

**DEMOCRATIC STRUCTURES  
SUB-COMMITTEE**

**3 APRIL 2000**



Minutes of the meeting of the DEMOCRATIC STRUCTURES WORKING GROUP held on THURSDAY 16 MARCH 2000 at 6.30pm

**Present:** Councillor N Miles (in the Chair)  
Councillors Day, Fairweather, Morsley and Tallack

**Officers:** H Miller (Chief Executive), J Moffoot (Head of Corporate Administration), L McGillivray (Head of Policy and Communications), M Hood (Assistant Treasurer - Audit and Customer Support), M Small (Projects, Policy and Information Manager) and S Heap (Members' Services Manager)

**Apologies:** Councillors Barton, Edwards, I Henderson, Hopkins, Lloyd and K Wilson

**DS60/00 MINUTES**

The Minutes of the meeting of the Working Group held on 2 March 2000, were received.

**DS61/00 MEMBERS' ROLES, RIGHTS AND RESPONSIBILITIES**

Further to Minute DS54/00 the Working Group received an example pack setting out the roles for an individual non-Executive Member.

It was agreed that copies of the pack should be circulated to all Members of the Council for comment.

It was also suggested that Members should be reminded to submit comments on the profiles for each Member role, requested previously.

## **DS62/00 THE FUTURE OF SCRUTINY**

Further to Minute DS35/00, the Working Group noted the following comments made by the Scrutiny Commission at its meeting on 8 March 2000:

- (a) the need to include the scrutiny of the implementation of decisions (including Best Value action plans) in the planning for the scrutiny function;
- (b) that consideration needs to be given to where the delegation of work to the Scrutiny Committees and Select Committees should be decided, and where the annual budgets for Scrutiny bodies should be set (possibilities being the Business Management Group, or a meeting of the Chairs of the four Select Committees);
- (c) that some of the new Scrutiny posts should be filled by officers with relevant experience; and
- (d) that consideration needs to be given to how and where the scrutiny of the implementation of decisions made by quasi-judicial bodies should be undertaken.

It was also noted that it was intended that the allocation of work to each of the scrutiny bodies would be carried out by the Business Management Group.

It was suggested that the Head of Democratic Services should hold periodic meetings with the Chairs of the four main scrutiny bodies to discuss issues of concern, the management of the scrutiny function and the budget requirement for the scrutiny function. This would then allow the Head of Democratic Services to input the budget requirement into the budget process, which would ultimately be agreed by the Assembly.

## **DS63/00 DRAFT CALENDAR OF MEETINGS 2000/01**

Further to Minute DS56/00 the Working Group considered a revised draft calendar of meetings for 2000/01.

It was noted that meetings of the Executive and Business Management Group had only been scheduled for June and July in order that those bodies could then determine their own meeting arrangements.

It was agreed that the draft Calendar be accepted, subject to fine tuning, including an attempt to avoid main school holiday periods.

## **DS64/00 CO-OPTED REPRESENTATIVES**

Further to Minute DS57/00 the responses from co-optees to the consultation were noted, and officers were requested to take

account of these when presenting suggested future arrangements to the Policy and Resources Committee.

**DS65/00           PROCEDURAL STANDING ORDERS**

The Working Group noted that work on procedural Standing Orders had not progressed as far as it had been hoped, and officers would find it helpful if Members could be involved in the drafting process.

It was agreed that one Member be nominated by each Political Group to input into the review of Procedural Standing Orders.

**DS66/00           CONTRACT STANDING ORDERS**

The Working Group received the draft Contract Standing Orders which were to be submitted to the Policy and Resources Committee.

**DS67/00           FINANCIAL REGULATIONS AND PROCEDURES**

The Working Group received the draft Financial Regulations and Procedures which were to be submitted to the Policy and Resources Committee.

**DS68/00           LOCALITY WORKING**

It was noted that responses to the consultation exercise with Parish, Town and Neighbourhood Councils would hopefully be reported to the Policy and Resources Committee on 29 March 2000.

It was agreed:

1. that officers should ensure that each locality in Milton Keynes fitted one of the models in the paper and also identify which areas would best fit each model; and
2. that officers identify which areas would be suitable for pilot schemes for each model.

**DS69/00           PROJECT PLAN**

The Working Group received the Project Plan for the restructuring exercise.

**DS57/00           OUTSTANDING ITEMS**

It was noted that a number of items still remained to be addressed.

It was noted that portfolios for Executive Members would be decided following the Annual Council Meeting and that draft Protocols, Terms of Reference for Committees and Delegated Powers for officers had still to be prepared.

It was agreed that the Policy and Resources Committee should be requested to determine the name of the Cabinet/Executive.

**DS71/00**

**DATES FOR FUTURE MEETINGS**

It was agreed that additional meetings of the Working Group should be held on the following dates during the daytime:

- (a) 3 April 2000
- (b) 13 April 2000
- (c) 27 April 2000

THE MEETING CLOSED AT 7.30 PM