

OVERVIEW AND SCRUTINY PEER REVIEW TASK AND FINISH GROUP

TUESDAY 27 FEBRUARY 2018

6.00 PM

**MEETING ROOM 1.04
CIVIC OFFICES
CENTRAL MILTON KEYNES**

A G E N D A

www.milton-keynes.gov.uk/scrutiny

Councillors: Morris (Chair) Alexander, Brackenbury, A Geary, Miles and Petchey

For more information about the meeting please contact Simon Heap by telephone: (01908) 252567 or e-mail: 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 scrutiny 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:

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

The 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, councillors or external partners that they believe will improve performance, or as a response to public consultations.

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

Attending Meetings of Scrutiny Committees

Meetings of the committees are held in public and are open for everyone to attend. If you would like to attend then please just turn up, but if you can then let us know you are attending in advance of the meeting and whether or not you would like to make a representation to the committee on behalf of yourself or others. There are contact details on the front of each agenda

If there are specific issues that the meeting must consider in private then they will be asked to consider this at the meeting.

After the meeting the recommendations and Minutes of the meeting, as well as agendas and reports for the majority of the Council's public meetings are available via the Council's website at: <http://milton-keynes.cmis.uk.com/milton-keynes/>.

The Overview and Scrutiny process aims to promote the five themes and priorities set out in the Milton Keynes Council Corporate Plan

The Corporate Plan and framework sets out the vision for Milton Keynes. It captures what type of place Milton Keynes aspires to be for all those who live, work, learn and visit here. The plan sets out ambitious new objectives for Milton Keynes including achieving world class status for its design, new approaches and technologies and as a sporting city.

It has five key themes which help communicate all the work the Council does on behalf of the residents of the borough.

The five themes are:

Cleaner, greener, safer, healthier MK:

Improve health and well-being, reduce health inequalities and work with partners to reduce crime and disorder to improve quality of life in MK.

Visiting MK:

Aim to make Milton Keynes a highly regarded visitor destination with a safe and effective transport system which is easily accessible regionally, nationally and internationally.

Working in MK:

To improve the skills and opportunities of everyone in Milton Keynes and help jobseekers into work, while attracting and retaining businesses to provide new opportunities and to bring people, jobs and industries to MK to improve the strength and resilience of the local economy.

Living in MK:

Ensuring people are satisfied with Milton Keynes as a place to live, and to support them effectively through the provision of high quality and efficient public services.

World Class MK:

Our ambition is to increase the international and national standing of Milton Keynes in several areas including our economic success, thriving communities and a high quality environment.

General Terms of Reference for Overview and Scrutiny Committees / Panels

Subject to the direction of the Scrutiny Management Committee relating to work programmes and the allocation of resources:

1. To review or scrutinise any decision made, or other action taken, in connection with the discharge of any of the Executive Functions within the remit of the Committee.
2. To make reports or recommendations to the Council or to the Cabinet with respect to the discharge of any of the Executive Functions within the remit of the Committee.
3. To review or scrutinise any decision made, or other action taken, in connection with the discharge of any of the Non-executive Functions within the remit of the Committee.
4. To make reports or recommendations to the Council or any Committee of the Council with respect to the discharge of any of the Non-executive Functions within the remit of the Committee.
5. To make reports or recommendations to the Council, to the Cabinet or to a regulatory committee on matters within the remit of the Committee which affect the Council's area or the inhabitants of the Council's area.
6. To consider any representations made in connection with the work of the Committee by a Member of the Council on behalf of her/his constituents.
7. To appoint advisers from outside the Council to advise the Committees.

Note: The Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in part 4 of the Constitution.

AGENDA

1. Apologies

2. Disclosures of Interest

Members of the Task and Finish Group 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.

3. Review of Decisions Made at the Last Meeting (15 February 2018) and Review of Draft Scrutiny Structure and Terms of Reference

- (a) To review the updated Action Plan following the Group's meeting on 15 February 2018 (Item 3[a]) (**Pages 7 to 12**). Updates to the Action Plan are in Red Text.
- (b) To consider the draft scrutiny structure and Terms of Reference for the scrutiny committees, as agreed at the last meeting of the Group (Item 3[b]) (**Pages 13 to 17**), together with comments from the Political Groups. A copy of the comments from the Liberal Democrat Group is attached at (Item 3[c]) (**Page 18**), comments from the other Group's will be reported at the meeting.

4. Remaining Recommendation from Overview and Scrutiny Peer Review

The Task and Finish Group agreed to consider the following Peer Review recommendation, once the other recommendations had been finalised:

“Provide a briefing note for staff, public and partners on the role of scrutiny prior to participation in scrutiny activity.”

The current explanation which is available on the web pages for the individual scrutiny committees is set out on the preceding pages.

The Group may wish also to consider the levels of Special Responsibility Allowances payable to Scrutiny Chairs. The Allowances which will be payable from 1 April 2018 are:

- Chair of Scrutiny Management Committee - £7,650
- Chair of Scrutiny Committee - £4,590

5. Dates for Future Meetings of the Group

To consider a date for the Group's next meeting, should one be necessary.

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

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 w

Please e-mail your comments to 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/>