

# **OVERVIEW AND SCRUTINY PEER REVIEW TASK AND FINISH GROUP**

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**TUESDAY 30 JANUARY 2017**

**5.00 PM**

**MEETING ROOM 1.05  
CIVIC OFFICES  
CENTRAL MILTON KEYNES**

**A G E N D A**

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

Councillors: Morris (Chair) Alexander, Brackenbury, A Geary, Miles and a further representative of the Labour Group

For more information about the meeting please contact Simon Heap by telephone: (01908) 252567 or 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 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 – 23 January 2018**

To review the decisions made at the Group's last meeting held on 23 January 2018 at Item 3(a) (**Pages 8 to 9**).

At its meeting on 23 January 2018, the Group also requested details of the matters considered by the Scrutiny Management Committee during 2017/18, or were programmed to be considered. Details are at Item 3(b) (**Pages 10 and 11**).

### **4. Recommendations from Overview and Scrutiny Peer Review**

To consider recommendations from the Peer Review relating to the Role of Scrutiny Management Committee; a Review of the Scrutiny Committees and their Terms of Reference; and Executive Scrutiny / Call-In Arrangements.

A schedule showing the recommendations relating to the above is set out at Item 4(a) (**Pages 12 to 14**).

A structure chart showing the Council's various committees is attached at Item 4(b) (**Page 15**)

The existing Terms of Reference for the scrutiny committees are attached at Item 4(c) (**Pages 16 to 21**) to aid the Group's discussion.

For the Group's information the Scrutiny Management Committee's Planning Group recently agreed to implement the following arrangements for the monitoring of the implementation of scrutiny recommendations:

- "1. That the following process for monitoring the implementation of Scrutiny recommendations be put in place immediately:
  - (a) recommendation clearly outlining expected course of action / desired outcome from scrutiny committee to Executive (Cabinet / Cabinet member) or other body as appropriate;
  - (b) Cabinet / Cabinet member / other body considers recommendation and provides a response / decision;
  - (c) response / decision reported back to scrutiny committee;
  - (d) scrutiny committee decides either on review period or additional recommendations / comments to Cabinet / Cabinet member / other body if not satisfied with the Response / decision;

- (e) Scrutiny committee undertakes review and decides either:
    - (i) that it is satisfied with the actions taken
    - (ii) on a period on further review
    - (iii) to make additional comments to Cabinet / Cabinet member / other body; or
    - (iv) to summon the responsible Cabinet member or a representative of the other body
- if not satisfied with the progress.

2. That the Scrutiny Management Committee's Planning Group monitor the implementation of recommendations."

In response to the recommendation to provide a briefing note for staff, public and partners on the role of scrutiny prior to participation in scrutiny activity, the wording currently used is set out on the second page of this agenda. The Task and Finish Group is invited to review the wording.

The Task and Finish Group is also encouraged to read the report of the Communities and Local Government Select Committee entitled "Effectiveness of Local Authority Overview and Scrutiny Committee's" in advance of the meeting. Copies were provided at the Group's meeting on 23 January.

## **5. Dates for Future Meetings of the Group**

To note that the Group's next meeting is scheduled for 15 February 2018 at 4.00pm.

## **Health and Safety**

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## **Mobile Phones**

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## **Agenda**

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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'.

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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 w

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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/>