

30 JANUARY 2018

OVERVIEW AND SCRUTINY COMMITTEE COMMITTEES – TERMS OF REFERENCE

6.1 General Role

Within their terms of reference Overview and Scrutiny Committees will:

- review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any functions or the performance of any services;
- consider any matter affecting the area or its inhabitants; and
- exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet.

6.2 Terms of Reference

The Council will appoint the Overview and Scrutiny Committees set out in the table below to discharge the functions listed.

Scrutiny Management Committee

1. To act as the Council's Statutory Scrutiny Committee in respect of:
 - (a) Flood and Water Risk Management;
 - (b) Crime and Community Safety; and
 - (c) The Councillor Call for Action.
2. To agree a theme(s) to guide the work of task and finish review groups, taking account of the priorities identified at the annual priorities setting event and by other means.
3. To agree the work programme for the task and finish review groups, the Budget Scrutiny Committee, the Children and Young People Committee and the Health and Adult Social Care Committee, ensuring that they are comprehensive, avoid duplication and contribute to the Council's priorities.
4. To agree the scope and responsibilities for each task and finish review group, on the recommendation of the task and finish review group.
5. To appoint task and finish review groups.

6. To appoint the Chairs of the task and finish review groups normally on a politically proportional basis, in consultation with Group Leaders taking account of the skills and experience required.
7. To confirm the appointment of councillors and co-opted members to the task and finish review groups.

Nominations to the task and finish review groups will be made by the Chair of the Task and Finish Review Group. The Chair will consult individual Political Group Leaders before nominating any councillors from the Group Leader's Group.
8. To appoint one of the Management Committee to act as a sponsor / mentor to each of the task and finish review groups.
9. To arrange for scrutiny of any urgent topics which the Management Committee consider urgent during the year.
10. 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.
11. To report to the Council on the work of the overview and scrutiny function on an annual basis.
12. 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 provide 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's priorities.
2. To contribute to the delivery of the Council's Corporate Plan by making recommendations on:
 - (a) Priority of Services
 - (b) Service efficiencies
 - (c) Value for money
 - (d) Financial strategies
3. To consider and comment on Procurement, Workforce, ICT and Property issues in the light of the Council's Financial Strategy.
4. To monitor the in-year progress of the Revenue and Capital Budgets.

5. To scrutinise and comment upon annual out-turn reports for the Revenue and Capital Budgets, and identify learning points.
6. To be consulted during the preparation of the annual Revenue and Capital Strategies and Budgets.
7. To scrutinise the draft Revenue and Capital Budgets.
8. To make 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.
9. To appoint a planning group to oversee the implementation of the Committee's work programme, as agreed by the Scrutiny Management Committee.
10. Subject to the agreement of the Scrutiny Management Committee, to co-opt persons in a non-voting capacity, to add to the expertise, breadth of knowledge and understanding of the work of the Committee
11. To invite expert witnesses in respect of particular items to be considered by the Committee.

Children and Young People Committee

1. To scrutinise 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.
2. To support and challenge 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.
3. To scrutinise, 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.
4. To appoint a planning group to oversee the implementation of the Committee's work programme, as agreed by the Scrutiny Management Committee.
5. Subject to the agreement of the Scrutiny Management Committee, to co-opt persons in a non-voting capacity, to add to the expertise, breadth of knowledge and understanding of the work of the Committee.
6. To invite expert witnesses in respect of particular items to be considered by the Committee.

Executive Scrutiny Committee

1. To consider all called-in Cabinet, individual Cabinet member or officer decisions in accordance with the Overview and Scrutiny Procedure Rules.
2. To make recommendations as to the effectiveness of existing policies and practices highlighted as a result of scrutinising decisions subject to call-in.

Health and Adult Social Care Committee

1. To undertake 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.
2. To assist 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.
3. To scrutinise the provision of services, the achievement of targets and the provision of resources to this end.
4. To appoint a planning group to oversee the implementation of the Committee's work programme, as agreed by the Scrutiny Management Committee.
5. Subject to the agreement of the Scrutiny Management Committee, to co-opt persons in a non-voting capacity, to add to the expertise, breath of knowledge and understanding of the work of the Committee.
6. To invite expert witnesses in respect of particular items to be considered by the Committee.

Housing and Community Committee

1. To scrutinise 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.
2. To review the availability and provision of housing in Milton Keynes, including the impact of the Council's planning policies.
3. To review and assess measures to address homelessness and rough sleeping in Milton Keynes.
4. To seek to ensure that the anticipated needs and aspirations of future Milton Keynes' residents are met in the planning and delivery of new housing developments.
5. To scrutinise the planning and provision of leisure and cultural services provided by the Council and its partners.

6. To scrutinise 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.

General Terms of Reference for Scrutiny Committees

Subject to the directions of the Scrutiny Management Committee relating to work programmes and the allocation of resources:

1. To review or scrutinise any decision made, or other action taken, in connection with the discharge of any of the Executive Functions within the remit of the Committee.
2. To make reports or recommendations to the Council or to the Cabinet with respect to the discharge of any of the Executive Functions within the remit of the Committee.
3. To review or scrutinise any decision made, or other action taken, in connection with the discharge of any of the Non-executive Functions within the remit of the Committee.
4. To make reports or recommendations to the Council or any Committee of the Council with respect to the discharge of any of the Non-executive Functions within the remit of the Committee.
5. To make reports or recommendations to the Council, to the Cabinet or to a regulatory committee on matters within the remit of the Committee which affect the Council's area or the inhabitants of the Council's area.
6. To consider any representations made in connection with the work of the Committee by a Member of the Council on behalf of her/his constituents.
7. To appoint advisers from outside the Council to advise the Committees.