

## ITEM 3(b)

### OVERVIEW AND SCRUTINY PEER REVIEW TASK AND FINISH GROUP

27 FEBRUARY 2018

## OVERVIEW AND SCRUTINY COMMITTEE COMMITTEES – REVISED TERMS OF REFERENCE

### Scrutiny Management Committee

1. To undertake the Council's Statutory Scrutiny role in respect of 'The Councillor Call for Action'.
2. To agree and manage the work programme for the scrutiny committees appointed by the Council, ensuring that they are comprehensive, avoid duplication and reflect the priorities in the Council Plan or any other significant issues that are affecting Milton Keynes.
3. To appoint and agree the scope of the work for task and finish review groups.
4. To refer for scrutiny by the relevant scrutiny committee any topics which the Management Committee consider urgent during the year.
5. To arrange for the monitoring of the overall performance of the Council's services and the delivery of the Council Plan, and its projects, in order that recommendations may be made to appropriate Council bodies, as necessary.
6. To receive regular updates from Chairs of Task and Finish Groups on how the work of the Task and Finish Group is progressing.
7. To allocate to the relevant scrutiny committee call-ins of Cabinet, individual Cabinet member or officer key decisions, where the relevant committee is not self-evident to the Service Director (Legal and Democratic Services).
8. To report to the Council on the work of the overview and scrutiny function on an annual basis.
9. Where it is not practicable to wait to the next meeting of the Scrutiny Management Committee the Service Director (Legal and Democratic Services), may in consultation with the Chair and Vice-Chairs of the Scrutiny Management Committee agree any items in accordance with Terms of Reference 3 to 9 above.

### Budget Scrutiny Committee

1. To implement the work programme agreed by the Scrutiny Management Committee by:
  - (a) providing dedicated, cross-party consideration of the Budget and the Council's finances with a view to establishing and maintaining resources which are fit for purpose and address the needs and aspirations of the people of Milton Keynes and the Council Plan priorities;

- (b) making recommendations on:
    - (i) Priority of Services
    - (ii) Service efficiencies
    - (iii) Value for money
    - (iv) Financial strategies
  - (c) considering and commenting on Procurement, Workforce, ICT and Property issues in the light of the Council's Financial Strategy;
  - (d) monitoring the in-year progress of the Revenue and Capital Budgets;
  - (e) scrutinising and commenting upon annual out-turn reports for the Revenue and Capital Budgets, and identify learning points;
  - (f) being consulted during the preparation of the annual Revenue and Capital Strategies and Budgets;
  - (g) scrutinising the draft Revenue and Capital Budgets;
  - (h) making recommendations to the Cabinet on any of the above matters at any time, and to submit comments to the Council in relation to the Cabinet's proposed Revenue and Capital Budgets at the appropriate time;
  - (i) monitoring and reviewing the implementation of recommendations made to Cabinet, Cabinet members and other bodies, including the recommendations of task and finish groups whose terms of reference fall within the remit of the committee;
  - (j) appointing a planning group to oversee the implementation of the Committee's work programme;
  - (k) appointing, subject to the agreement of the Scrutiny Management Committee, co-opt persons in a non-voting capacity, to add to the expertise, breath of knowledge and understanding of the work of the Committee; and
  - (l) inviting expert witnesses in respect of particular items to be considered by the Committee.
2. To establish a sub-committee to consider all called-in Cabinet, individual Cabinet member or officer decisions, as referred by the Scrutiny Management Committee in accordance with the Overview and Scrutiny Procedure Rules.

### **Children and Young People Committee**

1. To implement the work programme agreed by the Scrutiny Management Committee by:
  - (a) scrutinising the provision of services, the achievement of targets and the provision of resources by the Council and its partners for the children and young people of Milton Keynes and their families;

- (b) supporting and challenging the Council and its partners in developing evidence-based policies and strategies which assist in creating positive outcomes for the children and young people of Milton Keynes so that they can be healthy, safe, enjoy their childhood, achieve economic well-being and make a positive contribution to the Borough;
  - (c) scrutinising, on behalf of the Council, the Safeguarding Children Board, the Corporate Parenting Panel and, in partnership with the Health and Adult Social Care Committee, the work of the Health and Well Being Board including any appropriate sub-committees or working parties that it may establish;
  - (d) monitoring and reviewing the implementation of recommendations made to Cabinet, Cabinet members and other bodies, including the recommendations of task and finish groups whose terms of reference fall within the remit of the committee;
  - (e) appointing a planning group to oversee the implementation of the Committee's work programme;
  - (f) appointing, subject to the agreement of the Scrutiny Management Committee, co-opt persons in a non-voting capacity, to add to the expertise, breath of knowledge and understanding of the work of the Committee; and
  - (g) inviting expert witnesses in respect of particular items to be considered by the Committee.
2. To establish a sub-committee to consider all called-in Cabinet, individual Cabinet member or officer decisions, as referred by the Scrutiny Management Committee in accordance with the Overview and Scrutiny Procedure Rules.

### **Health and Adult Social Care Committee**

1. To implement the work programme agreed by the Scrutiny Management Committee by:
- (a) undertaking the Council's statutory scrutiny role in respect of scrutinising and reviewing any matter relating to the planning, provision and operation of the health service in Borough;
  - (b) assisting in the provision of improved health and adult social care services to the residents of Milton Keynes by supporting the development of evidence based policies and strategies by the Council, health service providers and their partners;
  - (c) scrutinising the provision of services, the achievement of targets and the provision of resources to this end;
  - (d) monitoring and reviewing the implementation of recommendations made to Cabinet, Cabinet members and other bodies, including the recommendations of task and finish groups whose terms of reference fall within the remit of the committee;

- (e) appointing a planning group to oversee the implementation of the Committee's work programme;
  - (f) appointing, subject to the agreement of the Scrutiny Management Committee, co-opt persons in a non-voting capacity, to add to the expertise, breadth of knowledge and understanding of the work of the Committee; and
  - (g) inviting expert witnesses in respect of particular items to be considered by the Committee.
2. To establish a sub-committee to consider all called-in Cabinet, individual Cabinet member or officer decisions, as referred by the Scrutiny Management Committee in accordance with the Overview and Scrutiny Procedure Rules.

### **Housing and Community Committee**

1. To implement the work programme agreed by the Scrutiny Management Committee by:
- (a) undertaking the Council's statutory scrutiny role in respect of scrutinising and reviewing Crime and Community Safety;
  - (b) scrutinising the planning and provision of housing services in Milton Keynes and the Council's role as landlord, to ensure that these services provide good quality, affordable accommodation for the Council's tenants and to create a sense of place for all citizens of Milton Keynes
  - (c) reviewing the availability and provision of housing in Milton Keynes;
  - (d) reviewing and assess measures to address homelessness and rough sleeping in Milton Keynes;
  - (e) seeking to ensure that the anticipated needs and aspirations of future Milton Keynes' residents are met in the planning and delivery of new housing developments;
  - (f) scrutinising the planning and provision of leisure and cultural services provided by the Council and its partners;
  - (g) scrutinising the involvement of the Council in regional and national organisations operating within the remit of the Committee to ensure that the involvement provides value and benefit to Milton Keynes;
  - (h) monitoring and reviewing the implementation of recommendations made to Cabinet, Cabinet members and other bodies, including the recommendations of task and finish groups whose terms of reference fall within the remit of the committee;
  - (i) appointing a planning group to oversee the implementation of the Committee's work programme;

- (j) appointing, subject to the agreement of the Scrutiny Management Committee, co-opt persons in a non-voting capacity, to add to the expertise, breath of knowledge and understanding of the work of the Committee; and
  - (k) inviting expert witnesses in respect of particular items to be considered by the Committee.
2. To establish a sub-committee to consider all called-in Cabinet, individual Cabinet member or officer decisions, as referred by the Scrutiny Management Committee in accordance with the Overview and Scrutiny Procedure Rules

### **General Scrutiny / Public Realm Committee**

1. To implement the work programme agreed by the Scrutiny Management Committee by being responsible for scrutinising:
- (a) as the Council's statutory scrutiny committee, Flood and Water Risk Management
  - (b) Public Realm services;
  - (c) Development Control and strategic planning matters;
  - (d) critical partnerships involving the Council;
  - (e) monitoring and reviewing the implementation of recommendations made to Cabinet, Cabinet members and other bodies, including the recommendations of task and finish groups whose terms of reference fall within the remit of the committee;
  - (f) appointing a planning group to oversee the implementation of the Committee's work programme;
  - (g) appointing, subject to the agreement of the Scrutiny Management Committee, co-opt persons in a non-voting capacity, to add to the expertise, breath of knowledge and understanding of the work of the Committee; and
  - (h) inviting expert witnesses in respect of particular items to be considered by the Committee.
2. To establish a sub-committee to consider all called-in Cabinet, individual Cabinet member or officer decisions, as referred by the Scrutiny Management Committee in accordance with the Overview and Scrutiny Procedure Rules.