
Adults & Health Scrutiny Panel

MONDAY, 29TH SEPTEMBER, 2014 at 18:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Connor (Chair), Adamou, Bull, Beacham, Mann, Patterson and Stennett

CO-OPTEES: Helena Kania (HFOP)

AGENDA

1. WEBCASTING

Please note: This meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chair will confirm if all or part of the meeting is being filmed. The images and sound recording may be used for training purposes within the Council.

Generally the public seating areas are not filmed. However, 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 for webcasting and/or training purposes.

If you have any queries regarding this, please contact the Committee Clerk at the meeting.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence.

3. 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 at item 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. OVERVIEW AND SCRUTINY COMMITTEE AND SCRUTINY PANELS - CONSTITUTIONAL TERMS OF REFERENCE AND PROTOCOL (PAGES 1 - 26)

To note.

7. INTRODUCTION TO KEY AREAS COVERED BY THE PANEL

An opportunity for the Panel to hear about the remit, key priorities and key challenges over the coming year from the Cabinet Member, Officers and Partners:

- Adults
- Public Health
- Health and Wellbeing Board
- Haringey Clinical Commissioning Group
- Healthwatch Haringey

There will also be an opportunity for Members to ask questions.

8. WORK PLAN (PAGES 27 - 52)

To discuss and approve the Adults and Health Scrutiny Panel work plan for 14/15 and refer to the Overview and Scrutiny Committee for agreement.

9. ADULTS & HEALTH SCRUTINY PANEL PROJECT

To hear feedback from the Chair on conversations with relevant stakeholders on the Child and Adolescent Mental Health Service transition to adults project.

To discuss the terms of reference and objectives of the project.

10. NEW ITEMS OF URGENT BUSINESS

11. DATES OF FUTURE MEETINGS

To note the dates of future Panel meetings:

Thursday 6th November 2014, 6.30pm

Thursday 11th December 2014, 6.30pm (Budget Scrutiny)

Thursday 22nd January 2015, 6.30pm

Tuesday 17th March 2015, 6.30pm

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Friday, 19 September 2014

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HARINGEY GOVERNANCE REVIEW**PROTOCOL COVERING OVERVIEW AND SCRUTINY COMMITTEE (OSC)****1 INTRODUCTION**

- 1.1 A key objective of Haringey's Governance Review 2010/11 was to ensure that the Overview and Scrutiny function can help the Council to make key decisions and develop policy in a useful and effective manner.
- 1.2 The Terms of Reference for the OSC is stated in the Council's Constitution (Part 3 Section C). The purpose of this protocol is to set out in detail the process by which the OSC will function.
- 1.3 This document will be subject to regular review along with other governance arrangements, to ensure that it remains updated in the light of experience.

2 AIMS OF THE OVERVIEW AND SCRUTINY COMMITTEE

- 2.1 To provide a framework within which the work of the Council can be scrutinised in a constructive way that adds value to the Council's performance.
- 2.2 To help the Council to achieve its objectives by identifying areas for achieving excellence, and to carry out a scrutiny which identifies what needs to be done to improve the situation.
- 2.3 Not to duplicate work carried out by the Council, but provide an objective view of what needs to be done to improve the quality and cost effectiveness of services provided to local people.

3 RESPONSIBILITIES

- 3.1 The OSC can scrutinise any matter which affects the authority's area or its residents' wellbeing.
- 3.2 The Local Government Act 2000, the Health and Social Care Act 2001, the Local Government & Public Involvement in Health Act 2007, and the Police and Justice Act 2006 give the OSC the power to:
 - (i) Review and scrutinise decisions made or actions taken in connection with the discharge of any of the functions of the Executive or Full Council;
 - (ii) Review and scrutinise local NHS-funded services, and to make recommendations to reduce health inequalities in the local community;
 - (iii) Review and scrutinise Crime Reduction Partnerships;¹
 - (iv) Make reports and recommendations on any issue affecting the authority's area, to the Full Council, its Committees or Sub-Committees, the Executive, or other appropriate external body;
 - (v) "Call In" for reconsideration a decision made by the Executive;
 - (vi) Require information from relevant partner authorities;²

¹ Section 19 of the Police and Justice Act 2006

² Section 121 of the Local Government and Public Involvement in Health Act 2007

- (vii) Give notice to a relevant partner authority that they must have regard to scrutiny reports and recommendations on any local improvement targets.³
- 3.3 Scrutiny recommendations shall be responded to by the appropriate body within 2 months of receiving the recommendations.⁴ Where a response is requested from NHS-funded bodies, the response shall be made within 28 days.⁵
- 3.4 The OSC shall be responsible for scrutinising the draft Treasury Management Strategy Statement (TMSS) annually before its adoption by full Council, in accordance with the Council's Constitution (Part 4 Section I).
- 3.5 The OSC shall respond to a Councillor Call for Action (CCfA) referral, which will be handled in accordance with the Council's Constitution (Part 4 Section G).

Scrutiny Review Panels

- 3.6 The Overview and Scrutiny Committee shall establish 4 standing Scrutiny Review Panels, to examine designated public services.
- 3.7 The Overview and Scrutiny Committee shall determine the terms of reference of each Scrutiny Review Panel. If there is any overlap between the business of the Panels, it is the responsibility of the Overview and Scrutiny Committee to resolve this issue.
- 3.8 Areas which are not covered by the 4 standing Scrutiny Review Panels shall be the responsibility of the main Overview and Scrutiny Committee.

4 MEMBERSHIP AND CHAIR

- 4.1 The Overview and Scrutiny Committee shall comprise 5 members, and be politically proportionate as far as possible. The Committee shall also comprise statutory education representatives, who shall have voting rights solely on education matters. The membership shall be agreed by the Group Leaders, Chief Executive and Monitoring Officer, and ratified each year at the Annual Council Meeting.
- 4.2 The chair of the OSC shall be a member of the majority group. The vice-chair shall be a member of the largest minority group. These appointments shall be ratified each year at the Annual Council Meeting.

Scrutiny Review Panels

- 4.3 The chair of each Scrutiny Review Panel shall be a member of the OSC, and shall be determined by the OSC at their first meeting.
- 4.4 It is intended that each Scrutiny Review Panel shall be comprised of between 3 and 7 members, and be politically proportionate as far as possible. It is intended that other than the chair, the other members are non-executive members who do not sit on the OSC.

³ Section 122(21C) of the Local Government and Public Involvement in Health Act

⁴ Ibid section 122 (21B)

⁵ Regulation 3 of Local Authority (Overview and Scrutiny Committees Health Scrutiny Functions) Regulations 2002

- 4.5 Each Scrutiny Review Panel shall be entitled to appoint up to three non-voting co-optees.
- 4.6 If there is a Children and Young People's Scrutiny Review Panel, the membership shall include the statutory education representatives of OSC. It is intended that the education representatives would also attend the Overview and Scrutiny Committee meetings where reports from a relevant Scrutiny Review Panel are considered.

5 MEETING FREQUENCY AND FORMAT

- 5.1 The intention is that OSC shall hold 6 scheduled meetings each year. One meeting, at the start of the civic year, shall agree the annual work programme of the OSC. One meeting, in January, shall consider the budget scrutiny reports from each Scrutiny Review Panel. The remaining meetings shall undertake the work programme and consider the reports from the Scrutiny Review Panels.
- 5.2 An extraordinary meeting of the OSC may be called in accordance with the Council's Constitution (Part 4 Section G).
- 5.3 The agenda and papers for OSC shall be circulated to all members and relevant partners at least 5 clear days before the meeting.
- 5.4 There shall be a standing item on OSC meeting agendas to receive feedback from Area Committees. Area Committee Chairs shall be able to attend OSC meetings, and ask questions.
- 5.5 Members of the Council may Call In a decision of the Executive, or any Key Decision made under delegated powers, within 5 working days of the decision being made. The full procedure is given in the Council's Constitution (Part 4 Section H).
- 5.6 Pre-decision scrutiny on forthcoming Cabinet decisions shall only be undertaken at scheduled OSC meetings, in adherence with the Council's Forward Plan.

Scrutiny Review Panels

- 5.7 It is intended that each Scrutiny Review Panel shall hold 4 scheduled meetings each year.
- 5.8 An extraordinary meeting of a Scrutiny Review Panel may be called in accordance with the Council's Constitution (Part 4 Section G).
- 5.9 The agenda and papers for Scrutiny Review Panels shall be circulated to all members and relevant partners at least 5 clear days before the meeting.

6 PROCESS FOR CABINET INVOLVEMENT

- 6.1 The OSC shall develop recommendations for arrangements to focus its resources and time available on effective scrutiny of the Cabinet, within the guidance of this protocol. It is not intended that this will include submitting written questions to Cabinet members, in advance of an OSC meeting. The recommended arrangements shall be jointly discussed with the Cabinet prior to the first meeting of OSC.
- 6.2 The Leader of the Council and Chief Executive shall be invited to OSC once a year, at the meeting when the Committee's work programme is set. This shall be an opportunity to jointly discuss the Council's priorities for the next year.
- 6.3 The Leader/ Cabinet Member attending an OSC or Scrutiny Review 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 on their behalf.

7 THE OSC WORK PROGRAMME

- 7.1 The Council's Policy, Intelligence and Partnerships Unit shall coordinate the work programme of the OSC at the beginning of each civic year.
- 7.2 Any partner, member or service user may suggest an item for scrutiny. The OSC shall have regard to all such suggestions when they decide their work programme.
- 7.3 The OSC and Scrutiny Review Panels are able to request reports from the following areas to enable its scrutiny role, which shall be identified in the OSC's work programme:
 - (i) **Performance Reports;**
 - (ii) **One off reports** on matters of national or local interest or concern;
 - (iii) Issues arising out of **internal and external assessment;**
 - (iv) Issues on which the Cabinet or officers would like **the Committee's views or support;**
 - (v) Reports on **strategies and policies** under development;
 - (vi) **Progress reports** on implementing previous scrutiny recommendations accepted by the Cabinet or appropriate Executive body.
- 7.4 In deciding their work programme for the year, the OSC and Scrutiny Review Panels shall determine how partnership bodies shall be scrutinised within the boundaries of scheduled meetings.

8 BUDGET SCRUTINY REVIEW

- 8.1 The budget shall be scrutinised by each Scrutiny Review Panel, in their respective areas. Their reports shall go to the OSC for approval. The areas of the budget which are not covered by the Scrutiny Review Panels shall be considered by the main OSC.

8.2 A lead OSC member from the largest opposition group shall be responsible for the co-ordination of the Budget Scrutiny process and recommendations made by respective Scrutiny Review Panels relating to the budget.

8.3 To allow the OSC to scrutinise the budget in advance of it formally being set and convey those recommendations to the Cabinet, the following timescale is suggested:

- **Scrutiny Review Panel Meetings: May to November**
Each Scrutiny Review Panel shall undertake budget scrutiny in their respective areas, to be overseen by the lead member referred to in paragraph 9.2. Between May and November, this shall involve scrutinising the 3-year Medium Term Financial Plan approved at the budget-setting full Council meeting in February.
- **Cabinet report on the new 3-year Medium Term Financial Plan to members of the OSC: December**
The Cabinet shall release their report on the new 3-year Medium Term Financial Plan to members of the OSC, following their meeting to agree the proposals in December.
- **Scrutiny Review Panel Meetings: January**
Overseen by the lead member referred to in paragraph 9.2, each Scrutiny Review Panel shall hold a meeting following the release of the December Cabinet report on the new 3-year Medium Term Financial Plan. Each Panel shall consider the proposals in this report, for their respective areas, in addition to their budget scrutiny already carried out. The Scrutiny Review Panels may request that the Cabinet Member for Finance and Sustainability and/or Senior Officers attend these meetings to answer questions.
- **OSC Meeting: January**
Each Scrutiny Review Panel shall submit their final budget scrutiny report to the OSC meeting in January containing their recommendations/proposal in respect of the budget for ratification by the OSC.
- **Cabinet Meeting: February**
The recommendations from the Budget Scrutiny process, ratified by the OSC, shall be fed back to Cabinet. As part of the budget setting process, the Cabinet will clearly set out its response to the recommendations/proposals made by the OSC in relation to the budget.

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OVERVIEW AND SCRUTINY PROCEDURE RULES

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;

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- (ix) To consider all requests for call-in and decide whether to call-in a 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

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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.

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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) 3 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

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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 2 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.

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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,

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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.

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It is the duty of those persons to attend if so required. At the discretion of their chief officer, 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 in this Part of the Constitution, immediately following the 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

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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 Head of Local Democracy & Member Services 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 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;

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- (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.

PART FOUR – RULES OF PROCEDURE
Section G – Overview & Scrutiny Procedure Rules

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.

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Part Four, Section H

Call-In Procedure Rules

1. When a decision is made by the Cabinet, an individual member of the Cabinet or a committee of the Cabinet, or an executive decision is made by an officer with delegated authority from the Cabinet, or under joint arrangements, the decision shall be published and shall be available for inspection at the Civic Centre and on the Council's website, normally within 2 working days of being made. The right to Call-In does not apply to a decision by way of an appeal hearing or a quasi-judicial procedure.
2. The notice of the decision will be dated and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless a valid request has been received objecting to the decision and asking for it to be called-in. This does not apply to "urgent" decisions.
3. The Monitoring Officer will deem valid a request that fulfils all of the following 6 criteria:
 - (a) it is submitted by any five Members of the Council.
 - (b) it is received by the Proper Officer by 10am on the fifth day following publication.
 - (c) it specifies the decision to which it objects.
 - (d) it specifies whether the decision is claimed to be outside the policy or budget framework.
 - (e) it gives reasons for the call-in and outlines an alternative course of action.
 - (f) it is not made in relation to a decision taken in accordance with the urgency procedures in paragraph 18 below.
4. The Proper Officer will forward all timely and proper call-in requests, once deemed valid by the Monitoring Officer, to the Chair of the Overview and Scrutiny Committee and the Overview and Scrutiny Manager and will notify all Cabinet Members including the decision maker and the relevant Chief Officer.
5. A decision will be implemented immediately after a call-in request is deemed invalid by the Monitoring Officer or after the expiry of ten working days following the receipt of a valid call-in request by the Chair

PART FOUR – RULES OF PROCEDURE
Section H– Call-In Procedure Rules

of the Overview and Scrutiny Committee, unless a meeting of the Overview and Scrutiny Committee takes place during the 10-day period.

6. If a call-in request is deemed valid, the Proper Officer will forward the call-in request to the Monitoring Officer and/or Chief Financial Officer for a report to be prepared for the Overview and Scrutiny Committee advising whether the decision does fall inside or outside the policy or budget framework.
7. Unless a decision is designated "urgent" pursuant to paragraph 18, when it shall be implemented immediately, no action shall be taken to implement the decision until 5 working days have elapsed after the date of the publication of the decision. In the event that a call-in request has been received, no action shall be taken until the Monitoring Officer has determined the validity of the request.
8. Subject to paragraph 5, when a request for call-in is deemed valid, all action to implement the decision is suspended until the Overview and Scrutiny Committee has met to decide what action to take. The Committee must meet no later than 10 working days after the Chair has received a valid call-in request.
9. Discussion of any called-in decisions shall precede all other substantive items on the agenda of the Overview and Scrutiny Committee. Any reports of the Monitoring Officer and Chief Financial Officer shall be part of that agenda.
10. The Committee shall consider any report of the Monitoring Officer / Chief Financial Officer as to whether a called-in decision is inside or outside the policy / budget framework. The Overview and Scrutiny Committee shall have regard to that report and any advice but Members shall determine whether the decision is inside or outside the policy / budget framework. If the Overview and Scrutiny Committee determine that the decision was within the policy / budget framework, the Committee has three options:
 - (a) The Overview and Scrutiny Committee may decide not to take any further action, in which case the decision is implemented immediately.
 - (b) The Overview and Scrutiny Committee may decide to refer the decision back to the decision maker, in which case the decision maker has 5 working days to reconsider the decision before taking a final decision.
 - (c) The Overview and Scrutiny Committee may decide to refer the decision to Full Council.

PART FOUR – RULES OF PROCEDURE
Section H– Call-In Procedure Rules

11. When the Overview and Scrutiny Committee refers a decision to Council (when the decision is deemed to fall within the policy / budget framework), any Council meeting must be held within 10 working days (with an extraordinary meeting being called if necessary) of the date of the Overview and Scrutiny Committee's referral.
12. When considering a called-in decision (when this decision is deemed to fall within the policy / budget framework) the Council has two options:
 - (a) The Council may decide not to take any further action, in which case the decision is implemented immediately.
 - (b) The Council may refer the decision back to the decision maker, in which case the decision maker has 5 working days to reconsider the decision before taking a final decision.
13. Once a final decision has been made there is no further right of call-in. This decision or any decision having the same effect may not be called-in again for a period of six months following the date at which the final decision was taken.
14. If the Overview and Scrutiny Committee determines that the decision is outside the policy / budget framework, the Committee shall refer the decision to the decision maker and with a request to reconsider it on the grounds that it is incompatible with the policy / budget framework. The decision maker shall have 5 working days in which to reconsider the decision.
15. The decision maker has two options:
 - (a) Amend the decision in line with the Overview and Scrutiny Committee's determination, in which case the decision is implemented immediately.
 - (b) Reaffirm the original decision, in which case the decision goes to a Council meeting which must convene within 10 working days of the reaffirmation of the original decision.
16. When considering a called-in decision where a decision maker fails to amend a decision in line with the Overview and Scrutiny Committee's determination, that it falls outside the policy / budget framework, the Council has two options:
 - (a) Amend the policy / budget framework to accommodate the called-in decision, in which case the decision is implemented immediately.
 - (b) Require the decision maker to reconsider the decision again and refer it to a meeting of the Cabinet to be held within 5 working days of the Council meeting. The Cabinet's decision is final.

PART FOUR – RULES OF PROCEDURE
Section H– Call-In Procedure Rules

17. Abuse of Call-in

- (a) Members are expected to ensure that call-in is not abused, or causes unreasonable delay to the functioning of the Cabinet.
- (b) The call-in procedure is to be reviewed annually (see paragraph 18 g), if such a review leads to the conclusion that the call-in procedure is being abused, the Constitution may be amended to include greater limitations.

18. Call-In and Urgency

- (a) The call-in procedure set out above shall not apply when the action being taken is urgent or time-critical in terms of (b) below.
- (b) A decision will be urgent if any delay in implementation likely to be caused by the call-in procedure would seriously prejudice the Council's or the public's interests.
- (c) A decision which has not been given the requisite publicity for a key decision or a private meeting and which the Chair of Overview and Scrutiny Committee has agreed is 'urgent and cannot reasonably be deferred' is not regarded as urgent for the purposes of call-in unless it fulfils the criteria of paragraph (b) above.
- (d) If a decision is urgent and therefore not subject to call-in, this will be stated on the record.
- (e) In order for a decision to be deemed urgent, the Chair of the Overview and Scrutiny Committee must agree that the decision is both reasonable in all circumstances and that it should be treated as a matter of urgency. In the absence or unavailability of the Chair the consent of the Mayor is required. In the absence of both, the consent of the Deputy Mayor shall be required.
- (f) Decisions taken as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- (g) The operation of the provisions relating to call-in and urgency shall be monitored annually and a report submitted to Council with proposals for review if necessary.

19. Call-In and the Forward Plan

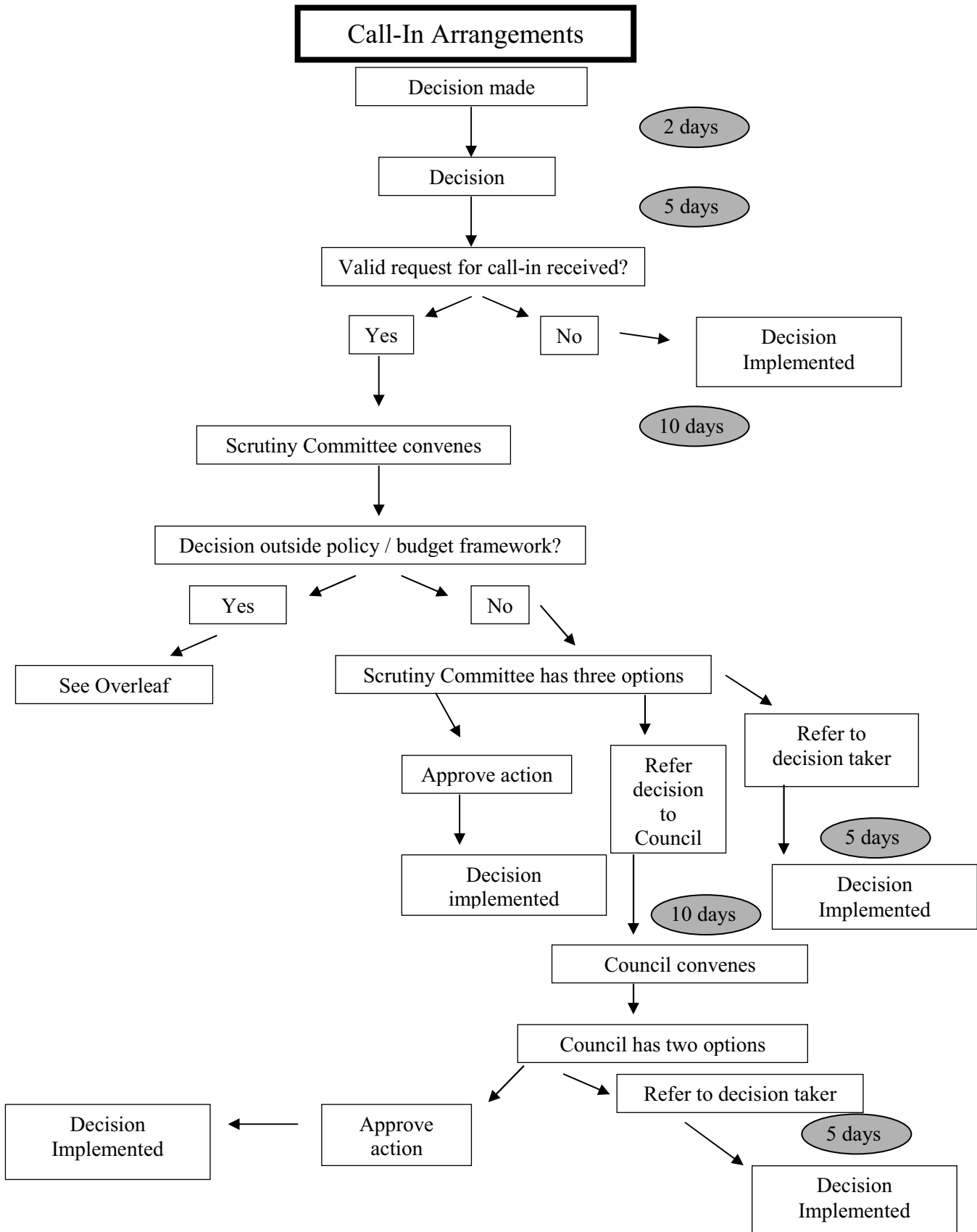
PART FOUR – RULES OF PROCEDURE
Section H– Call-In Procedure Rules

- (a) The Overview and Scrutiny Committee should consider the Forward Plan as its chief source of information regarding forthcoming Cabinet decisions.
- (b) The Overview and Scrutiny Committee may select a forthcoming decision and examine the issues around it.
- (c) In order not to obstruct the Council in its business, the Overview and Scrutiny Committee may call-in a decision in advance of its actually being taken. In such a situation all the time-limits apply as above, except that a decision cannot actually be implemented any sooner than it would have been had the Overview and Scrutiny Committee not called it in.
- (d) Where the Overview and Scrutiny Committee has called-in a decision from the Forward Plan before its due date, the decision cannot be called-in again after the final decision has been taken.

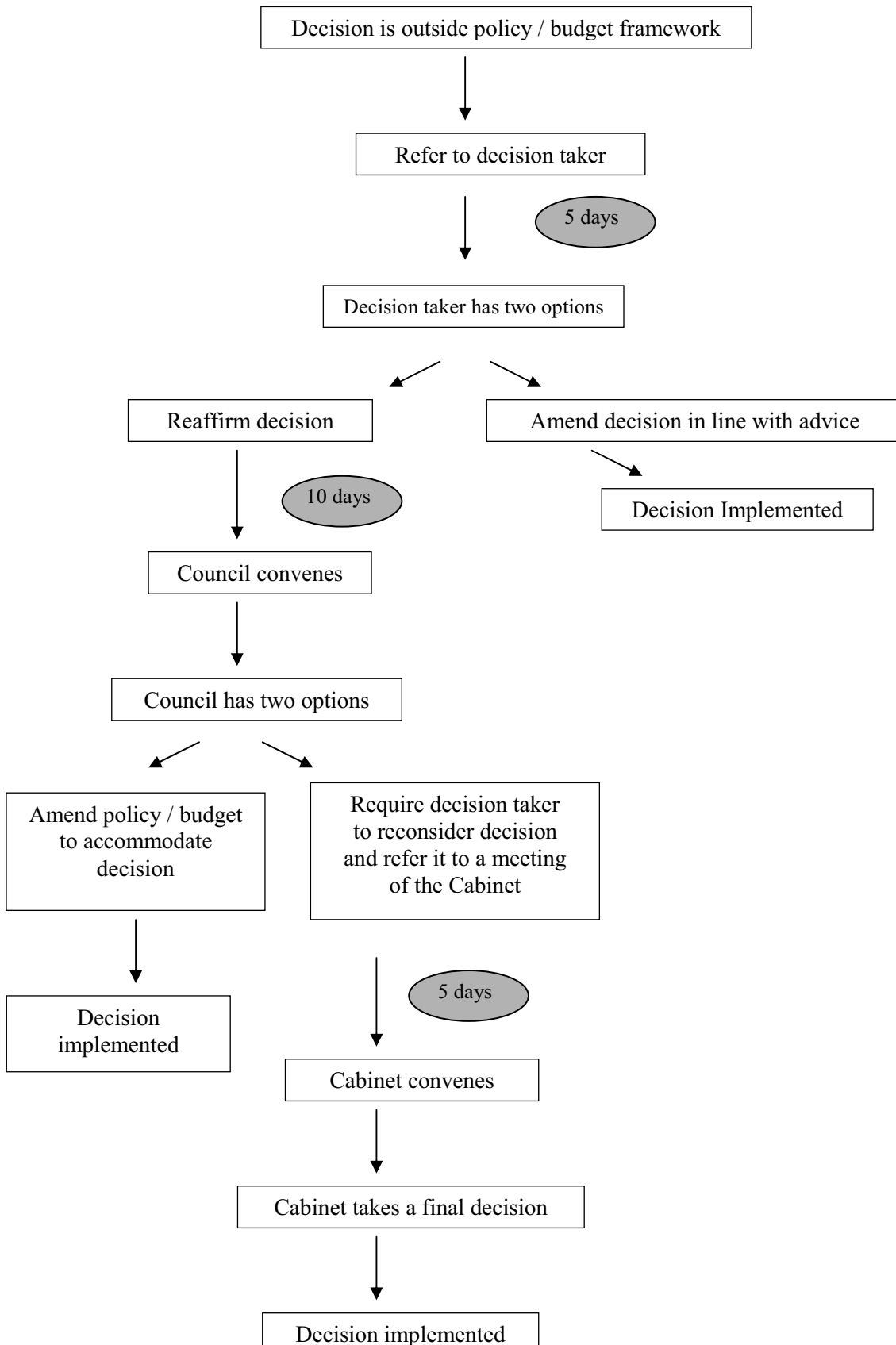
20. Monitoring Arrangements

The operation of the provisions relating to call-in and urgency shall be monitored by the proper officer, and a report submitted to Council annually with proposals for review if necessary.

PART FOUR – RULES OF PROCEDURE
Section H– Call-In Procedure Rules



PART FOUR – RULES OF PROCEDURE
Section H– Call-In Procedure Rules



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Haringey Council

Report for:	Adults and Health Scrutiny Panel	Item Number:	
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Title:	Work programme – development and monitoring
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Report Authorised by:	Cllr Pippa Connor, Chair, Adults and Health Scrutiny Panel
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Lead Officer:	Melanie Ponomarenko, Senior Policy Officer (Scrutiny), Corporate Governance Melanie.Ponomarenko@haringey.gov.uk
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Ward(s) affected: All	Report for Key/Non Key Decisions:
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1. Describe the issue under consideration

- 1.1 This is a report to support the Adults and Health Scrutiny Panel in agreeing a work programme for 2014/15. It details how the work programme was developed and contains a forward plan, identifying what issues will be looked at and when in the year ahead.

2. Recommendations

- 2.1 The panel is requested to:
- 1) To note the work programme report;
 - 2) To agree three performance and budget areas for focus in 14/15;
 - 3) Consider upcoming Cabinet decisions relevant to this remit of this panel and raise any questions as it sees fit;
 - 4) To agree any updates and confirm the future work programme for the remainder of 2014/15.

3. Other options considered

- 3.1 Work programme items have been developed in consultation with the Cabinet member, senior officers and with the agreement of the Chair of the panel.

4. Work programme development

- 4.1 The work programme is a fixed item on the agenda of each meeting of the Adults and Health Scrutiny Panel. This is to enable the panel to oversee and monitor its plan of work in the year ahead.

CfPS review

- 4.2 A review was undertaken by the Centre for Public Scrutiny to assess the structure and remit of scrutiny bodies in Haringey. As part of this review, the CfPS consulted the Leader of the Council, Leader of the Opposition, past and present members of Overview & Scrutiny, senior council officers and scrutiny officers.
- 4.3 The review recommended that the Overview & Scrutiny Committee remains the overarching scrutiny body and continues to oversee the work of scrutiny panels. Whilst it suggested that the number of panels remain the same (at four), it was proposed that their remits are amended. These were agreed by the Overview & Scrutiny Committee and are as set out below:
- Adults & Health;
 - Children & Young People;
 - Environment & Communities;
 - Housing and Regeneration.

Scrutiny Cafe

- 4.4 The Overview & Scrutiny Committee held a consultation event (Scrutiny Cafe) in July 2014 at which members of the Committee Overview & Scrutiny Committee, other non-executive members, senior officers and local partners (NHS, Police) all participated.
- 4.5 From this consultation process a number of priorities were identified for the Adults and Health Scrutiny panel to consider, these included:
- Child and Adolescent Mental Health Services (CAMHS) transition from child to adult services
 - Access to good quality primary care
 - Integration – hospital discharge and locality working
 - Older People
 - Role with Health & Wellbeing Board
 - Care Act
 - Health Visitors and midwife access and numbers
- 4.6 These suggestions were ratified by Overview & Scrutiny Committee at its meeting on the 31st of July 2014, on the understanding that panel Chairs would meet with Cabinet members and senior officers to identify how scrutiny could positively contribute and where appropriate, to scope and plan work.

Consultation with Cabinet members and senior officers

- 4.7 The Chair of the Adults and Health Scrutiny Panel met with the Cabinet Member for Health and Wellbeing, Interim Director of Adult Social Services, Director of Public Health, Healthwatch Haringey and the Chief Officer & Director of Commissioning for the CCG to further discuss areas for scrutiny focus.
- 4.8 As well as discussing topics suggested through the consultation Cabinet Members and senior officers were also invited to suggest alternative topics for the work programme and to identify other areas that may benefit from scrutiny involvement

(e.g. Items from the Forward Plan, Progress reports on key council priorities; Annual service reports or inspection reports).

5.0 Agreed work programme areas

5.1 Further to the discussions above, and in discussion with the panel, it has been agreed that the Adults and Health Scrutiny Panel incorporate the following issues within its work programme for 2014/15.

Project (in-depth piece of work undertaken by the panel)

CAMHS transition;

- It is envisaged that evidence gathering for this piece of work will be completed by end of December 2014.

Access to good quality primary care

- The Panel agreed that this is an important area of work for scrutiny focus, however due to ongoing strategic work the scope of the project will be discussed in January 2015.

One off reports (as produced by relevant services to the panel)

- Care Act – with a specific focus on implementation of the safeguarding strand of the Act.
- Integration/Health and Wellbeing Board
- Building community capacity to support older people
- Service inspection reports
- Safeguarding Adults annual report
- Local Account
- Health & Wellbeing Strategy re-fresh
- Health Improvement (to be further discussed)

Performance Monitoring

5.2 It was agreed that the panels would monitor three performance and budget areas within their remit.

The Panel is asked to consider which areas it would like to focus on over the next year.

5.3 Cabinet Member Question and Answer sessions

Under agreed scrutiny protocols, Cabinet Members will be invited to attend relevant scrutiny panels twice each year to discuss issues within their portfolio area. The format of Cabinet Q and A is not prescribed and can be varied according to local agreement between the Chair and Cabinet member. There is an assumption however, that questions and a written briefing will not be submitted (or answers provided) in advance of panel meetings.

5.4 Budget Scrutiny

The draft Medium Term Financial Plan is scrutinised by each Scrutiny Panel in their respective areas and subsequent reports and recommendations go to the Overview & Scrutiny Committee for approval and referral to Cabinet. The areas of the budget

which are not covered by the scrutiny panels shall also be considered by the main Overview & Scrutiny Committee.

As per protocol, the Vice Chair of the Overview & Scrutiny Committee shall be responsible for the co-ordination of the Budget Scrutiny process.

The Adults and Health Scrutiny Panel will undertake its Budget Scrutiny at a dedicated meeting on 11th December 2014.

Cabinet Forward Plan

5.5 In considering its future work plan, the Adults & Health Scrutiny Panel may wish to consider or note the Council Forward Plan (future key decisions taken by the Cabinet). A copy of the current forward plan (1st September to 30th November 2014) can be found at Appendix A.

6. Comments of the Chief Financial Officer and Financial Implications

6.1 The costs of preparing this report have been met from within existing budgets. It is expected that undertaking Scrutiny reviews will largely involve contributions from existing staff and thus can be contained within current budgets, if additional expenditure is required to undertake reviews then appropriate authority should be received before spend takes place.

7. Head of Legal Services and Legal Implications

7.1 The Head of Legal Services has been consulted on this report.

7.2 Scrutiny panels are non-decision making bodies and the work programme and any subsequent reports and recommendations that each panel produces must be approved by the Overview & Scrutiny Committee. Such reports can then be referred to Cabinet or Council under agreed protocols.

7.3 There are no other legal implications arising from this report.

8. Equalities and Community Cohesion Comments

8.1 Overview and scrutiny has a strong community engagement role and aims to regularly involve local stakeholders, including residents, in its work. It seeks to do this through:

- Helping to articulate the views of members of the local community and their representatives on issues of local concern
- Bringing local concerns to the attention of decision makers and incorporate them into policies and strategies
- Identifying and engaging with hard to reach groups
- Helping to develop consensus by seeking to reconcile differing views and developing a shared view of the way forward
- Generating evidence to help identify the kind of services wanted by local people
- Promoting openness and transparency; all meetings are held in public and documents are available to local people.

8.2 A number of engagement processes will be used to support the work of the Adults and Health Scrutiny Panel and members will seek to include representation from a broad representation of local stakeholders. It is expected that any equalities issues identified during this process, will be highlighted and addressed in the conclusions and recommendations of individual reports produced by the panel.

9. Head of Procurement Comments

9.1 Not applicable.

10. Policy Implications

10.1 Recommendations for any policy developments arising from the work of the Adults and Health Scrutiny Panel are agreed by the Overview & Scrutiny Committee before submission to Cabinet for approval.

11. Use of Appendices

11.1 The following appendices are included:

Appendix A – Council Forward Plan, 1st September to 30th November 2014

Appendix B – The draft forward plan for the Adults & Health Scrutiny Panel 14/15

12. Local Government (Access to Information) Act 1985

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PUBLICATION OF THE INTENTION TO MAKE A KEY DECISION¹

Notice of Key Decisions being made by your Council over the next 3 months

AND

NOTICE OF A PRIVATE MEETING OF A DECISION MAKING BODY²

Occasions over the next 3 months when the public may be excluded from meetings due to the likelihood that if members of the public were present during an item of business confidential or exempt information would be disclosed to them

¹ In accordance with Regulation 9(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

² In accordance with Regulation 5(2) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

Publicity in connection with Key Decisions.

Where the Leader of the Council, the Cabinet, an individual Cabinet Member or a Cabinet Committee intend to make a key decision, the Council is required to give a minimum of 28 clear days public notice. This notice exceeds the statutory minimum by giving notice of key decisions which are intended to be taken over the next 3 months. New notices for the ensuing 3 month periods will be given at monthly intervals.

A Key Decision is defined in legislation as a executive decision, which is likely:

- to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.

The Cabinet

In Haringey, the Cabinet is made up of eight councillors including the Leader and is responsible for taking most of the Council's Key Decisions. Like government ministers in the cabinet, each councillor is in charge of a specific portfolio. The Cabinet currently comprises the following portfolio holders –

- Leader of the Council (Chair) – Councillor Claire Kober
- Cabinet Member for Children and Families –Councillor Ann Waters
- Cabinet Member for Economic Development, Social Inclusion and Sustainability – Councillor Joe Goldberg
- Cabinet Member for Environment – Councillor Stuart McNamara
- Cabinet Member for Resources and Culture – Councillor Jason Arthur
- Cabinet Member for Regeneration and Housing - Councillor Alan Strickland
- Cabinet Member For Communities and Deputy Leader - Councillor Vanier
- Cabinet Member for Health and Wellbeing – Councillor Peter Morton

Cabinet Member for Planning – Councillor Ali Demirci

- The Cabinet meets monthly to make key decisions as set out in this notice.
- The Cabinet makes decisions on how Council services are delivered.
- The Cabinet meets in public except when considering exempt or confidential information.

Procedures prior to private meetings

A decision making body may only hold a meeting in private if a minimum of 28 clear days public notice has been given.

This notice is available for inspection at Haringey Civic Centre High Road Wood Green N22 8LE and on the Council's website. This notice exceeds the statutory minimum period by giving notice of the occasions over the next 3 months when currently it is anticipated that the public and press may be excluded from all or part of a meeting due to the likelihood that if members of the public were present during an item of business confidential or exempt information would be disclosed to them.

A statement of reasons for the meeting to be held in private is given in each case with reference to the definitions of confidential and exempt information below. A further notice will be published at least 5 clear days before a private meeting and available for inspection at the Civic Centre and on the Council's website.

A 'private meeting' means a meeting or part of a meeting of a decision making body which is open to the public except to the extent that the public are excluded due to the confidential or exempt business to be transacted.

'Confidential information' means information provided to the Council by a Government Department on terms (however expressed) which forbid the disclosure of the information to the public or information the disclosure of which to the public is prohibited by or under any enactment of a court.

'Exempt information' comprises the descriptions of information specified in Paragraphs 1-7 of Part 1 of Schedule 12A to the Local Government Act 1972 as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes – (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Information falling within the above categories is exempt information if and so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

If you wish to make any representations as to why the proposed private meeting should be held in public please write to contact Xanthe Barker, Principal Committee Coordinator, River Park House 225 High Road, Wood Green, N22 8HQ, or email to xanthe.barker@haringey.gov.uk

Haringey Council Forward Plan - 1 September 2014 to 30 November 2014

Date of Decision or period within which the decision is to be made	Matter in respect of which the decision is to be made	Short Description	Key or Non-Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Documents to be submitted to decision maker	Public or Private Meeting
02-Sep-2014	Waiver of Tendering Requirements and Extension of Contracts - BME Sector	The report seeks agreement to a waiver of tendering requirements under Contract Standing Order 10.01.2(d) to permit the extension of nine contracts for housing related support to Black and Minority Ethnic (BME) service users.	KEY	Cabinet Member Signing	Cabinet Member for Housing and Regeneration and Interim Chief Operating Officer	Report of the Interim Chief Operating Officer	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person (including the authority holding that information)
04-Sep-2014	Growth Deal Project Proposals	This paper requests Cabinet Member approval of the portfolio of projects being submitted to the London Enterprise Panel for funding through the Growth Deal	KEY	Cabinet Member Signing	Cabinet Member for Economic Development, Social Inclusion and Sustainability with the Director for Regeneration, Planning and Development	Report of Director of Regeneration, Planning and Development	Private Part or all of the report will contain exempt information under Para. 3 - information relating to the financial or business affairs of any person (including the authority holding that information)

Haringey Council Forward Plan - 1 September 2014 to 30 November 2014

Date of Decision or period within which the decision is to be made	Matter in respect of which the decision is to be made	Short Description	Key or Non-Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Documents to be submitted to decision maker	Public or Private Meeting
09-Sep-2014	Exercise option to extend into second year of Strategic Partnership	The council appointed a strategic partner in 2013 to help support delivery of its Customer Services Transformation Programme. This included an option to extend the strategic partnership into a second year to continue and support programme delivery. The decision required is to exercise that option	KEY	Cabinet Member Signing	Cabinet Member for Resources and Culture and the Interim Chief Operating Officer	Report of the Interim Chief Operating Officer	Private Part or all of the report will contain exempt information under Para. 3 - information relating to the financial or business affairs of any person (including the authority holding that information)
09-Sep-2014	Agreement of the Council's Housing Act 1985 Consultation Arrangements	To comply with s105 of the Housing Act 1985 the Council is required to have arrangements in place for consulting its secure tenants on matters of housing management likely to substantially affect them	KEY	Cabinet Member Signing	Cabinet Member for Housing and Regeneration and Interim Chief Operating Officer	Report of the Interim Chief Operating Officer	Public
16-Sep-2014	Financial (budget) Monitoring – Period 4	Monitoring report on forecast spend against budget and consideration of any proposed budget virements	KEY	Cabinet	Cabinet Member for Resources and Culture and Assistant Director Finance	Report of the Interim Chief Operating Officer	Public

Haringey Council Forward Plan - 1 September 2014 to 30 November 2014

Date of Decision or period within which the decision is to be made	Matter in respect of which the decision is to be made	Short Description	Key or Non-Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Documents to be submitted to decision maker	Public or Private Meeting
16-Sep-2014	Disposal of Land at Ashley Road Depot and Technopark	The report will provide an update on the Harris Federation's proposals for an all through school in Tottenham Hale	KEY	Cabinet	Cabinet Member for Housing and Regeneration and the Property Review Programme Manager.	Report of the Director of Regeneration, Planning and Development	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person (including the authority holding that information)
16-Sep-2014	Olympia Trading Estate - Sale to the Greater London Authority (GLA)	This report will seek approval to the terms agreed with the GLA for the sale of the freehold of the Olympia Trading Estate	KEY	Cabinet	Cabinet Member for Housing and Regeneration and the Director of Regeneration, Planning and Development	Report of the Director of Regeneration, Planning and Development	Private Part or all of the report will contain exempt information under Para. 3 - information relating to the financial or business affairs of any person (including the authority holding that information)
16-Sep-2014	Building the Pipeline Contract	The Council successfully bid for GLA funding for affordable housing as part of the Mayor's "Building the Pipeline Programme". This report seeks authority to formally enter into the agreement with the GLA to enable the Council to access the grant funding.	KEY	Cabinet	Cabinet Member for Housing and Regeneration and Director Regeneration, Planning and Development	Report of the Director of Regeneration, Planning and Development	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person (including the authority holding that information)

Haringey Council Forward Plan - 1 September 2014 to 30 November 2014

Date of Decision or period within which the decision is to be made	Matter in respect of which the decision is to be made	Short Description	Key or Non-Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Documents to be submitted to decision maker	Public or Private Meeting
16-Sep-2014	Regulation of Investigatory Powers Act (RIPA) 2000: Use Within the Council 2013/14 and Updates to the Council's Policy	The report will set out the issues relevant to the use of the regulation of investigatory powers and provide an updated policy for approval	KEY	Cabinet	Cabinet Member for Resources and Culture and the Assistant Director of Corporate Governance	Report of the Assistant Director of Corporate Governance	Public
16-Sep-2014	Occupational Health Service Review	The report will seek agreement to procure Occupational Health Services from NHS Whittington Hospital	KEY	Cabinet	Cabinet Member for Resources and Culture and Interim Chief Operating Officer	Report of the Interim Chief Operating Officer	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person (including the authority holding that information)
16-Sep-2014	LIP Annual Spending Plan 2015/16	The Annual Spending Plan for 2015/16 sets out our transport projects and programmes to be implemented by TfL LIP funding	KEY	Cabinet	Cabinet Member for Environment and the Assistant Director for Planning	Report of the Director of Regeneration, Planning and Development.	Public

Haringey Council Forward Plan - 1 September 2014 to 30 November 2014

Date of Decision or period within which the decision is to be made	Matter in respect of which the decision is to be made	Short Description	Key or Non-Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Documents to be submitted to decision maker	Public or Private Meeting
16-Sep-2014	Parking Enforcement IT System Contract Award	Report seeking an award of contract for support and maintenance, including a managed service, for the Parking Enforcement IT System. This enables the Council to manage parking enforcement notices and parking permits within the Borough.	KEY	Cabinet	Cabinet Member for Environment and Assistant Director Corporate Programme Office and Chief Information Officer	Report of the interim Chief Operating Officer	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person (including the authority holding that information)
16-Sep-2014	Award of Vehicle Removal Contract	The report will seek approval of the contract award for this service	KEY	Cabinet	Cabinet Member for Environment and Assistant Director Environmental Services and Community Safety	Report of the Interim Chief Operating Officer	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person (including the authority holding that information)
16-Sep-2014	Award of Contract for Substance Misuse Inpatient Detoxification Service for Adults Resident in Haringey	To award a contract for Haringey's Inpatient Detoxification Substance Misuse Service for Adults in Haringey following a tender exercise	KEY	Cabinet	Cabinet Member for Health and Wellbeing and Director of Public Health	Report of the Deputy Chief Executive	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person (including the authority holding that information)

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14-Oct-2014	Council Tax Reduction Scheme 2015/16 - Options for Consideration and Approval	Report to show the proposed options for the 2015/16 Council Tax Reduction Scheme (CTRS)	KEY	Cabinet	Cabinet Member for Resources and Culture and Head of Revenues, Benefits and Customer Services	Report of the Interim Chief Operating Officer	Public
14-Oct-2014	Adoption of Planning Obligations Supplementary Planning Document (SPD)	The report seeks agreement to recommend the adoption of the Planning Obligations SPD by Council	NON-KEY	Cabinet	Cabinet Member for Planning and Director for Regeneration, Planning and Development	Report of the Director of Regeneration, Planning and Development will set out the changes from the draft to the final SPD, including a summary of consultation processes	Public
14-Oct-2014	Hornsey Town Hall - Options Appraisal	The report will set out the results of the options appraisal for the future of Hornsey Town Hall	KEY	Cabinet	Cabinet Member for Housing and Director of Regeneration, Planning and Development	Report of the Director of Regeneration, Planning and Development	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person (including the authority holding that information)
14-Oct-2014	Investment Framework for Wood Green	The report will seek approval for the vision, aims, objectives, core principals, timing and resources for the programme management of the investment Framework for Wood Green.	KEY	Cabinet	Cabinet Member for Housing and Regeneration and Assistant Director for Regeneration	Report of the Director of Regeneration, Planning and Development - supporting documents to be advised later.	Public

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14-Oct-2014	A Draft Housing Strategy for Haringey	To agree a draft Housing Strategy prior to consultation. The strategy will set out Haringey's proposed vision, ambitions and priorities for housing in the borough for the next 10 years	KEY	Cabinet	Cabinet Member for Housing and Regeneration and Director of Regeneration, Planning and Development	Report of the Director of Regeneration, Planning and Development	Public
14-Oct-2014	Approval of a Tenancy Strategy	The Localism Act 2011 requires the Council to publish a Tenancy Strategy that sets out its approach to tenure reform. The report also sets out the approach to the Affordable Rent model.	KEY	Cabinet	Cabinet Member for Regeneration and Housing and Interim Chief Operating Officer	Report of the Chief Operating Officer.	Public
14-Oct-2014	Homelessness Strategy	There is a statutory obligation to keep the Homelessness Strategy under review. This Strategy sets out the approach of the Council and key partners in preventing and managing homelessness.	KEY	Cabinet	Cabinet Member for Regeneration and Housing and Interim Chief Operating Officer	Report of the Chief Operating Officer.	Public

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14-Oct-2014	Approval of a Revised Housing Allocation Scheme	The report seeks agreement to changes to the Allocation Scheme. This statutory Scheme sets out which households are eligible to be placed on the Housing Register and how they are prioritised for permanent lettings.	KEY	Cabinet	Cabinet Member Housing and Regeneration and Deputy Director for Community Housing Services	Report of the Interim Chief Operating Officer	Public
14-Oct-2014	Organisational Transformation Programmes	To provide Members with an update on current transformation activity and an approach for the implementation of future transformation programmes.	KEY	Cabinet	Cabinet Member for Resources and Culture and Interim Chief Operating Officer	Report of the Interim Chief Operating Officer	Public
14-Oct-2014	Winter Service Plan	To ask the Cabinet Member to approve the Winter Service Plan for 2014-2015.	KEY	Cabinet	Cabinet Member for Environment & the Assistant Director of Environmental Services and Community Safety	Report of the Interim Chief Operating Officer	Public
14-Oct-2014	Private Sector Housing Assistance Policy Document	How the Council will use their discretionary powers to assist those requiring major adaptations to enable them to remain in their own homes	KEY	Cabinet	Cabinet Member for Health and Wellbeing and Interim Director of Adult Social Services	Report of the Deputy Chief Executive	Public

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14-Oct-2014	Changes to the Supply of Telecare Equipment in Haringey	The provision of Telecare equipment currently supplied by Tunstall to be transferred to Medequip	KEY	Cabinet	Cabinet Member for Health and Wellbeing and Interim Director of Adult Social Services	Report of the Deputy Chief Executive	Public
14-Oct-2014	Value Based Commissioning: Outline Business Case - Older People with Frailty	Joint commissioning of a value based commissioning pilot approach for older people with frailty from April 2015. To seek agreement (i) to the approach in the OBC, (ii) to the commitment of funds within the BCF and (iii) to the commitment of additional social care funds. Note: The approach will be considered by the Health and Wellbeing Board on 30 th September 2014.	KEY	Cabinet	Cabinet Member for Health and Wellbeing and Interim Director of Adult Social Services	Report of the Deputy Chief Executive	Public
14-Oct-2014	Better Care Fund (BCF) Revised Guidance	Retrospective endorsement of submission to be made to NHS England on 19 September	KEY	Cabinet	Cabinet Member for Health and Wellbeing and Interim Director of Adult Social Services	Report of the Deputy Chief Executive	Public

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14-Oct-2014	Housing Lift Modernisation Programme 2014-2015	The report seeks approval to the replacement of lift car doors and lift room machinery.	KEY	Cabinet	Cabinet Member for Housing and Regeneration and the Interim Chief Operating Officer	Report of the Interim Chief Operating Officer	Private Part of the report will contain exempt information under Para 3 - information relating to the financial or business affairs of any person (including the authority holding that information)
14-Oct-2014	Award of Contract for the Operation and Management of the Community Safety Control Room	To seek approval for the award of contract for the operation and management of the community safety control room	KEY	Cabinet	Cabinet Member for Environment and the Assistant Director of Environmental Services and Community Safety	Report of the interim Chief Operating Officer	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person
14-Oct-2014	Permit and PCN Processing Contract	To ask Cabinet to approve the award of the Permit and PCN Processing Contract	KEY	Cabinet	Cabinet Member for Environment and the Assistant Director of Environmental Services and Community Safety	Report of the Interim Chief Operating Officer	Private Part or all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person

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14-Oct-2014	Health and Social Care Integration Programme	Sets out the case for a transformation programme to integrate health and care services in order to improve outcomes for local residents and to meet corporate priorities of prevention, community resilience and value for money.	KEY	Cabinet	Deputy Chief Executive with the Cabinet Member for Health and Wellbeing	Report of the Deputy Chief Executive	Public
18-Nov-2014	Local Plan Making- Council's Preferred Options for Tottenham Area Action Plan, Sites Allocations and Management Development Plans (DPDs)	This report seeks approval to consult on three emerging Local Plan Documents (Regulation 18). These draft Development Plan Documents (DPDs) will set out Council's preferred options for Tottenham Area Action Plan, Sites Allocations DPD and Development Management DPD.	KEY	Cabinet	Cabinet Member for Planning and Assistant Director Planning	Report of the Director of Regeneration, Planning and Development	Public

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18-Nov-2014	Statement of Community Involvement	This report seeks Members' approval for public consultation on the Council's revised draft Statement of Community Involvement(SCI). This documents sets out the consultation framework for and development and management decisions. The existing SCI needs updating in light of National Planning Policy Framework, Localism Act and the recent Scrutiny Committee recommendations	KEY	Cabinet	Cabinet Member for Communities and Deputy Chief Executive	Report of the Deputy Chief Executive	Public
18-Nov-2014	Tottenham Area Action Plan Regulation 18 Consultation Document	This report seeks approval to consult on the Regulation 18 Tottenham AAP. The AAP will deliver a comprehensive spatial strategy for Tottenham which will help to create a framework for land assembly and investment that makes place shaping a reality in line with national, regional and local planning priorities	KEY	Cabinet	Cabinet Member for Planning and the Assistant Director Planning	Report of the Director of Regeneration, Planning and Development	Public

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18-Nov-2014	Facilities Management Framework Contract	To ask Cabinet to approve the award of the Facilities Management Framework Contract	KEY	Cabinet	Cabinet Member for Housing and Regeneration and Interim Chief Operating Officer	Report of the Interim Chief Operating Officer	Private Part of all the report will contain exempt information under Para 3 – Information relating to the financial or business affairs of any person

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Adults & Health Scrutiny Panel
Forward Plan (working document)

Meeting date	Planned Items
Monday 29th September 2014 18.30-21.30	<ul style="list-style-type: none"> • Panel Terms of Reference • Overview, Challenges and priorities for Adults, Public Health, CCG, HWB, HWH • Panel Work Programme 2014/15 – to approve and refer to OSC • Identification of 3 budget & performance areas to monitor • Panel Project – CAMHS Transition – to discuss <p><i>Following close of formal meeting - How should HWB, HWH and A&HSP work together?</i></p>
Thursday 6th November 2014 18.30-21.30	<ul style="list-style-type: none"> • Cllr Morton, Cabinet Q & A • Work Programme Update
Thursday 11th December (Budget) 2014 18.30-21.30	<ul style="list-style-type: none"> • Draft Medium Term Financial Plan (Savings and investment proposals, capital expenditure)
Thursday 22nd January 2015 18.30-21.30	<ul style="list-style-type: none"> • Care Act, Safeguarding • Work Programme Update
Tuesday 17th March 2015 18.30-21.30	<ul style="list-style-type: none"> • Cllr Morton, Cabinet Q & A • Work Programme Update • Safeguarding Adults Annual Report • Local Account

To be agreed:

- Care Quality Commission Inspection reports for Adults
- Integration – hospital discharge and locality working
- Building Community Capacity to support older people
- Integration/health & wellbeing board
- Health & Wellbeing Strategy re-fresh
- Health improvement – the role of the Council
- Panel Projects:
- Child and Adolescent Mental Health Services – transition to adult services (Autumn/winter 2014)
- Access to good quality primary care (early 2015)

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