Receiving and Monitoring Employment Land Enquiries in the Council

All enquiries received by Invest Milton Keynes (IMK) (an Inward Investment Agency for Milton Keynes Council) on employment land and commercial properties are recorded on Tractivity, (IMK’s Client Management System). The information below is mandatory and is collated and monitored for all employment land enquiries.

- Date Received
- Source of Enquiry (Chamber of Commerce, Developer, Homes and Communities (HCA), Property Agencies, United Kingdom Trade and Investment (UKTI), Search Engines, Recommendations and networking)
- Company Name (this may be the agent/developer details initially)
- Address (this may be the agent/developer details initially)
- Contact Name & Details (this may be the agent/developer details initially)
- Employee Numbers (where possible)
- Company Sector
- Type of Land required - Use Class (B1, B2, B8)
- Size of Site Required - Ha /Acres
- Details of the potential development – Office / Industrial

Enquiries are received through a number of routes, including the enquiry line, IMK website, face to face meeting, or through a third party.

All enquiry data is reported using the Tractivity system. Reports are produced on, origin of company, sector activity, date received, employees, status of inquiry (active or inactive) and type of land sought). A snapshot of the information collated is reported to stakeholders on a monthly basis via the Economic Development Newsletter:

This document illustrates the information collected and what it means in terms of Inward Investment performance.
Receiving and Monitoring SEMLEP Enquiries

As of 9th July 2012 all Foreign Direct Investment (FDI) enquiries from UKTI are channelled through the new enquiry handling process which involves sending the enquiry details to Economic Development: Invest Milton Keynes (uktienquiries@milton-keynes.gov.uk which is a generic email address created solely for handling the UKTI enquiries).

All enquiries received by Invest Milton Keynes through this email address are forwarded to the South East Midlands Local Enterprise Partnership (SEMLEP) authorities.

UKTI enquiries are logged on Tractivity and ‘tagged’ as UKTI Prospect to keep them separate from other logged enquiries.

All SEMLEP authorities responding to the enquiry will forward their information to Milton Keynes Council to be logged on the system and forwarded to UKTI.

The following information on UKTI enquiries is collated and monitored:

- Date Received
- Source of Enquiry
- Company Name (if provided initially)
- Country of Origin
- Contact Name & Details (this will be the UKTI contact initially)
- Company Sector
- Type of Land required - Use Class ((B1, B2, B8)
- Size of Site Required - Ha / Acres
- Employee Numbers (where possible).
Milton Keynes Council reports to the SEMLEP Inward Investment Group, quarterly on enquiry numbers and successful investments including jobs created.