Alternative Education Provision for Excluded Pupils (Primary) Task and Finish Group

13 DECEMBER 2018

7.00 PM

ROOM 1.04
CIVIC OFFICES
CENTRAL MILTON KEYNES

www.milton-keynes.gov.uk/scrutiny

Councillor   D Hopkins (Chair)
Councillors   M Bradburn, Carr, Miles, Morla and Wales

For more information about the meeting please contact Elizabeth Richardson on (01908) 252629 or e-mail: **elizabeth.richardson@milton-keynes.gov.uk**

Scrutiny – An Explanation

As Milton Keynes Council has a Cabinet (executive) system it is required by law to have a Scrutiny function to support and scrutinise its executive decision making arrangements.

Scrutiny committees and scrutiny task and finish groups are not "decision making" bodies, but are bodies which monitor and influence the decision makers. The committees and task and finish groups are made up of non-Cabinet members, and are designed to support the work of the Council in the following ways:

- Assisting the executive in research, policy review and development and thus helping drive improvements in public services;

- Reviewing and scrutinising decisions to be taken, or ones which have been taken by the Cabinet and officers, also known as acting as a "critical friend", challenging policy and decision makers;

- Considering the Council's performance;

- Reviewing the work of external organisations operating in the Borough to ensure that the interests of local people are enhanced by collaborative working; and

- Enabling the voice and concerns of the public to be heard and listened to.

Each scrutiny committee or task and finish group has its own terms of reference. The scrutiny committees / task and finish groups consider issues by receiving information in a number of ways including by receiving presentations and taking evidence from councillors, Council officers and external witnesses or partners to develop an understanding of proposals or practices. As scrutiny committees and scrutiny task and finish groups have no decision making powers they can present their recommendations to the Cabinet, full Council, Council officers, or external partners. The committees will often request a formal response and progress report on the implementation of recommendations that they have provided to various parties.

Attending Meetings of Scrutiny Committees / Task and Finish Groups

Meetings of scrutiny committees and task and finish groups are held in public and are generally open for everyone to attend. If you would like to attend then please just turn up.

If you would like to make a representation to councillors on behalf of yourself or others on one or more the items on the agenda, let us know you are attending before the meeting so that the Chair can be advised in advance, either by calling 01908 691691 (ask for the Scrutiny Team in Democratic Services) or by emailing scrutiny@milton-keynes.gov.uk. You will have up to 4 minutes to address the meeting.

On occasions there are specific issues that the meeting must consider in private so all but members of the committee / task and finish group and key officers will be asked to leave.

If you want to speak on a matter that is not scheduled to be discussed by a scrutiny committee or task and finish group then please either call or email the address above and we will contact you to discuss how best to take this forward.

Meetings are generally held at the Civic Offices, Central Milton Keynes, the Chair of the meeting will try and make the meeting as informal as possible, but, by their nature, local authority meetings must retain a degree of formality, with the meeting being controlled by the Chair.

If you are to speak on an agenda item you will be able to speak when the item is considered. The Chair of the meeting will either call out your name when it's your turn if you have given prior notice, or ask if any members of the public wish to speak.

You will either be invited to come forward to speak or remain in your seat – the Chair will let you know.

Depending on the room in which the meeting is being held the committee / task and finish group may be using microphones. If so and you are asked to come forward to sit at the table provided, a microphone will already be there, if you are asked to remain in your seat, a colleague will bring a hand held microphone to you.

When asked to speak, please give your name and let us know if you are representing any organisation or speaking in your own right.

The maximum time you will have to speak is four minutes. If there are lots of people wanting to speak, then the Chair might reduce the time per person to one or two minutes to enable everyone to have their say. Please try not to repeat what has been said before.

If you have been invited to give evidence to the scrutiny committee or task and finish group you will have been contacted by one of the Council's scrutiny officers who will have briefed you on what the committee and task and finish group would like you give evidence on and what to expect at the meeting. You will be allowed sufficient time to speak to give your evidence. You will not be limited to 4 minutes.

Dates for the Council's public meetings, together with the papers for the meetings, are available on the Council's website at:

http://milton-keynes.cmis.uk.com/milton-keynes/Committees.aspx

If you have any questions about the scrutiny process please send them to: scrutiny@milton-keynes.gov.uk., The Scrutiny Team, Democratic Services, Milton Keynes Council, 1 Saxon Gate East, Milton Keynes, MK9 3EJ or call 01908 691691 and ask for the Scrutiny Team in Democratic Services.

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/

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

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