

# OVERVIEW AND SCRUTINY PEER REVIEW TASK AND FINISH GROUP

**TUESDAY 30 JANUARY 2017**

**5.00 PM**

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

**A G E N D A**

[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**

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](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](mailto: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/>





**SCRUTINY PEER REVIEW ACTION PLAN**  
**RECOMMENDATIONS FROM MEETING HELD ON 23 JANUARY 2018**

	Peer Review Recommendation	Note	Recommendation
<b>Work Programme Issues</b>			
1.	Ensure that scrutiny work programmes and activity align with the Council Plan, and allows key issues to be scrutinised as they arise		That the Scrutiny Management Committee, or its successor, agree the overall overview and scrutiny work programme at its final meeting of each Council year, taking account of the priorities in the Council Plan, the Executive Forward Plan, Cabinet member and senior officer colleagues.
2.	Involve Cabinet members and senior officer colleagues in work programme planning		
3.	Develop a culture, shared by members and officers, which enables the effective delivery of scrutiny	Senior Officers to be appointed as 'Scrutiny Champions' to work with each scrutiny committee.	
4.	Executive Forward Plan to have a wider horizon to allow better planning of scrutiny		

<b>Peer Review Recommendation</b>		<b>Note</b>	<b>Recommendation</b>
<b>Resourcing</b>			
1.	Nominate a senior officer to sponsor / champion each scrutiny committee	Senior Officers to be appointed as 'Scrutiny Champions' to work with each scrutiny committee.	That the action be supported.
2.	Ensure training and development needs are met, especially for Chairs, Vice Chairs and less experienced members		That the councillors involved in overview and scrutiny be asked to identify any training needs that would support / better enable to fulfil their role.
3.	Progress webcasting of scrutiny meetings	The ability to webcast would be a 'nice to have' and is an issue for the Council wider than overview and scrutiny.	That no action be taken as part of the review of overview and scrutiny.
4.	Review the Statutory Scrutiny Officer designation.	To be considered as part of Corporate Leadership Team's review of support for overview and scrutiny and the appointment of 'Scrutiny Champions'.	That a specific 'Role Specification' be developed for the Statutory Scrutiny Officer role.
5.	Review roles / available resources to support overview and scrutiny		That, recognising the constraints on available resources to support overview and scrutiny, the Service Director (Legal and Democratic Services) be requested to review resourcing in light of the Task and finish Group's recommendations.

## ITEM 3(b)

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

30 JANUARY 2018

#### SCRUTINY MANAGEMENT COMMITTEE WORK PROGRAMME 2017/18

<b>5 July 2017</b>
Milton Keynes Development Partnership Review – Draft Action Plan
Review of the Scrutiny Function
Scrutiny Management Committee’s Work Programmes 2017/18
<b>13 September 2017</b>
Mental Health Provision for the Homeless Task and Finish Group Report
Central Milton Keynes Car Parking Income Reduction Task and Finish Group - Appointment
Review of the Scrutiny Function - Update
Scrutiny Committees Work Programmes
<b>11 October 2017</b>
Review of the Council’s Emergency Plan
Review of the Implementation of Decisions Made by Scrutiny Bodies
<b>15 November 2017</b>
Scrutiny Peer Review Outcomes
<b>24 January 2018</b>
LGSS Partnership – How Successful has the Partnership Been and Plans Going Forward
Scrutiny of the Health and Wellbeing Board
Consideration of appointing a Task and Finish Group to the balance between responsive and planned repairs and maintenance in light of the new Housing Revenue Account Business Plan

<b>28 February 2018</b>
Future Workings Programme (Budget and Compliance with Project Plan)
Scrutiny Peer Review Task and finish Group Report
<b>28 March 2018</b>
Update to the Preliminary Flood Risk Assessment
MK 2050

Items to be Programmed:

- (a) RegenerationMK – YourMK; and
- (b) Review of New operating model for the Neighbourhood Policing (Introduced 1 June 2017) [To be considered during 2018/19].

**SCRUTINY PEER REVIEW ACTION PLAN**  
**PEER REVIEW RECOMMENDATIONS TO BE CONSIDERED**

	Peer Review Recommendation	Note	Recommendation
	<b>Role of Scrutiny Management Committee</b>		
1.	Ensure working arrangements between Scrutiny Management and Scrutiny Chairs are more constructive		
2.	Consider the remit and composition of the Scrutiny Management Committee with a view to realising the above		
3.	As part of the review of the remit for Scrutiny Management Committee to consider the Committee's role with regard to the management of Task and Finish Groups		
4.	Use of Task and Finish Groups		

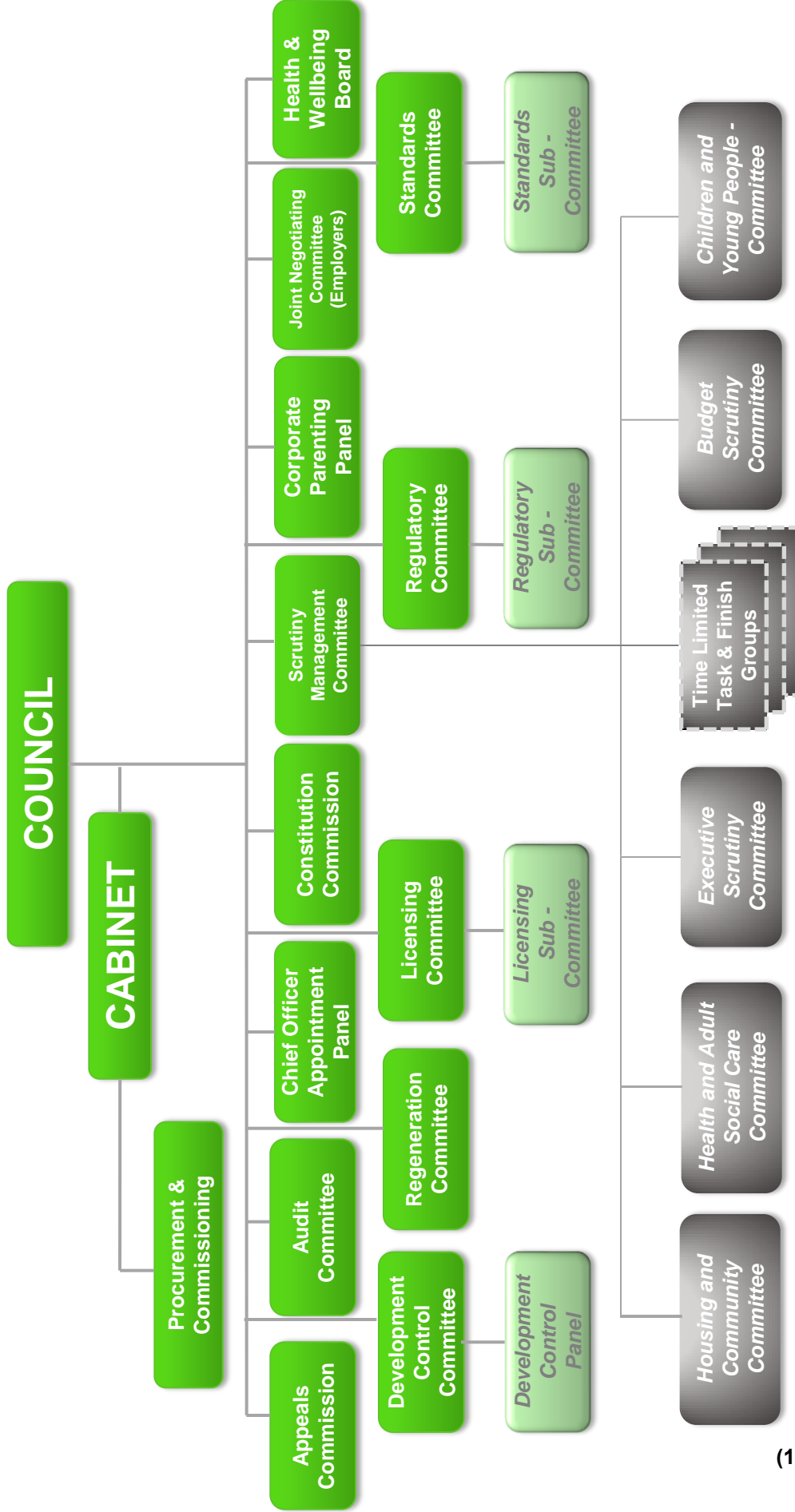
	<b>Peer Review Recommendation</b>	<b>Note</b>	<b>Recommendation</b>
	<b>Review of Committees / Terms of Reference</b>		
1.	Review the remit of the scrutiny committees to ensure that all major Council business is covered and understood by all		
2.	Review membership of committees to balance experience and skills across all scrutiny committees		
3.	Ensure shorter agendas, with fewer items to note / Committee agendas to contain no more than one or two substantive items to be scrutinised		
4.	Information items to be removed from agendas and circulated via a weekly e-bulletin		
5.	Provide a briefing note for staff, public and partners on the role of scrutiny prior to participation in scrutiny activity		
6.	Process for tracking and reporting actions resulting from scrutiny recommendations		
7.	Scrutiny of Environment and Transport		

Peer Review Recommendation	Note	Recommendation
<b>Executive Scrutiny / Call-In</b>		
1. Review current requirements for call-in – thresholds and rationale – to ensure that these remain fit for purpose		
2. Consider processes and ways of working for executive scrutiny to ensure that these provide for constructive challenge to decision-making, without being too resource intensive or adversarial		





# Committee Structure 2017/18





**30 JANUARY 2018**

## **OVERVIEW AND SCRUTINY COMMITTEE COMMITTEES – TERMS OF REFERENCE**

### **6.1 General Role**

Within their terms of reference Overview and Scrutiny Committees will:

- review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- make reports and/or recommendations to the full Council and/or the Cabinet in connection with the discharge of any functions or the performance of any services;
- consider any matter affecting the area or its inhabitants; and
- exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Cabinet.

### **6.2 Terms of Reference**

The Council will appoint the Overview and Scrutiny Committees set out in the table below to discharge the functions listed.

#### **Scrutiny Management Committee**

1. To act as the Council's Statutory Scrutiny Committee in respect of:
  - (a) Flood and Water Risk Management;
  - (b) Crime and Community Safety; and
  - (c) The Councillor Call for Action.
2. To agree a theme(s) to guide the work of task and finish review groups, taking account of the priorities identified at the annual priorities setting event and by other means.
3. To agree the work programme for the task and finish review groups, the Budget Scrutiny Committee, the Children and Young People Committee and the Health and Adult Social Care Committee, ensuring that they are comprehensive, avoid duplication and contribute to the Council's priorities.
4. To agree the scope and responsibilities for each task and finish review group, on the recommendation of the task and finish review group.
5. To appoint task and finish review groups.

6. To appoint the Chairs of the task and finish review groups normally on a politically proportional basis, in consultation with Group Leaders taking account of the skills and experience required.
7. To confirm the appointment of councillors and co-opted members to the task and finish review groups.  
  
Nominations to the task and finish review groups will be made by the Chair of the Task and Finish Review Group. The Chair will consult individual Political Group Leaders before nominating any councillors from the Group Leader's Group.
8. To appoint one of the Management Committee to act as a sponsor / mentor to each of the task and finish review groups.
9. To arrange for scrutiny of any urgent topics which the Management Committee consider urgent during the year.
10. To arrange for the monitoring of the overall performance of the Council's services and the delivery of the Council Plan, and its projects, in order that recommendations may be made to appropriate Council bodies, as necessary.
11. To report to the Council on the work of the overview and scrutiny function on an annual basis.
12. Where it is not practicable to wait to the next meeting of the Scrutiny Management Committee the Service Director (Legal and Democratic Services), may in consultation with the Chair and Vice-Chairs of the Scrutiny Management Committee agree any items in accordance with Terms of Reference 3 to 9 above.

#### **Budget Scrutiny Committee**

1. To provide dedicated, cross-party consideration of the Budget and the Council's finances with a view to establishing and maintaining resources which are fit for purpose and address the needs and aspirations of the people of Milton Keynes and the Council's priorities.
2. To contribute to the delivery of the Council's Corporate Plan by making recommendations on:
  - (a) Priority of Services
  - (b) Service efficiencies
  - (c) Value for money
  - (d) Financial strategies
3. To consider and comment on Procurement, Workforce, ICT and Property issues in the light of the Council's Financial Strategy.
4. To monitor the in-year progress of the Revenue and Capital Budgets.

5. To scrutinise and comment upon annual out-turn reports for the Revenue and Capital Budgets, and identify learning points.
6. To be consulted during the preparation of the annual Revenue and Capital Strategies and Budgets.
7. To scrutinise the draft Revenue and Capital Budgets.
8. To make recommendations to the Cabinet on any of the above matters at any time, and to submit comments to the Council in relation to the Cabinet's proposed Revenue and Capital Budgets at the appropriate time.
9. To appoint a planning group to oversee the implementation of the Committee's work programme, as agreed by the Scrutiny Management Committee.
10. Subject to the agreement of the Scrutiny Management Committee, to co-opt persons in a non-voting capacity, to add to the expertise, breadth of knowledge and understanding of the work of the Committee
11. To invite expert witnesses in respect of particular items to be considered by the Committee.

### **Children and Young People Committee**

1. To scrutinise the provision of services, the achievement of targets and the provision of resources by the Council and its partners for the children and young people of Milton Keynes and their families.
2. To support and challenge the Council and its partners in developing evidence-based policies and strategies which assist in creating positive outcomes for the children and young people of Milton Keynes so that they can be healthy, safe, enjoy their childhood, achieve economic well-being and make a positive contribution to the Borough.
3. To scrutinise, on behalf of the Council, the Safeguarding Children Board, the Corporate Parenting Panel and, in partnership with the Health and Adult Social Care Committee, the work of the Health and Well Being Board including any appropriate sub-committees or working parties that it may establish.
4. To appoint a planning group to oversee the implementation of the Committee's work programme, as agreed by the Scrutiny Management Committee.
5. Subject to the agreement of the Scrutiny Management Committee, to co-opt persons in a non-voting capacity, to add to the expertise, breadth of knowledge and understanding of the work of the Committee.
6. To invite expert witnesses in respect of particular items to be considered by the Committee.

### **Executive Scrutiny Committee**

1. To consider all called-in Cabinet, individual Cabinet member or officer decisions in accordance with the Overview and Scrutiny Procedure Rules.
2. To make recommendations as to the effectiveness of existing policies and practices highlighted as a result of scrutinising decisions subject to call-in.

### **Health and Adult Social Care Committee**

1. To undertake the Council's statutory scrutiny role in respect of scrutinising and reviewing any matter relating to the planning, provision and operation of the health service in Borough.
2. To assist in the provision of improved health and adult social care services to the residents of Milton Keynes by supporting the development of evidence based policies and strategies by the Council, health service providers and their partners.
3. To scrutinise the provision of services, the achievement of targets and the provision of resources to this end.
4. To appoint a planning group to oversee the implementation of the Committee's work programme, as agreed by the Scrutiny Management Committee.
5. Subject to the agreement of the Scrutiny Management Committee, to co-opt persons in a non-voting capacity, to add to the expertise, breath of knowledge and understanding of the work of the Committee.
6. To invite expert witnesses in respect of particular items to be considered by the Committee.

### **Housing and Community Committee**

1. To scrutinise the planning and provision of housing services in Milton Keynes and the Council's role as landlord, to ensure that these services provide good quality, affordable accommodation for the Council's tenants and to create a sense of place for all citizens of Milton Keynes.
2. To review the availability and provision of housing in Milton Keynes, including the impact of the Council's planning policies.
3. To review and assess measures to address homelessness and rough sleeping in Milton Keynes.
4. To seek to ensure that the anticipated needs and aspirations of future Milton Keynes' residents are met in the planning and delivery of new housing developments.
5. To scrutinise the planning and provision of leisure and cultural services provided by the Council and its partners.

6. To scrutinise the involvement of the Council in regional and national organisations operating within the remit of the Committee to ensure that the involvement provides value and benefit to Milton Keynes.

## **General Terms of Reference for Scrutiny Committees**

Subject to the directions 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.
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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.