

OVERVIEW AND SCRUTINY SHADOW MANAGEMENT COMMITTEE

THURSDAY 13 AUGUST 2009

5.00 PM

ROOM 2

A G E N D A

www.milton-keynes.gov.uk/scrutiny

Councillor Hopkins (Chair)
Councillors Burke, I Henderson, Miles and C Morris

For more information about the meeting please contact Matt Bailey on Tel: (01908) 252226 or e-mail: matthew.bailey@milton-keynes.gov.uk

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1. Apologies

2. Disclosures of Interest

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

3. Minutes

To consider the Minutes of the meeting held on 3 August 2009 (Item 3) (Pages 4 to 7)

4. Work Programme - Assessment of Projects

To consider Item 4 (Pages 8 to 22)

5. Select Committees - Terms of Reference

To consider Item 5 (Pages 23 to 24)

6. Budget Review Group – Terms of Reference

To consider Item 6 (Page 25)

7. Overview and Scrutiny Training Provision

To consider Item 7 (Page 26)

Minutes of the meeting of the SHADOW OVERVIEW AND SCRUTINY MANAGEMENT COMMITTEE held on MONDAY 3 AUGUST 2009 at 5.00 pm

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

Officers: J Moffoot (Head of Democratic Services), M Bailey (Overview and Scrutiny Officer) and F Bower (Overview and Scrutiny Officer)

Also Present: Councillors Dransfield and A Geary

Apologies: None

Members of the Public: 0

MC01 ELECTION OF CHAIR

RESOLVED -

That Councillor Hopkins be elected Chair of the Committee.

MC02 APPOINTMENT OF VICE-CHAIR

RESOLVED -

That Councillor Miles be appointed Vice-Chair of the Committee.

MC03 DISCLOSURES OF INTEREST

None

MC04 TERMS OF REFERENCE

The Committee considered the terms of reference for the Overview and Scrutiny Management Committee and the four Select Committees.

Comments from Members included the following:

- The terms of reference should be consistent to ensure that robust arrangements are in place for effective scrutiny, although any changes would have to be agreed by Council
- The responsibility for Member Development should sit with the Group Leaders but the Management Committee will submit suggestions for appropriate Overview and Scrutiny training
- The name of the Healthier Communities and Older People Select Committee should be changed

RESOLVED -

That revised terms of reference for each of the four select committees be drafted and presented to the Committee at its next meeting, taking into account the Members' views.

MC05

DRAFT WORK PROGRAMME 2009/10

The Committee considered the draft work programme for the Overview and Scrutiny Management Committee and the four Select Committees.

Comments from Members included the following:

- There was no detail to the work programme; it was just a list
- Another meeting of the Management Committee was required to consider each item in more detail
- The rationale and timescales for each item should be included
- Children's Services was a major issue for Overview and Scrutiny to consider
- Housing Performance would need to be included as part of the work programme
- No information items should be received by the Select Committees and instead ad-hoc briefing sessions could be arranged

RESOLVED -

That consideration of the draft work programme be deferred to the Committee's next meeting when more detail could be provided on each item.

MC06

BUDGET SCRUTINY

The Committee considered the process for scrutinising the budget.

It was noted that historically the Overview and Scrutiny had struggled to find an appropriate way to engage with the budget process and that this was common among many local authorities.

Comments from Members included the following:

- There should be a permanent Budget Review Group in place which would monitor the budget process, as well as all other financial issues across the Council
- It should be standing group reporting to the Management Committee with the Chair allocated a Special Responsibility Allowance
- The membership of the Review Group should be 2:2:1 to reflect political proportionality

- The terms of reference for the Review Group should be presented to the Committee at its next meeting

RESOLVED -

That a Budget Review Group be appointed on a 2:2:1 basis and that the terms of reference for the Group be presented to the Committee at its next meeting.

MC07

EXISTING REVIEW GROUPS

The Committee considered the status of the four existing review groups and how the review groups' final reports should be received.

It was noted that the Estates and Highways Adoption Review Group and the Housing Options Review Group had been completed and that final reports were in the process of being drafted.

Comments from Members included the following:

- All final reports of existing review groups should come to the Management Committee where it can refer any learning points on to the relevant Select Committees
- The Gatehouse Review Group should be included in the list of Review Groups, even though it has not currently met
- The Corporate Parenting Panel would need to continue as a subsidiary body to the Children and Young People's Select Committee
- For future review groups, final reports should go the relevant Select Committees to avoid creating an unnecessary workload for the Management Committee

RESOLVED -

1. That the Management Committee receive the final reports of all of the existing review groups
2. That the terms of reference for the Gatehouse Review Group be provided to the Committee at its next meeting

MC08

CO-OPTees TO COMMITTEES

The Committee noted the co-optees currently appointed and the Select Committees they were assigned to.

It was noted that Children and Young People's Select Committee had a statutory requirement to appoint co-opted Members.

It was also noted that the Children and Young People's Select Committee was the only Committee to have been granted the power to appoint co-optees to vacancies. It was the responsibility of the Council to formally appointed co-optees to the other remaining Select Committees.

RESOLVED –

1. That the co-optees for the four Select Committees be noted.
2. That the Council be recommended that the responsibility for agreeing the appointment of co-optees to serve on Select Committees should rest with the Overview and Scrutiny Management Committee.

MC10

TRAINING

The Committee considered the training needs of Members of the Management Committee, Select Committees and the Chairs of those bodies.

RESOLVED –

That a paper be presented to the Committee at its next meeting outlining the training opportunities available to Members and all relevant dates.

MC11

FUTURE MEETINGS

That the Committee's next meeting be held on Thursday 13 August at 5pm in Meeting Room 2.

THE CHAIR CLOSED THE MEETING AT 6.35 PM

OVERVIEW AND SCRUTINY SHADOW MANAGEMENT COMMITTEE

13 AUGUST 2009

Draft Work Programme – Assessment of Projects**1. Method of assessment**

The following checklist has been used to prioritise items for consideration by the Shadow Overview and Scrutiny Management Committee.

The checklist is broken down into two parts: an initial assessment to establish which items should be taken forward for further consideration and a scoring system to “weight” those items in terms of their importance.

Stage 1

Items are assessed against the set criteria to establish which items should be taken forward for further consideration and which should be rejected.

Potential criteria for selecting Items	✓ or ✗
There is a clear objective or achievement in reviewing the topic which adds public value	
The activity is timely as part of a wider process	
The issue is strategic and significant	
There is clear evidence to support the need for review (external audit/ public dissatisfaction)	
There are clear benefits to the Council and its customers from reviewing the topic	
There is public interest in the issue provided in media or surgeries	
This is a Council corporate priority	
This is a central Government priority	
There is a pattern of budgetary overspend or consistent poor performance	
There is new Government legislation or guidance attributed to this area.	
There are key reports or new evidence provided by external organisations on the issue	

Potential criteria for rejecting Items	✓ or ✗
The objective can not be achieved within the timescale	
There is no scope for the Committee to make a difference	
Issue dealt with by Committee less than 2 years ago	

Issue is being dealt with by another Committee/ Panel/ Working group etc...	
There is new government legislation or guidance expected on this item within the next year	

Stage 2

Each item is given a weighted score according to its importance ([5] major [3] significant [1] Minimal) or simply yes (5) or no (0). It is then prioritised on the basis of its total score.

Potential criteria for selecting Items	
NB: 5: Major, 3: Significant, 1: Minimal	
The level of value added through consideration of the item	
Amount of concern to local communities	
Level of strategic importance	
Impact on Council expenditure	
Level of performance concerns	

NB: 5: Yes, 0: No	
There is new Government legislation or guidance attributed to this area	
This is a Council priority	
There are key reports or new evidence provided by external organisations on the issue	
Referred from another Committee or Panel	

Total :

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*Adapted from Eden District Council

2. Assessments

The following items have been agreed with the Corporate Director, Children Services. They have not been scored as they are considered priority items.

Achievement and Standards Report	Timescale
An overview of the outcomes achieved by children in schools in Milton Keynes. Two reports to be received in October and February: the first with the unvalidated data and the second with the validated data.	Two separate reports: October '09 & February 10
Review of the Milton Keynes Safeguarding Children's Board	
The Committee will receive the annual report of the Board. To be presented by the outgoing Chair.	September '09
Every Child Matters Programme	
The Committee will receive separate reports on the five outcome of the Every Child Matters programme. The "Stay Safe" element will be picked up from the work of the Safeguarding Children's Board but will be presented as a separate report to the Board's annual report.	TBC
Children and Young People's Plan	
The Plan is currently being written. It is important that there is consistency in the way the Plan is reported to the Committee, the Children's Trust and the DCSF Improvement Board.	September '09
DCSF Improvement Plan	
The Year One implementation of the Children and Young People's Plan.	TBC

What is Wellbeing?	Source	Timescale
Wellbeing is a cross-cutting issue but Members will be asked to consider its significance from a social care transformation perspective. This work would neatly flow into a more detailed study of the Social Care Reform Plan which was received as an information item at the last SC&H PDC meeting (22 July 2009). Members could then undertake a more detailed analysis of the plan identifying specific areas of interest. This work would lend itself to a small review group which could be seen as a “champion” for the social care reform agenda.	SC&H Planning Group/PDC Recommendations	This work is ongoing but early involvement welcomed
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item	5	
Amount of concern to local communities	5	
Level of strategic importance	5	
Impact on Council expenditure	5	
Level of performance concerns	1	

NB: 5: Yes, 0: No	
There is new Government legislation or guidance attributed to this area	5
This is a Council priority	5
There are key reports or new evidence provided by external organisations on the issue	0
Referred from another Committee or Panel	5

Total : **36**

Revision of Housing Strategy	Source	Timescale
The Housing Strategy needs to be revised to take into account housing in Milton Keynes in its broadest sense, particularly in the context of partnership working. This strategy would encompass other strategies/policies etc, for example, homelessness. The Audit Commission has recently published a report which supports this approach.	Corporate Director, Community Wellbeing	November '09
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item		5
Amount of concern to local communities		5
Level of strategic importance		5
Impact on Council expenditure		5
Level of performance concerns		1

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area		0
This is a Council priority		5
There are key reports or new evidence provided by external organisations on the issue		5
Referred from another Committee or Panel		5
Total :		36

Maternity and Neonatal Services	Source	Timescale
An update from the Hospital on the CQC's formal review of progress into its Maternity Services. An action plan was approved by what was formerly the Healthcare Commission in February and CQC (its successor body) will be monitoring the Hospital's progress in implementing it through September. Improvements to the Neonatal Services at the Hospital should also be considered in light of the Maternity Services Review.	HSP Recommendation March '09/Director of Nursing (MKFTH)	January 2010
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item		3
Amount of concern to local communities		5
Level of strategic importance		5
Impact on Council expenditure		1
Level of performance concerns		5

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area		0
This is a Council priority		0
There are key reports or new evidence provided by external organisations on the issue		5
Referred from another Committee or Panel		5
Total :		29

Future Funding of NHS	Source	Timescale
Discussion on future funding levels of the NHS and how NHS MK plans to cope with the effects of the financial recession. The pressure on funding levels is likely to result in substantial changes to the way services are run.	Deputy Director of Public Health/HSP Planning Group	October '09
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item		3
Amount of concern to local communities		3
Level of strategic importance		5
Impact on Council expenditure		1
Level of performance concerns		1

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area		5
This is a Council priority		0
There are key reports or new evidence provided by external organisations on the issue		5
Referred from another Committee or Panel		5
Total :		28

Provision of GP Services	Source	Timescale
<p>Provision of General Practitioner Services <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. 3. 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. 	Council Recommendation March '09	This item is not time sensitive but is in response to a recommendation from Council.
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item		3
Amount of concern to local communities		5
Level of strategic importance		5
Impact on Council expenditure		1
Level of performance concerns		3

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area		0
This is a Council priority		0
There are key reports or new evidence provided by external organisations on the issue		5
Referred from another Committee or Panel		5

Total : **27**

Joint Working Arrangements with the Council and the PCT	Source	Timescale
Two key areas to consider with regards to working arrangements with the Council and the PCT: <ul style="list-style-type: none"> - Extending joint commissioning responsibilities - Integrating services and the accountability structures in place to ensure this is done appropriately 	Corporate Director, Community Wellbeing	TBC
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item	3	
Amount of concern to local communities	1	
Level of strategic importance	5	
Impact on Council expenditure	5	
Level of performance concerns	1	

NB: 5: Yes, 0: No	
There is new Government legislation or guidance attributed to this area	5
This is a Council priority	5
There are key reports or new evidence provided by external organisations on the issue	0
Referred from another Committee or Panel	0
Total :	25

Community Safety	Source	Timescale
<p>The Partnership Strategy, the Annual Strategic Assessment and financial arrangements are the most valuable areas for scrutiny.</p> <p>Partnership Strategy: Annual – this year's has just been published. Consultation on this informs the CS budget.</p> <p>Strategic Assessment: due out beginning Sept 09. O&S could add value by commenting on the report for next year and on where the Council should focus strategically over the next three years.</p> <p>NI21 on local concerns about anti-social behaviour and crime is a high priority, as people in Milton Keynes are becoming less confident compared to other local authority areas. Domestic violence and hate crime are also causing concern.</p>	Brian Sandom and Richard Solly	<p>Strategic Assessment: Sept-Dec 2009</p> <p>Partnership Strategy: Jan/Feb 2010</p> <p>Annual Plan: Feb 2009</p>
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item	2	
Amount of concern to local communities	3	
Level of strategic importance	3	
Impact on Council expenditure	1	
Level of performance concerns	2	

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area	5	
This is a Council priority	0	
There are key reports or new evidence provided by external organisations on the issue	5	
Referred from another Committee or Panel	5	
Total :	24	

Libraries and Community Learning Strategy	Source	Timescale
The scope for the Libraries and Community Learning Strategy is currently being developed. Members are asked to consider at which stage they would want to be involved in the process. This also raises the questions as to what stage Members want to be involved in the development of all Council strategies/high-level policies etc.	Corporate Director, Community Wellbeing	TBC
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item		5
Amount of concern to local communities		1
Level of strategic importance		5
Impact on Council expenditure		3
Level of performance concerns		1

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area		0
This is a Council priority		5
There are key reports or new evidence provided by external organisations on the issue		0
Referred from another Committee or Panel		0

Total : **20**

Highways Asset Management Plan (AMP)	Source	Timescale
AMPs for the Council's whole portfolio being completed; even after signing off, recommendations on delivery would add value.	Brian Sandom	AMPs due to be signed off by 31 Oct 09
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item		3
Amount of concern to local communities		1
Level of strategic importance		3
Impact on Council expenditure		3
Level of performance concerns		3

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area		0
This is a Council priority		3
There are key reports or new evidence provided by external organisations on the issue		3
Referred from another Committee or Panel		0

Total : **19**

Transport Strategy	Source	Timescale
This was agreed in December and is to be reviewed over the following 18 months, taking into account the Climate Change Act and other national guidance. There will be a stakeholder meeting in September to create a vision, which will be the basis for the review. Public transport usage and public satisfaction levels will be of interest.	Brian Sandom and Pele Bhamber	As soon as possible after the stakeholder meeting – Oct/Nov 2009
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item		3
Amount of concern to local communities		3
Level of strategic importance		3
Impact on Council expenditure		3
Level of performance concerns		3

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area		0
This is a Council priority		3
There are key reports or new evidence provided by external organisations on the issue		0
Referred from another Committee or Panel		0

Total : **18**

HiMO Strategy	Source	Timescale
The HiMO Strategy, which has been developed in consultation with the HiMO Cabinet Advisory Group, will be presented to Cabinet in October. There is an opportunity for Members to comment on the Strategy before then but it is doubted what value this would add.	Cllr Williams/Roland Payne	September '09
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item		1
Amount of concern to local communities		3
Level of strategic importance		1
Impact on Council expenditure		1
Level of performance concerns		1

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area		0
This is a Council priority		0
There are key reports or new evidence provided by external organisations on the issue		0
Referred from another Committee or Panel		5
Total :		12

Waste Strategy	Source	Timescale
Value added by O&S would be considerable, once the process starts next year.	Brian Sandom	2010/11
NB: 5: Major, 3: Significant, 1: Minimal		
The level of value added through consideration of the item		1
Amount of concern to local communities		1
Level of strategic importance		3
Impact on Council expenditure		3
Level of performance concerns		1

NB: 5: Yes, 0: No		
There is new Government legislation or guidance attributed to this area		0
This is a Council priority		0
There are key reports or new evidence provided by external organisations on the issue		0
Referred from another Committee or Panel		0
Total :		9

SELECT COMMITTEES – TERMS OF REFERENCE

1 Children and Young People’s Select Committee

- (a) To assist in ~~the creation of an environment in which~~ **creating positive outcomes for** the children and young people of Milton Keynes **so that they can be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being,** ~~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.
- (b) To scrutinise the provision of services, the achievement of targets and the provision of resources to this end
- (c) To carry out the council's ~~statutory~~ scrutiny functions for the Children's Trust.

2 Safer and Stronger Communities Select Committee

- (a) To assist ~~the residents of Milton Keynes~~ in creating a sense of place and a safe and strong diverse community **in Milton Keynes,** and **in** 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.~~
- (b) To scrutinise the provision of services, the achievement of targets and the provision of resources to this end.
- (c) To carry out the Council's statutory scrutiny functions of having a designated Crime and Community Safety Committee.

3 ~~Healthier Communities and Older People Select Committee~~ **Health and Community Well-being Select Committee**

- (a) To ~~assist in~~ **encourage** the ~~delivery~~ **provision** 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 social care, health and well-being ~~of residents in Milton Keynes.~~
- (b) To scrutinise the provision of services, the achievement of targets and the provision of resources to this end
- (c) To carry out the Council's statutory responsibility for the scrutiny of health.

4 Economic Development and Enterprise Select Committee

- (a) 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.

- (b) To scrutinise the provision of services, the achievement of targets and the provision of resources to this end
- (c) To carry out scrutiny of the planning process and the Local Development Framework

**OVERVIEW AND SCRUTINY SHADOW MANAGEMENT COMMITTEE
13 AUGUST 2009**

**DRAFT TERMS OF REFERENCE FOR THE BUDGET REVIEW GROUP
(BRG)**

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 of the people of Milton Keynes and the Council's priorities.
2. To contribute to the delivery of Council Priorities by making recommendations on:
 - Priority of Services
 - Service efficiencies
 - Value for money
 - Financial strategies
3. To monitor the in-year progress of the Revenue and Capital Budgets.
4. To scrutinise and comment upon out-turn reports for the Revenue and Capital Budgets, and identify learning points.
5. To be consulted during the preparation of the annual Revenue and Capital Strategies and Budgets.
6. To scrutinise the draft Revenue and Capital Budgets.
7. 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.

OVERVIEW & SCRUTINY – TRAINING NEEDS

Training Need	Participants	Provider	Priority
Chairing Skills	All chairs of O & S bodies	External or bought-in	Immediate
O & S Skills	All O & S Members	Bought-in	Immediate
Issues awareness-raising	Members of each Select Committee in relation to their committee's remit	Internal	First meeting
Partnership Working	All O & S Members	Bought-in	High
Performance Monitoring	O & S Management Committee Members	Internal (inc P+ demonstration)	First meeting
Budget Monitoring	Budget Review Group	Internal	First meeting