



Minutes of the meeting of the MEMBERS' SERVICES SUB-COMMITTEE of the POLICY AND RESOURCES COMMITTEE held on THURSDAY 9 SEPTEMBER 1999 at 6.00 pm

Present: Councillors Edwards, I Henderson, Long, Miles, Stanyer (substitute for Councillor Day) and Tallack

Officers: J Moffoot (Head of Corporate Administration), S Heap (Members' Services Manager) and E Richardson (Members' Services Officer)

Apology: Councillor Day

MS1/00 ELECTION OF CHAIR

RESOLVED -

That Councillor Miles be elected Chair of the Sub-Committee for the Council year 1999/2000.

MS2/00 MINUTES

The Sub-Committee received the Minutes of the meeting of the Members' Services Panel held on 14 January 1999. It was noted that the Business Plan for the provision of IT facilities, requested by the Panel, had not been produced.

MS3/00 TERMS OF REFERENCE

Further to Minute PR8/99, the Sub-Committee considered revised Terms of Reference, to reflect its role in ensuring that services for Members' supported any new democratic structures.

The Sub-Committee also considered its method of working and suggested that less formal meetings would aid discussion and allow Members to "brainstorm" ideas.

RESOLVED -

1. That the Policy and Resources Committee be recommended to adopt the revised Terms of Reference, set out as an **Annex** to these Minutes.
2. That future meetings of the Sub-Committee be conducted on a less formal basis.

MS4/00

PROVISION OF MEMBERS' SERVICES

The Sub-Committee considered the services currently provided for Members, including the provision of IT.

The Sub-Committee also discussed the possible development of services for Members and how this issue could be progressed in line with changes to democratic structures.

Further to the meeting of the Members' Services Panel held on 14 January 1999, the Sub-Committee noted that it had not been possible to prepare a business plan for the development of IT for Members, due to the unavailability of staff resources, and also that it had not been possible to install personal computers in the Group Rooms, because of the lack of financial resources.

It was, however, reported that the estimated cost of installing personal computers in Group Rooms was £3,500, with an annual cost for support and maintenance of £2,000. It was also reported that it was hoped to prepare the Business Plan shortly, as a project for a member of staff completing a post entry training qualification.

RESOLVED -

That the following be reported to the next meeting of the Sub-Committee:

1. a Business Plan for the development of IT for Members; and
2. details of two generalised models reflecting the separation of Executive and Scrutiny roles, with examples of the Members' services required to support each model.

MS5/00

ATTENDANCE AT CONFERENCES BY MEMBERS - 1999/2000

The Sub-Committee noted the attendance at conferences and those already committed in 1999/2000, and considered the allocation of any remaining funds.

RESOLVED -

1. That the Policy and Resources Committee be recommended to:
 - (a) approve the attendance at the following conferences for the remainder of 1999/2000, by the number of Members stated:

Conference	Cost (where known or estimated)	Representative (No. of Members)			
		Lab	L/D	Con	Ind
CLEA/LGA Education	£800	2 in total - allocation to be confirmed			

ADSS/LGA Services	Social	£600	1	1
LGA Conference	Housing	£640	2 in total - allocation to be confirmed	
North of England Education	England	£420	2 in total - allocation to be confirmed	
SEE Conference	Annual	£1080	2	1
TOTAL		£3540		

- (b) to agree that no further conferences be attended by Members, unless provision can be found in a Directorate's budget for both the cost of the conference and travelling and subsistence costs.

(Councillor Long declared a pecuniary interest in this item and took no part in the discussion or voting thereon.)

MS6/00 MEMBERS' ALLOWANCES - REVIEW OF TRAVELLING EXPENSES

The Sub-Committee considered Members' entitlement to claim travelling expenses when undertaking duties as a Councillor.

RESOLVED -

That, in accordance with the proposed revised Terms of Reference for the Sub-Committee, consideration of this matter be referred to an independent panel.

MS7/00 CRITERIA FOR THE SELECTION OF THE DEPUTY MAYOR OF MILTON KEYNES

Further to the meeting of the Mayoral Sub-Committee held on 24 March 1999, the Sub-Committee considered a procedure for the annual selection of the Deputy Mayor.

RESOLVED -

That consideration of the procedure be deferred, pending consideration by each of the political groups on the Council.

THE CHAIR CLOSED THE MEETING AT 7.20 PM