

Chief Executive  
Howard Miller

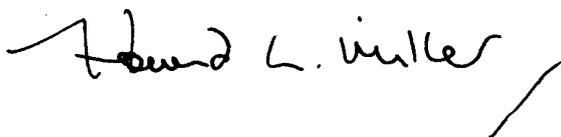
To: The Chair and Members of the  
Policy and Resources Committee

7 July 1999

Dear Councillor

Your attendance is requested at a meeting of the **POLICY AND RESOURCES COMMITTEE** to be held at the Civic Offices, 1 Saxon Gate East, Milton Keynes, on **TUESDAY 13 JULY 1999 at 7.30 pm** when the business set out overleaf will be transacted.

Yours faithfully



Chief Executive

Councillor Long (Chairman)

Councillors Miles (Vice-Chair)

Councillors Bristow, Edwards, Fairweather, E Henderson, I Henderson, Hopkins, Lloyd, Mabbutt, Swepston, Tallack, Turnbull, I Wilson and K Wilson

## AGENDA

Item No:

### (A) PROCEDURAL

**1. Apologies**

**2. Minutes**

To approve, and the Chair to sign as a correct record:

- (a) the Minutes of the meeting of the Policy and Resources Committee held on 3 February 1999; and
- (b) the Minutes of the special meetings of the Policy and Resources Committee held on 15 April 1999, 18 May 1999 and 29 June 1999.

**3. Declarations of Interest**

Members and officers to declare any interests they may have in the business to be transacted in accordance with the Local Government Act 1972.

**4. Adjournment to Hear Members of the Public**

The Chair to request an indication from members of the public that they would wish the Committee to adjourn to hear their views during its consideration of a particular item.

**5. Deputations and Petitions**

No deputations have been received for consideration at this meeting. Any petitions received will be reported at the meeting.

**6. Questions from Members of the Public**

To receive questions from members of the public in accordance with Standing Order P28.

**7. Representation**

- (a) Co-option of Members

The Council's Standing Orders require Committees to consider whether they would wish to co-opt persons to the Committee, in a non-voting capacity.

- (b) Review of Sub-Committees

- 1. The Committee is asked to review the need for the following Panels, appointed for 1998/1999, and appoint Members as necessary:

(i) Members' Services

The Committee will be aware of the increasing conflict between the level of services which Members should receive, and the lack of funds to support such a level. It is suggested that the Committee may wish to re-appoint the Members' Services Panel with a remit to establish a set of priorities for improved services to Members and to propose appropriate financial provision for consideration during the 2000/01 budget process. There will be, in any case, a particular need to review Member Services in the light of the developing modernisation agenda. The Panel should take account of this and report back to the Policy and Resources Committee, as necessary.

(ii) Finance and Property Protocols

This Sub-Committee was set up to deal with the issue of property transfer from Buckinghamshire County Council. It would now be very useful to have a Property Sub-Committee, comprising 5 Members in the ratio 3:1:1, to take forward the need for the Council to develop a strategy and agreed procedures for dealing with its substantial property asset portfolio. The Terms of Reference for the Sub-Committee are proposed as follows:

- (a) to agree a Property Asset Management Strategy for the Council;
- (b) to oversee the Best Value review of the Council's property services;
- (c) to make decisions about the use of Council property when it is no longer needed for the purpose for which it was originally intended;
- (d) to receive regular reports from the Capital Programme Working Group.

A draft Asset Management Strategy is included in the Members' Information Items.

(iii) Mayor's Sub-Committee

(iv) Regeneration Panel

At the meeting of the Policy and Resources Committee held on 15/29 September 1998 (Minute PR76/99 refers), it was agreed to establish a Local Regeneration Panel. The Committee is requested to re-appoint the Panel.

(c) Partnerships/Consultative Assemblies

The Committee is requested to consider whether it would wish to establish any Partnerships/Consultative Assemblies in addition to those established by the special meeting of the Committee held on 18 May 1999.

The following Partnership and Forum were appointed at the special meeting:

- (i) Crime and Community Safety Partnership
- (ii) Anti-Poverty Forum

The Committee may wish to re-appoint the following Consultative Assemblies and appoint Lead Members:

- (i) Voluntary Sector
  - (ii) Equalities
- (d) Violence against Women and Children Working Group (the appointment of two Members has been required in the past)

The Working Group is a long standing forum for multi-agency working and is made up of statutory and voluntary organisations which addresses such issues as domestic violence and bullying, which needs to be tied in with the work of the Crime and Safety Partnership. There are usually four meetings a year.

At the meeting of the Committee held on 8 July 1998 (Minute PR9/99(d) refers), the Working Group was appointed on the basis that the Working Group would report as necessary to the appropriate Committees of the Council.

**8. Ward Matters**

No items have been received for consideration at this meeting.

**(B) CORPORATE ISSUES**

**(B1) CORPORATE POLICY AND PLANNING**

**9. Labour Party Manifesto**

The Committee is asked to adopt the manifesto set out at Item 9 (**Page 11**)

**10. General Fund Revenue Outturn 1998/99**

To consider Item 10 (**Page 32**)

**11. Budget Monitoring Report - 1999/2000 and Later Years**

To consider Item 11 (**Page 36**)

**12. Capital Programme 1998/99 - 1999/2000**

To consider Item 12 (**Page 50**)

**13. Social Services Issues**

To consider Item 13 (**Page 63**)

**14. Equalities Audit**

To consider Item 14 (**Page 73**)

**15. Stephen Lawrence Inquiry**

To consider Item 15 (**Page 76**)

**16. Milton Keynes Community Legal Service Partnership - Associate Pioneer Pilot Project**

To consider Item 16 (**Page 95**)

**(B2) CORPORATE OPERATIONAL**

**17. Asbestos in Council Buildings**

To consider Item 17 (**Page 105**)

**18. External Audit Plan**

To consider Item 18 (**Page 115**)

**19. Millennium Issues (non-IT) Action Plan**

To consider Item 19 (**Page 147**)

**(B3) CORPORATE ISSUES - OTHER**

**20. Referrals from Other Committees**

(a) Community Learning Committee - 6 April 1999

Revised Rates of Foster Care Allowances

The Community Learning Committee at its meeting on 6 April 1999 approved:

- (i) revised rates of foster care allowances with effect from 4 April 1999; and
- (ii) that £65,000 be identified from any underspend within Council budgets.

The Committee resolved that the proposed revised rates of foster care allowance be approved and that associated funding be referred to the Policy and Resources Committee.

(b) Special Personnel Committee - 15 April 1999

Accommodation

The Personnel Committee at its special meeting on 15 April 1999 considered a report which set out the action being taken by officers to implement the accommodation requirements of the Council in the light of recent budget decisions. The following was resolved:

That because of the impact on the current year's budget, the following proposals be considered at the meeting of the Policy and Resources Committee to be held on 13 July 1999:

- (i) that the accommodation proposals relating to the vacation of Lloyds Court and the reallocation of space at Saxon Court and at the Civic Offices be endorsed;
- (ii) that officers adhere to the Terms of Reference in Annex A to the report with the proviso that negotiations are concluded by 1 July 1999.
- (iii) that in addition, from this date, after consultation, Synergy to market and manage functions held in Civic Offices canteen and bar area in conjunction with the Milton Keynes Council Sports and Social Club and that the income for hire is rewarded to Synergy and that no charges be made for heating, lighting and cleaning etc having in mind Synergy's profits are part of the Council's income; and
- (iv) that provision be made in 2000/01 budget and the work to be completed in the first two months of that financial year.

Officer's Note:

The Annex A referred to above was a copy of the resolution of an emergency general meeting of the Sports and Social Club held on 8 April 1999. The Club gave up its right to occupy the bar area at Saxon Court provided that:

- (i) the Club be allowed greater use of the bar and canteen areas at the Civic Offices;
- (ii) Synergy be allowed to take over marketing the Civic Offices for weddings, parties etc;
- (iii) the Club's grant be reinstated to the full amount in 2000/01;

- (iv) storage space be made available;
- (v) the Council identifies works it would fund to refurbish the Civic Offices bar - 2000/01;
- (vi) the Club be allowed to use the atrium at Saxon Court for lunch time sales;
- (vii) the Club be allowed to use the e-mail system to advertise its functions.

The decision of the Personnel Committee has budgetary implications for this Committee in terms of the refurbishment works at the Civic Offices.

As requested, the views of the Sports and Social Club and Synergy Catering have been sought on the future marketing and management arrangements. The matters discussed included on-site management of events, cleaning costs, security, caretaking, customer liaison and consumer confidence. The two organisations' representatives agreed that they would be unable to undertake the venture jointly, without additional support and investment.

Storage space has been provided as requested; the Club will provide a calendar of proposed lunch time sales, and the Council's e-mail facility is being used for Sports and Social Club publicity.

In view of the joint views of the Sports and Social Club and Synergy regarding the future marketing and management of functions, the Committee is recommended to agree that the use of the Civic Offices for functions continues to be managed by the Corporate Administration Division, in conjunction with the Sports and Social Club and Synergy Catering and that the use of the bar area continue to be monitored with a view to financial provision for refurbishment being included in the budget consideration for 2000/01, if necessary.

(c) Scrutiny Commission - 8 June 1999

Resourcing the Scrutiny Function

The Scrutiny Commission at its meeting held on 8 June 1999, considered a report on resourcing of the Scrutiny function.

RESOLVED -

That the Commission recommend to the Policy and Resources Committee that the budget of £30,000 allocated for additional support for the Scrutiny Commission, be used to create a dedicated scrutiny post and that the balance of any budget remaining this year is used to support other work relating to the scrutiny function.

- (d) Community Learning Committee - 6 April 1999

Milton Keynes Community Children's and Young Persons Service Plan Update and Review

The Community Learning Committee at its meeting on 6 April 1999 (Minute CO47/99 refers), was presented with the Review and Update Plan 1999 - 2001. The report is set out at Item 20d (**Page 151**).

The Committee is asked to endorse the Community Learning Committee's approval, as a working document, the Update and Review Plan 1999 - 2001 of the Milton Keynes Community Children and Young People's Service Plan 1998 - 2001.

**(C) RESOURCES - CHIEF EXECUTIVE, FINANCE, IT, LEGAL, DSO  
AND CORPORATE ADMINISTRATION**

**(C1) POLICY AND PLANNING**

None

**(C2) OPERATIONS**

**21. Information Technology Services Division - Staff Costs**

To consider Item 21 (**Page 155**)

**(C3) MONITORING AND REVIEW**

None

**(D) OTHER**

**22. Questions on Committee's News Sheet**

To ask questions on any items included on the Committee's News Sheet:

- (a) Annual Report of the Regulations and Inspection Unit
- (b) Anti-Poverty Forum Minutes

- (c) Milton Keynes Council Equalities Audit Report
- (d) Human Rights Act
- (e) Service Plans - Resources Directorate Performance 1998/99
- (f) Annual Report of Chief Executive's Office - Service Plan 1999/2000
- (g) Policy and Resources Committee Revenue Expenditure 1998/99 and 1999/2000
- (h) Asset Management Strategy
- (i) Annual Report of Purchasing Section 1998/99
- (j) Annual Report of Contracts Unit 1998/99
- (k) Teachers' Pay Award - Reply from DfEE
- (l) Preparations for the Euro
- (m) SSA Review
- (n) Capping Warning - 21 June 1999 visit to Minister and Undue Burden Grant
- (o) Internal Audit Plan 1999/2000
- (p) CCT - Legal
- (q) IT Update - Preparations for the Millennium and AS400 Migration
- (r) Mayor's Sub-Committee Minutes - 24 March 1999
- (s) Part 2 - Corporate Property Account Outstanding Debt

### **23. Members' Items**

To consider Item 23 (**Page 158**)

### **24. Called in Decisions**

No decisions have been called in for consideration at this meeting.

### **25. Exclusion of Public and Press**

- (a) To consider excluding the public and press representatives from the meeting by virtue of Paragraph 1 (Staffing) of Part I of Schedule 12A of the Local Government Act 1972, in order that the Committee may consider the following matter:

Early Retirement

- (b) To consider excluding the public and press representatives from the meeting by virtue of Paragraph 9 (Contracts) of Part 1 of Schedule 12A of the Local Government Act 1972, in order that the Committee may consider the following matter:

Bletchley Leisure Centre and Sycamore Club - Tender Evaluation

## **PART II**

### **26. Early Retirement**

To consider Item 26 (**Page 160**), which is not for publication by virtue of Paragraph 1 of Part I of Schedule 12A of the Local Government Act 1972.

### **27. Bletchley Leisure Centre and Sycamore Club - Tender Evaluation**

To consider Item 27 (**Page 175**) which is not for publication by virtue of Paragraph 9 of Part 1 of Schedule 12A of the Local Government Act 1972.