

OVERVIEW AND SCRUTINY SHADOW MANAGEMENT COMMITTEE

MONDAY 3 AUGUST 2009

5.00 PM

ROOM 4

A G E N D A

www.milton-keynes.gov.uk/scrutiny

Councillors Burke, I Henderson, Hopkins, Miles and C Morris

For more information about the meeting please contact Simon Heap on Tel: (01908) 252567 or e-mail: simon.heap@milton-keynes.gov.uk

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1. Election of Chair

To elect a Chair of the Shadow Management Committee.

2. Appointment of Vice-Chair

To appoint a Vice-Chair of the Shadow Management Committee.

3. Apologies

4. Disclosures of Interest

Members and officers to disclose any personal or prejudicial interests they may have in the business to be transacted.

5. Terms of Reference

To note the Terms of Reference for the Management Committee and the Select Committees (Item 5) (**Pages 5 to 7**).

6. Draft Work Programme 2009/10

To consider a draft Work Programme for the Management Committee and the Select Committees (Item 6) (**Pages 8 to 13**).

The Committee is asked to review the allocation of work between the Committee and the Select Committees, suggest additional areas of work and prioritise the various items.

7. Budget Scrutiny

To consider a process for scrutinising the Budget process.

8. Existing Review Groups

To note the following Review Groups which are currently meeting and that they will submit their final reports to the Management Committee:

Review Groups:

Housing Options

Report of the Parking Strategy

Adoption of Estates

Clinical Decisions Unit

9. Co-optees to Committees

To note the co-optees currently appointed and to agree on which of the new select committees they should sit:

Children and Young People's Select Committee:

Statutory Co-optees:

Mr R Davey - representative of the Oxford Diocesan Board of Education

Vacant - representative of the Northampton Diocesan School Commission

Vacant - representative of parent governors in primary schools

Mr S Tucker - representative of parent governors in secondary schools

Dr S Chakrabarti - representative of parent governors in special schools

Healthier Communities and Older People Select Committee:

Mr J Needham - Local Involvement Networks Executive Committee

Economic Development and Enterprise Select Committee:

Mr D Foster – Chief Executive, Milton Keynes Parks Trust

The Management Committee is recommended to agree that all of the Select Committees should be able to suggest additional co-opted representatives that they would like to add their membership, subject to agreement by the Management Committee and by Council.

Only statutory co-opted representatives included in the Membership of the Children and Young People's Select Committee, as laid out in the Constitution, will be entitled to voting rights, unless the Council decide otherwise.

10. Training

To consider the training needs of members of the Management Committee, Select Committees and Chairs of those bodies.

11. Future Meetings

To consider the need for additional meetings of the Shadow Management Committee prior to 8 September 2009, and if so, dates for those meetings.

**TERMS OF REFERENCE FOR THE OVERVIEW AND SCRUTINY
MANAGEMENT COMMITTEE****Scope of the Committee**

- (a) To help to ensure the effective delivery of services that reflect the interests and concerns of the local community by co-ordinating the overview and scrutiny function to act as a critical friend to the Cabinet, other Committees, officers and partner organisations, to support improvement in the policies and performance of the Council and its partners.
- (b) To continue to seek improvement to the Overview and Scrutiny function to enhance the value added to the Council's governance, to provide an effective challenge to the executive and to provide non-executive Members with meaningful and rewarding roles.
- (c) To conduct such overview and scrutiny investigations as it may decide from time to time.

General Functions

1. To prioritise, commission and schedule the work of the Overview and Scrutiny bodies to ensure work programmes are developed that are focused on improvement, minimise any potential for duplication and have regard to the following:
 - (a) the Council's priorities for improvement;
 - (b) Inspection reports, including the Local Area Agreement and Comprehensive Area Assessment;
 - (c) Performance, customer satisfaction and complaints data;
 - (d) Value for money information and budgetary constraints;
 - (e) Emerging issues referred by Cabinet members, the Corporate Leadership Team or the Cabinet Forward Plan;
 - (f) Emerging legislation; and
 - (g) Where scrutiny can add most value.
2. To assign tasks as may be appropriate to the relevant Select Committee where the issue does not sit within their remit.
3. To review with Cabinet Members and the Corporate Management Team the work programme of meetings and reviews with a view to ensuring it is appropriate and robust and takes account of emerging issues;
4. To commission any detailed scrutiny review group reports as may be appropriate.

5. To monitor progress of review groups of the Committee and to receive their reports.
6. To receive information, at least quarterly, regarding the following:
 - (a) Requests from all sources for suggested topics to be allocated to the appropriate Select Committee.
 - (b) Outline briefings on implications of new legislation or policy as may be required. The Committee will be required to ensure appropriate issues are considered in more detail by the relevant Select Committee.
 - (c) Exception reports (bullet-pointed) from Select Committee Chairs on meetings and issues needed to be addressed. Select Committees will be required to ensure they receive regular updates on the work of Review Groups that have been established within their remit to be reported to the Committee.
 - (d) Budgetary and performance information, including data regarding the development of the Local Area Agreement and progress towards achievement of performance targets including statutory performance indicators (PIs), national performance indicators, best value performance indicators and complaints.
7. To receive and allocate Councillor Call for Action to Select Committees where they are accepted (in line with the provided guidance).
8. To co-ordinate the Overview and Scrutiny process of reviewing the Council's budget
9. To monitor the standards of output from Select Committees to ensure value is added;
10. To put in place and maintain a system to ensure that referrals from Overview and Scrutiny to the Executive and other partners are managed efficiently and that responses are received as appropriate.
11. To ensure that recommendations are incorporated into the recommendation monitoring system and review progress regarding recommendations. The Committee will be permitted to make representations to Cabinet and other bodies where progress is insufficient
12. To work with Members, scrutiny officers and the member development function to improve Members' awareness of issues and effectiveness of Overview and Scrutiny.
13. The Committee has a duty to report to full Council if there are a lack of resources for Overview and Scrutiny and to ensure that available Overview and Scrutiny resources are allocated to the best advantage.
14. To prepare the Annual Report to Council on the Scrutiny function, and to report to Council if there are a lack of resources for Overview and Scrutiny and to ensure that available Overview and Scrutiny resources are allocated to the best advantage.

TERMS OF REFERENCE FOR THE SELECT COMMITTEES

(a) Children and Young People's Select Committee:

- (i) To assist in the creation of an environment in which the children and young people of Milton Keynes can thrive and reach their full potential, by supporting and challenging young people, their families, the Council and its partners in developing evidence-based policies and strategies.
- (ii) To carry out the Council's statutory scrutiny functions for the Children's Trust.

(b) Economic Development and Enterprise Select Committee:

- (i) To assist the people of Milton Keynes in the strategic planning of the city for the benefit of its residents and to enhance the economic prosperity and sustainability of the area by scrutinising services and supporting the development of evidence based strategies and policies in relation to these aims.
- (ii) To carry out scrutiny of the planning process and the Local Development Framework

(c) Healthier Communities and Older People Select Committee:

- (i) To encourage the delivery of improved health and well-being to the residents of Milton Keynes by scrutinising services and supporting the development of evidence based policies and strategies by the Council and the Health Trusts and their partners in relation to the social care, health and well-being of residents in Milton Keynes.
- (ii) To carry out the Council's statutory responsibility for the scrutiny of health.

(d) Safer and Stronger Communities Select Committee:

- (i) To assist the residents of Milton Keynes in creating a sense of place and a safe and strong diverse community and reducing crime and disorder by supporting and challenging the residents of the borough, the Council and its partners in the work of operating and maintaining housing, transport and a safe environment in the borough and engaging the residents of the borough in developing policies and strategies to do so.
- (ii) To carry out the Council's statutory scrutiny functions of having a designated Crime and Community Safety Committee.

DRAFT WORK PROGRAMME 2009/10

OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE

Item	Main witness	Priority
Workforce Efficiencies		
Partnership Scrutiny Governance Partnership scrutiny, how it can be undertaken more effectively in Milton Keynes and how MKC can meaningfully engage with partners to scrutinise services.	Paul Robinson & Duncan Wilkinson	

SAFER AND STRONGER COMMUNITIES SELECT COMMITTEE

Item	Main witness	Priority
Relationship between MKC and Town and Parish Councils; to scrutinise the outcome of the IDEA work	M Small	
Communications Strategy for Project Reduce	Caroline Johnson	
Waste Strategy Review		
<p>Crime and Community Safety in Milton Keynes</p> <ol style="list-style-type: none"> 1 Exception reporting on poor performance over the previous year in relation to the crime and community safety Plan (to receive the CSSA); 2 How the 2009 – 2012 Plan will itself be funded by partners to achieve the objectives it sets out; 3 An assessment of the sustainability of funding identified to achieve priorities identified in the plan and risk management processes in place to ensure appropriate funding is available in the long-term; 4 The Community Safety Strategic Assessment will indicate those items that Community Safety Team feel are priorities for further, more detailed, investigation by the Scrutiny Panel in their work programme for 2009 – 10. 5. Annual Presentation from the Chief Constable 6. Neighbourhood Action Groups 7. Funding for Community Safety) 8. Understanding local concerns with regards to community safety and joint working between the Police and the local Council (including the National Confidence target). 	R Solly/ Corporate Finance/ Audit and Risk Management	
Play Area Review - To receive for information only a written briefing on the progress of implementing recommendations from the Play Area Review completed in 2008.		

ECONOMIC DEVELOPMENT AND ENTERPRISE SELECT COMMITTEE

Item	Main witness	Priority
Progress on actions from Rowberry Report		
<p>CMK Organisation Review</p> <p>Reviewing our organisation around CMK (development and growth) – currently interviewing key officers and partners on CMK objectives</p>	<p>K Greenhalgh (?) & Rebecca Purnell (?)</p>	
Restriction of Sub-Letting on Shared Ownership Properties		
Housing Asset Management Strategy Update Report (Oct/Nov '09)		
<p>Milton Keynes Economy and Learning Partnership</p> <p>An item on economic prosperity and investment in Milton Keynes (should also include Q3 performance data)</p>	<p>MKELP</p>	
Train Services in Milton Keynes		

HEALTHIER COMMUNITIES AND OLDER PEOPLE SELECT COMMITTEE

Item	Main witness	Priority
<p>Future Funding of NHS</p> <p>Discussion on future funding levels of the NHS and how NHS MK plans to cope with the effects of the financial recession.</p>	<p>Gill Prager and Diane Gray</p>	
<p>Provision of General Practitioner Services</p> <p><i>Council Referral 5(b)(i) [10 March 2009]</i></p> <ol style="list-style-type: none"> 1. That this Council calls upon the Health Scrutiny Panel to report to the Council within 6 months on the provision of General Practitioner Services in the rural and expanding areas of the Borough; and in particular to examine the situation in those wards where practices have closed their books. 2. That, additionally, the Council asks the Panel to investigate the increased cost to patients where practices locally are using 0844 numbers to access appointments or prescription renewals. <p>That the Health Scrutiny Panel be asked to include in its remit, an examination of the provision of GP Services in the older parts of the Borough, with particular emphasis on the suitability of premises.</p>	<p>Anne-Marie Frost</p>	
<p>Care Quality Commission</p>	<p>Gill Prager/Sue Sheath (Regional Manager CQC)</p>	
<p>Hospital Discharge Arrangements</p>		
<p>Palliative and End of Life Care</p>		
<p>Wheelchair Services</p>	<p>Gill Prager</p>	
<p>Physiotherapy Services</p>	<p>John Needham (MK:LINK)</p>	
<p>Prison Health</p>		
<p>Healthy Weight, Healthy Lives (Obesity Strategy) – Panel Recommendation (July '08)</p>		
<p>Dementia – Panel Recommendation (March '09)</p>		
<p>What does Wellbeing mean? – Personalisation</p>		
<p>Housing Audit Commission Inspection 2008 – progress report</p>		
<p>HiMO Strategy</p>		

Homelessness Prevention		
Review of Council's Sheltered Housing Stock		
Flexible Home Improvement Loan Scheme – Empty Homes (SC&HPDC – 22 July 2009)		
Empty Dwelling Management Orders (SC&HPDC – 22 July 2009)		
Strategic Review of Housing Support Services for Older People (SC&HPDC – 22 July 2009)		

CHILDREN AND YOUNG PEOPLE'S SELECT COMMITTEE

Item	Main witness	Priority
14 – 19 Strategy	G Tolley	
Day Nursery Review	V Cutler	
Safeguarding Children's Board Review	MKSCB & G Tolley	
<p>Inclusion Strategy & Implementation Plan</p> <p>This item was agreed at the PDC in June 2009 and should provide an update on the comments that were provided to officers through the Minutes on the emerging priorities from the SEN review.</p>	G Tolley & P Richardson	
<p>Children and Young People's Plan</p> <p>To receive the final draft of the report prior to it being presented to Cabinet. (this item was originally scheduled for July [removed at officer request] and was also considered in June 09)</p>	A Farr & T Hunter	
Schools Performance Data	V Cutler	
APA letter and Action/ Implementation Plan	G Tolley & Cllr S Clark	