by the debtor and are added to the liability order.

Debts may be recovered by payment arrangement, referral to enforcement agents, attachment of earnings or benefits (council tax only), insolvency, charging order (council tax only) or committal to prison for up to 90 days.

Table 3 - In Year Collection for 2019/20

	Net Collectible Debit	Amount Collected	Target Collection Rate YTD	Actual Collection Rate YTD	Year End Forecast	MKC 2018/19 Collection Rate	Average Collection Rate for Unitary Authorities 2018/19*
	£m	£m	%	%	%	%	%
Council Tax	152.521	131.062	86.00	85.93	97.50	98.1	96.8
NNDR	179.700	151,446	82.25	84.28	98.31	98.6	98.2

*Source from MHCLG – latest available data

NNDR collection is reporting as slightly below target due to the late processing of payments received at the end of the month.

Table 4 - In Year Movement all Years

	Council Tax			NNDR		
	Previous Year Arrears Outstanding	Current Year 2019/20	Total Outstanding	Previous Year Arrears Outstanding	Current Year 2019/20	Total Outstanding
	£m	£m	£m	£m	£m	£m
01/04/2019	6.683	149.639	156.322	3.975	178.440	182.415
30/04/2019	6.264	134.781	141.045	4.113	161.863	165.976
31/05/2019	5.169	120.508	125.677	3.889	142.090	145.978
30/06/2019	5.452	104.619	110.071	3.568	126.682	130.250
31/07/2019	5.114	92.456	97.570	3.264	108.815	112.079
31/08/2019	4.860	78.532	83.383	3.050	93.175	96.225
30/09/2019	4.565	64.346	68.911	2.992	77.038	80.299
31/10/2019	4.283	50.020	54.303	2.707	61.602	64.309
30/11/2019	4.045	35.927	39.972	2.234	46.554	48.788
31/12/2019	3.837	21.773	25.610	1.930	28.910	30.841

At year end current year outstanding balance will be added to previous years arrears and therefore it is important to ensure that active recovery continues on both current year debt and arrears from previous years.

Housing Benefit Overpayment Debt

Housing Benefit overpayments may be recovered in three different ways:

- (1) A standard weekly deduction made from a claimant's ongoing housing benefit claim, (in most cases £11.10 per week)
- (2) Issuing an invoice where the claimant is no longer in receipt of housing benefit; recovery options include payment arrangement, deductions from earnings, referral to debt collection agents or county court action.
- (3) By requesting the DWP to make a standard weekly deduction from other welfare benefits

Table 5 – Housing Benefit Overpayments Aged Debt

	Recovery From Ongoing Benefit	Invoiced Recovery	Deductions From DWP Benefit	TOTAL Overpayment to be Recovered
	£m	£m	£m	£m
Overpayments raised in previous years	1.422	4.691	0.181	6.294
Overpayments raised in current year	1.035	1.401	0.073	2.509
TOTAL overpayment to be recovered	2.456	6.092	0.255	8.802

There continues to be a shift from recovery from ongoing benefit to invoiced recovery as a consequence of the move of claimants from Housing Benefit to Universal Credit.

Table 6 - Recovery from Ongoing Benefit

Balance as at:	Total Overpayment to be Recovered From Ongoing Benefits	Inactive (Claim Suspended or Pending)	In Active Recovery or Queued to Start	% of Total Debt in Active Recovery
	£m	£m	£m	%
01.04.19	3.227	0.327	2.900	89.86
01.07.19	2.973	0.247	2.726	91.71
01.10.19	2.593	0.263	2.330	89.86
01.01.20	2.456	0.201	2.255	91.81

Inactive debt is where the Housing Benefit claim is not currently in payment due to an outstanding query and deductions cannot be made until the claim is put back into payment. Again the trend in the reduction in the debt to be recovered from ongoing benefit is demonstrated throughout the year.

Table 7 - Recovery by Invoice in Year

In Year Collection	Opening Debit 01/04/19	Change in Debit	Cash Collected	Write Offs	Balance Outstanding	2019/20 Collection at End Q2	2018/19 Collection at 31/03/19
	£m	£m	£m	£m	£m	%	%
	5.887	1.086	(1.001)	(0.120)	6.092	14.36	16.86

Additional resource is to be targeted at this method of collection in 2019/20 as it is expected that the amount to be collected will continue to rise as the rollout of Universal Credit continues.

Table 8 – Long Term Collection - Since 2012

Opening Debit 01/04/12	Change in Debit	Cash Collected	Write Offs	Balance Outstanding	Long Term Collection Rate	Long Term Write Off Rate
£m	£m	£m	£m	£m	%	%
3.550	14.192	(8.855)	(2.795)	6.092	49.91	15.75

This table shows an analysis of collection since April 2012. The calculation uses the Cash received between 1/4/12 to date, divided by the balance at 1/4/12 together with new debt raised since 1/4/12, to give the long term collection rate.

Housing (HRA & GF)

The Housing Revenue Account (HRA) records all revenue expenditure and income relating to the provision of council dwellings and related services. HRA rents and service charges are billed through the Northgate housing system. In addition to these HRA charges, Temporary Accommodation (TA) and garage rents relating to General Fund housing (GF) are also billed through Northgate. Outstanding debt balances for HRA and GF are shown in table below. Collection of HRA & GF Housing debts sits within the Housing team, with the exception of Former Tenant Arrears which is managed by the Corporate Recovery team in Revenues & Benefits.

Table 9 – HRA Debt

Service	Opening Outstanding Debt April 2019	Current Debt Outstanding at December 2019	Movement	0-90 Days *	91-180 Days *	181+ Days *
	£m	£m	£m	£m	£m	£m
HRA	3.841	4.058	0.217	1.240	1.035	1.783
GF	1.311	1.545	0.234	1.012	0.310	0.223

* Aged debt for rents and service charges is calculated on the basis of the total value of arrears divided by the weekly debit.

Housing debt levels have risen compared to past years as more Housing Benefit Claimants transition to Universal Credit together with the impact the restructuring within the Housing service. Further rollout of Universal Credit in MK will present significant risks to collection rates and it will be a challenge to maintain performance levels at current levels without further investment in staff and structures.

Treasury Management Update Quarter 3 (October-December), 2019-20

Introduction:

The Prudential Code for Capital Finance in Local Authorities (Prudential Code), Treasury Management Code of Practice and, in England, the Ministry of Housing, Communities & Local Government (MHCLG) Investment Guidance recommends that members should be updated on treasury management activities at least twice a year, but preferably quarterly. This report therefore ensures this Council is implementing best practice.

The Council's Treasury Management Strategy (TMS) for 2019/20 was approved at a meeting on 20th February 2019. The successful identification, monitoring and control of risk set out within the TMS remains central to the Council's treasury operations.

Economic climate:

In brief summary, the fourth quarter of 2019 (calendar year) saw:

- Following the General Election in December, the Government will now progress with achieving Brexit on 31st January 2020;
- Gross Domestic Product (GDP) expanded by 0.4% (quarter on quarter) in Q3, following on from contractions in Q1 and Q2;
- Inflation remained below the Bank of England's 2% target;
- The Monetary Policy Committee (MPC) kept Bank Rate on hold at 0.75%, but did confirm that if Brexit uncertainty drags on or global growth fails to recover, they are prepared to cut interest rates as required.

Interest rate forecast:

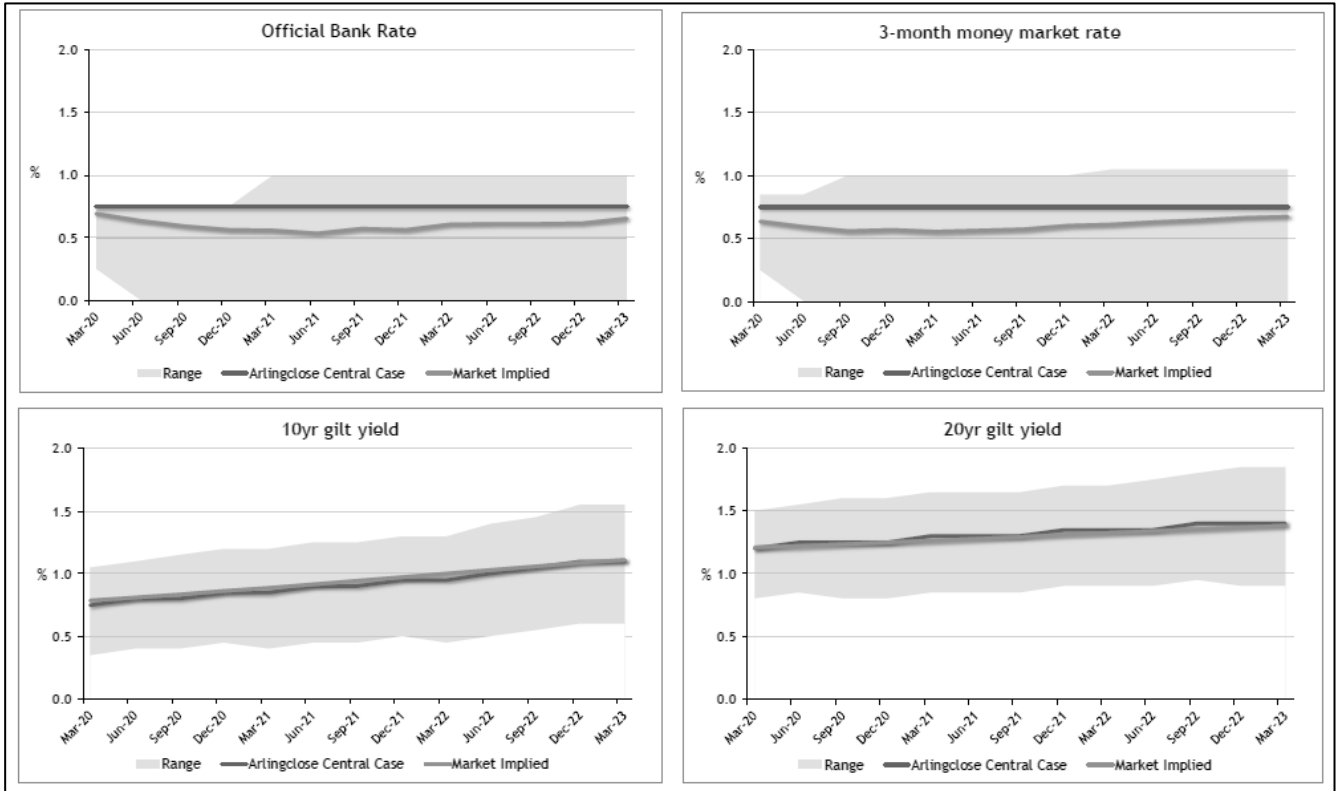
The latest forecast for interest rates of the Councils treasury advisors over the next three years is set out in Table 1, along with a sensitivity analysis of potential upside and downside risk to official bank rate. Chart 1 below plots these, alongside expected market returns and gilt yield (from which Government borrowing rates are derived) forecasts.

Table 1: Interest Rate Forecast

	Mar 2020	Jun 2020	Sept 2020	Dec 2020	Mar 2021	Jun 2021	Sept 2021	Dec 2021	Mar 2022	Jun 2022	Sept 2022	Dec 2022	Mar 2022
Official Bank Rate													
Upside Risk	-	-	-	-	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
Arlingclose View	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%	0.75%
Downside Risk	(0.50%)	(0.75%)	(0.75%)	(0.75%)	(0.75%)	(0.75%)	(0.75%)	(0.75%)	(0.75%)	(0.75%)	(0.75%)	(0.75%)	(0.75%)

There are many risks to the forecast set out above, principally around the arising primarily from the Government's policy around Brexit and the transitional period, and a listing of underlying assumptions is attached at Appendix A. Budget estimates prudently include sensitivity analysis of the impact that a continued low-interest rate environment would have upon the Council.

Chart 1: Interest Rate Forecast



Annual Investment Strategy

The Annual Investment Strategy forms part of the Council’s TMS. It sets out this Council’s investment priorities as being:

1. **Security** of capital sums invested;
2. **Liquidity** of funds to meet expenditure demands; and then
3. **Yield**

The Council aims to achieve the best possible return (yield) on investments commensurate with and not to the detriment of proper levels of security and liquidity.

Table 2 below summarises the investment maturity position at 31st December 2019.

Table 2: Investment Maturity Position at 31st December 2019

Period	Product type / Maturity	Amount	
		£	%
Instant Access	Banks	£15,360	0.0
	Money Market Funds	£82,550,000	29.7
		£82,565,360	29.7
Fixed Term - Local Authorities	0-3 months to maturity	£2,000,000	0.7
Fixed Term – Central Government	0-3 months to maturity	£75,000,000	26.9
Certificates of Deposit – Banks	0-3 months to maturity	£24,000,488	8.6
	3-6 months to maturity	£79,069,085	28.4
		£103,069,573	37.0
Property Fund	4-5 years to maturity*	£15,210,161	5.5
YourMK LLP	Capital injection	£100	0.0
	4-5 years to maturity	£540,331	0.2
		£540,431	0.2
Total Investment Portfolio		£278,385,525	100.0

* In order to recoup initial BID/OFFER pricing spread. Cash deposits of £15.0m. Monthly valuation dates for purchase/sale of units - redemptions may be delayed should the fund be required to raise cash to meet this commitment, potentially up to 6 months.

Following the vote in Parliament in favour of the Prime Minister's Brexit Withdrawal Agreement Bill, the UK is fully expected to leave the EU on the scheduled leave date of 31st January 2020 and enter into a post-Brexit transition period. The bill would also ban an extension to this transition period which means if a trade deal cannot be reached by 31st December 2020 the UK would then be forced to trade with the EU under a no-deal scenario. As this new leave date approaches, the Council will ensure it continues to hold accounts open with UK domiciled banks, Money Market Funds and the Debt Management Account Deposit Facility (DMADF) with the Debt Management Office (DMO) to avoid any market disruption directly impacting on its liquidity.

Financial markets trade on confidence and certainty – both of which continue to be in short supply. The Bank of England maintained Bank Rate to 0.75% in December following a 7-2 vote by the Monetary Policy Committee (MPC). Despite keeping rates on hold, MPC members did confirm that if Brexit uncertainty drags on or global growth fails to recover, they are prepared to cut interest rates as required. Moreover, the downward revisions to some of the growth projections in the Monetary Policy Report (formerly the Quarterly Inflation Report) suggest the Committee may now be less convinced of the need to increase rates even if there is a Brexit deal. Investment rates remain low in short term durations, with some but limited pickup in value for medium to longer durations for the increased risk, as markets price in a near term rate cuts and a continued lower-for-longer bank rate thereafter.

Investment balances at the 31st March 2019 were £235.862m. Due to the front-loaded nature of various government funding streams the average level of funds available for investment purposes during quarter 3 (financial year) was £292.8m.

Balances are now forecast to fall to circa £230.0m by 31st March 2020 as internal resources are applied to fund capital expenditure demands in lieu of further borrowing, effectively reducing the cost of carrying debt at higher cost than income generated through investment of balances.

Table 3 below shows the Council continued to outperform the investment return benchmark by 25 basis points in Q3 - largely due to an average dividend return of c.4.3% on the Council's investments held with CCLA Property Fund. Latest projections for interest income for the financial year are reported through the Budget Monitoring process.

Table 3: Benchmark Performance

	Benchmark	Benchmark Return	Council Performance
Q1	3 month LIBID	0.76%	1.03%
Q2	3 month LIBID	0.71%	0.97%
<i>Mid-Year Average</i>	<i>3 month LIBID</i>	<i>0.75%</i>	<i>1.00%</i>
Q3	3 month LIBID	0.67%	0.92%

New Borrowing

No new borrowing for capital purposes was undertaken during the quarter.

Table 4 below sets out the profile of existing borrowing held at 31st December 2019.

Table 4: Borrowing Profile as at 31st December 2019

	Borrowing	
	£m	%
Under 12 months	3.234	0.7
1-2 years	6.667	1.4
2-5 years	46.220	9.9
5-10 years	59.350	12.7
Over 10 years	351.324	75.3
	466.795	100.0

Debt Restructuring

No debt rescheduling was undertaken during the quarter. Debt rescheduling opportunities have been limited due to the current economic climate and consequent structure of interest rates following increases in PWLB new borrowing rates in October 2010 and October 2019. Officers continue to monitor the position regularly.

Compliance with Treasury and Prudential Limits

It is a statutory duty for the Council to determine and keep under review the affordable borrowing limits. The Council's approved Treasury and Prudential Indicators (affordability limits) were approved alongside the TMSS on 20th February 2019.

During the financial year to date the Council has operated within the treasury limits and Prudential Indicators set out in the Council's TMSS and shown in Appendix B.

Appendix A Interest Rate Forecast Commentary; Arlingclose

Underlying assumptions to interest rate forecast

- The global economy has entered a period of weaker growth in response to political issues. The UK economy continues to experience slower growth due to both Brexit uncertainty and the downturn in global activity. In response, global and UK interest rate expectations are low.
- Some improvement in global economic data and a more positive outlook for US/China trade negotiations has prompted worst case economic scenarios to be pared back.
- The new Conservative UK government will progress with achieving Brexit on 31st January 2020. The more stable political environment will prompt a partial return in business and household confidence in the short term, but the subsequent limited Brexit transitional period, which the government is seeking to enforce, will create additional economic uncertainty.
- UK economic growth stalled in Q 4 2019 Inflation is running below target at 1.5%. The inflationary consequences of the relatively tight labour market have yet to manifest, while slower global growth should reduce the prospect of externally driven pressure, although escalating geopolitical turmoil could continue to push up oil prices.
- The first few months of 2020 will indicate whether the economy benefits from restored confidence. The Government will undertake substantial fiscal easing in 2020-21 which should help support growth in the event of a downturn in private sector activity.
- The weak outlook for the UK economy, and current low inflation, has placed pressure on the Bank of England to loosen monetary policy. Two Monetary Policy Committee (MPC) members voted for an immediate cut in the last two MPC meetings of 2019. The evolution of the economic data and political moves over the next few months will inform policy, but upside risks to Bank Rate are very limited.
- Central bank actions and escalating geopolitical risks will produce volatility in financial markets including bond markets.

Appendix B

Forecast Treasury and Prudential Indicators as at 31st December 2019

Prudential Indicator	2019/20 Indicator	Q3 2019-20
Authorised limit for external debt	----- £755.000m -----	-----
Operational boundary for external debt	----- £725.000m -----	-----
Gross borrowing	£465.398m	£466.795m
Capital Financing Requirement (CFR)	£697.315m	£714.007m
Ratio of financing costs to net revenue streams: GF	10.11%	10.84%
HRA	38.03%	38.03%
Limit of fixed interest rates based on net debt	£715.000m	£281.725m
Limit of variable interest rates based on net debt	£30.000m	-£93.316m
Principal sums invested > 365 days	£50.000m	£15.265m
Maturity structure of borrowing limits:-		
Under 12 months	Max. 15% Min. 0%	0.7%
12 months to 2 years	Max. 15% Min. 0%	1.4%
2 years to 5 years	Max. 50% Min. 0%	9.9%
5 years to 10 years	Max. 50% Min. 0%	12.7%
10 years and above (breakdown below)	Max. 100% Min. 50%	75.3%
<i>10 years to 20 years</i>	<i>Max. 100% Min. 50%</i>	<i>31.9%</i>
<i>20 years to 30 years</i>		<i>6.9%</i>
<i>30 years to 40 years</i>		<i>23.4%</i>
<i>40 years to 50 years</i>		<i>13.1%</i>
<i>Beyond 50 years</i>		<i>0.0%</i>
		75.3%

List of Virements Posted in Quarter 3 - 2019/20

Service Area	Note	Permanent Virements	Temporary Virements
Adult Services	Move the Social Worker registration fees budget to the Group Head for Adult Services	5,000.00	
		5,000.00	0.00
Children's Services	Move the Social Worker registration fees budget to the Group Head for Adult Services	(5,000.00)	
	Drawdowns from reserves - General Fund - funding for Youth Counselling Service		40,000.00
		(5,000.00)	40,000.00
Environment & Property	Drawdown from reserves - Strategic Development Fund - work on memorial garden		58,670.00
	Drawdown from reserves - Street Cleansing - Parishes Clean Up		25,525.00
	Property - Contingency funding for professional advice on MKDP by Devan Brittan		877.10
	Drawdowns from reserves - Pocket Parks - MHC&LG funding for Stony Stratford		25,500.00
	Drawdowns from reserves - General Fund - additional pot-hole repairs, funding for concessionary fares for older people for one extra year and additional safety net revenue for non-commercial bus services		135,000.00
		0.00	245,572.10
Finance & Resources - Corporate Codes	Drawdown from reserves - Strategic Development Fund - work on memorial garden		(58,670.00)
	Funding for We Brand It - Engage project (water bottles)		(1,377.00)
	Drawdown from reserves - Street Cleansing		(25,525.00)
	Customer Service Digital Visitor Signage		(22,648.00)
	Voluntary Sector - small grants scheme and information/advice to support VCS organisations (community level groups)	(80,000.00)	
	Property - Contingency funding for professional advice on MKDP by Devan Brittan		(877.10)
	Drawdowns from reserves - Pocket Parks, Overpayments & Welfare Reform, Revenues & Benefits LGSS, Parish Partnership and New Homes Bonus		(518,098.00)
	Drawdowns from reserves - General Fund		(175,000.00)
		(80,000.00)	(802,195.10)
Finance & Resources - Debt Financing	Rough Sleepers Initiative		(360,000.00)
		0.00	(360,000.00)
Finance & Resources - Services	Funding for We Brand It - Engage project (water bottles)		1,377.00
	Customer Service Digital Visitor Signage		22,648.00
	Centralising training budgets from Service areas to a central HR code	9,179.00	
		9,179.00	24,025.00
Growth, Economy and Culture	Centralising training budgets from Service areas to a central HR code	(9,179.00)	
		(9,179.00)	0.00
Housing & Regeneration	Rough Sleepers Initiative		360,000.00
		0.00	360,000.00
LGSS - Revenue & Benefits	Drawdowns from reserves - Overpayments & Welfare Reform - overpayments recovery analysis project and Revenues and Benefits LGSS -develop digital platform		224,898.00
		0.00	224,898.00
Policy, Insight & Communications	Voluntary Sector - small grants scheme and information/advice to support VCS organisations (community level groups)	80,000.00	
	Drawdowns from reserves - Parish Partnership - access for GIS (devolved landscaping services and maintenance)		4,250.00
		80,000.00	4,250.00
Strategy & Futures	Drawdowns from reserves - New Homes Bonus - MK:U international design competition		263,450.00
		0.00	263,450.00
Grand Total		0.00	0.00

Current Vacancies – Hard to Fill Roles

ANNEX M

Service Area	Head Count	Vacancies	Agency staff <i>List types of roles</i>	Comments	Action taken
Housing					
Neighbourhoods	85	3	1 x temp		
Homelessness and Prevention	58	1	one temp working with us but paid via specific funding grant, following implementation of the Homelessness Reduction Act (New Burdens Funding), so not general fund.		
Communities	24	1	1 x temp private sector housing – going 31 st January		
Asset Management and Investment	6	1	2 x Agency – surveyors	Formation of new team now that they have moved over from YourMk. Restructure in pipeline Care takers and Cleaners moving from Neighbourhoods	
Regeneration	5	1	1 x Head of Service 3 x Development managers. Will go as the permanent colleagues start.	2 x development managers appointed due to start before end of Jan. 1 x development manager interviewed booked HOS out to advert closing date 19 th January. Good selection of candidates to shortlist.	
Service Delivery Unit	13	1			

Service Area	Head Count	Vacancies	Agency staff <i>List types of roles</i>	Comments	Action taken
Planning	41	12		Using the external recruitment agency it has not proved to be success we are now looking at a campaign through social media. Also Planning are discussing possibility of a restructure looking at different levels of Planning officers.	

Service Area	Job Role	Agency staff <i>List types of roles</i>	Comments
Adult Services			
	OT Manager	Agency Worker has finished	Our long standing management vacancy placement has now ended and this vacancy has been addressed as part of the restructure – we are combining two roles. The other management agency worker (Deputy Team Manager) is an additional role. This individual is moving to a fixed term contract effective from 30.09.2019.
Assessment & Safeguarding	Deputy Team Manager (Review)	Agency Worker	This is an additional post rather than a vacancy. Due to workload this role is required for a longer period. The agency worker has accepted a six month contract to reduce the services costs.
	Deputy Team Manager (DoLS)	N/A	This is a role was previously Team Manager but was recently vacated. The role was reviewed and will be placed with a DTM instead. The role is currently being covered as additional duties by a Team Manager.

	Social Workers	The last remaining agency workers have ended.	Subject to some pending resignations all budgeted posts are occupied.
Service Area	Job Role	Agency staff	Comments
Reablement (Home First)	Home Frist Coordinators		This is a new role as introduced during the Home Frist restructure. There are three vacancies following difficulties in recruiting to the role. A revised recruitment campaign will begin shortly.
	Reablement Assistants	Significant use of agency.	Due to the pending restructure the service had not committed to recruiting to carer roles. There is now a need to catch up on vacant posts. There is also an overreliance on agency for additional hours. A recruitment campaign has started to specifically target relief workers for this area to reduce the ongoing need for agency workers. There was initial good success from the recruitment event held at the library.
Learning Disability Day Services	Support Workers	Significant use of agency.	Following the change of service to a more complex client base the service have had challenges in retaining some new starters. A review is underway on job design and the makeup of teams to ensure the structure is correct to support the new demands of these roles. Additionally, the service utilised the recruitment event for new applicants and is also involved in the relief recruitment drive.

Service Area	Head Count	Vacancies	Agency staff <i>List types of roles</i>	Comments	Action taken
Children and Families					
MASH	31	3	4 Social Work Qualified 1 Admin		Recruitment campaign review under way
Family Support Teams	103	14	5 Social Work Unqualified 8 Social Work Qualified 1 Care assistant	Out of hours independent social work - out of county support SWA cover as well as urgent work	Recruitment is ongoing
Corporate Parenting					
Fostering	20	0	5 Social Workers L3		
Corporate Parenting LAC and 16+	31	8	3 admin 5 Social Worker L3 and Sr Practitioner	Social worker turnover is high.	Review of admin services will be undertaken before the end of the year OPUS is trying to find people
Children's homes	43	8 (part time)	Social Care unqualified	Shift cover	Recruitment ongoing.
SEND					
Educational Psychology	12	2	Principal EP Educational Psychologist	Recruitment has been unsuccessful for the past few years. Interim Principal EP is returning to Sr EP post Feb 2020	Market supplement is implemented. Recruitment to start third quarter

Waivers

Financial year	2019/2020		Option 1 - Waiver From CPR rules		Option 2 – Reported Non Compliance		Option 3 - Request to use Single Supplier	
	Number of Waivers	Value of Waivers £	Number of Waivers	Value of Waivers £	Number of Waivers	Value of Waivers £	Number of Waivers	Value of Waivers £
Adult Social Care	2	297,000.00	0	0.00	0	0.00	0	0.00
Public Health	0	0.00	0	0.00	0	0.00	0	0.00
Children's Services	4	346,439.00	0	0.00	0	0.00	2	59,924.00
Policy, Insight & Communications	0	0.00	0	0.00	0	0.00	1	60,000.00
Strategy and Futures	0	0.00	0	0.00	0	0.00	0	0.00
Housing and Regeneration	1	43,800.00	1	57,000.00	0	0.00	0	0.00
Growth, Economy and Culture	1	9,980.00	0	0.00	0	0.00	0	0.00
Environment and Property	7	419,699.00	0	0.00	0	0.00	1	33,400.00
Resources - Retained MKC	1	25,000.00	0	0.00	0	0.00	0	0.00
Resources - LGSS	1	42,000.00	0	0.00	0	0.00	0	0.00
Law & Governance	0	0.00	0	0.00	0	0.00	0	0.00
Total	17	1,183,918.00	1	57,000.00	1	57,000.00	4	153,324.00
Percentage total spend through waivers against total spend with suppliers		0.51%						
Percentage total against total number of contracts awarded		0.05%						