



Democratic Services

# Scrutiny Management Committee

**WEDNESDAY 7 SEPTEMBER 2016**

**7.00 pm**

**COUNCIL CHAMBER, CIVIC OFFICES,  
CENTRAL MILTON KEYNES**

**A G E N D A**

**[www.milton-keynes.gov.uk/scrutiny](http://www.milton-keynes.gov.uk/scrutiny)**

Councillor I McCall (Chair)

Councillors: Bint, Brackenbury, Clifton, A Geary, D Hopkins (Vice-Chair), Khan, Miles (Vice-Chair), Patey-Smith and K Wilson

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

## **What is Overview and Scrutiny?**

Each local authority is required by law to establish an overview and scrutiny function to support and scrutinise the Council's executive arrangements.

Each select committee has its own remit as set out in its terms of reference but they each meet to consider issues of local importance.

They have a number of key roles:

- Providing a critical friend challenge to policy makers and decision makers
- Enabling the voice and concerns of the public
- Driving improvement in public services.

The select committees consider issues by receiving information from and questioning officers and external partners to develop an understanding of proposals or practices. They then develop recommendations to provide to officers, Members or external partners that they believe will improve performance, or as a response to public consultations.

As select committees have no executive powers they often present their conclusions in the form of recommendations that can be provided to the Council, Cabinet or external agencies. Members will often request a formal response and progress report on the implementation of recommendations that they have provided to various parties.

## **SCRUTINY MANAGEMENT COMMITTEE**

### **TERMS OF REFERENCE**

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.

## AGENDA

### 1. **Welcome and Introductions**

The Chair to welcome Members, officers and the public to the meeting and introduce Members and officers who are present.

### 2. **Apologies**

To receive any apologies.

### 3. **Disclosures of Interest**

Members to declare any disclosable pecuniary interests, or personal interests (including other pecuniary interests), they may have in the business to be transacted, and officers to disclose any interests they may have in any contract to be considered.

### 4. **Minutes**

To approve, and the Chair to sign as a correct record, the Minutes of the meeting of the Committee held on 26 July 2016 (Item 4) (**Pages 7 to 11**).

### 5. **Highways Term Maintenance Contract and Asset Management Standards**

To consider a report from the Interim Head of Highways (Item 5) (**Pages 12 to 41**).

### 6. **LGSS Joint Overview and Scrutiny Working Group – Terms of Reference 2016/17**

To consider and comment on the draft Terms of Reference for the LGSS Joint Overview and Scrutiny Working Group (Item 6) (**Pages 42 to 43**).

### 7. **Housing and Community Committee Work Programme**

At its meeting on 22 June 2016 (Minute SM06[4]), the Committee requested the Housing and Community Committee to provide objectives against each of the items it wishes to scrutinise. A copy of the Committee's Work Programme detailing the objectives is attached at Item 7 (**Pages 44 to 46**).

The Housing and Community Committee at its meeting on 23 August 2016 requested that "the Management Committee advise the Committee of how it intends to scrutinise the issue of "Landbanking" by developers and its plans for scrutiny of the Council's proposed regeneration programme so that the Housing and Community Committee's Planning Group can either change the status of these items from provisional to definite or remove them completely from the 2016/17 Work Programme."

The Committee is advised that its Planning Group has decided that the Management Committee should scrutinise both issues and these are currently in its work programme (as noted by the Committee at its last meeting), but have yet to be allocated a date. The Committee is accordingly recommended to advise the Housing and Community Committee accordingly.

## 8. **Task and Finish Groups – Progress Reports**

To note the positions with regard to the Task and Finish Groups appointed by the Committee:

### (a) Consultations

The Group met on 2 August 2016 to review its Scope and Terms of Reference. A copy is attached at Item 8 (**Pages 47 to 49**) for confirmation by the Committee.

The Group also considered possible sources of evidence / witnesses, together with any research the Group would like to commission.

### (b) Waste Strategy

The Group is due to meet to consider its Scope and Terms of Reference on 6 September 2016.

## **Health and Safety**

Please take a few moments to familiarise yourself with the nearest available fire exit, indicated by the fire evacuation signs. In the event of an alarm sounding during the meeting you must evacuate the building immediately and follow all instructions provided by the fire evacuation officer who will identify him/herself should the alarm sound. You will be assisted to the nearest designated assembly point until it is safe to return to the building.

## **Mobile Phones**

Please ensure that your mobile phone is switched to silent or is switched off completely during the meeting.

## **Agenda**

Agendas and reports for the majority of the Council's public meetings can be accessed via the Internet at: <http://milton-keynes.cmis.uk.com/milton-keynes/> Wi Fi access is available in the Council's meeting rooms.

Users of Windows 7 and above can simply click the link to any documents you wish to see. Users of Windows XP will need to right click on the link and select 'open in browser'.

## **Recording of Meetings**

The proceedings at this meeting may be recorded for the purpose of preparing the minutes of the meeting.

In accordance with the Openness of Local Government Bodies Regulations 2014, you can film, photograph, record or use social media at any Council meetings that are open to the public. If you are reporting the proceedings, please respect other members of the public at the meeting who do not want to be filmed. You should also not conduct the reporting so that it disrupts the good order and conduct of the meeting. While you do not need permission, you can contact the Council's staff in advance of the meeting to discuss facilities for reporting the proceedings and a contact is included on the front of the agenda, or you can liaise with staff at the meeting.

Guidance from the Department for Communities and local government can be viewed at the following link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/343182/140812\\_Openness\\_Guide.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343182/140812_Openness_Guide.pdf)

## **Comments, Complaints and Compliments**

Milton Keynes Council welcomes comments, complaints and compliments from members of the public in order to make its services as efficient and effective as possible. We would appreciate any suggestions regarding the usefulness of the paperwork for this meeting, or the conduct of the meeting you have attended.

Please e-mail your comments to [meetings@milton-keynes.gov.uk](mailto:meetings@milton-keynes.gov.uk)

If you require a response please leave contact details, ideally including an e-mail address. A formal complaints / compliments form is available online at <http://www.milton-keynes.gov.uk/complaints/>