

Milton Keynes City Centre Management Company Protocols

Introduction

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The principles associated with the operation of the Company

2 The Management Team

Recruitment, management and performance of staff

3 Identity and Communications

Definition of the brand and identity of the Company and procedures covering communications

4 Financial Procedures

Financial reporting and budgets

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- 1.1.2. It has funding from principal and associate funders.
- 1.1.3. It has a simple governance structure including a Company Board, an Operations Group and a Stakeholder Forum.
- 1.1.4. In the event of winding up of the Company, any assets remaining will be distributed amongst the members' existing at the time of dissolution in proportion to their contribution in the previous financial year or be transferred to a similar organisation within the local area.

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- 1.2.1. The Company Board is the legal Board of Directors of the Company made up of the principal funders (senior representatives – no maximum number), representatives of the associate funders (maximum of 3) and co-opted members as and when the Directors consider it appropriate.
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- 1.2.5. Board meetings are held four times per year.
- 1.2.6. The papers include strategic direction of the Company and finances and are produced by the City Centre Management team.
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- 1.2.9. Non-attendance at the Board for more than three consecutive meetings without good justification will result in termination of the place.

1.3. Operations Group

- 1.3.1. Membership of the Operations Group includes appropriate principal and associate funders plus co-opted members as and when the funders consider it appropriate.
- 1.3.2. The Operations Group is focused on tangible delivery of projects and services.
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- 1.5.1. The meeting is held once per year.
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1.8.2. All members will be required to adhere to the regulations as set out by the Companies Act 2006.

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1.9.1. No remuneration or expenses is payable to Board Members, however full insurance provision will be in place to cover their responsibilities in the Company.

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2.1 The Management Team Structure

- 2.1.1. The management team will comprise – a) City Centre Manager, b) Communications Officer, c) Administrator

2.2. Management of Staff

- 2.2.1. Day to day management will be carried out by the City Centre Manager, who will report to the Chairman of the Board.
- 2.2.2. All employer responsibilities including employment legislation, equal opportunities, and disciplinary/grievance procedures will be the responsibility of MKCCM and will be set out within a Staff Handbook.

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- 2.3.1. Staff appraisals will be carried out twice per year.
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- 2.3.3. Appraisal of the City Centre Manager will be carried out by the Chairman and one nominated Director of the Board. This will include a review of income targets achieved.
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- 2.4.1. The termination of all staff contracts will be the responsibility of the Chairman and one nominated Director of the Board and a final decision will only be made following a fair disciplinary process.

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- 3.4.1. The City Centre Manager will be primarily responsible for speaking on behalf of MKCCM.
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4.4.1. All financial information, apart from personal sensitive data, will be reported by the Finance Director to the Company Board.

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4.5.1. Where a principal or associate funder is known to be intentionally in arrears of the membership subscription, membership will be withdrawn.

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4.6.1. The budget and the agreed level of membership fees will be set annually based around the business plan project themes

4.6.2. At its December meeting each year the Board will approve project theme budget allocations. These will be based on the principles within the existing business plan plus new project ideas introduced by businesses and sub groups over the course of the year.

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4.8.1. Due to the partnership nature of the Company and the need for full transparency, an annual audit will always be carried out by external auditors.

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