

NOTICE OF MEETING

CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL

Monday, 4th July, 2022, 6.30 pm - Space 1, Level 2, 40, Cumberland Road, N22 7SG (watch the live meeting [here](#), watch the recording [here](#))

Councillors: Makbule Gunes (Chair), Anna Abela, Lester Buxton, Lotte Collett, Marsha Isilar-Gosling, Sue Jameson and Mary Mason

Co-optees/Non Voting Members: Anita Jakhu (Parent Governor representative), KanuPriya Jhunhunwala (Parent Governor representative), Yvonne Denny (Church representative) and Lourdes Keever (Church representative)

Quorum: 3

1. FILMING AT MEETINGS

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on.

By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

2. APOLOGIES FOR ABSENCE

3. ITEMS OF URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business (late items will be considered under the agenda item where they appear. New items will be dealt with as noted below).

4. DECLARATIONS OF INTEREST

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct.

5. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

To consider any requests received in accordance with Part 4, Section B, Paragraph 29 of the Council's Constitution.

6. MINUTES (PAGES 1 - 8)

To approve the minutes of the meeting of 15 March 2022.

7. TERMS OF REFERENCE AND MEMBERSHIP (PAGES 9 - 48)

To note the terms of reference and membership of the Panel.

8. APPOINTMENT OF NON VOTING CO-OPTED MEMBER (PAGES 49 - 52)

To approve the appointment of a non-voting co-opted member to the Panel.

9. CABINET MEMBER QUESTIONS: CHILDREN, SCHOOLS AND FAMILIES

An opportunity to question Councillor Zena Brabazon, the Cabinet Member for Children, Schools and Families, on developments within her portfolio.

10. HARINGEY TRAVEL ASSISTANCE POLICY (CONSULTATION UPDATE}

To report on the consultation that is taking place on the Haringey Travel Assistance Policy.
(TO FOLLOW)

11. SUPPORT TO REFUGEE CHILDREN

To report on support for refugee children arriving in the borough. (TO FOLLOW)

12. WORK PROGRAMME (PAGES 53 - 58)

To note the arrangements for developing a work plan for the Overview and Scrutiny Committee and its panels for 2022-24 and agree provisional items for the next meeting of the Panel.

13. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at item 3 above.

14. DATES OF FUTURE MEETINGS

- 6 September 2022;
- 7 November 2022;
- 3 January 2023; and
- 20 March 2023.

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Fiona Alderman
Head of Legal & Governance (Monitoring Officer)
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Friday, 24 June 2022

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**MINUTES OF MEETING CHILDREN AND YOUNG PEOPLE'S SCRUTINY
PANEL HELD ON TUESDAY 15TH MARCH 2022**

PRESENT:

**Councillors: Makbule Gunes (Chair), James Chiriyankandath,
Emine Ibrahim and Tammy Palmer**

**Co-opted Members: Yvonne Denny and Lourdes Keever (Church
representatives), Anita Jakhu and KanuPriya Jhunjhunwala (Parent
Governor representatives)**

47. FILMING AT MEETINGS

The Chair referred Members present to agenda item 1 on the agenda in respect of filming at the meeting. Members noted the information contained therein.

48. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dixon and James and from the Cabinet Member for Early Years, Children and Families.

49. ITEMS OF URGENT BUSINESS

None.

50. DECLARATIONS OF INTEREST

None.

51. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None.

52. MINUTES

AGREED:

That the minutes of the meeting of 4 January 2022 be approved.

53. CABINET MEMBER QUESTIONS - EARLY YEARS, CHILDREN AND FAMILIES

The Panel noted that Councillor Zena Brabazon, the Cabinet Member for Early Years, Children and Families, was unable to attend the meeting. She had asked Ann Graham, Director of Children's Services, to provide an update on four particular key areas of development within her portfolio:

- The Wood Green Youth Hub was still on track to be completed in the summer. The design for the Hub had been co-produced by the architect with young people;

- An Early Years strategy for the borough had been developed and was now being consulted on. It had been co-produced with those working in the sector;
- The schools capital programme was proceeding. It had been begun three years ago and had enabled work to take place to schools that were in disrepair;
- There had been a well-attended meeting of parents and carers of children with Special Educational Needs and Disabilities (SEND) with the Leader of the Council and senior officers to discuss long standing issues in order to improve relationships. Further meetings were now planned.

Answers had been circulated before the meeting to questions submitted by Panel Members to the Cabinet Member. Concern was expressed by the Panel at the answer that had been submitted to the question regarding the contract with Isos and its outcome. Some school governing body Chairs were dissatisfied with the progress that had been made. It was felt that greater clarity and a strategy on how the local authority was intending to respond to the drop in school rolls was required. Ms Graham agreed to provide further information to the Panel regarding this issue. The work by Isos was being undertaken in phases and parts of it had not been completed yet. A further report would be drafted later in the year.

Panel Members requested an update from the Cabinet Member on the new School Streets and how they were working. In addition, it was felt that feedback from schools and parents would also be useful.

In answer to a question, Ms Graham stated that there had been space for about thirty parents and carers to attend the recent SEND meeting in person plus a similar number to attend on-line. She agreed to provide further detail to Panel Members on attendance. The concerns that had been raised at the meeting covered a number of areas, including schools and the voice of parents not being clearly heard. It was also felt that the schools that children went to were not always a good fit for them. In addition, some parents had not been happy with the place that they had been allocated and there were concerns about waiting times for Education, Health and Care plans and regarding transitions. The matters that had been raised would be documented in the action plan. The next steps would be a series of themed meetings. The precise number of these had not yet been determined.

AGREED:

1. That the Director of Children's Services be requested to provide further information to the Panel regarding this Isos contract and plans to address the falling school rolls in the borough;
2. That the Cabinet Member be requested to provide an update to the Panel on the implementation of School Streets and how they are working.

54. MENTAL HEALTH AND WELL-BEING OF CHILDREN AND YOUNG PEOPLE

Tim Miller, Joint Assistant Director for Vulnerable Adults and Children (Haringey Council and NHS North Central London CCG), reported on mental health and well-being of children and young people in the borough. Mental health services included the NHS, Council and voluntary sector and they were now working in a "whole system" way.

Mental health needs arose from social needs, deprivation and difficulties in people's lives. Services were critical to supporting the local population and particularly children and young people. It was known that Covid had had a huge impact, although the picture from data was complex.

Vivienne Okoh from Haringey CCG outlined the i-Thrive model, which was a national programme. Services had a skills mix so they were best able to meet the needs of young people. There were four parts to the model:

- Getting advice. There was a limited universal offer with small targeted services provided in schools and the community;
- Getting help. There was embedded support to schools and two specialist services;
- Getting more help. There were dedicated specialist mental health services, supported by some north central London (NCL) services; and
- Getting risk support. These services had grown significantly during Covid as part of NCL transformation and were NHS only offers. They included A&E diversion and a 24/7 crisis service. These aimed to manage risk and keep young children in the community.

Jeanne Faulet-Expitini from BEH Mental Health Trust reported that there had been a large increase in referrals during the Covid pandemic. Referrals came from a number of sources, including GPs, schools and social care services. Most referrals had been for anxiety and low mood. There were particular differences between boys and girls, with boys typically presenting earlier.

Recruitment and retention was a major challenge and a national issue. NCL CCG and providers were working as partners on solutions, including the creation of new roles to develop a sustainable workforce. There was also an opportunity to strengthen partnership and inter-agency working as the i-Thrive model was embedded.

Tina Read from BEH Mental Health Trust reported that the prime areas of investment had been concerned with crisis and a number of services had been developed. A 24/7 crisis line had been set up as well as an out of hours nurse led service. In addition, Diversion Hubs had been established. These aimed to see young people within four hours and prevent the need for them to go to hospital, which could be very distressing. Trailblazer was also being expanded to the west of the borough. The recommendations of the SEND inspection were currently being addressed by services. Waiting times for autism assessments were long throughout the NCL area and solutions to this were being worked on. An online platform on ADHD was shortly being rolled out. Significant service redesigns were taking place across BEH in order to remove unwarranted variations.

Ms Okoh reported that Haringey Borough Partnership had agreed the adoption of the Thrive Framework to provide a needs led, common framework to support emotional and mental health across the Council, Education, NHS and Voluntary services. New care pathways were also being developed to respond more efficiently to the children and young people in CAMHS Haringey and in-line with the NHS long term plan and the NCL CYP Mental Health and Wellbeing Transformation Plan.

In answer to a question, Ms Faulet-Expitini reported that the Trailblazer scheme had already been operating in 36 schools the east of the borough since 2019. A bid to

extend the scheme to the west of the borough from September 2022 had been successful.

In answer to a question regarding the impact of Covid, the Panel noted that there had been increased need for crisis services and Crisis Centres had been set up, providing access within four hours. A dedicated telephone line to provide advice and guidance for schools had also been set up. Consultations had been moved on-line and the level of engagement with patients had been maintained. Telephone and video consultations would continue after the pandemic. Digital platforms such as Kooth and Silver Cloud had also been used. The response to the pandemic had required innovation and a system wide approach. Support was provided for patients in the way that suited them best.

In answer to a question, Ms Okoh reported that the Trailblazer scheme used the iThrive model. As part of this, it was envisaged that the children and young people that they worked with in schools would eventually become mental health champions.

In answer to a question regarding help for parents, Mr Miller reported that a webinar had been held for parents and professionals before children returned to school following one of the lockdowns in order to address anxiety. This had been very well subscribed. It had been recognised that parents needed support and services wished to work closely with the local community. Work was taking place to further develop services and strengthen early intervention and prevention. The mental health support provided in schools through the Trailblazer scheme could also provide support for parents. There was also the Anchor Project with trained schools in how to work effectively with children and parents. In addition, every school now had an emotional well-being lead person. Training had been provided for parents and educational psychologists as well. CAMHS could also be contacted directly by e-mail if necessary.

Ms Okoh reported that a programme of specific work with parents and teachers had recently been agreed with MIND. In addition, consideration was also being given to how refugees from the Ukraine could be supported.

55. HARINGEY SEND STRATEGY 2022-2025 AND AREA SEND INSPECTION

Jackie Difolco, Assistant Director for Early Help and Prevention, reported on the outcome of the public consultation which informed the SEND strategy for the next three years and which also reflected the written statement of action in response to the OFSTED inspection of SEND.

A number of informal engagement sessions had taken place with parents and carers at the Markfield Centre regarding the five priorities in the strategy. Presentations were also made to boards of partners as well and there was a public consultation. The SEND strategy and the Written Statement of Action in response to the OFSTED inspection were aligned so that they complemented each other. Nearly 100 responses had been received to the consultation from parents, carers and practitioners. Over 80% had believed that Priority 1 was the most important and almost all were in favour of the strategy being adopted. However, many questioned the capacity of the SEND Partnership to deliver the strategy and there was also dissatisfaction with the Council's

SEND service. In addition, there were concerns regarding transitions and post 16. A key element of the strategy was that the community needed to be at its heart.

The SEND Executive had approved the final strategy. All of the feedback from the consultation had been included in the final draft as well as the findings of the SEND evaluations, the OFSTED inspections and the Amaze report on parental participation. Additional funding had been made available to the SEND service in the Council's budget and there was to be an uplift in the High Needs Block of Dedicated Schools Grant. In addition, the CCG had made funding available to reduce the waiting time for autism assessments. Work to deliver the strategy was already taking place. Annual reports on progress would be produced and the strategy would be published on the Local Offer webpage.

In respect of the OFSTED inspection, there had been three issues that had been identified as requiring to be addressed in the Written Statement of Action:

1. The poor quality of EHC plans and the annual review process especially as children and young people prepare for adulthood;
2. The lack of partnership working and poor communication and co-production with parents, children and young people. This includes communication through the local offer; and
3. Unacceptable waiting times for Autism Spectrum assessment and insufficient support whilst waiting for a diagnosis.

A number of actions to address these had already been taken. The WSOA had been developed using the same principles as the SEND strategy. Feedback from a number of sources had been incorporated and six workshops had taken place with parents, carers and partners. The WSOA was in excess of 30 pages long but a summary had been developed and published on the local offer website. In addition, the website now also contained a wide range of additional information. Progress with the implementation of the WSOA was monitored through key performance indicators covering a number of areas and hard and soft outcomes. These included waiting times for autism assessments, completion of EHC plans and listening to parents and carers.

The SEND Executive Board was accountable for progress. Feedback was obtained from the Parent Carer Forum and there were now two representatives from it on the SEND Executive. Progress had already been made with the WSOA. This had included improvements in waiting times for autism assessments and in completion of EHC plans. There were regular meetings with the PCF. Work was also taking place with Islington, who had been appointed as the Council's partners in practice. In addition, a preparation for adulthood workshop had been undertaken and Schools SEND Support guidance had been developed and published.

The Chair welcomed the strategy and the progress made with the implementation of the WSOA. In answer to a question, Ms Difolco stated that there was a section of the strategy that dealt with transition to adult services and a separate preparing for adulthood strategy was being developed. This was due to be consulted upon in the early part of the summer. The draft strategy could also be considered by the Panel together with the Adults and Health Scrutiny Panel.

The Panel commented that the progress that had been made was encouraging but that it was important that momentum was not lost. It was also important that the Panel was able to hear the views of parents and carers and on a regular basis. Having a co-opted Member of the Panel representing SEND parents and carers would assist in this process.

Amanda Bernard, Interim Chair of the Parent Carer Forum, reported that there was a clear need for 16+ to be addressed. Many young people were currently falling through the net and some were not getting the placements that they required. There was also a need to address early years and waiting times for EHC plans as well. It was important that the voices of families were heard. The truth and reconciliation sessions that had taken place with the Council had enabled mistrust to be addressed and grievances to be aired and there needed to be further opportunities for this. Parents of SEND children needed to manage their time carefully and sufficient notice needed to be given of forthcoming meetings. This needed to be conveyed to external agencies. A minimum of 21 days notice was normally necessary.

In answer to a questions regarding commissioning, Ms Difolco reported that the Council currently commissioned a range of services. A new joint SEND commissioning strategy was being developed between the Council and the CCG. This would look at the level of need and of demand for services. Consideration could be given to extending the use of the voluntary sector as part of this.

The Panel noted that each scrutiny panel was entitled to appoint three non voting co-opted Members. Such appointments were normally taken at the first meeting of the new Municipal Year and the decision to appoint formally someone would therefore be for the new Panel to make. Non-voting co-opted Members were different in status to the statutory education co-opted Members of the Panel, who were appointed externally and able to vote on education matters.

In answer to another question, Ms Difolco acknowledged that that the documentation could be more accessible. However, a WSOA on one page had been developed and progress reports would be kept brief. In respect of the financing of EHC plans, a package of support was developed covering a number of bands. Banding arrangements had been in place for some time and similar systems were also used by other local authorities. They were also communicated to schools. It was agreed that they would be provided to school governing bodies so that they were made aware of them as well.

AGREED:

1. That the draft Preparing for Adulthood strategy be considered jointly by the Panel with the Adults and Health; and
2. That details of the banding arrangements for the provision and financing of support required in EHC plans be shared with school governing bodies.

56. WORK PROGRAMME UPDATE

The Panel agreed that SEND transport and support for refugee children would be prioritised for the first meeting of the new administration. The Panel were also of the view that SEND should continue to be the focus of particular attention by the Panel.

AGREED:

That the first meeting of the Panel of the new administration prioritise the following issues as substantive items:

- SEND transport; and
- Support for refugee children.

57. VOTE OF THANKS

It being the last meeting of the Panel for the current Municipal Year, the Chair was thanked by the Panel for her work as Chair. The Chair thanked Members and officers for their kind assistance and co-operation.

CHAIR: Councillor Makbule Gunes

Signed by Chair

Date

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Report for: Children and Young People's Scrutiny Panel – 4th July 2021

Item number:

Title: Terms of Reference and Membership

Report authorised by: Ayshe Simsek, Democratic Services and Scrutiny Manager

Lead Officer: Robert Mack, Principal Scrutiny Support Officer,
Tel: 020 8489 2921, e-mail: rob.mack@haringey.gov.uk

Ward(s) affected: N/A

**Report for Key/
Non-Key Decision:** N/A

1. Describe the issue under consideration

- 1.1 This report sets out the terms of reference and membership for Overview and Scrutiny and its panels for 2021/22.

2. Recommendations

- 2.1 The Panel is asked to:
- (a) Note the terms of reference (Appendix A) and protocols for the Overview and Scrutiny Committee and its Panels (Appendix B) and non-voting co-opted Members on Scrutiny Panels (Appendix C);
 - (a) Note the policy areas/remits and membership for each Scrutiny Panel for 2022/23 (Appendix D).

3. Reasons for decision

- 3.1 The terms of reference and membership of the scrutiny panels above need to be noted at the first meeting of each municipal year.

4. Overview and Scrutiny Committee

- 4.1 As agreed by Council on 23 May, the membership of the Overview and Scrutiny Committee for 2020/21 (OSC) is: Cllr Bevan (Chair); Cllr Pippa Connor (Vice-Chair); Cllr Makbule Gunes, Cllr Simmons-Safo and Cllr Matt White. The membership of the Committee also includes the statutory education representatives, who have voting rights on education matters.
- 4.2 The terms of reference and role of the OSC and its Panels are set out in Part Two (Article 6), Part Three (Section B) and Part Four (Section G) of the

Council's Constitution. Together, these specify key responsibilities for the Committee. This information is provided in full at Appendix A.

- 4.4 There is also a Protocol, outside the Constitution and provided at Appendix B, that sets out how the OSC is to operate.

5. Scrutiny Panels

- 5.1 Article 6 of the Constitution states the OSC shall appoint Scrutiny Panels in order to discharge the Overview and Scrutiny role.
- 5.2 The specific functions for any Scrutiny Panels established is outlined in Article 6 of the Constitution at 6.3 (b) and 6.3 (c). The procedure by which this operates is detailed in the Scrutiny Protocol:
- The OSC shall establish four standing Scrutiny Panels, to examine designated public services.
 - The OSC shall determine the terms of reference for each Scrutiny Panel.
 - If there is any overlap between the business of the Panels, it is the responsibility of the OSC to resolve the issue.
 - Areas which are not covered by the four standing Scrutiny Panels shall be the responsibility of the main OSC.
 - The Chair of each Scrutiny Panel shall be a member of the OSC, as determined by the OSC at its first meeting.
 - It is intended that each Scrutiny Panel shall be comprised of between 3 and 7 backbench or opposition members and be politically propionate as far as possible.
 - Each Scrutiny Panel shall be entitled to appoint up to three non-voting co-optees. The Children and Young People's Scrutiny Panel membership will include the statutory education representatives of OSC.
- 5.3 The 2022/23 membership for the four Scrutiny Panels is listed below.

Scrutiny Panel	Membership
Adults and Health	Cllrs Pippa Connor (Chair), Cathy Brennan, Yannis Gourtsoyannins, Thayahlan lyngkaran, Felicia Opoku and Cllr Sheila Peacock plus 1 vacancy
Children and Young People	Cllrs Mukbule Gunes (Chair), Cllr Anna Abela, Lester Buxton, Lotte Collett, Marsha Isilar-Gosling, Sue Jameson and Mary Mason plus the statutory education representatives of OSC
Environment and Community Safety	Cllr Michelle Simmons-Safo (Chair), Eldridge Culverwell, George Dunstall, Scott Emery, Tammy Hymas, Joy Wallace and Alex Worrall.
Housing and Regeneration	Cllrs Matt White (Chair), Charles Adje, Dawn Barnes, Mark Blake, Holly Harrison-Mullane, Tammy Hymas and Cllr Khaled Moyeed.

- 5.4 The policy areas to be covered by the four existing Scrutiny Panels have been updated. This information, together with the relevant Portfolio holders for each scrutiny body, is attached at Appendix D.

6. Contribution to strategic outcomes

- 6.1 The contribution scrutiny can make to strategic outcomes will be considered as part of its routine work.

7. Statutory Officers Comments

Finance and Procurement

- 7.1 There are no direct financial implications arising from the recommendations set out in this report. Should any of the work undertaken by Overview and Scrutiny generate recommendations with financial implications then these will be highlighted at that time.

Legal

- 7.2 Under Section 21 (6) of the Local Government Act 2000, an Overview and Scrutiny Committee has the power to appoint one or more sub-committee to discharge any of its functions. The establishment of Scrutiny Panels by the Committee falls within this power and is in accordance with the requirements of the Council's Constitution.
- 7.3 Scrutiny Panels are non-decision making bodies and the work programme and any subsequent reports and recommendations that each scrutiny panel produces must be approved by the OSC. Such reports can then be referred to Cabinet or Council under agreed protocols.

Equality

- 7.4 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to:
- Tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
 - Advance equality of opportunity between people who share those protected characteristics and people who do not;
 - Foster good relations between people who share those characteristics and people who do not.

- 7.5 The proposals outlined in this report relate to the membership and terms of reference for the OSC and carry no direct implications for the Council's general equality duty. However, the Committee should ensure that it addresses these duties by considering them within its work programme and those of its panels, as well as individual pieces of work. This should include considering and clearly stating;
- How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;
 - Whether the impact on particular groups is fair and proportionate;
 - Whether there is equality of access to services and fair representation of all groups within Haringey;
 - Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.
- 7.6 The Committee should ensure that equalities comments are based on evidence. Wherever possible this should include demographic and service level data and evidence of residents/service-users views gathered through consultation.

8. Use of Appendices

Appendix A Part Two (Article 6), Part Three (Section B), and Part Four (Section G) of the Constitution of the London Borough of Haringey.

Appendix B Scrutiny Protocol

Appendix C Protocol for non-voting co-opted Members on Scrutiny Panels

Appendix D Overview & Scrutiny Remits and Membership 2021/22

9. Local Government (Access to Information) Act 1985

APPENDIX A

PART TWO – ARTICLES OF THE CONSTITUTION

Last updated 24 July 2017

Article 6 - Overview and Scrutiny

6.01 Terms of reference

The Council will appoint an Overview and Scrutiny Committee to discharge the functions conferred by section 9F of the Local Government Act 2000, the Health & Social Care Act 2001 and the NHS Reform & Health Professionals Act 2002.

6.02. General role

Within its terms of reference, the Overview and Scrutiny Committee may:

- (a) Exercise an overview of the forward plan;
- (b) Review or scrutinise decisions made or actions taken in connection with the discharge of any of the Cabinet's or Council's functions;
- (c) Make reports and recommendations to the full Council, the Cabinet or relevant non-Executive Committee in connection with the discharge of any functions;
- (d) Make reports or recommendations on matters affecting the area or its inhabitants;
- (e) Exercise the right to call-in, for reconsideration, key decisions made but not yet implemented by the Executive;
- (f) Receive the reports and recommendations of its commissioned Scrutiny Review Panels; and
- (g) In accordance with statutory regulations to review and scrutinise matters relating to the health service within the Authority's area and to make reports and recommendations thereon to local NHS bodies;
- (h) Enter into or appoint such joint overview and scrutiny committees that include the London Borough of Haringey and other boroughs for the purpose of responding to consultation by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.

6.03 Specific functions

(a) Scrutiny Review Panels.

The Overview and Scrutiny Committee shall appoint Scrutiny Review Panels in order to discharge the Overview and Scrutiny role for designated public services and will co-ordinate their respective roles.

(b) Policy development and review.

The Overview and Scrutiny Committee and any Scrutiny Review Panels it may establish may:

- (i) Assist the Council and the Cabinet in the development of its budget and policy framework by in-depth analysis of policy issues;
- (ii) Conduct research, community and other consultation in the analysis of policy issues and possible options;
- (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) Question members of the Cabinet and chief officers about their views on issues and proposals affecting the area; and
- (v) Liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(c) Scrutiny.

The Overview and Scrutiny Committee and any Scrutiny Review Panels it may establish may:

- (i) Review and scrutinise the decisions made by and performance of the Cabinet and Council officers both in relation to individual decisions and over time;
- (ii) Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) Question members of the Cabinet and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) Make recommendations to the Cabinet or relevant non-executive Committee arising from the outcome of the scrutiny process;
- (v) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance; and
- (vi) Question and gather evidence from any person (with their consent).

(d) Finance

Overview and Scrutiny Committee may exercise overall responsibility for the finances made available to them.

(e) Annual report.

Overview and Scrutiny Committee must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.

6.04 Proceedings of Overview and Scrutiny Committee

The Overview and Scrutiny Committee and any Scrutiny Review Panels it may establish will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

6.05 Votes of No Confidence

The Chair of the Overview and Scrutiny Committee or the Chair of a Scrutiny Review Panel shall cease to hold that office as a Scrutiny member if a vote of no confidence, of which notice appears on the agenda, is carried at the meeting of the relevant body. The responsibilities of that member shall be carried out by the relevant Vice-Chair until such time as a subsequent meeting of that body has been notified of the appointment of a replacement or the reappointment of the member concerned. In the event of all members of the Overview and Scrutiny Committee having been removed from office in this way at any time, Scrutiny functions shall in the interim be carried out by full Council.

PART THREE – RESPONSIBILITY FOR FUNCTIONS
SECTION B

Last updated 24 July 2017

SECTION 2 – COMMITTEES

The following shall be committees of the Council and they shall have the membership as described in the Appointments of Committees, Sub-Committees, Panels, etc (as approved by the Annual Meeting):

- 1. The Corporate Committee**
 - 2. Combined Pensions Committee and Board**
 - 3. Staffing and Remuneration Committee**
 - 4. Overview and Scrutiny Committee**
 - 5. Standards Committee**
 - 6. Alexandra Palace and Park Board**
 - 7. The Regulatory Committee**
 - 8. The Health and Wellbeing Board**
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4. Overview and Scrutiny Committee

The Overview and Scrutiny Committee may:

- (a) exercise an overview of the forward plan;
- (b) review or scrutinise decisions made or actions taken in connection with the discharge of any of the Cabinet's or Council's functions;
- (c) make reports and recommendations to the full Council, the Cabinet or relevant non-Executive Committee in connection with the discharge of any functions;
- (d) make reports or recommendations on matters affecting the area or its inhabitants;
- (e) exercise the right to call-in, for reconsideration, key decisions made but not yet implemented by the Cabinet;
- (f) receive the reports and recommendations of its Scrutiny Review Panels;
- (g) in accordance with statutory regulations to review and scrutinise matters relating to the health service and all NHS funded services within the Authority's

area and to make reports and recommendations thereon to local NHS and NHS funded bodies;

- (h) enter into or appoint such joint overview and scrutiny committees that include the London Borough of Haringey and other boroughs for the purpose of responding to consultation by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013;
- (i) review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible partner authorities of their crime and disorder functions;
- (j) make reports or recommendations to the Cabinet or full Council where appropriate with respect to the discharge of the crime and disorder functions by the responsible partner authorities;
- (k) make arrangements which enable any councillor who is not a Committee member to refer any crime and disorder matter to the Committee under the Councillor Call for Action procedure; and
- (l) make arrangements which enable any councillor who is not a Committee member to refer to the Committee any local government matter which is relevant to the functions of the Committee under the Councillor Call for Action procedure.
- (m) there is a Protocol outside this Constitution setting out how the Overview and Scrutiny Committee is to operate. The Protocol shall be applied in a manner consistent with the Committee Procedure Rules in Part 4 and any issue on procedure at the meeting shall be subject to the ruling of the Chair. The Protocol can be amended by the written agreement of the Leaders of the Political Groups on the Council.
- (o) to appoint two representatives to the standing Joint Health Overview and Scrutiny Committee for North Central London. (Since this appointment is for only two members to the Joint Committee, the "political proportionality" rules in the Local Government and Housing Act 1989 do not apply.)

SECTION 3 - SUB-COMMITTEES AND PANELS

The following bodies shall be created as Sub-Committees of the relevant Committee of the Council under which they are listed. Bodies described as "Panels" are Sub-Committees unless otherwise stated. Sub-Committees shall report to their parent bodies and they shall have the membership as described in the Appointments of Non-Executive Committees, Sub-Committees, Panels, etc as approved by the Annual Meeting.

2. Under Overview and Scrutiny Committee

2.1 Scrutiny Review Panels

- (a) To carry out scrutiny processes relevant to particular services as determined by Overview and Scrutiny Committee and within the parameters, protocols and procedures agreed by Overview and Scrutiny Committee for all Scrutiny Review Panels.
- (b) Within these scrutiny processes to request and receive submissions, information and answers to questions from Cabinet Members, officers and other senior employees of the Council, service users, external experts and relevant members of the public.
- (c) To refer the findings/recommendations in the form of a written report, with the approval of the Overview and Scrutiny Committee, to The Cabinet and/or the Council as appropriate.

PART FOUR – RULES OF PROCEDURE

SECTION G – OVERVIEW & SCRUTINY PROCEDURE RULES

Last updated 21 July 2014

1. The arrangements for Overview and Scrutiny

1.1 The Council will have one Overview and Scrutiny Committee, which will have responsibility for all overview and scrutiny functions on behalf of the Council.

1.2 The terms of reference of the Overview and Scrutiny Committee will be:

- (i) The performance of all overview and scrutiny functions on behalf of the Council.
- (ii) The appointment of Scrutiny Review Panels, with membership that reflects the political balance of the Council.
- (iii) To determine the terms of reference of all Scrutiny Review Panels.
- (iv) To receive reports from local National Health Service bodies on the state of health services and public health in the borough area.
- (v) To enter into or appoint such joint overview and scrutiny committees that include the London Borough of Haringey and other boroughs for the purpose of responding to consultation by NHS bodies on proposals for substantial variation or development in the provision of health services as required by The Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013.
- (vi) To monitor the effectiveness of the Council's Forward Plan.
- (vii) To receive all appropriate performance management and budget monitoring information.
- (viii) To approve a programme of future overview and scrutiny work so as to ensure that the Overview and Scrutiny Committee's and Scrutiny Review Panels' time is effectively and efficiently utilised;
- (ix) To consider all requests for call-in and decide whether to call-in a key decision, how it should be considered and whether to refer the decision to the Cabinet or to Council.
- (x) To monitor the effectiveness of the Call-in procedure.
- (xi) To review and scrutinise action taken by partner authorities in discharge of crime and disorder functions and to make reports and recommendations to Cabinet and Council on these.

- (xii) To make arrangements which enable any Councillor who is not a Committee Member to refer any local government matter, or any crime and disorder matter, to the Committee under the Councillor Call for Action Procedure.
- (xiii) To ensure that referrals from Overview and Scrutiny Committee to the Cabinet either by way of report or call-in are managed efficiently, and
- (xiv) To ensure community and voluntary sector organisations, users of services and others are appropriately involved in giving evidence to the Overview and Scrutiny Committee or relevant Scrutiny Review Panel.

1.3 The Overview and Scrutiny Committee may establish a number of Scrutiny Review Panels:

- (i) Scrutiny Reviews Panels are appointed to examine designated Council services. Scrutiny Review Panels will refer their findings/ recommendations in the form of a written report, with the approval of the Overview and Scrutiny Committee, to the Cabinet and/or the Council as appropriate.
- (ii) Scrutiny Review Panels will analyse submissions, request and analyse any additional information, and question the Cabinet Member(s), relevant Council officers, local stakeholders, and where relevant officers and/or board members of local NHS bodies or NHS funded bodies.
- (iii) Subject to the approval of the Overview and Scrutiny Committee, Scrutiny Review Panels will be able to appoint external advisors and/or to commission specific pieces of research if this is deemed necessary.
- (iv) Scrutiny Review Panels should make every effort to work by consensus; however, in exceptional circumstances Members may submit minority reports.
- (v) Prior to publication, draft reports will be sent to the relevant chief officers or where relevant officers of the National Health Service for checking for inaccuracies and the presence of exempt and/or confidential information; Scrutiny Review Panel members will revisit any conclusions drawn from disputed information;
- (vi) Following approval by the Overview and Scrutiny Committee, final reports and recommendations will be presented to the next available Cabinet meeting together with an officer report where appropriate. The Cabinet will consider the reports and formally agree their decisions.
- (vii) Following approval by the Overview and Scrutiny Committee, reports on NHS, non-executive or regulatory matters will be copied to the Cabinet for information.

- (viii) At the Cabinet meeting to receive the final report and recommendations, the Chair of the Overview and Scrutiny Committee or the Chair of the Scrutiny Review Panel may attend and speak.
 - (ix) After an appropriate period, post implementation, Overview and Scrutiny Committee will carry out a follow up review to determine if the recommendations had the intended outcomes and to measure any improvements.
- 1.4 When Scrutiny Review Panels report on non-executive or regulatory functions the above rules apply, except the references to The Cabinet shall be taken as reference to the relevant non-executive body.
- 1.5 The Overview and Scrutiny Committee shall undertake scrutiny of the Council's budget through a Budget Scrutiny process. The procedure by which this operates is detailed in the Protocol covering the Overview and Scrutiny Committee.
- 1.6 All Overview and Scrutiny meetings shall take place in public (except where exempt or confidential matters are considered).
- 1.7 The Overview and Scrutiny function should not be seen as an alternative to established disciplinary, audit or complaints mechanisms and should not interfere with or pre-empt their work.
- 2. Membership of the Overview and Scrutiny Committee and Scrutiny Review Panels**
- 2.1 All Councillors (except Members of the Cabinet) may be members of the Overview and Scrutiny Committee and the Scrutiny Review Panels. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.
- 2.2 The membership of the Overview and Scrutiny Committee and Scrutiny Review Panels shall, as far as is practicable, be in proportion to the representation of different political groups on the Council.
- 3. Co-optees**
- 3.1 Each Scrutiny Review Panel shall be entitled to appoint up to three people as non-voting co-optees.
- 3.2 Statutory voting non-Councillor members of Overview and Scrutiny Committee will be paid an allowance in accordance with the Members' Allowances Scheme in Part 6 of this Constitution.
- 4. Education representatives**
- 4.1 The Overview and Scrutiny Committee and the Scrutiny Review Panel whose terms of reference relate to education functions that are the responsibility of the Cabinet, shall include in its membership the following representatives:

- (i) At least one Church of England diocesan representative (voting).
- (ii) At least one Roman Catholic diocesan representative (voting).
- (iii) 2 parent governor representatives (voting).

These voting representatives will be entitled to vote where the Overview and Scrutiny Committee or the Scrutiny Review Panel is considering matters that relate to relevant education functions. If the Overview and Scrutiny Committee or Scrutiny Review Panel is dealing with other matters, these representatives shall not vote on those matters though they may stay in the meeting and speak at the discretion of the Chair. The Overview and Scrutiny Committee and Scrutiny Review Panel will attempt to organise its meetings so that relevant education matters are grouped together.

5. Meetings of the Overview and Scrutiny Committee and Scrutiny Review Panels

- 5.1 In addition to ordinary meetings of the Overview and Scrutiny Committee, extraordinary meetings may be called from time to time as and when appropriate. An Overview and Scrutiny Committee meeting may be called by the Chair of the Overview and Scrutiny Committee after consultation with the Chief Executive, by any two Members of the Committee or by the proper officer if he/she considers it necessary or appropriate.
- 5.2 In addition to ordinary meetings of the Scrutiny Review Panels, extraordinary meetings may be called from time to time as and when appropriate. A Scrutiny Review Panel meeting may be called by the Chair of the Panel after consultation with the Chief Executive, by any two Members of the Committee or by the proper officer if he/she considers it necessary or appropriate.

6. Quorum

The quorum for the Overview Scrutiny Committee and for each Scrutiny Review Panel shall be at least one quarter of its membership and not less than 3 voting members.

7. Chair of the Overview and Scrutiny Committee and Scrutiny Review Panels

- 7.1 The Chair of the Overview and Scrutiny Committee will be appointed by the Council.
- 7.2 The Chair of the Overview and Scrutiny Committee shall resign with immediate effect if a vote of no confidence is passed by the Overview and Scrutiny Committee.
- 7.3 Chairs of Scrutiny Review Panels will be drawn from among the Councillors sitting on the Overview and Scrutiny Committee. Subject to this requirement,

the Overview and Scrutiny Committee may appoint any person as it considers appropriate as Chair having regard to the objective of cross-party chairing in proportion to the political balance of the Council. The Scrutiny Review Panels shall not be able to change the appointed Chair unless there is a vote of no confidence as outlined in Article 6.5 in this Constitution.

- 7.4 The Chair of the Budget Scrutiny Review process will be drawn from among the opposition party Councillors sitting on the Overview and Scrutiny Committee. The Overview and Scrutiny Committee shall not be able to change the appointed Chair unless there is a vote of no confidence as outlined in Article 6.5 in this Constitution.

8. Work programme

Overview and Scrutiny Committee will determine the future scrutiny work programme and will establish Scrutiny Review Panels to assist it to perform its functions. The Committee will appoint a Chair for each Scrutiny Review Panel.

9. Agenda items for the Overview and Scrutiny Committee

- 9.1 Any member of the Overview and Scrutiny Committee shall be entitled to give notice to the proper officer that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request the proper officer will ensure that it is included on the next available agenda.
- 9.2 The Overview and Scrutiny Committee shall also respond, as soon as its work programme permits, to requests from the Council and, if it considers it appropriate, from the Cabinet to review particular areas of Council activity. Where they do so, the Overview and Scrutiny Committee shall report their findings and any recommendations back to the Cabinet within an agreed timescale.

10. Policy review and development

- 10.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council's budget and policy framework is set out in the Budget and Policy Framework Procedure Rules in Part 4 of this constitution.
- 10.2 In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the Overview and Scrutiny Committee and its Scrutiny Review Panels may make proposals to the Cabinet for developments insofar as they relate to matters within their terms of reference. The Scrutiny Review Panels must do so via the Overview and Scrutiny Committee.

11. Reports from the Overview and Scrutiny Committee

Following endorsement by the Overview and Scrutiny Committee, final reports and recommendations will be presented to the next available Cabinet meeting. The procedure to be followed is set out in paragraphs 1.3 or 1.4 above.

12. Making sure that overview and scrutiny reports are considered by the Cabinet

12.1 The agenda for Cabinet meetings shall include an item entitled 'Issues arising from Scrutiny'. Reports of the Overview and Scrutiny Committee referred to the Cabinet shall be included at this point in the agenda unless either they have been considered in the context of the Cabinet's deliberations on a substantive item on the agenda or the Cabinet gives reasons why they cannot be included and states when they will be considered.

12.2 Where the Overview and Scrutiny Committee prepares a report for consideration by the Cabinet in relation to a matter where decision making power has been delegated to an individual Cabinet Member, a Committee of the Cabinet, an Area Committee, or an Officer, or under Joint Arrangements, then the Overview and Scrutiny Committee will also submit a copy of their report to that body or individual for consideration, and a copy to the proper officer. If the Member, committee, or officer with delegated decision making power does not accept the recommendations of the Overview and Scrutiny Committee, then the body/he/she must then refer the matter to the next appropriate meeting of the Cabinet for debate before making a decision.

13. Rights and powers of Overview and Scrutiny Committee members

13.1 Rights to documents

(i) In addition to their rights as Councillors, members of the Overview and Scrutiny Committee and Scrutiny Review Panels have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.

(ii) Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committee and Scrutiny Review Panels as appropriate depending on the particular matter under consideration.

13.2 Powers to conduct enquiries

The Overview and Scrutiny Committee and Scrutiny Review Panels may hold enquiries into past performance and investigate the available options for future direction in policy development and may appoint advisers and assessors to assist them in these processes. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations, within available resources. They may ask witnesses to attend to address them on any matter under consideration and may pay any

advisers, assessors and witnesses a reasonable fee and expenses for doing so. Scrutiny Review Panels require the support of the Overview and Scrutiny Committee to do so.

13.3 Power to require Members and officers to give account

- (i) The Overview and Scrutiny Committee and Scrutiny Review Panels may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions (Scrutiny Review Panels will keep to issues that fall within their terms of reference). As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member of the Cabinet, the Head of Paid Service and/or any senior officer (at second or third tier), and chief officers of the local National Health Service to attend before it to explain in relation to matters within their remit:
 - (a) any particular decision or series of decisions;
 - (b) the extent to which the actions taken implement Council policy (or NHS policy, where appropriate); and
 - (c) their performance.

It is the duty of those persons to attend if so required. At the discretion of their Director, council officers below third tier may attend, usually accompanied by a senior manager. At the discretion of the relevant Chief Executive, other NHS officers may also attend overview and scrutiny meetings.

- (ii) Where any Member or officer is required to attend the Overview and Scrutiny Committee or Scrutiny Review Panel under this provision, the Chair of that body will inform the Member or proper officer. The proper officer shall inform the Member or officer in writing giving at least 10 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the Overview and Scrutiny Committee or Scrutiny Review Panel. Where the account to be given to Overview and Scrutiny Committee or Scrutiny Review Panel will require the production of a report, then the Member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (iii) Where, in exceptional circumstances, the Member or officer is unable to attend on the required date, then the Overview and Scrutiny Committee or Scrutiny Review Panel shall in consultation with the Member or officer arrange an alternative date for attendance, to take place within a maximum of 10 days from the date of the original request.

14. Attendance by others

The Overview and Scrutiny Committee or Scrutiny Review Panel may invite people other than those people referred to in paragraph 13 above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and Members and officers in other parts of the public sector and may invite such people to attend. Attendance is optional.

15. Call-in

The call-in procedure is dealt with separately at Part 4 Section H of the Constitution, immediately following these Overview and Scrutiny Procedure Rules.

16. Councillor Call for Action (CCfA)

The Council has adopted a Protocol for handling requests by non-Committee Members that the Committee should consider any local government matter which is a matter of significant community concern. This procedure should only be a last resort once the other usual methods for resolving local concerns have failed. Certain matters such as individual complaints and planning or licensing decisions are excluded.

Requests for a CCfA referral should be made to the Democratic Services Manager. who will check with the Monitoring Officer that the request falls within the Protocol. The Councillor making the referral will be able to attend the relevant meeting of the Committee to explain the matter. Among other actions, the Committee may: (i) make recommendations to the Cabinet, Directors or partner agencies, (ii) ask officers for a further report, (iii) ask for further evidence from the Councillor making the referral, or (iv) decide to take no further action on the referral.

The Protocol is not included within this Constitution but will be subject to regular review by the Committee.

17. Procedure at Overview and Scrutiny Committee meetings and meetings of the Scrutiny Review Panels.

- (a) The Overview and Scrutiny Committee shall consider the following business as appropriate:
 - (i) apologies for absence;
 - (ii) urgent business;
 - (iii) declarations of interest;
 - (iv) minutes of the last meeting;
 - (v) deputations and petitions;

- (vi) consideration of any matter referred to the Committee for a decision in relation to call-in of a key decision;
 - (vii) responses of the Cabinet to reports of the Committee;
 - (viii) business arising from Area Committees;
 - (ix) the business otherwise set out on the agenda for the meeting.
- (b) A Scrutiny Review Panel shall consider the following business as appropriate:
- (i) minutes of the last meeting;
 - (ii) declarations of interest;
 - (iii) the business otherwise set out on the agenda for the meeting.
- (c) Where the Overview and Scrutiny Committee or Scrutiny Review Panel has asked people to attend to give evidence at meetings, these are to be conducted in accordance with the following principles:
- (i) that the investigation be conducted fairly and all members of the Overview and Scrutiny Committee and Scrutiny Review Panels be given the opportunity to ask questions of attendees, to contribute and to speak;
 - (ii) that those assisting the Overview and Scrutiny Committee or Scrutiny Review Panel by giving evidence be treated with respect and courtesy;
 - (iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis; and
 - (iv) that reasonable effort be made to provide appropriate assistance with translation or alternative methods of communication to assist those giving evidence.
- (d) Following any investigation or review, the Overview and Scrutiny Committee or Scrutiny Review Panel shall prepare a report, for submission to the Cabinet and shall make its report and findings public.

17A. Declarations Of Interest Of Members

- (a) If a member of the Overview and Scrutiny Committee or Scrutiny Review Panel has a disclosable pecuniary interest or a prejudicial interest as referred to in Members' Code of Conduct in any matter under consideration, then the member shall declare his or her interest at the start of the meeting or as soon as the interest becomes apparent. The member may not participate or participate further in any

discussion of the matter or participate in any vote or further vote taken on the matter at the meeting and must withdraw from the meeting until discussion of the relevant matter is concluded unless that member has obtained a dispensation from the Council's Standards Committee.

- (b) If a member of the Overview and Scrutiny Committee or Scrutiny Review Panel has a personal interest which is not a disclosable pecuniary interest nor a prejudicial interest, the member is under no obligation to make a disclosure at the meeting but may do so if he/she wishes.

18. The Party Whip

Scrutiny is intended to operate outside the party whip system. However, when considering any matter in respect of which a Member of scrutiny is subject to a party whip the Member must declare the existence of the whip and the nature of it before the commencement of the Committee/Panel's deliberations on the matter. The Declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

The expression "party whip" can be taken to mean: "Any instruction given by or on behalf of a political group to any Councillor who is a Member of that group as to how that Councillor shall speak or vote on any matter before the Council or any committee or sub-committee, or the application or threat to apply any sanction by the group in respect of that Councillor should he/she speak or vote in any particular manner."

19. Matters within the remit of more than one Scrutiny Review Panel

Should there be any overlap between the business of any Scrutiny Review Panels, the Overview and Scrutiny Committee is empowered to resolve the issue.

OVERVIEW AND SCRUTINY COMMITTEE (OSC) PROTOCOL 2021**1 INTRODUCTION**

- 1.1 Overview and Scrutiny plays a fundamental role in the Council's governance arrangements through holding decision makers to account, policy review and development, acting as a community voice and ensuring the efficient delivery of public services. Effective scrutiny requires the commitment of the whole Council and partners, as well as creating the right culture, behaviours and attitude that sees scrutiny as a valuable contributor to the business of the Council.
- 1.2 This new protocol is a welcome opportunity for the whole Council to re-affirm its commitment to effective scrutiny, foster an effective and constructive working relationship with all stakeholders in the scrutiny process and refresh relevant policies and procedures so that they reflect best practice. It also takes into account learning from recent Haringey scrutiny work as well as the new Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities that was published by the Ministry of Housing, Communities and Local Government (MHCLG) in May 2019.
- 1.3 The Protocol is intended to give effect to the provisions in the Constitution relating to Overview and Scrutiny. In the event of any apparent conflict that may arise between the provisions in the Protocol and the Constitution, the Constitution shall take precedence.

2 ROLE OF OVERVIEW AND SCRUTINY COMMITTEE

- 2.1 The Council is committed to creating an environment conducive to effective scrutiny. It is a statutory function and a requirement for all authorities operating executive arrangements. It is also an integral part of the Council's decision-making structure and provides essential checks and balances to the Council's Cabinet to ensure that its powers are used wisely. Whilst its legitimacy is beyond question, scrutiny should nonetheless be able to demonstrate clearly to the Council and its Cabinet, senior management team, partners and the public the value that it adds in its work and seek to make recommendations that improve the lives of local residents.
- 2.2 Effective Overview and Scrutiny should:
 - Provide constructive challenge;
 - Amplify the voices and concerns of the public;
 - Be led by independent minded Members who take responsibility for their role; and
 - Drive improvement in public services.

Challenge

- 2.3 For challenge to be effective, it needs to be sufficiently robust. It should nevertheless be constructive and focused on matters of timely relevance to the Council and the wider community. The role of scrutiny as a 'Critical Friend' should be undertaken in a courteous and professional manner, reflecting the Member's Code of Conduct. The aim of scrutiny should be to improve decision making and outcomes for residents, not scoring political points or providing a political opposition to those who make decisions.

Public and Community Involvement

- 2.4 Overview and Scrutiny has an important role in articulating the concerns of residents and community organisations. It will therefore strive to facilitate their involvement in its work and, in particular, the development of its work plan, providing evidence and asking questions.
- 2.5 Overview and scrutiny will seek to ensure that the feedback that it receives is representative of the local community. It will be proactive in seeking input and seek to involve individuals and groups within it that are best placed to inform specific pieces of work. It will use a range of methods and, where possible, locations in order to best to engage with diverse stakeholders and listen to their views and experience.

Independence

- 2.6 Overview and scrutiny shall be independent in both outlook and operation. The Cabinet should not seek to direct the areas that it focusses upon, although suggestions can be made for the work programme. Overview and scrutiny shall not be subject to undue party political influence, such as whipping. Members on scrutiny bodies shall also undertake their work with an open mind and make recommendations that are based on the evidence that they receive rather than pre-conceived ideas or pressure from within the political group. It should seek to be strategic and focused on the Council and its communities of interest.

Driving Improvement

- 2.7 It is important that scrutiny not only provides challenge but delivers outcomes. These should aim to make a difference to the lives of residents through improving public services. This should be achieved by the making of evidence-based recommendations to the Council's Cabinet and other organisations responsible for the commissioning and delivery of public services.

3 RESPONSIBILITIES

- 3.1 Overview and scrutiny can scrutinise any matter which affects the authority's area or its residents' wellbeing. The powers of Overview and Scrutiny were contained in the Local Government Act 2000 and consolidated by the Localism Act 2011. It can:
- Review decisions taken by the Cabinet or the Council;
 - Investigate matters affecting the borough of Haringey and its residents;
 - Contribute to policy development for the Council;
 - Make reports and recommendations to the Cabinet or the Council;
 - Review decisions made by the Cabinet but not yet implemented ("call-in");
 - Appoint sub-committees and arrange for them to discharge any of its functions;
 - Review matters relating to the health service and crime and disorder and make reports and recommendations;
 - Require members of the Cabinet and officers to attend to provide information and answer questions;
 - Invite other persons to attend meetings as part of its evidence gathering;
 - Give notice in writing to a relevant partner authority requiring that it has regard to a report or recommendations relating to its functions; and
 - Request information from a relevant partner authority that is required for Overview and Scrutiny to discharge its functions.

4 STRUCTURE

- 4.1 The Overview and Scrutiny Committee shall comprise five members and be politically proportionate as far as possible. The membership shall be appointed each year at the Annual Council Meeting. The chair of the Committee shall be a member of the majority group. The Vice-Chair shall be a member of the largest minority group. The Committee shall also comprise statutory education co-optees, who have voting rights on education matters.
- 4.2 The Overview and Scrutiny Committee shall establish four standing Scrutiny Panels to examine designated public services. The Committee shall determine the terms of reference of each Panel. If there is any overlap between the business of the Panels, it is the responsibility of the Overview and Scrutiny Committee to resolve the issue. Areas which are not covered by the four standing Panels shall be the responsibility of the Overview and Scrutiny Committee.
- 4.3 The chair of each standing Scrutiny Panel shall be a member of the Overview and Scrutiny Committee and shall be determined by the Committee at its first meeting of the year. It is intended that each Panel shall be comprised of between 3 and 7 members and be politically proportionate as far as possible. The membership of each Scrutiny Panel shall be appointed by the Overview and Scrutiny Committee. It is intended that, other than the Chair, the other members will be non-executive members who do not sit on the Overview and Scrutiny Committee.
- 4.4 Should one of the Panels be responsible for education issues, the membership shall include the statutory education co-optees. It is intended that the education co-optees will also attend the Overview and Scrutiny Committee when reports from a relevant Scrutiny Panel are considered.
- 4.5 Each Scrutiny Panel shall be entitled to appoint up to three non-voting co-optees. Non voting co-optees are expected to add value to scrutiny by performing the following roles:
- To bring a diverse spectrum of experience and adding a different perspective to any items;
 - To act as a non-party political voice for those who live and/or work in Haringey; and
 - To bring specialist knowledge and/or skills to the Overview and Scrutiny process and an element of external challenge by representing the public.
- 4.6 Nominations for non-voting co-optees will be sought primarily from established community groups but consideration can be given to specific individuals where particular expertise/experience is required that would not be otherwise available¹.
- 4.7 Overview and Scrutiny bodies shall seek to work by consensus. Votes should only take place when as a last resort and when all efforts to achieve a consensus have been unsuccessful.

5 MEETING FREQUENCY AND FORMAT

- 5.1 The Committee shall hold six scheduled meetings each year. One meeting shall include agreement of the annual work programme for Overview and Scrutiny. One meeting, in January, shall consider the budget scrutiny recommendations from each Scrutiny Panel. In addition, the Committee may also hold evidence gathering meetings as part of in-depth scrutiny reviews on a specific issue as and when required. An extraordinary meeting of the OSC may be called in accordance with the Council's Constitution (Part 4 Section G).

¹ There is a separate and detailed Protocol regarding the process for appointment of non-voting co-optees.

- 5.2 Members of the Council may Call In a decision of the Cabinet, or any Key Decision made under delegated powers, within five working days of the decision being made. The full procedure is given in the Council's Constitution (Part 4 Section H).
- 5.3 Pre-decision scrutiny on forthcoming Cabinet decisions shall only be undertaken at scheduled Overview and Scrutiny Committee meetings, in adherence with the Council's Forward Plan.
- 5.4 It is intended that each Scrutiny Panel shall hold four scheduled meetings each year. An extraordinary meeting of a Panel may be called in accordance with the Council's Constitution (Part 4 Section G). In addition, Scrutiny Panels may also hold evidence gathering meetings as part of in-depth scrutiny reviews on a specific issue as and when required.
- 5.5 The choice of venue for meetings may have regard to the business to be transacted and the circumstances of the time. This may include meeting online for remote working or to improve access to those providing evidence to the Committee or a Panel.

6 ENGAGING WITH THE CABINET

- 6.1 Legislation relating to local authority governance provides for the separation of the Executive and Non-executive Members of a Council in order to provide a check and balance on decision-making. The Overview and Scrutiny Committee therefore shall engage regularly with Cabinet, particularly regarding its future work programme and the Forward Plan. The first of such meetings should be arranged with Cabinet prior to the first meeting of the Committee. The Chairs of the Overview and Scrutiny Committee and the Scrutiny Panels shall seek to liaise on a regular basis with the relevant Cabinet Members covering relevant portfolios regarding the progress of the work programme, agenda setting and requests for reports, attendance and updates.
- 6.2 The Leader of the Council and Chief Executive shall be invited to the Overview and Scrutiny Committee as required, based upon the agenda of a meeting, but at least once a year at the meeting when the Overview and Scrutiny work programme is considered. This shall be an opportunity to discuss jointly, amongst other matters, the Council's priorities for the next year. Meetings between the Cabinet and scrutiny should focus on outcomes and be respectful and constructive, respecting the different but complementary nature of the roles and the value of scrutiny to the Council and its residents.
- 6.3 All Cabinet Members will be expected to attend either the Overview and Scrutiny Committee and/or Scrutiny Panels as required and with reasonable notice, based upon the agenda of a meeting, but at least twice a year. Cabinet Members will be expected to provide information specific to an agenda item, to provide updates on key areas within their portfolios and to answer questions.
- 6.4 The Leader and Cabinet Members attending an Overview and Scrutiny Committee or Scrutiny Panel meeting may be accompanied and assisted by any service officers they consider necessary. The Member may invite an officer attending to answer a question and provide information on their behalf.
- 6.5 Cabinet Members and senior officers attending formal meetings of scrutiny bodies shall strive to provide full answers to questions that are put to them. Where this is not possible due to the necessary information not being accessible at the meeting, a written answer will be provided within 7 working days of the date of the meeting. To better meet requests for information, members of the Committee

and its Panels will seek to provide advance notice of questions so that Cabinet Members and senior officers may prepare for their participation in the meeting.

7 RESPONDING TO SCRUTINY RECOMMENDATIONS

- 7.1 Overview and Scrutiny may make recommendations to the Cabinet or any other public service providers. Recommendations to Cabinet shall be introduced by either the Chair of the Overview and Scrutiny Committee or the relevant Scrutiny Panel. They shall be responded to by the appropriate body within two months of their receipt. Responses shall be circulated to Members of the relevant scrutiny body before the Cabinet meeting to approve the response. Where recommendations from Overview and Scrutiny are not accepted by Cabinet, an explanation will be given of the reasons why. Where a response is requested from NHS funded bodies, the response shall be made within 28 days.

8 THE OVERVIEW AND SCRUTINY WORK PROGRAMME

- 8.1 Overview and Scrutiny will agree its own annual work programme and keep it under review over the course of a municipal year. It will have regard to corporate and strategic priorities and consult widely to inform the focus for scrutiny activity.
- 8.2 The Council's Democratic Services Team shall coordinate the development of the work programme for Overview and Scrutiny, covering the work of the Committee and of the Scrutiny Panels. The development process for this should include engagement with Members, Cabinet, senior officers, partners, voluntary and community organisations and residents, with specific opportunities provided for each of them to submit suggestions. Whilst safeguarding the independence of the scrutiny process, the Committee shall have regard to all such suggestions when they decide their work programme.
- 8.3 Decision makers should seek to involve scrutiny in the development of new policy at an early stage when proposals are being developed so that account can be taken of it when developing its work plan.
- 8.4 As part of the development of the work programme, the Committee will determine how external partners and public service providers shall be scrutinised and engage with key personnel to build the necessary relationships and awareness for this purpose.
- 8.5 The scrutiny work programme should reflect a balance of activities, including:
- Holding the Executive to account;
 - Policy review and development;
 - Performance management;
 - External scrutiny; and
 - Public and community engagement.
- 8.6 The work programme should;
- Reflect local needs and priorities. Issues should be of community concern as well as Borough Plan and Medium Term Financial Strategy priorities;
 - Prioritise issues that have most impact or benefit to residents;
 - Involve local stakeholders; and
 - Be flexible enough to respond to new or urgent issues.
- 8.7 Scrutiny work will be carried out in a variety of ways and use whatever format that is best suited to the issue being considered. This can include a variety of "one-off" reports as well as in-depth scrutiny

review projects that provide opportunities to thoroughly investigate a topic and recommend improvements.

- 8.8 In deciding its work programme, the Committee shall be mindful of the need to achieve meaningful outcomes by ensuring that plans are deliverable within the timescale set and with the resources available.
- 8.9 A template shall be maintained and shared by the Democratic Services Team to provide criteria to assist with the preparation and updating of the work programme. The Team also will assist the Committee and its Panels in tracking their decisions and requesting updates on progress from time to time, following which the Chair and officer will consider whether such matters need to form an agenda item.
- 8.10 A template shall be maintained for the use of the Chairs and Officers of the OSC and Panels to assist the Cabinet and senior officers in understanding the purpose of scrutiny activity relating to specific topics and to justify requests for information or reports. Agenda planning meetings shall be arranged between Chairs and senior officers ahead of scheduled meetings to ensure clarity on any reports that are requested. A detailed scope, terms of reference and project plan shall also be prepared for each in-depth scrutiny review project prior to it starting. This shall include consideration of resources, timescale for completion and aspired outcomes.

9 BUDGET SCRUTINY

- 9.1 The Council's budget shall be scrutinised by both the Overview and Scrutiny Committee and each of the Scrutiny Panels. The role of the Committee shall be to scrutinise the overall budgetary position and direction of the Council and strategic issues relating to this, whilst each Scrutiny Panel will scrutinise areas that come within their terms of reference. Any individual areas of the budget that are not covered by the Panels shall be considered by the Committee.
- 9.2 A lead Committee member from the largest opposition group shall be responsible for chairing the Budget Scrutiny process and co-ordinating recommendations made by respective Scrutiny Panels and the Committee relating to the budget.
- 9.3 To allow effective scrutiny of the budget in advance of it formally being set, the following timescale is suggested:
- **Scrutiny Panel Meetings: May to November**
The Overview and Scrutiny Committee will receive regular budget monitoring reports budget whilst each Scrutiny Panel shall monitor budgets within their respective areas. Between May and November, this shall involve scrutinising progress with the Medium Term Financial Strategy (MTFS) approved at the budget setting full Council meeting in February.
 - **Scrutiny Panel Meetings: December/January**
Each Scrutiny Panel shall hold a meeting following the release of the December Cabinet report on the new MTFS. The Committee will also meet to consider proposals relating to any areas within the MTFS that are not covered by individual scrutiny panels. Each Panel and the Committee shall consider the proposals in this report for their respective areas, in addition to their budget scrutiny already carried out. Relevant Cabinet Members will be expected to attend these meetings to answer questions relating to proposals affecting their portfolios as well as senior service officers.

Scrutiny Panels and the Committee may also request that the Cabinet Member for Finance and/or senior officers attend these meetings to answer questions.

- **Overview and Scrutiny Committee Meeting: January**

The Committee will consider and make recommendations on the overall budgetary position and direction of the Council and the MTFS. Each Scrutiny Panel and the Committee shall also submit their final budget scrutiny report to the meeting for ratification, containing their recommendations/proposals in respect of the budget for the areas within their terms of reference.

- **Cabinet Meeting: February**

The recommendations from the Budget Scrutiny process that have been approved by the Committee shall be referred to the Cabinet. As part of the budget setting process, the Cabinet will clearly set out its response to the recommendations/proposals.

10 ACCESS TO INFORMATION

- 10.1 Legislation and the Council's own Standing Orders provide for all Members to have access to information based upon their membership of Committees and on a need to know basis.
- 10.2 For Overview and Scrutiny to be effective, it needs access to relevant information and in a timely manner. In particular, it is imperative that it has the information necessary to provide effective challenge about the provision, quality and resourcing of services. It has a legal right to information and this includes enhanced power to access exempt or confidential information. This is in addition to existing rights that Councillors have to access information.
- 10.3 Overview and Scrutiny Members need access to key information about the management of the Council, particularly on performance, management, funding and risk. Members should also be given the support necessary to ensure that they understand such information. In seeking this information, they should be mindful of the capacity of the Council to resource activity and the value and outcomes likely to be gained through it.
- 10.4 Overview and Scrutiny should not rely purely on those who are directly responsible for services for information and should seek to supplement the evidence at its disposal from within the Council from other sources, including service users, other residents and partners.
- 10.5 A template shall be maintained for the use of the Chairs and Officers of the OSC and Panels to explain the basis for the request for information and to detail the information that is required and the purpose to which it will be put. Requests will be responded to positively and in a timely manner. To ensure that the information provided is relevant, officers should ensure that they have a clear understanding of the reasons why information is needed by seeking clarification if necessary.
- 10.6 It is recognised that there may be rare occasions when it may be legitimate for information to be withheld and a written statement setting out the reasons for this will be provided to the OSC and its lead officer should this occur. Cabinet Members and senior officers will nevertheless seek to avoid refusing requests or limiting the information they provide. Before a decision exceptionally is made not to share information, serious consideration will be given to whether the information can instead be shared in closed session and the reason for this stated.
- 10.7 Where a Cabinet Member or senior officer determine that information requested by the OSC should be withheld, the OSC may refer the matter to the Monitoring Officer for adjudication if it wishes to

challenge the decision. In considering the matter, the Monitoring Officer should have regard to the legitimacy of Overview and Scrutiny, the reason(s) given for withholding the information and the value to the Council and residents of scrutiny activity on this matter.

11 TRANSPARENCY AND OPENNESS

- 11.1 One of the key roles of Overview and Scrutiny is to promote transparency and openness. The presumption therefore will be that its meetings will take place in public and the need to hold closed sessions will be avoided. Meetings that take place as part of the evidence gathering process for in-depth scrutiny reviews will also take place in public.
- 11.2 However, it is accepted that there will be limited occasions when it will be appropriate to meet in closed session because of the nature of the business or the position of the witness giving evidence. Evidence gathering activities may therefore take place outside of formal meetings if necessary or appropriate.
- 11.3 The status of meetings in terms of public or closed sessions, recording and documentation should be made clear in advance to all individuals attending to provide evidence.

12 OFFICER ADVICE

- 12.1 The Code of Conduct for Officers is clear that all Members are entitled to receive impartial advice and have access to information by virtue of their membership of committees and on a need-to-know basis.
- 12.2 There is therefore an expectation that all Senior Officers will provide impartial advice to scrutiny bodies as and when required. The Statutory Scrutiny Officer and the Monitoring Officer have particular roles in ensuring that timely, relevant and high quality advice is provided.
- 12.3 There is a specific statutory requirement for the Council to designate a Statutory Scrutiny Officer. The role of this officer is:
- To promote the role of the authority's overview and scrutiny committee(s);
 - To provide support to the authority's overview and scrutiny function and to local Councillors;
 - To provide guidance to members and officers of the council in relation to overview and scrutiny's functions.
- 12.4 The Statutory Scrutiny Officer cannot be the Council's Head of Paid Service, the Monitoring Officer or the Chief Finance Officer.
- 12.5 The Monitoring Officer has three principal responsibilities:
- To report on matters they believe are, or may be, illegal or amount of maladministration;
 - To be responsible for the conduct of councillors and officers; and
 - To be responsible for the operation, review and updating of the constitution.
- 12.6 Where there are disagreements about Overview and Scrutiny's powers, role and remit, the role of the Statutory Scrutiny Officer will be to advocate on behalf of it and protect its independence. The role of the Monitoring Officer will be to adjudicate on such matters and, if need be, report to Full Council on any issues that may need addressing.

Protocol for Non - Voting Co-opted Members

Introduction

- 1.1 The primary purpose of establishing a protocol for the co-option of non statutory, non-voting scrutiny members is as follows:
- To set out how the appointment and role of non- voting scrutiny Panel members is taken forward.
- 1.2 Each Scrutiny panel is entitled to appoint up to three non-voting co-optees to assist scrutiny with its work. Non -voting co-optees are intended to bring an additional element of external challenge to the work of the scrutiny panels. By bringing a diverse spectrum of experience and adding a different perspective to many items, they are expected to add value to scrutiny by performing the following roles:
- To act as a non-party political voice for those who live and/or work in Haringey; and
 - To bring specialist knowledge and/or skills to the Overview and Scrutiny process and bring an element of external challenge by representing the public.
- 1.3 For the purposes of this protocol, the term ‘Co-opted members/Co-optees’ refers to Co-opted Non-statutory, Non-voting scrutiny members. Sections 2.4, 3, 4 and 5 of this protocol could also be applicable to Standards Committee which is also able to appoint up to 6 non-voting co-opted members as set out in the Constitution at Article 9 - paragraph 9.02.

2. Non - Voting Co-opted members

- 2.1 Most members on Scrutiny Committees are elected members and voting co-opted members. Although provision is available for the appointment of up to three co-optees on for each Scrutiny Panel. The decision making on appointment of non – voting co-opted members should take place at the start of the Municipal year.
- 2.2 Non-voting Co-opted members will be an integral part of Scrutiny Panels and are able to contribute to questioning of witnesses and analysis of evidence. Scrutiny Panel chairs are advised to invite individuals who have specific and detailed knowledge of a particular issue to act as expert witnesses or independent external advisers instead of being applicable to the appointment process at section 5 below , as this will provide them with greater scope to contribute to evidence received by panels.
- 2.3 It is expected that appointed non-voting co-optees will:
- Attend formal meetings of the Panel, which are usually held in the evening.
 - Attend additional meetings and evidence gathering sessions such as site visits.
 - Prepare for meetings by reading the agenda papers and additional information to familiarise themselves with the issues being scrutinised.

- Prior to meetings consider questions they may wish to put to Cabinet Members, officers, and external witnesses.
- Help the Panel to make practical suggestions for improvements to services.
- Assist in the preparation of reports and the formulation of recommendations.
- Contribute to the development of the annual scrutiny work programme.
- Establish good relations with members, officers and other co-optees.
- Abide by the relevant sections of the Council's Constitution in terms of the rules and procedures for Overview and Scrutiny; and
- Keep abreast of key issues for the authority and bear these in mind when scrutinising services and making recommendations for improvement!

2.4 Non-voting co-opted member should also note the following:

- Co-optees on Scrutiny Panels will have no voting rights.
- Each co-opted member will usually be appointed for a period of 1 year by the Scrutiny panel at their first meeting of the Municipal year and their membership reviewed on an annual basis by the Scrutiny Panel.
- Employees and existing Councillors of Haringey Council are excluded from applying to be Co-optees.

3. Appointment process

3.1 Primarily, Scrutiny will seek nominations from established community groups for Non -voting Co-optee positions. Where the panel identifies that a Non - voting Co-opted member maybe beneficial to the work of the Panel and its work programme for the coming municipal year, the Chair of Scrutiny and Panel Chair , supported with advice from Scrutiny Officers, will identify the appropriate community organisation to invite nominations for this role. The community groups will be known through established contact with the Council and through their existing contact with scrutiny members by participating in reviews.

3.2 Where the above is not possible and a particular experience/ expertise is required to assist the Panel for the duration of the municipal year, consideration can also be given to advertising the position on council's website and social media

3.3 Community organisations will be sent:

- Information on the role of overview and scrutiny non -voting co-opted members.
- Protocol for co-opted non-statutory non-voting members
- Information on the relevant Scrutiny Panel, the Scrutiny Work programme, and the skills and experience being sought to allow the community organisation to identify the appropriate individual to nominate.

3.4 Where the Panel is seeking particular expertise/ experience which is not available through contact with community organisations and the role is advertised, an application form will be sent to interested applicants. This will include a number of questions that have been devised by the Chair of Overview and Scrutiny and Scrutiny

Panel Chair and Scrutiny Officers which will draw out the experience, community involvement and expertise needed for participation in this role.

- 3.5 The Scrutiny Panel Chair, along relevant scrutiny officer will shortlist suitable candidates. This will include an assessment against the Scrutiny Work Plan , role in the community, and considering the criteria at section 1.1 above. Applicants will also be asked to attend a short interview and provide a reference.

4. Term of office

- 4.1 Non-voting Co-opted members will be appointed for the duration of the Municipal year and the Scrutiny Panel will annually renew their membership according to consideration of their work plan.
- 4.2 Any Non-voting Co-opted members shall be appointed at the first Scrutiny Panel meeting of each Municipal year. A report shall be made to this meeting that specifies how they will add value to the work of the Panel and in particular:
- 4.3 The specialist knowledge and/or skills that the proposed Co-optees will provide; and the basis on which they can represent the local community and articulate their concerns.
- 4.5 At the end of the local election year period of office, each Scrutiny Committee will ask the Co-opted members if they wish to continue. If they do want to continue, they will be subject to the appointment process outlined above.
- 4.6 Co-optees may terminate their membership by giving one month's notice to the Democratic and Scrutiny Team Manager.

5. Code of Conduct

- 5.1 All Co-optees, including non-voting co- opted members, are required to sign the council's code of conduct which sets out the standards of behaviour expected.
- 5.2 Co-optees must also sign a declaration of interest form identifying any interests which an individual may have which require recording. Advice will be provided on these requirements.
- 5.3 Induction, training, and ongoing support
- 5.4 Non-Co-optees will receive an individual induction following appointment and prior to attending their first scrutiny meeting.
- 5.5 The induction will involve meeting with the Chair of the panel they are joining and the scrutiny officer responsible for the Panel.
- 5.6 Non-voting Co-optees are voluntary positions and there is no allowance provision for this role.

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APPENDIX D: Overview & Scrutiny Remits and Membership 2022/23

Scrutiny Body	Areas of Responsibility	Cabinet Links
<p>Overview & Scrutiny Committee Cllr John Bevan (Chair), Cllr Pippa Connor (Vice-Chair), Cllr Makbule Gunes, Cllr Michelle Simmons-Safo, Cllr Matt White</p> <p>The Committee shall also comprise statutory education representatives, who shall have voting rights solely on education matters</p>	<p>Haringey Deal: coproduction, codesign, participation and local democracy; Communications; Corporate governance, performance, policy and strategy; External partnerships</p>	<p>Cllr Peray Ahmet Leader of the Council</p>
	<p>Council finances, budget and MTFS; Participatory budgeting; Income generation; Community wealth-building: <ul style="list-style-type: none"> • Procurement: policies, frameworks and systems • Insourcing policy and delivery Capital strategy; Council Tax policy; HR, staff wellbeing and corporate recruitment; IT and digital transformation; Data policy and reform; Information management; Elections; Emergency planning</p>	<p>Cllr Sarah Williams Cabinet Member for Finance and Local Investment</p>

Scrutiny Body	Areas of Responsibility	Cabinet Links
	<p>Active citizenship:</p> <ul style="list-style-type: none"> • Improving community participation • Expanding local volunteering • Building social capital • Supporting community networks • Capacity-building for VCS organisations <p>Local food policy:</p> <ul style="list-style-type: none"> • Food security • Food growing • Community supermarkets and co-operatives <p>Culture:</p> <ul style="list-style-type: none"> • Local arts, poetry, literature • Local festivals (inc food and arts festivals) <p>Libraries</p>	<p>Cllr Julie Davies Cabinet Member for Communities and Civic Life</p>
	<p>Racial, gender, disability and LGBTQ+ inclusion:</p> <ul style="list-style-type: none"> • Borough Partnership on racial justice • Wipe Out Discrimination campaign <p>Jobs:</p> <ul style="list-style-type: none"> • Tackling unemployment and worklessness • Adult learning, training and skills <p>Local business:</p> <ul style="list-style-type: none"> • Local economic growth • Business engagement • SME business development <p>Town centre and high streets strategy</p>	<p>Cllr Adam Jogee Cabinet Member for Economic Development, Jobs and Community Cohesion</p>
	<p>Local welfare programmes:</p> <ul style="list-style-type: none"> • Revenue and benefits; 	<p>Cllr Seema Chandwani</p>

Scrutiny Body	Areas of Responsibility	Cabinet Links
	<ul style="list-style-type: none"> • Council Tax Reduction Scheme; • Welfare advice; • Haringey Here to Help; • Ethical debt policy <p>Your Council:</p> <ul style="list-style-type: none"> • Call centre 	Cabinet Member for Tackling Inequality and Resident Services
	Cross cutting, significant or high profile issues; Matters outside the remit of individual panels	To be determined according to issue
Adults & Health Scrutiny Panel Cllr Pippa Connor (Chair), Cllr Cathy Brennan; Cllr Yannis Gourtsoyannins; Cllr Thayahlan Iyngkaran; Cllr Felicia Opoku; Cllr Sheila Peacock; 1 vacancy; Ali Amasyali (co-optee); Helena Kania (co-optee).	Adult social care; Violence Against Women and Girls (VAWG); Mental health and wellbeing; Public Health: <ul style="list-style-type: none"> • Sexual health • Addiction services • Connected Communities Health and social care integration; Chair of the Health and Wellbeing Board; Safeguarding adults; Services for adults with disabilities and additional needs; Transitions; Refugee and migrant support;	Cllr Lucia das Neves Cabinet Member for Health, Social Care and Well-Being
Children & Young People Scrutiny Panel	Adoption and fostering; Early help; Early years and childcare;	Cllr Zena Brabazon

Scrutiny Body	Areas of Responsibility	Cabinet Links
<p>Cllr Makbule Gunes (Chair), Cllr Anna Abela; Cllr Lester Buxton, Cllr Lotte Collett, Cllr Marsha Isilar-Gosling, Cllr Sue Jameson; Cllr Mary Mason; Yvonne Denny; Anita Jakhu; Jhunhunwala KanuPriya; Lourdes Keever.</p>	<p>Looked after children and care leavers; Unaccompanied minors; Safeguarding children; Schools and education; Services for children with disabilities and additional needs; 16-19 education; Youth services and youth justice; Transitions</p>	<p>Cabinet Member for Children, Schools and Families</p>
<p>Environment & Community Safety Scrutiny Panel Cllr Michelle Simmons-Safo (Chair); Cllr Eldridge Culverwell; Cllr George Dunstall; Cllr Scott Emery; Cllr Tammy Hymas; Cllr Joy Wallace; Cllr Alex Worrall.</p>	<p>Strategic Transport:</p> <ul style="list-style-type: none"> • Walking and cycling • Electric cars and charging points • Low-Traffic Neighbourhoods <p>Air pollution:</p> <ul style="list-style-type: none"> • School Streets <p>Liveable Neighbourhoods:</p> <ul style="list-style-type: none"> • Coproducing street redesigns • Play streets <p>Trees and canopy cover:</p> <ul style="list-style-type: none"> • Community tree-planting and maintenance • Improving biodiversity <p>Coproduced green spaces:</p> <ul style="list-style-type: none"> • Pocket parks • Wildflower planting • Community gardening and street-planting 	<p>Cllr Mike Hakata Cabinet Member for Climate Action, Environment and Transport and Deputy Leader of the Council</p>

Scrutiny Body	Areas of Responsibility	Cabinet Links
	<ul style="list-style-type: none"> • Community orchards • Allotments and community food growing <p>Local renewable energy:</p> <ul style="list-style-type: none"> • Community microgeneration projects • District Energy Networks <p>Climate emergency, sustainability and decarbonisation:</p> <ul style="list-style-type: none"> • Carbon Management and Zero 50 • Flood prevention • Community recycling initiatives • North London Waste authority 	
	<p>Highways:</p> <ul style="list-style-type: none"> • Parking and parking transformation; • Street scene improvement and the public realm <p>Waste:</p> <ul style="list-style-type: none"> • Waste management and enforcement; • Fly-tipping; • Recycling; • North London Waste Authority 	<p>Cllr Seema Chandwani Cabinet Member for Tackling Inequality and Resident Services</p>
	Parks & Leisure	<p>Cllr Julie Davies Cabinet Member for Communities and Civic Life</p>

Scrutiny Body	Areas of Responsibility	Cabinet Links
	<p>Co-Chair of Community Safety Partnership; Safer streets:</p> <ul style="list-style-type: none"> • Women's safety • Anti-social behaviour <p>Community cohesion:</p> <ul style="list-style-type: none"> • Engaging with communities and stakeholders • Hate crime • Prevent • Early intervention model 	<p>Cllr Adam Jogee Cabinet Member for Economic Development, Jobs and Community Cohesion</p>
<p>Housing & Regeneration Scrutiny Panel Cllr Matt White (Chair); Cllr Charles Adje; Cllr Dawn Barnes; Cllr Mark Blake; Cllr Holly Harrison-Mullane; Cllr Tammy Hymas; Cllr Khaled Moyeed.</p>	<p>Private homes:</p> <ul style="list-style-type: none"> • Private rented sector • Landlord licensing and enforcement • Empty Homes <p>Council housing:</p> <ul style="list-style-type: none"> • Council home repairs • Council tenant engagement and coproduction • Decent Homes • Health and safety issues in council homes <p>Housing associations:</p> <ul style="list-style-type: none"> • Partnerships with social landlords <p>Housing needs Homelessness and rough sleeping Planning policy, framework and enforcement Local Plan Building regulations S106 and Community Infrastructure Levy</p>	<p>Cllr Dana Carlin Cabinet Member for Housing Services, Private Renters and Planning</p>

Scrutiny Body	Areas of Responsibility	Cabinet Links
	Licensing and regulatory services	
	Housing Strategy and Development; Building high-quality new council homes; Council housing estate renewal; Community land trusts; Placemaking; Property: <ul style="list-style-type: none"> • Council accommodation strategy • Council property portfolio • Community buildings 	Cllr Ruth Gordon Council House Building, Placemaking and Development
If there is any overlap between the business of the Panels, it is the responsibility of the OSC to resolve the issue. Areas which are not covered by the 4 standing Scrutiny Panels shall be the responsibility of the main OSC.		

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Report for: Children and Young People's Scrutiny Panel – 4 July 2022

Item number:

Title: Appointment of Non Voting Co-opted Member

Report authorised by: Fiona Alderman, Assistant Director of Corporate Governance

Lead Officer: Robert Mack, Principal Scrutiny Support Officer, 020 8489 2921
rob.mack@haringey.gov.uk

Ward(s) affected: All

Report for Key/ N/A
Non Key Decision:

1. Describe the issue under consideration

- 1.1 The report seeks formal approval of the appointment of a non voting co-opted Member to the Panel.

2. Cabinet Member Introduction

N/A

3. Recommendations

- 3.1 That a representative from Haringey SEND Parent Carer Forum be appointed as a non voting co-opted Member of the Panel for the 2022/23 Municipal Year;

4. Reasons for decision

- 4.1 As outlined in the scrutiny protocol, each of the standing scrutiny panels have the power to appoint up to three non voting co-opted Members to assist them with their work.

5. Alternative options considered

- 5.1 The Panel could decide not to appoint any non voting co-opted Members or, alternatively, could decide to appoint two or three co-optees.

6. Background information

- 6.1 The Local Government Act 2000 made provision for the co-option of non-elected members to Overview and Scrutiny to bring additional expertise and skills to scrutiny work and to increase public engagement with scrutiny.
- 6.2 Within the current structure of scrutiny in Haringey, there is one overarching Overview and Scrutiny Committee and four advisory panels, these being:

- Adults and Health
- Children and Young People
- Environment and Community Safety
- Housing and Regeneration

6.3 The Overview and Scrutiny Committee consists of 5 non executive members and includes Haringey's statutory education representatives, who have voting rights solely on education matters.

6.4 Scrutiny panels are chaired by a Member of the Overview and Scrutiny Committee. The membership of each panel consists of between 3 and 7 non executive members and is politically proportional as far as possible. The membership of the Children and Young People's Scrutiny Panel also includes the statutory education representatives of the Overview and Scrutiny Committee.

6.5 In addition, each scrutiny panel is entitled to appoint up to three non-voting co-optees to assist scrutiny with its work. The terms of reference/arrangements for Overview and Scrutiny are set out in Part 2 (Article 6), Part 3 (Section B) and Part 4 (Section 6) of the Council's Constitution. Further information can be found via the link below:

<http://www.haringey.gov.uk/local-democracy/about-council/council-constitution>

6.6 By bringing a diverse spectrum of experience and adding a different perspective to many items, non voting co-optees are expected to add value to scrutiny by performing the following roles:

- To act as a non-party political voice for those who live and/or work in Haringey.
- To bring specialist knowledge and/or skills to the Overview and Scrutiny process and to bring an element of external challenge by representing the public.
- To establish good relations with members, officers and co-optees.
- To abide by the relevant sections of the Council's Constitution in terms of the rules and procedures for Overview and Scrutiny.

6.7 It is expected that non voting co-optees will:

- Attend formal meetings of the Panel.
- Attend additional meetings and evidence gathering sessions such as site visits.
- Prepare for meetings by reading the agenda papers and additional information to familiarise themselves with the issues being scrutinised.

- Prior to meetings consider questions they may wish to put to Cabinet Members, officers and external witnesses.
- Help the Panel to make practical suggestions for improvements to services.
- Assist in the preparation of reports and the formulation of recommendations.
- Contribute to the development of the annual scrutiny work programme.
- Keep abreast of key issues for the authority and bear these in mind when scrutinising services and making recommendations for improvement.

6.8 A key aspect of the Children and Young People's Scrutiny Panel's work concerns provision from SEND and Haringey SEND Parent Carer Forum are a key local organisation with a role in this. They are therefore particularly well placed to assist the Panel in its work. In addition, the Panel has previously indicated its desire to appoint a co-opted Member with specific knowledge and experience of issues related to SEND.

7 Statutory Officers comments (Chief Finance Officer (including procurement), Assistant Director of Corporate Governance, Equalities)

Finance and Procurement

7.1 There will be no additional costs to the Council as a result of this decision.

Legal

7.2 The Assistant Director of Corporate Governance has been consulted in the preparation of this report. Part 4 Section G (3.1) of the Overview and Scrutiny Procedure Rules in the Constitution permits the Panel to appoint up to three people as non-voting co-optees.

7.3 The co-optee is not entitled to vote on recommendations before the Panel. Therefore, the co-optee is not bound by the Council's Code of Conduct (in Part 5 Section A of the Constitution) that includes the registration and declaration of interest. However, the co-optee should be required to comply with relevant parts of the General Obligations of the Code (in Paragraph 3) when attending the meetings and conducting the business of the Panel.

Equality

7.6 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to:

- Tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
- Advance equality of opportunity between people who share those protected characteristics and people who do not;

- Foster good relations between people who share those characteristics and people who do not.

7.7 The proposals outlined in this report relate to the membership of the Children and Young People's Scrutiny Panel and carry no direct implications for the Council's general equality duty.

8 Use of Appendices

None.

9 Local Government (Access to Information) Act 1985

Report for: Children and Young People's Scrutiny Panel – 4 July 2022

Title: Children and Young People's Scrutiny Panel - Work Programme

Report

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Ward(s) affected: N/A

Report for Key/

Non Key Decision: N/A

1. Describe the issue under consideration

- 1.1 This report sets out how the foundations will be laid for targeted, inclusive and timely work by the Panel on issues of local importance, where scrutiny can add value.

2. Recommendations

- 2.1 That the overall approach for developing a work programme for the Overview and Scrutiny Committee and its Panels for 2022-24 as approved by the Committee at its meeting on 20 June and outlined at section 5, be noted; and
- 2.2 That, pending commencement of the finalised work programme, the Panel agree items for its next meeting, which will take place on 6 September 2022.

3. Reasons for decision

- 3.1 The Overview and Scrutiny work planning process for 2022-24 is unlikely to be completed by the time of the next meeting of the Panel. The Panel therefore needs to be agree provisional items for its next meeting pending this.

4. Describe the issue under consideration

- 4.1 Following the election, the new Overview and Scrutiny Committee has the opportunity to develop a work programme for itself and the scrutiny panels that ensures the Council's scrutiny function is used to its best effect.
- 4.2 The Council's Cabinet will now be looking to implement their manifesto from the recent election. This provides an opportunity for Overview and Scrutiny to consider whether it would like to look at how the manifesto commitments can be implemented most effectively and at the greatest benefit to residents – fulfilling the Overview and Scrutiny Committee's role in supporting policy

development - as well as how it wishes to monitor the Cabinet's performance at implementing its manifesto.

- 4.3 In previous years, the Overview and Scrutiny Committee has held a "Scrutiny Café" that brings together Council officers and community and stakeholder representatives to discuss the matters that they believe would merit further consideration from Overview and Scrutiny, based on the concerns and views of the community and the expected areas of priority for the Council and its partners. This has also been helpful in developing a good level of engagement with key external representatives and cultivating relationships that allow on-going ad hoc communication.
- 4.4 At the start of the last administration and after discussion with the incoming Chair of Overview and Scrutiny, it was agreed that the input of the local community would be enhanced within the work planning process. To this end, an on-line scrutiny survey was developed and a "Scrutiny Café" event was set up during September 2018 to consider the responses to it in detail and other relevant matters. A large number of community and voluntary sector organisations attended and the event took place at the Selby Centre in Tottenham.
- 4.5 The outcomes of this process were used to put together the Overview and Scrutiny work plan for the first two years of the administration. A second Scrutiny Café took place in March 2021, after the completion of the previous workplan. The process was delayed by lockdown and the pandemic. This was a virtual event, held on MS Teams due to the pandemic. It was informed by a second online survey, which took place just before the start of the pandemic in January 2020.
- 4.6 A new work planning process is now under development. One of the key priorities of the new administration is engaging with the community in a more meaningful way. There is now an expectation that the Council will do things *with* local communities rather than *to* local communities. Community engagement will therefore be central to this process. Careful consideration will need to be given to how best to involve the community to maximise engagement and responses. In addition, consideration will also need to be given as to how engagement might best contribute to the development of the work plan.
- 4.7 A consultative Scrutiny Café event has been provisionally planned for Friday 9th of September. Potential venues are the 6th Form centre or Cypriot Centre. The first Scrutiny Café event took place during the daytime and was in person. Whilst this may exclude people who work full time or have caring responsibilities, representatives from community organisations may be in a position to speak on behalf of people unable to attend.
- 4.8 Previous work planning processes have included an on-line survey and it is intended that one is included this time as well. These can be a very useful way of getting feedback from a wide group of people. They work best in providing quantitative feedback but are less effective on qualitative matters. The survey will provide the Scrutiny Café with feedback on the issues that residents feel

should be prioritised as well as any specific matters that they think should be looked at in detail.

- 4.9 Given that it is likely that the process for creating a work programme will generate a large number of ideas, the work planning process will again lead to a two-year work programme. This will provide a broad framework for the Committee and Panels to follow over their first two years, leaving some room for any highly significant matters that may arise. This process can be repeated in 2024, at the mid-point of the current administration.
- 4.10 The proposed work programme will also include more routine matters, for example budget scrutiny, budget monitoring and performance monitoring, that the Committee and Panels carry out over the year. As usual, the Committee and its panels will use the Forward Plan of Key Decisions in identifying matters for consideration on a more immediate timescale.
- 4.11 There are meetings of the Committee and its Panels scheduled to take place before the new work plan for Overview and Scrutiny has been finalised. The final meetings of scrutiny bodies that took place before the local government elections were each asked to identify specific items for the first meetings of the new administration in anticipation of this so they should all therefore have already identified some suitable items. In addition, there are regular and routine items that can be considered. These can have the additional benefit of helping to inform the work planning process.
- 4.12 Last year, the Panel identified a number items on which it would like reports to future meetings. In addition, there were a small number of items in last year's work plan for the Panel that it was not able to accommodate within its meetings. It is proposed that the Panel selects the items for its next meeting from these. They are:
- Kinship Care
 - Engagement with Young People
 - Stop and Search
 - Youth Offending Service - Interventions with young people and their effectiveness
 - Preparation for Adulthood Strategy.
- 4.13 In addition, there is likely to be a regular and routine report on financial monitoring that will be available for this meeting.

5. Contribution to strategic outcomes

- 5.1 The contribution of scrutiny to the corporate priorities will be considered routinely as part of the OSC's work.

6. Statutory Officers comments

Finance and Procurement

- 6.1 There are no financial implications arising from the recommendations set out in this report. Should any of the work undertaken by Overview and Scrutiny generate recommendations with financial implications these will be highlighted at that time.

Legal

- 6.2 There are no immediate legal implications arising from the report.
- 6.3 In accordance with the Council's Constitution, the approval of the future scrutiny work programme falls within the remit of the OSC.
- 6.4 Under Section 21 (6) of the Local Government Act 2000, an OSC has the power to appoint one or more sub-committees to discharge any of its functions. In accordance with the Constitution, the appointment of Scrutiny Panels (to assist the scrutiny function) falls within the remit of the OSC.
- 6.5 Scrutiny Panels are non-decision making bodies and the work programme and any subsequent reports and recommendations that each scrutiny panel produces must be approved by the Overview and Scrutiny Committee. Such reports can then be referred to Cabinet or Council under agreed protocols.

Equality

- 6.6 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to:
- Tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
 - Advance equality of opportunity between people who share those protected characteristics and people who do not;
 - Foster good relations between people who share those characteristics and people who do not.
- 6.7 The Committee should ensure that it addresses these duties by considering them within its work plan and those of its panels, as well as individual pieces of work. This should include considering and clearly stating;
- How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;
 - Whether the impact on particular groups is fair and proportionate;
 - Whether there is equality of access to services and fair representation of all groups within Haringey;

- Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.

6.8 The Committee should ensure that equalities comments are based on evidence. Wherever possible this should include demographic and service level data and evidence of residents/service-users views gathered through consultation.

7. Use of Appendices

N/A

8. Local Government (Access to Information) Act 1985

N/A

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