Milton Keynes City Council

Briefing note

Legal Work Experience.

Prepared by	Siobhan Pitkin, Business Support and Civic Events Manager
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Purpose	To brief work experience individuals on what to expect during their placement.

What to expect

Your hours for work experience will be 10.00 – 16.00 daily, you are welcome to request an earlier finish time, but we would recommend no earlier than 15.00 to get the most out of this opportunity.

Please note that it is likely we will host more than one student a week, where possible we will try and ensure that you are of the same/similar study year.

The day will be split into two sessions morning 10.00 - 12.30 and afternoon 13.30 - 16.00 allowing for a 60-minute lunch break.

If you have any allergies or medical concerns that we need to be aware of please notify Siobhan.pitkin@milton-keynes.gov.uk.

On your first day you will be met by Siobhan Pitkin or another nominated contact who will take you on a walk of the building, show you the facilities, emergency exits and arrange for an ID pass that will permit you access to the building during your placement.

You will receive a laptop for use during your placement, this laptop must not leave the Council Office and it can be left in an agreed place at the end of each day. You will be required to carry out relevant mandatory (meta compliance) training on the laptop which will cover Council policies such as Data Security, Computer Use Policy, Email, Equalities, and other areas such as Code of Conduct, Freedom of Information etc.

Please ensure that the ID and laptop is left with colleagues on your last placement day.

The weeks schedule

You will be given a schedule for the week. Please note that due to the nature of legal practices, at times colleagues allocated to spend time with you may be required to action urgent and time sensitive matters.
If this is the case, the department will do their upmost to find a colleague to cover, however, there may be times where this is not possible. We encourage you to speak to the next available colleague if you are ever without work or left unaccompanied for short periods without pre-agreement. You can contact the days Business Support as detailed on your schedule on MS Teams if preferred (Christine Unni, Michelle Milne, Fern Stone, Adele Simms or Siobhan Pitkin).

During your placement you will spend time with each of the four core teams outlined below. You will also have the opportunity to meet the Head of Service and Director of the Service where availability allows.

During the week you will also be allocated an independent research task by the Head of Service which you can expect to take half a day, the Head of Service will then review the outcomes of this task with you at the end of the week. This may take the form of a written response and/or discussion.

1. Commercial and Governance

The remit of the Commercial and Governance team:

- Commercial transactions involving the Council.
- Contracts and procurement
- Governance matters, including working with the Head of Democratic Services to ensure that reports put before decision makers have the appropriate legal clearance, providing support to the Monitoring Officer and Deputy Monitoring Officers on Code of Conduct matters.
- Information Law

2. Place

The Place team comprises two legal teams: (1) Property and (2) Planning.

The remit of the Property team:

- All property transactions involving the Council, commercial and residential property matters, leases, rights of way, easements, wayleaves, sales, and disposals, including RTBs and other related subjects.

The remit of the planning team:

- All planning, highways and related matters involving the Council, including but not limited to proving legal advice to officers and members either in writing or verbally, including attendance at committees, planning and highways agreements, and regeneration work, including land assembly.

3. Litigation

The remit of the Litigation team:

- Civil and criminal litigation, general litigation, including housing law, planning, highways, property, etc.
- Regulatory law, including licensing and attendance at licensing committee meetings.
- Employment law
- Advocacy
- Overseeing the arrangement for dealing with insurance claims.

4. Social Care

The remit of the Social Care team:

- All aspects of Children and Adult Social Care legal work, including case working and advocacy, and education matters.

Legal Business Support

The Legal teams are supported by a team of business support officers led by Siobhan Pitkin.

Democratic Services

The Democratic Services team sits under the Law & Governance Directorate alongside Legal. This team oversees, Councillor Support & the Civic Office, Electoral Services, Committees and includes Political Assistants. You will spend one afternoon during the week with Democratic Services.