

NOTICE OF MEETING

OVERVIEW AND SCRUTINY COMMITTEE

Monday, 6th June, 2016, 7.00 pm - Civic Centre, High Road, Wood Green, N22 8LE

Members: Councillors Charles Wright (Chair), Pippa Connor (Vice-Chair), Makbule Gunes, Kirsten Hearn and Emine Ibrahim

Co-optees/ Non Voting Members Luke Collier (Co-opted Member - Parent Governor), Yvonne Denny (Co-opted Member - Church Representative (CofE)), Chukwuemeka Ekeowa (Co-opted Member - Church Representative (RC)) and Kefale Taye (Co-opted Member - Parent Governor)

Quorum: 3

1. **FILMING AT MEETINGS**

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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. **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 17 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 - 6)

To approve the minutes of the meeting held on 8 March 2016.

7. MINUTES OF SCRUTINY PANEL MEETINGS (PAGES 7 - 20)

To receive and note the minutes of the following Scrutiny Panels and to approve any recommendations contained within:

Housing and Regeneration Scrutiny Panel – 18 January 2016
Children and Young People Scrutiny Panel – 1 February 2016

8. LEADER'S REPORT ON COUNCIL PRIORITIES

To receive a verbal update from the Leader, Councillor Claire Kober, setting out the Council's priorities for the Municipal Year.

9. CAPITAL STRATEGY

TO FOLLOW

10. TERMS OF REFERENCE AND MEMBERSHIP (PAGES 21 - 54)

To approve the terms of reference and membership for the four Scrutiny Panels, and to consider the appointment of two Haringey representatives to the North Central London Joint Health Overview and Scrutiny Committee.

11. OVERVIEW AND SCRUTINY WORK PROGRAMME DEVELOPMENT 2016/17 (PAGES 55 - 70)

To agree the timeframe for the development of the Overview and Scrutiny Work Programme for 2016/17; and approve the scoping document for the Disproportionality in the Youth Justice System Scrutiny Project, attached at Appendix A.

12. ADULTS AND HEALTH SCRUTINY PANEL - UPDATE ON PROJECT WORK (PAGES 71 - 76)

To note the work undertaken during 2015/16, by the Adults and Health Scrutiny Panel concerning adult safeguarding.

13. SOCIAL INCLUSION SCRUTINY PROJECT

TO FOLLOW

14. CYCLING SCRUTINY PROJECT

TO FOLLOW

15. VERBAL UPDATE ON SCRUTINY PROJECTS

To receive a verbal update on:

- Housing Viability Assessments
- Community Safety in Parks

16. NEW ITEMS OF URGENT BUSINESS

17. FUTURE MEETINGS

To note the dates of future meetings:

21 July 2016
17 October 2016
28 November 2016
30 January 2017
27 March 2017

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Thursday, 26 May 2016

MINUTES OF THE MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE HELD ON Tuesday, 8th March, 2016

PRESENT:

Councillors: Charles Wright (Chair), Pippa Connor (Vice-Chair), Tim Gallagher, Kirsten Hearn and Adam Jogee

Also present: Simon Farrow (Parks and Leisure Services Manager), Astrid Kjellberg-Obst (Executive Director of Operations, Homes for Haringey), Sean Gardiner (Team Manager - Financial Inclusion, Homes for Haringey), Andrew Rostom (Corporate Applications Programme Manager), Vivin Acharya (Consultant), Tracie Evans (Chief Operating Officer), Martin Bradford (Scrutiny Officer), Christian Scade (Scrutiny Officer), Stephen Lawrence-Orumwense (Legal) and Felicity Foley (Clerk)

1. FILMING AT MEETINGS

NOTED.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ayisi and Yvonne Denny.

Councillor Gallagher attended as a substitute for Councillor Ayisi.

3. URGENT BUSINESS

There was no such business.

4. DECLARATIONS OF INTEREST

Councillors Gallagher and Hearn declared an interest in respect of item 8 as they were Stroud Green ward councillors.

5. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None.

6. MINUTES

RESOLVED that the minutes of the meeting held on 25 January 2016 be approved as a correct record.

7. MINUTES OF SCRUTINY PANEL MEETINGS

Housing & Regeneration Scrutiny Panel – 16 November 2015

RESOLVED that the minutes of the Housing & Regeneration Scrutiny Panel held on 16 November 2015 be noted.

Environment & Community Safety Scrutiny Panel – 18 January 2016

Councillor Jogee advised the Committee that since the publication of these minutes further clarification had been received, and so an updated set of minutes would be provided at a future meeting for noting.

Adults & Health Scrutiny Panel – 18 January 2016

RESOLVED that the minutes of the Adults & Health Scrutiny Panel held on 18 January 2016 be noted.

Adults & Health Scrutiny Panel – 11 February 2016

RESOLVED that the minutes of the Adults & Health Scrutiny Panel held on 11 February 2016 be noted.

8. FINSBURY PARK EVENTS REVIEW UPDATE

Simon Farrow introduced the report as set out.

The following arose from discussion of the report:

- This was an update following the agreement of recommendations in December 2015 by Cabinet. The appendix outlined the full updates to the recommendations.
- A solicitors letter had been received with regards to the amount of space used by Wireless in 2015. The Council had sought legal opinion and had responded to the letter, explaining that the Council were acting within legal bounds.
- Live Nation already held a premises licence for events in Finsbury Park, but they would need to apply for permission to hire the Park for each event. The Council had consulted with 36 local stakeholder groups, and 10 responses had been received. In addition, 12 responses had been received via social media. These responses have been fed into the consultation process. With regard to ticket sales, it was not uncommon for events to go on sale before a hire contract had been signed.
- There would be a small free ticket giveaway to people in the immediate vicinity.
- A leaflet would be sent out to local residents in the next few weeks, and set out how much was received in total income from last years events. However, the actual amount paid by an individual would remain commercially sensitive.
- The first Stakeholder Group meeting would be influenced by whether it could be held during the purdah period. It was expected that the first meeting would be held in between the two purdah periods and then one immediately.

- Security / stewarding would be provided by four different companies, which should help in terms of providing adequate cover in all areas of the Park.

ACTION – to provide a further update following the summer events (October).

RESOLVED that the progress made to date be noted.

9. BEDROOM TAX UPDATE - MONITORING OF PREVIOUS SCRUTINY RECOMMENDATIONS

The Chair welcomed Astrid Kjellberg-Obst and Sean Gardener to the meeting. Astrid Kjellberg-Obst introduced the report as set out.

The following matters arose from discussion of the report:

- This was the third update since the recommendations had been agreed by Cabinet.
- The number of tenants affected by the Bedroom Tax had substantially reduced and Homes for Haringey were continuing to support people with transfers and mutual exchanges.
- The relationship between Homes for Haringey and the Benefits Team had improved due to more frequent communications between the teams and the sharing of information.
- Tenants who downsized by two bedrooms would receive a grant of £2000, and those who downsized by one bedroom would receive £500.
- Where tenants were in arrears it was important that officers distinguish whether the tenant 'couldn't' or 'wouldn't' pay. The purpose of sending letters to tenants was to prompt them to contact the Council in order to look at what support was available to them. If no agreement could be reached, then the Council would have to take a legal route.
- Benefit Cap – not a lot of information had been provided since the government announcement, but it was thought that the cap would be timetabled in tranches across different areas or groups of people. The cap would affect a large number of Homes for Haringey tenants.

RESOLVED that an update be provided on the Welfare Reform changes.

The Chair thanked all for attending.

10. CUSTOMER SERVICES TRANSFORMATION PROGRAMME UPDATE

The Chair welcomed Andrew Rostom and Vivin Acharya to the meeting.

The following matters arose from discussion of the report:

NOTED:

- The Customer Services Transformation Programme was one of main council transformation programmes. The report provided details on key items already delivered, and it was projected that the programme would be delivered within the planned budget.

- Marcus Garvey Library – there had been some slippages due structural elements, however it was felt that the May deadline was still achievable.
- Muswell Hill Library – initial feasibility studies showed that £1m needed to be spent on the existing building to make it fit for purpose. A consultation would begin post-purdah.
- A fundamental aspect of the new Customer Services model was to enable inclusive support, and to provide assistance to help people help themselves. Support would always be available to those who were unable to access or use technology.
- A series of panels had been run in the last year, with 25 residents in attendance. Out of these, 86% regularly used the Council's website, and 70% used it via a phone or tablet.
- In month one of launching 'My Account', over 2600 people had activated their account. Information on how to access 'My Account' would be included with the annual Council Tax bill.

RESOLVED that an update would be provided in six months.

The Chair thanked all for attending.

11. TREASURY MANAGEMENT PARTNERSHIP WITH GLA

The Chair welcomed Tracie Evans to the meeting.

The following matters arose from discussion of the report:

- The decision to move the Treasury Management function was taken by Tracie Evans under delegated authority. The main reason for this decision were that the skills required to manage the function were not adequate within the Council's own resources, and the GLA had a team with significant skill and expertise.
- The Treasury Management Strategy would still be approved by the Council, but the GLA would deliver strategic work on the Council's behalf. The work would be overseen by Tracie Evans, and Arlingclose would be retained to keep oversight on the GLA.

RESOLVED to note the report.

12. SCRUTINY PROJECT - COMMUNITY INFRASTRUCTURE LEVY

Martin Bradford introduced the report as set out.

The following matters arose from discussion of the report:

- The Community Infrastructure Levy (CIL) was a charge applied to new local development to help fund local infrastructure needs. The CIL was introduced in Haringey in November 2014, and receipts had begun to accrue during 2015/16.
- This review looked at the governance arrangements for the distribution of funds of the neighbourhood CIL.
- Following publication of the report, representation from local Neighbourhood Forums had been received requesting clarification to the following recommendations:

- (i) in relation to recommendation 3, that Neighbourhood Forums areas are excluded in determining other local areas to which CIL is allocated (as these will have different CIL rate and governance arrangements);
- (ii) in relation to provisions within recommendation 10 (in determining spend of the CIL) that these apply specifically to Neighbourhood Forum areas.

RESOLVED to note the report and approve the recommendations.

13. SCRUTINY PROJECT - YOUTH TRANSITION

Councillor Hearn introduced the report as set out.

RESOLVED to note the report and approve the recommendations.

14. WORK PROGRAMME UPDATE

Christian Scade introduced the report as set out.

ACTIONS:

- To mock up work programme in preparation for the Scrutiny café.

RESOLVED to note the report and agree the scoping documents contained within the report.

15. NORTH CENTRAL LONDON JOINT HEALTH OVERVIEW AND SCRUTINY COMMITTEE (JHOSC) - AMENDED TERMS OF REFERENCE

Councillor Wright introduced the report as set out.

RESOLVED that the Committee recommend to Council that the proposed arrangements, amended terms of reference and procedures for the JHOSC be approved, subject to further review in one years time.

16. NEW ITEMS OF URGENT BUSINESS

There was no such business.

17. FUTURE MEETINGS

NOTED the provisional dates for the forthcoming Municipal Year.

CHAIR: Councillor Charles Wright

Signed by Chair

Date

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**MINUTES OF THE HOUSING AND REGENERATION SCRUTINY PANEL
MONDAY, 18 JANUARY 2016**

Councillors Eugene Ayisi (Chair), Gail Engert, Tim Gallagher, Eddie Griffith, Makbule Gunes, Emine Ibrahim and Martin Newton

In attendance
Councillor Demirci

LC1. FILMING AT MEETINGS

The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein'.

LC2. APOLOGIES FOR ABSENCE

None received.

LC3. URGENT BUSINESS

None received.

LC4. DECLARATIONS OF INTEREST

None received.

LC5. DEPUTATIONS/ PETITIONS/ PRESENTATIONS/ QUESTIONS

None received.

LC6. MINUTES

6.1 There were a number of corrections to the minutes.

- Section 8.4 on housing affordability of housing should read 'exclude' rather than 'excuse';
- Section 10.3 should be sites not 'cites';
- Section 10.4 should read 'Holcombe Road Market'.

6.2 It was noted that an update on modular build was due to be provided to the panel, but Homes for Haringey are collating further information ahead of this being circulated to all members shortly. It was noted that modular build could be used to help respond to temporary accommodation needs, though no final decisions had yet been taken.

6.3 Subject to the amendments and matters arising listed above, the minutes of the meeting held on November 16th were approved.

LC7. CABINET Q & A

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7.1 The Cabinet member for Planning attended to respond to questions within this portfolio. To begin with, a number of key issues within this portfolio were highlighted:

- the Spurs Stadium application had progressed, and whilst there were concerns in respect of affordable homes provision, it represented positive progress for plans to regenerate Tottenham;
- the planning service was performing well, with 100% of major applications and 81% of minor applications assessed within the target time time;
- the service is not immune from finance pressures and will need to make efficiency savings;
- the planning service had set itself a target of being top quartile among London services for speed, cost and quality and this had been achieved;
- the service is also in top quartile in respect of appeals and planning enforcement;
- there has been a significant rise in income derived from pre-applications;
- the service has restructured as of 1/1/16 to help it meet new demands as well as helping to find efficiency savings;
- the service is currently active in progressing 6 planning policy documents and this is a major challenge;
- the service is supporting two neighbourhood forums in developing neighbourhood plans;
- the building control service is also busy, having had over 200 call outs to dangerous structures in the borough.

7.2 The panel noted that there were 4 key challenges for the service:

- **Funding** – there is currently a gap of 25% between planning fees income and costs and the challenge is to reduce this either through improved efficiency or increased income;
- **Skills** – the profession has a well known skill-shortage and the service has recruited internally to some key positions and is now looking to recruit externally, though this is a very challenging market and the service needs to be flexible to respond to changing demands (e.g. recruitment of agency staff);
- **Density and growth** – it is recognised as an area of great anxiety among local residents though the council has to balance the future needs for new homes and businesses with this;
- **Infrastructure delivery** – there is a planned programme of investment to help deliver the supporting infrastructure needed to support new homes but funding arrangements are complex and will involve both internal and external sources (e.g. central government, health, education, CIL).

7.3 The panel noted that the service had set up the Quality Review Panel, made up of Leading planners, architects and construction experts to provide additional advice and support to the Planning Committee. Four to five members of the panel will meet monthly to consider applications referred by the council, and will be managed externally to ensure its independence.

7.4 The panel discussed the centrality of the planning service in helping to drive growth in the borough and helping it to achieve key objectives in terms of affordable housing, opportunities for employment, improving parks and green spaces and better connected transport. The service is trying to increase the profile of what is being delivered through planning processes to the local community. The service is trying to improve communication with local residents to help realise the value of planning and how it can contribute to development of local communities.

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7.5 The panel noted that the nature of the economy is cyclical and when slow-downs occur this does not precipitate a halt to planning processes, it just affects the pace of applications coming forward. But when the economy does go in to a down turn, it does create uncertainty and in this context the council must be clear and certain on its priorities about what it needs to achieve (e.g. through the Local Plan).

7.6 The panel noted that of the 68 appeals against planning decisions of the council in 2015, 43 were rejected. The panel felt it would be useful to have appeal data come to the panel, not only the proportion of cases won or lost, but data on the cost of lost appeals and analysis of lost cases (to identify any common themes or patterns).

Agreed: that further data on planning appeals to be sent out to members of the panel.

7.7 There has been a long standing discussion at the national level in respect of Planning Fees. The government has introduced a provision within the Housing and Planning Bill to allow people to choose another planning provider other than the local planning service to process planning applications. It is not clear how this will work at present, but it could be through some other third party (e.g. Capita as is the case in Barnet). The current position however, is that planning authorities cannot delegate decisions to any other body, therefore in Barnet someone in the council is still required to make that decision. There has been no further information on liberalisation of fees as there has been with Building Control.

7.8 Conservation Reviews are focusing on those areas where there is the greatest amount of change and therefore is focusing on the east of the borough at present. A conservation area appraisal and management plan will inform planning in those areas.

7.9 The panel noted that in the funding settlement for TfL, that Local Implementation Plan (LIP) funding (which provides resources for highways, smarter travel and other transport issues) would no longer be provided to local authorities. The Council has had a dialogue with TfL, where it has been established that funding is not going to dry up but is offered in more discrete pots of funding. Any new funding mechanism will be agreed with the incoming Mayor in 2016.

7.10 The panel discussed the possible options that are available to the council when a large planned development goes into difficulty. Achieving starts on site is the biggest challenge, and we are currently below the new 1,500 homes target. Although there is a concern about mothballing sites, there is in fact very little the council can do in that it does not have the resources to underwrite such large schemes.

7.11 The lack of GPs and supporting infrastructure was discussed by the panel, and what can be done to make sure that this necessary service is in place for when people take up residence in this regeneration area. The planning service and CCG have worked together on what is a very complex process, as the GP owns the facilities and is commissioned by the CCG to provide medical services. The problem at the moment is that health infrastructure is fragmented, with a disproportionate number of small single handed practices, or consortia of GPs operating out of inadequate spaces (generally a house).

7.12 There has been a review of GP infrastructure needed against existing provision which has allowed the identification of areas needed for core primary care facilities. This needs to be reflected in borough wide plans. A number of sites have been identified: Welbourne, High Road West or the new Tottenham Hotspur facility. The

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Hawes and Curtis site on Green Lanes has also been identified as a possible primary care facility. Two of these sites are proposing to use development above to cross subsidise health provision below.

7.13 There have been a number of representations to Crossrail 2 indicating local dissatisfaction with current proposals, in particular that the use of Downhill's Park was unsatisfactory and that all the other possible options have not been fully explored.

7.14 There was a discussion about the impact of Conservation Plans on regeneration. It was noted that these have been undertaken in Tottenham and whilst there are implicit tensions, the plans should guide and inform development. The panel noted that it is important to fully understand the area which may be subject to regeneration proposals and the impact that this may have. Further protection is provided through the Haringey Charter and the Quality Review Panel (as provider of independent advice to the Planning Committee).

7.15 The panel questioned whether a building could be demolished if it was subject to a conservation order. It was noted that there is always a fine judgement to make on the basis of evidence submitted, but protected status does not confer absolute protection. The critical question that is always assessed is does the gain from development outweigh the harm inflicted to that building. In respect of the planning applications for Tottenham, there were 3 different views on the significance of the local sites, highlighting the competing views which may underpin such a decision.

7.16 Tall buildings were also discussed and the impact that this may have on local communities. The panel understood that there is no height limit in the borough. The test is the degree to which the plans can meet the tall building and other design policies. There are locations where development will not be able to go that high and the council is preparing a SPG (supplementary planning guidance on this) which will identify those areas where it is unlikely that planning permission will be granted.

Agreed: that the Tall Building SPG should come to a future meeting of the panel.

7.17 The panel noted that local Characterisation Studies had been carried out in many areas across the borough and are key studies to help support the local plan.

Agreed: further information on the local characterisation studies to be sent to the panel.

7.18 The panel discussed an enquiry from a member of the public in relation to the public availability of printed copies of the Local Plan consultation documents. The council have produced 200 copies of each plan document which equated to 1,000 documents which has cost £10,000. Three copies of all these documents have been placed in every library, two of which are on loan and one is reference. The documents are also on line. It was suggested by the member of the public that it should be sent to everyone who made a representation that would be 660 copies, which would cost in excess of £30,000. It should be borne in mind that this is not the final document and some balance should be struck between cost and ensuring access to the documents. In this context, the service was reluctant to authorise a further print run. A poster is being developed to promote awareness of the plans in libraries. In addition each ward councillor has been sent a copy.

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LC8. IMPROVING THE QUALITY OF PRIVATE RENTED SECTOR

8.1 A verbal update was presented to the panel on plans to introduce Selective Licensing in the borough. To recap, the 2004 Housing Act brought in mandatory licensing for HMOs. The same act also empowered authorities to introduce additional licensing (smaller HMOs) and selective licensing (which licenses all private sector rented accommodation in a given area). The Council has already introduced two additional schemes in Harringay ward and along Tottenham High Road, and is now considering whether to apply for selective licensing for all the PRS in Haringey.

8.2 On the basis of commissioned research and evidence base, it has been suggested that there is sufficient evidence to apply selective licensing in all those wards to the east of the railway line that dissects the borough. That is, those 12 wards to the east of the borough have levels of ASB (noise, dumping, housing complaints) associated with private rented sector sufficient enough to warrant the introduction of selective licensing. However, from April 2015, the government introduced restrictions limiting the application to 20% of the local area (geographical or number of properties).

8.3 Since April 2015 however, the government has signalled that it will introduce new legislation via the Housing and Planning Bill or an amendment to the 2004 Housing Act, which will extend the range of mandatory licensing. This regulation currently only applies to 3 story properties with 5 or more people, though this will now include 2 story properties and self contained flats. This would include a vast number of flats in this borough, probably in excess of 12,000 HMOs. Therefore the regime change would be significant in terms of the number of properties this could be applied. A fee of £1,000 per property (over 5 years) would yield £12million to support enforcement and other measures to improve safety and quality in this sector. This is expected to be introduced in September 2016.

8.4 The panel noted that the Housing and Planning Bill would also introduce Banning Orders to ban rogue landlords and increase powers for rent repayment orders to help recover housing benefit.

8.5 Given the above, the key question for the Council is whether to continue to pursue selective licensing or to wait for the extension of mandatory licensing later in the year. The new powers were all to be welcomed though this would require some considerable assessment of the logistics that would be needed to scale up provision to support the new legislation.

8.6 In Harringay Ward, an additional license has been in operation for 4 years, thus this is the last year of operation (they are granted for 5 years). There have been approximately 500 licenses issued of which 90-95% had no fire protection whatsoever. The extension of the mandatory licensing would make for effective use of officer time, in that the onus is on the landlord to register and comply.

8.7 In the context of the above, it was suggested that this may be the time to pause on pursuing the selective licensing approach and to enact those new mandatory powers when they become available. If there are any enforcement gaps after the introduction of new mandatory powers, then this may be an opportunity to consider the introduction of selective licensing.

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8.8 The panel discussed the 'warehouse district' in the Arena Estate and in Omega Works area. In respect of accommodation at Omega Works, it was noted that Housing Act notices are going out at the end January specifying all the work that is required as a result of the planning action agreed. It was anticipated that this may present a problem for current landlords given the scale of the works required and the general state of repair of the buildings. In this context, the property owners have come forward to discuss their own plans to improve the sites with the council which is a very positive development.

8.9 It was noted that every single property on the Arena Estate has been visited and a programme of improvements have been agreed with the owner. The housing standards service is now working on Overbury Road. It was also noted that the use class had not been made residential for these areas, but was of mixed use in the designated areas, with emphasis on employment.

8.10 The biggest risk associated with these priorities is not that there isn't any fire protection but there is inadequate means of escape if there is a fire. It is hoped that the notices issued will prompt the property owner to come forward with new schemes to ensure that the units are compliant with necessary housing and safety regulations.

8.11 In Haringey there are about 32,000-36,000 properties which are in the PRS. The licensing element deals with the higher risk properties, like those in multiple occupation and over over multiple floors. Without licensing, the council cannot undertake preventative work effectively. At the moment the service is reactive, dealing with complaints directly received from tenants. The most effective way to ensure completion of required works is to serve notice on the landlord, though it was acknowledged that may have repercussions for the tenant (e.g. evictions) which the council would clearly try and avoid.

8.12 Whilst prosecutions were going ahead locally, these involved a considerable amount of time and work by the team. The additional resource provided by the extension of mandatory licensing would assist in this process.

8.13 The panel noted that a specific paper setting out the licensing options will come back to the next meeting in March 2016.

LC9. COMMUNITY ENGAGEMENT WITH PLANNING

9.1 The panel received an update on the work of the planning service to implement recommendations of a scrutiny review completed in 2014. The most important recommendation outstanding, is the need to review the consultation policy. It was noted that a judicial review has been received on the Statement of Community Involvement which will impact on the timeframe for the consultation strategy to be approved.

9.2 'MyHaringey' is now in operation and which will now involve a third stage where residents can be automatically notified of planning applications in the area in which they live. This will become live in autumn 2016.

9.3 The panel noted that the service now operates development management forums and pre-application forums to facilitate community engagement ahead of planning applications being considered.

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9.4 There was some anxiety among members of the panel as to the degree to which future consultation and involvement of the community in planning decisions would rely upon digital media. Not all those local people have access to PCs or do not like this method of engagement. It was suggested that an approach which allowed greater opportunity to engage with officers directly may assist engagement, particularly as Neighbourhood Committees have been abolished.

9.5 The panel enquired whether there was any progress in enabling residents to view all the consultation responses to a planning application at one time instead having to view responses individually. It was noted that current technology in the council does not support this at present.

9.6 It was noted that responses to planning applications do not necessarily have to give their address and do not have to be resident in the area where the development is taking place (or local planning authority area). The legal requirement in considering the applications is that the planning service has to have regard to this submission and if it presents a material concern.

9.7 The panel also raised the issue of the availability of planning consultation information in different languages. It was noted that where possible the council has used existing resources within the community, including members themselves to help them convey planning information. There is no simple answer to this without recourse to significant investment. Where there are identified language needs however, there is the possibility that developer can be required to provide consultation material in a different language via a Planning Performance Agreement (PPA). But this is dependent upon information in advance.

LC10. COMMUNITY INFRASTRUCTURE LEVY

10.1 The panel discussed the draft recommendations for the Community Infrastructure Levy. The key points from this were noted:

- There were 13 recommendations from the panel covering a wide range of issues;
- It was noted that the proposal to have reassess the CIL rates would have a cost implication of approximately £35,000;
- It was noted that the actual areas defined by the CIL will be agreed by the Council in Cabinet;
- There would be difficulty in projecting income from the CIL and the annual monitoring report draws out CIL income;
- That there should be a minimum spend of £2,500 for proposals and no maximum;
- There should be at least two members supporting proposals.

LC11. WORK PROGRAMME UPDATE

11.1 The panel noted the work programme report, where one further scheduled meeting of the panel was planned on 3rd March 2016.

- Future items coming to the panel include preferred partnership status
- Older peoples housing (supported housing programme).

11.2 The Housing Viability scrutiny in a day scope would come to the next meeting of the panel in March. A date would be agreed for this to take place with the panel outside the meeting.

**MINUTES OF THE HOUSING AND REGENERATION SCRUTINY PANEL
MONDAY, 18 JANUARY 2016**

LC12. NEW ITEMS OF URGENT BUSINESS

None.

LC13. DATES OF FUTURE MEETINGS

3rd March 2016

Clr Akwasi-Ayisi

Chair

**MINUTES OF THE CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL
MONDAY, 1 FEBRUARY 2016**

Councillors: Kirsten Hearn (Chair), Mark Blake, Toni Mallett, Liz Morris,
Reg Rice and Charles Wright

Also Present:

Apologies:

CYPS18. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Carter.

CYPS19. DECLARATIONS OF INTEREST

Councillor Mallett stated that she was a governor of Broadwaters and Chair of its Community Services Committee. Councillor Wright stated that he was Chair of Governors at Highgate Wood School.

CYPS20. DEPUTATIONS/ PETITIONS/ PRESENTATIONS/ QUESTIONS

None.

CYPS21. MINUTES

AGREED:

That the minutes of the meetings of 9 July and 16 November 2015 be approved.

CYPS22. LOCAL CHILDREN'S SAFEGUARDING BOARD - ANNUAL REPORT

The Panel welcomed Sir Paul Ennals, Independent Chair of the Local Safeguarding Children's Board.

He reported that arrangements for effective safeguarding were improving and that there were no immediate issues, although there were a number of matters of concern on the horizon. Ofsted had rated the service as requiring improvement when it had visited in 2014 and had flagged up a number of areas where improvement was required. These included:

- Gangs and engagement with girls at risk of child sexual exploitation (CSE);
- Children missing from care; and
- Engagement with schools.

Good progress had been made against each of these.

Serious case reviews were the issues most likely to attract public interest into the work of the LSCB. The report into the case of Child O had been published and had flagged up a number of issues requiring attention including;

- Out of borough placements;
- Work with mental health services; and
- The quality of risk assessments.

**MINUTES OF THE CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL
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The learning from these had been implemented. Two further serious case reviews had been commissioned.

The LSCB faced a number of specific challenges;

- Partners were still not good at sharing performance data;
- Engagement with children and young people still required improvement;
- All agencies were facing budget cuts and these would probably impact most severely on staff most likely to have a role in supporting multi agency work;
- The increasing fragmentation of services

He reported that a review was taking place on the future role of the LSCB and this was due to report in April. There was a need to consider partnership working beyond borough boundaries, possibly on a sub regional basis.

Specific work had been undertaken to improve how the views of children and young people were sought and responded to by the LSCB. New and better tools for listening had now been developed and progress would be monitored regularly.

In answer to a question, he stated that he met annually with Aspire and had twice met with them so far. In terms of peer advocacy, the benefits of this were well proven. However, a lot of funding that could be used for such initiatives had gone and it was not a cheap option.

In terms of issues relating to data, this was a London wide problem. Most agencies worked beyond borough boundaries and their data systems therefore were not coterminous with Haringey's. The data available to Haringey needed to be broadly the same as that available to other LSCBs as well as meaningful and proportionate. It was also essential that core data was focussed on the areas of greatest risk.

Sir Paul felt that the partnership was working better than it had been 15 months ago. He encouraged strong challenge and this needed to be taken properly and responded to effectively. There were considerable resource issues for partners though. For example, the Police sat on 7 different LSCBs whilst the Whittington Hospital and the North Middlesex sat on 3. Action had therefore been taken to reduce the number of meetings and alternatives such as the use of video and telephone conferencing had been explored. Attendance had nevertheless been good. Partners had sought to preserve the front line but the next year was likely to prove a challenge with further reduced resources. Whilst it was possible to do more on a sub regional basis, there would still be a continuing need for local provision.

Partners had been encouraged to respond to the recent government review of the role of LSCBs and it was noted that the Council intended to respond to this. The number of child protection plans (CPPs) had gone up and this had been driven, to some extent, by improved data on children.

Jon Abbey, the Director of Children's Services, commented that the number of child protection cases was increasing. There had been a decrease in the number of Looked After Children (LAC) of over 100 in the last 14 months with figures going down from 514 to 413. This was still higher than the average for London and statistical neighbours. The number of LAC had an impact on child protection figures. In terms of the duration of CPPs, data on these showed that Haringey was coming into line with statistical neighbours.

**MINUTES OF THE CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL
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In answer to a question, Sir Paul stated that there was strong evidence of the link between CSE and gangs in Haringey. Unlike other areas, there was little evidence of the involvement of middle aged men so far. Although men that were older than victims were involved, they were not markedly older. It appeared likely that there had been CSE related to gang activity for some time but the Police were now starting to make inroads in respect of the issue.

Sir Paul commented that there was a need for all partners to become more effective at intervening early. By the time cases came to the attention of the LSCB, it could be more difficult to address problems. A large proportion of funding had previously been spent on placements for LAC. Early help provided better long term outcomes and could reduce levels of risk. A consequence of early help could be not taking some children into care who previously would have been and effective monitoring was required to ensure that judgements were sound. Levels of risk had to be kept as low as possible during the transition process.

Sir Paul reported that in all cases where a child died or suffered a serious injury, a serious case review panel that included representatives from all agencies was required to be set up under an independent Chair. This made recommendations to the LSCB. It was often the case that serious case reviews could not be published for some considerable time and acting upon the learning arising from them did not wait for this. The relevant Cabinet Member briefed Councillors whilst the Chair of the LSCB briefed the Opposition lead. The full report was made available and the focus was on promoting learning. The ultimate aim was to make services better.

In answer to a question regarding to stability of placements, the Director of Children's Services reported that the percentage of children who had had three or more placements was 7.6% in 2015-16 and 7.5% in 2014-15, which compared to an average in London of 10% and 13% amongst statistical neighbours.

Sir Paul stated that work to address violent behaviour and reduce thresholds of what was acceptable took time to take effect. Early help and training were important parts of this. There had been a consistent message that the quality of assessments needed to be improved and the "signs of safety" scheme had been developed in response to this. This would require the retraining of staff across the partnership.

In terms of female genital mutilation, Sir Paul reported that Haringey had one of the highest rates in London due to its demographics. A lot of work had been undertaken by the LSCB on the issue, particularly with health colleagues and reference to it appeared on threshold documents.

Panel Members stated that they were keen to keep CSE under the spotlight. In addition, they also wished to focus attention on the further development of early help and, in particular, step down. In addition, they would also be interested in hearing more about the signs of safety initiative.

The Panel thanked Sir Paul for his attendance at the meeting.

AGREED:

**MINUTES OF THE CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL
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That the Chair of the LSCB be invited to report further on progress to a meeting of the Panel in the late autumn.

CYPS23. CHILD SEXUAL EXPLOITATION; OUTCOME OF DIAGNOSTIC REPORT

The Director of Children's Services reported that it had not been possible to share the executive summary of the diagnostic report with the Panel at this stage as the action plan associated with it had not yet been agreed formally with partners.

He stated that OFSTED had been keen to pilot their new joint area targeted inspection process with local authorities. Haringey had instead decided to commission its own review, with assistance from Police and health colleagues. This process had included desk top analysis, examining cases at random, observation and tracking and focus groups.

There had been a number of findings from the review. There was found to be good leadership and partnership and tackling CSE was seen as a priority. There was good engagement with staff and some high quality practice. However, the review highlighted the lack of prosecutions. Investigations were also found to be fragmented and not child and victim focussed enough. It highlighted that there was a lot of movement amongst the young people concerned. In addition, CSE and missing children were found to be closely linked. An operational group of relevant partners had been set up to address the issue of missing children and it was recognised that work was still required in this area.

The Panel noted that there were currently 162 children who were home educated and that this had grown from 100 three years ago. There was currently no defined remit for partners in respect of them but action was now being taken to improve engagement with such children. Regular contact was also made with all schools as well as supplementary schools.

In answer to a question, the Director of Children's Services stated that the local authority strove to have a relationship with all schools and, to this end, met regularly with diocesan authorities. There was a small team that responsible for school improvement and they could intervene where risks were identified at particular schools. There was less engagement where schools were performing well. In addition, specific work had been undertaken with governors on safeguarding policies.

AGREED:

That, when available, the diagnostic report be circulated to Panel Members.

CYPS24. 2015 TEST AND EXAMINATION RESULTS

Jane Blakey, Head of School Standards and Performance, reported on the outcome of 2015 Tests and Examinations. With the exception of Key Stage 4, improvement had been either maintained or further accelerated in all areas and remained above the national average. This was despite the borough being the 24th most deprived local authority in the country.

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In respect of early years, performance was above the national average and the gap with the London average had been narrowed. The setting of targets for schools had led to improvements in this area. Key stages 1 and 2 had shown the biggest improvements with performance being above the national average and in line with the London average. For Key Stage 2 reading, progress had been in the top ten nationally. This had followed a particular focus on reading and, in particular, teaching. The School Improvement Team was very small though, with only 5 staff to cover 90 schools.

There were major changes to tests and examinations in progress. GCSEs were to become more academically rigorous and fewer vocational routes were now recognised. Performance was now assessed exclusively by test. This had affected results already. From 2016, the main measure of progress by schools at KS4 would be Progress 8, which will be based on students' progress measured across eight subjects.

At post 16, there had been strong improvement with the gap with other London boroughs being narrowed. Across all tests and examinations, performance of disadvantaged children was generally above national averages. Groups that were making good progress but which needed to make better than expected progress in order to narrow attainment gaps were black caribbean pupils and school action plus/statemented pupils.

In answer to a question, Ms Blakey reported that specific groups within schools had been targeted in order to accelerate progress against challenging targets. Work had also been undertaken to identify where weaknesses lay. It was noted that the percentage of schools rated as either good or outstanding had increased from 61% to over 90%. School data was analysed by the Fischer Family Trust, which looked at data for every group and which ensured that schools were fully aware of any specific issues. School governors were also challenged in respect of performance issues of schools.

Panel Members were concerned that the changes in the curriculum might result in schools focussing disproportionately on high achievers. There were also recruitment and retention issues facing schools in respect of teachers. Ms Blakey stated that all areas were facing challenge in dealing with these issues. In addition, there were demographic issues including a large number of teachers reaching retirement age.

The Director of Children's Services reported that the role of local authorities in respect of schools had diminished considerably. Schools paid for the work undertaken by the Council's School Improvement Team due to the high regard in which they were held. The key issue facing the borough was how progress could be maintained in the light of the challenges now being faced.

In answer to a question, Ms Blakey reported that there was no specific definition of illiteracy. What could be regarded as functional illiteracy was very low and Haringey's performance was in line with the national average at 1.7%.

AGREED:

That the report be noted.

**MINUTES OF THE CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL
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CYPS25. WORK PROGRAMME UPDATE

AGREED:

1. That the future work programme be noted; and
2. That the draft scope and terms of reference for the Panel's review on disproportionality in the youth justice system be approved.

Clr Kirsten Hearn

Chair

Report for: Overview and Scrutiny Committee, 6th June 2016

Item number:

Title: Terms of Reference and Membership

Report

authorised by : Michael Kay, Democratic Services and Scrutiny Manager

Lead Officer: Christian Scade, Principal Scrutiny Officer,
Tel: 020 8489 2933, Email: christian.scade@haringey.gov.uk

Ward(s) affected: N/A

Report for Key/

Non Key Decision: N/A

1. Describe the issue under consideration

- 1.1 The memberships of Committees of the Council were agreed by Annual Council on 16 May 2016. With this in mind, this report sets out the terms of reference and membership for the Overview and Scrutiny Committee (OSC).
- 1.2 In addition, and in accordance with the requirements of the Council's Constitution, the Committee is asked to agree the terms of reference and membership for its four advisory panels.
- 1.3 The Committee is also asked to consider the appointment of two Haringey representatives to the North Central London Joint Health Overview and Scrutiny Committee.

2. Recommendations

- 2.1 The Committee is asked to:
 - (a) Note the terms of reference (Appendix A) and Protocol (Appendix B) for the Overview and Scrutiny Committee.
 - (b) Establish the following Scrutiny Panels for 2016/17:
 - Adults and Health
 - Children and Young People
 - Environment and Community Safety
 - Housing and Regeneration
 - (c) Approve the terms of reference/policy areas and membership for each Scrutiny Panel for 2016/17 (Appendix C)
 - (d) Appoint two Haringey representatives to the North Central London Joint Health Overview and Scrutiny Committee for 2016/17.

3. Reasons for decision

- 3.1 The terms of reference and membership of the scrutiny panels above need to be confirmed at the first meeting of each municipal year.
- 3.2 The power to appoint Haringey's representatives to the North Central London Joint Health Overview and Scrutiny Committee (JHOSC) was delegated to the OSC by Council at its meeting on 22 March 2010.

4. Overview and Scrutiny Committee

- 4.1 As agreed by Council on 16 May, the membership of the OSC for 2016/17 is: Cllr Charles Wright (Chair); Cllr Pippa Connor (Vice-Chair); Cllr Kirsten Hearn; Cllr Emine Ibrahim; and Cllr Makbule Gunes.
- 4.2 The Committee shall also comprise statutory education representatives, who shall have voting rights solely on education matters
- 4.3 The terms of reference and role of the OSC is 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 4 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 4 standing Scrutiny Panels shall be the responsibility of the main OSC.
 - The Chair of each Scrutiny Panel shall be a member of the OSC, and shall be determined by the OSC at their first meeting.

- It is intended that each Scrutiny Panel shall be comprised of between 3 and 7 members, and be politically propionate 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.
- 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 Following discussions between the Chair of OSC and Chief Whips the suggested 2016/17 membership for the four Scrutiny Panels is listed below.

Scrutiny Panel	Membership
Adults and Health	Cllr Connor (Chair); Cllr Adamou; Cllr Adje; Cllr Beacham; Cllr Griffith; Cllr McShane and Cllr Mitchell
Children and Young People	Cllr Hearn (Chair); Cllr M Blake; Cllr Mallett; Cllr Morris; Cllr Rice and Cllr Ross plus the statutory education representatives of OSC
Environment and Community Safety	Cllr Gunes (Chair); Cllr B Blake; Cllr Carter; Cllr Hare; Cllr S Mann and Cllr Stennett.
Housing and Regeneration	Cllr Ibrahim (Chair); Cllr Amin; Cllr Bevan; Cllr Engert; Cllr Gallagher; Cllr Morton and Cllr Newton
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.	

5.4 In view of the changes to Cabinet Member Portfolios, noted by Council on 16 May, 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 C.

6. North Central London Joint Health Overview and Scrutiny Committee

6.1 Haringey is currently a member of the North Central London Joint Health Overview and Scrutiny Committee (JHOSC). The other boroughs that are members are Barnet, Camden, Enfield and Islington.

6.2 The revised terms of reference, agreed by the JHOSC at its meeting on 29 January 2016, and by Haringey Council on 16 May 2016, are as follows:

- To engage with relevant NHS bodies on strategic area wide issues in respect of the co-ordination, commissioning and provision of NHS health services across the whole of the area of Barnet, Camden, Enfield, Haringey and Islington;
- To respond, where appropriate, to any proposals for change to specialised NHS services that are commissioned on a cross borough basis and where there are comparatively small numbers of patients in each of the participating boroughs;
- To respond to any formal consultations on proposals for substantial developments or variations in health services across affecting the area of Barnet, Camden, Enfield, Haringey and Islington;
- The joint committee will work independently of both the Cabinet and health overview and scrutiny committees (HOSCs) of its parent authorities, although evidence collected by individual HOSCs may be submitted as evidence to the joint committee and considered at its discretion;
- The joint committee will seek to promote joint working where it may provide more effective use of health scrutiny and NHS resources and will endeavour to avoid duplicating the work of individual HOSCs. As part of this, the joint committee may establish sub and working groups as appropriate to consider issues of mutual concern provided that this does not duplicate work by individual HOSCs; and
- The joint committee will aim work together in a spirit of co-operation, striving to work to a consensual view to the benefit of local people.

6.3 Haringey's OSC is entitled to appoint two representatives to the JHOSC. The power to make this appointment was delegated to OSC by Council at its meeting on 22 March 2010.

7. Contribution to strategic outcomes

7.1 Activities, to develop the annual scrutiny work programme, will take place during May, June and July, with the final programme to be agreed by OSC on 21 July. The contribution scrutiny can make to strategic outcomes will be considered as part of this process.

8. Statutory Officers Comments

Finance and Procurement

- 8.1 The Chief Finance Officer has confirmed the Haringey representatives on the JHOSC are not entitled to any remuneration. As a result, there are no direct financial implications arising from the recommendations set out in this report.
- 8.2 Should any of the work undertaken by Overview and Scrutiny generate recommendations with financial implications then these will be highlighted at that time.

Legal

- 8.3 The Assistant Director for Corporate Governance has been consulted on the contents of this report.
- 8.4 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.
- 8.5 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 OSC. Such reports can then be referred to Cabinet or Council under agreed protocols.
- 8.6 The OSC can appoint two representatives to the North Central London Joint Health Overview and Scrutiny Committee. This is in accordance with the decision made by full Council on 22 March 2010 that the making of nominations to the Joint Health Committee be delegated to the Committee.

Equality

- 8.7 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.

8.8 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.

8.9 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.

9. 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 Overview & Scrutiny Remits and Membership 2016/17

10. Local Government (Access to Information) Act 1985

Appendix A

PART TWO – ARTICLES OF THE CONSTITUTION

Last updated 21 July 2014

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.

Appendix A

(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).

Appendix A

(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.

Appendix A

PART THREE – RESPONSIBILITY FOR FUNCTIONS

SECTION B

Last updated 14 May 2015

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. Pensions Committee**
 - 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**
-

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

Appendix A

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.

Appendix A

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.

Appendix A

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.

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- (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

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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.

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- 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.

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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.

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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

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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

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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

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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:

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- (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,

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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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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

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- (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

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- 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.

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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.

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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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Appendix C

Overview & Scrutiny Remits and Membership 2016/17

Scrutiny Body	Areas of Responsibility	Cabinet Links	
<p style="text-align: center;">Overview & Scrutiny Committee</p>  <p style="text-align: center;">Cllr Charles Wright, Chair</p> <p>Membership:</p> <p>Cllr Pippa Connor (Vice Chair); Cllr Kirsten Hearn; Cllr Emine Ibrahim; and Cllr Makbule Gunes.</p> <p>The Committee shall also comprise statutory education representatives, who shall have voting rights solely on education matters</p>	<p>Communications; Corporate policy and strategy; Council performance; External partnerships; Strategic transport; Growth and inward investment; Capital strategy</p>		<p>Cllr Claire Kober, Leader of the Council</p>
	<p>Libraries; Customer Services; Customer Transformation Programme; Culture</p>		<p>Cllr Bernice Vanier, Deputy Leader, and Cabinet Member for Customer Services and Culture</p>
	<p>Council finances and budget</p>		<p>Cllr Jason Arthur, Cabinet Member for Finance and Health</p>
	<p>Equalities; The voluntary sector; Community Strategy</p>		<p>Cllr Eugene Ayisi, Cabinet Member for Communities</p>
	<p>Corporate programme; Council IT shared services; Procurement & commercial partnerships; Corporate governance; Shared Service Centre; Council HR & staff wellbeing; Accommodation Strategy; Community buildings; Corporate property</p>		<p>Cllr Ali Demirci, Cabinet Member for Corporate Resources</p>

Scrutiny Body	Areas of Responsibility	Cabinet Links	
	Growth strategy delivery; Social inclusion		Cllr Joe Goldberg, Cabinet Member for Economic Development, Social Inclusion and Sustainability
<p data-bbox="309 405 544 475">Adults & Health Scrutiny Panel</p>  <p data-bbox="226 719 584 751">Cllr Pippa Connor, Char</p> <p data-bbox="226 794 421 826">Membership:</p> <p data-bbox="226 869 629 1045">Cllr Gina Adamou; Cllr Charles Adje; Cllr David Beacham; Cllr Eddie Griffith; Cllr Liz McShane and Cllr Peter Mitchell</p>	Public Health; Health devolution pilots; Safeguarding adults; Adults with disabilities and additional needs; Adult social care; Health and social care integration and commissioning; Working with CCG and NHS		Cllr Jason Arthur, Cabinet Member for Finance and Health
	Tackling unemployment and worklessness; Adult learning and skills		Cllr Joe Goldberg, Cabinet Member for Economic Development, Social Inclusion and Sustainability
<p data-bbox="237 1128 618 1198">Children & Young People Scrutiny Panel</p>  <p data-bbox="226 1442 595 1474">Cllr Kirsten Hearn, Chair</p>	Schools and education; Safeguarding children; Early years and child care; Adoption and fostering; Looked-after children; Children with disabilities and additional needs; Children to adult social care transition		Cllr Elin Weston, Cabinet Member for Children and Families

Scrutiny Body	Areas of Responsibility	Cabinet Links	
<p>Membership:</p> <p>Cllr Mark Blake; Cllr Toni Mallett; Cllr Liz Morris; Cllr Reg Rice; Cllr Viv Ross; plus the statutory education representatives of OSC.</p>	Post 16 education		Cllr Joe Goldberg, Cabinet Member for Economic Development, Social Inclusion and Sustainability
	Youth services and youth offending		Cllr Eugene Ayisi, Cabinet Member for Communities
<p>Environment & Community Safety Scrutiny Panel</p>  <p>Cllr Makbule Gunes, Chair</p> <p>Membership:</p> <p>Cllr Barbara Blake; Cllr Clive Carter; Cllr Bob Hare; Cllr Stephen Mann and Cllr Anne Stennett.</p>	Recycling, waste and street cleaning; Highways; Parking; Parks and open spaces; Leisure and leisure centres; Licensing (environmental and HMO); Enforcement (environmental and planning)		Cllr Peray Ahmet, Cabinet Member for Environment
	Community safety; Engagement with the Police; Tackling antisocial behaviour; Violence Against Women and Girls		Cllr Eugene Ayisi, Cabinet Member for Communities

Scrutiny Body	Areas of Responsibility	Cabinet Links	
<p data-bbox="235 140 613 209">Housing & Regeneration Scrutiny Panel</p>  <p data-bbox="226 491 607 523">Cllr Emine Ibrahim, Chair</p> <p data-bbox="226 564 421 596">Membership:</p> <p data-bbox="226 639 602 815">Cllr Kaushika Amin; Cllr John Bevan; Cllr Gail Engert; Cllr Tim Gallagher; Cllr Peter Morton and Cllr Martin Newton</p>	<p data-bbox="656 140 1323 352">Regeneration in Tottenham; Planning policy; Planning applications and development management; Building Control; Housing Investment Programme; Housing strategy and delivery; Partnerships with Homes for Haringey and social landlords</p>		<p data-bbox="1621 140 2018 245">Cllr Alan Strickland, Cabinet Member for Housing, Regeneration and Planning</p>
	<p data-bbox="656 399 1341 467">Regeneration in Wood Green; Sustainability and carbon reduction</p>		<p data-bbox="1644 399 1995 579">Cllr Joe Goldberg, Cabinet Member for Economic Development, Social Inclusion and Sustainability</p>

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.

Report for: Overview and Scrutiny Committee, 6th June 2016

Item number:

Title: Overview and Scrutiny Work Programme Development 2016/17

Report

authorised by : Michael Kay, Democratic Services and Scrutiny Manager

Lead Officer: Christian Scade, Principal Scrutiny Officer
Tel: 020 8489 2933, Email: christian.scade@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 how the foundations will be laid for targeted, inclusive and timely work on issues of local importance where scrutiny can add value.

2. Recommendations

- 2.1 That the Committee:

- (i) Agree the timeframe for the development of the Overview and Scrutiny Work Programme for 2016/17 (outlined in sections 6 - 7);
- (ii) Approve the scoping document for the Disproportionality in the Youth Justice System Scrutiny Project, attached at Appendix A.

3. Reasons for decision

- 3.1 The Overview and Scrutiny Committee (OSC) is responsible for developing an overall work plan, including work for its standing scrutiny panels. In putting this together, the Committee will need to have regard to their capacity to deliver the programme and officers' capacity to support them in that task.

4. Approach

“Scrutiny is based on the principle that someone who makes a decision...should not be the only one to review or challenge it. Overview is founded on the belief that an open, inclusive, member-led approach to policy review...results in better policies in the long run.”

Jessica Crowe, former Executive Director, Centre for Public Scrutiny

- 4.1 Developing an effective work programme is the bedrock of an effective scrutiny function.
- 4.2 The careful selection and prioritisation of work is essential if the scrutiny function is to be successful, achieve added value and retain credibility. A summary of what needs to be done to develop a successful work programme is provided below.

An effective scrutiny work programme should reflect a balance of activities

- Holding the Executive to account
- Policy review and development – reviews to assess the effectiveness of existing policies or to inform the development of new strategies
- Performance management – identifying under-performing services, investigating and making recommendations for improvement
- External scrutiny – scrutinising and holding to account partners and other local agencies providing key services to the public
- Public and community engagement – engaging and involving local communities in scrutiny activities and scrutinising those issues which are of concern to the local community

Key features of an effective work programme

- A member led process, short listing and prioritising topics – with support from officers – that:
 - reflects local needs and priorities – issues of community concern as well as Corporate Plan and Medium Term Financial Strategy priorities
 - prioritises topics for scrutiny that have most impact or benefit
 - involves local stakeholders
 - is flexible enough to respond to new or urgent issues

4.3 Depending on the selected topic, and planned outcomes, scrutiny work will be carried out in a variety of ways, using various formats. This will include a variety of one-off reports. In accordance with the scrutiny protocol, the OSC and Scrutiny Panels will draw from the following to inform their work:

 - Performance Reports;
 - One off reports on matters of national or local interest or concern (e.g. Casey Report);
 - Issues arising out of internal and external assessment (e.g. Ofsted, Care Quality Commission);

- Reports on strategies and policies under development, or other issues on which the Cabinet or officers would like scrutiny views or support;
- Progress reports on implementing previous scrutiny recommendations accepted by the Cabinet or appropriate Executive body.

4.4 In addition, in-depth scrutiny work, including task and finish projects, are an important aspect of Overview and Scrutiny and provide opportunities to thoroughly investigate topics and to make improvements. Through the gathering and consideration of evidence from a wider range of sources, this type of work enables more robust and effective challenge as well as an increased likelihood of delivering positive outcomes. In depth reviews should also help engage the public, and provide greater transparency and accountability. It is nevertheless important that there is a balance between depth and breadth of work undertaken so that resources can be used to their greatest effect.

4.5 With this in mind, and following work undertaken by the Children and Young People's Scrutiny Panel during 2015/16, a scoping report, concerning an in-depth review into Disproportionality in the Youth Justice System, is attached at Appendix A for consideration/approval by the Committee.

5. Review of 2015/16

5.1 This time last year it was agreed the Scrutiny Cafe, for 2015/16, would have succeeded if the work programme:

- Was aligned with corporate priorities, objectives and outcomes, complimenting work of the Council and its partners;
- Didn't duplicate work being undertaken elsewhere;
- Reflected wider community's concerns;
- Was practical and produced positive and beneficial impacts;
- Was focused on areas where greatest practical assistance could be provided;
- Was managed so its scrutiny processes were commensurate with desired outcomes (e.g. a one-off report or a more in depth investigation).

5.2 In order to assess the impact of last year's work programme each of the Panel Chairs, from 2015/16, were invited to a short de-briefing session with the Chair of OSC and the Performance, Programme and Scrutiny leads for the particular corporate priority that their Panel covered. These reviewed progress in the last year and flagged up matters requiring further attention. For example, there was an opportunity to look at how the priority dashboards had been used to shape the scrutiny work programme and how these could be used moving forwards.

Summary of Achievements 2015/16

Corporate Priorities

- Regular briefings agreed for panel chairs, with priority, performance and finance leads, to support strategic understanding with work programme planning linked to corporate priorities.
- In-depth project work, linked clearly to the corporate priorities, concerning: Finsbury Park Events; Social Inclusion; Community Infrastructure Levy; Viability Assessments; Cycling; Community Safety in Parks; and Dis-proportionality in the Youth Justice System which have resulted in practical and achievable recommendations being made.

Positive and Beneficial Impact

- Thorough sessions on adult and children's safeguarding, plus briefing sessions for members and now joint work planning in hand with adults and children's safeguarding boards.
- Effective budget scrutiny with positive recommendations fully agreed by Cabinet, and forward planning to formalise budget monitoring at panels (see section 5.4).
- More focussed Cabinet member Q&As, with questions/KLOE determined in advance.
- New ways of working e.g. "scrutiny review in a day" sessions (Community Infrastructure Levy and Viability Assessments), and a range of site visits meeting staff and service users, including long-term unemployed people, young offenders, and adult service users. Members also gained first-hand experience of issues relating to cycling by touring the Borough on bikes.
- Rapid response e.g. review of Finsbury Park events with agreed recommendations developing policy and addressing resident concerns; review of action taken on various adult care concerns.

Wider Concerns / Practical Assistance

- Improved engagement with partners including police, CCG, and other NHS bodies; and a wide range of agencies, including key policy makers across London, such as the Mayor's Cycling Commissioner, and input from local MPs.
- Improved engagement with the public, both in developing the work programme and evidence gathering e.g. the Call for Evidence in relation to Finsbury Park Events.
- Learning from best practice from other local authorities through visits to Cambridge and Waltham Forest and witnesses who have attended scrutiny evidence gathering sessions (e.g. from Greenwich, Islington, Lambeth, Tower Hamlets and Southwark).
- Improved communication with local stakeholders, including press releases, coordinated through regular meetings with the Assistant Director of Communications.
- Improved engagement and involvement with wider scrutiny bodies such as the London Scrutiny Network.

- 5.3 Despite these positive developments difficulties remain, in some areas, in terms of prioritising, developing and maintaining an effective work programme.
- 5.4 To make greatest and most constructive input, the careful selection and prioritisation of work is essential if scrutiny is to be successful, gain buy in from senior officers and Cabinet, retain credibility and achieve added value. This will require using performance and financial information, on a regular basis, to shape and inform the work programme. To help with this, a number of steps have been identified:

Performance Data: In January, briefing sessions were held with OSC / Panel Chairs to look at the Council's performance dashboards, which track progress against the targets in the Corporate Plan. The sessions were well received and have been helpful in developing a deeper understanding of the Council's key performance indicators.

There is an opportunity to use performance dashboards to develop the scrutiny work programme for 2016/17. Following the 2015/16 de-briefing sessions (outlined above) a process will be developed to ensure OSC / Panel chairs are briefed regularly throughout the year on the latest performance position.

Financial Scrutiny: The Council's Overview and Scrutiny Procedure Rules (Constitution, Part 4, Section G) state: "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 scrutiny protocol.

In previous years OSC has tasked individual Scrutiny Panels with reviewing and providing comments on budget proposals relevant to their areas, with the full OSC taking a lead role for those areas not covered by a specific panel and overarching comments to Cabinet on the draft budget proposals. However, following approval of the Council's three year Medium Term Financial Strategy (MTFS) in February 2015, OSC considered its role in October 2015.

It was agreed that scrutiny of the 2016/17 budget, part of the approved MTFS 2015-2018, would be undertaken only by OSC. This took place in January 2016.

In order to cover the period of business rate devolution, work commenced on a new five year MTFS in May 2016. This will use the last year of the currently approved MTFS (2017/18) and will add a further four years (2018/19, 2019/20, 2020/21 and 2021/11). As a result, this will result in a new range of proposals for the latter four years being initially approved by Cabinet in December 2016.

5.5 With this in mind, and in view of the Scrutiny Protocol, a request has been made by Cllr Wright, Chair of OSC, for a clear timetable to be provided to OSC in July 2016, in relation to the budget setting process for 2017/18. This will outline the timescale for scrutiny input to ensure activity in this area can be co-ordinated as part of the process for developing the overall scrutiny work programme for 2016/17 and beyond.

5.6 To support this work, it is suggested that training on financial scrutiny should be provided to help develop the 2016/17 work programme. This will help ensure work in this area is proportionate, informed and considers the three stages of financial scrutiny:

Stage 1 - Planning and setting the budget. Scrutiny should seek to use financial information at a strategic level and try to avoid too much detail at this stage.

Stage 2: Monitoring the budget. It is the role of budget holders to undertake detailed budget monitoring, and the Executive and individual Portfolio Holders, will oversee such detailed budget monitoring. To add value to this process OSC, in October, agreed that each scrutiny panel could set a date, during the course of each year, to undertake a review of their areas overall service and financial performance, taking into account previous years' performance, the current year's estimated outturn position and future changes as set out in the Council's MTFS.

Stage 3: Reviewing the budget. At the end of the financial year, OSC receives an "outturn report" to look back and to think about what lessons can be learned.

5.7 To help structure the 2016/17 work programme, such training could take place in June/July to link in with OSC's consideration of the Council's Financial Outturn 2015/16.

6. **Activities to Support the Development of the Work Programme**

6.1 Any local stakeholder may suggest an item for the scrutiny work programme, including: elected councillors, local residents, partners, officers, and members of community/voluntary sector groups. With this in mind, various activities will be employed to support the development of the Overview & Scrutiny Work Programme, these include:

- **Press Release** – inviting local residents to put forward suggestions;
- **Stakeholders** – emails will be sent out asking members, senior officers, and partners for suggestions;
- **Scrutiny Cafe** – non-executive members, local partners and senior officers;
- **Informal meetings** with Cabinet Member and Senior Officers;

Stakeholder Engagement

- 6.2 To ensure issues considered by scrutiny are both important and relevant to the local community, a press release will be issued inviting local residents to put forward suggestions. In addition, emails will be sent out to ask councillors, senior officers, and partners for their suggestions. At this stage, input would be particularly welcome as the purpose is:
- To identify broad areas of concern which may guide and inform member decisions in agreeing the scrutiny work programme;
 - To highlight specific suggestions for in depth scrutiny review.
- 6.3 To facilitate further discussion and prioritisation of topics to be included within the work programme, suggestions will be analysed with consideration given to the relevant corporate priority and scrutiny body.

Scrutiny Cafe

- 6.4 Feedback, from 2014 and 2015, suggests the Scrutiny Cafe approach has been useful in supporting informed discussion and allowing meaningful assessments of suggested topics for scrutiny. This year's event will take place on 9 June.
- 6.5 As in previous years the 2016 Scrutiny Cafe will bring together key local stakeholders (non executive members, partners and senior council officers) for round table discussions to inform the development of the scrutiny work programme. Round table discussions will be themed around the remits of the scrutiny panels (which also correspond closely to corporate priorities).
- 6.6 The themed round table discussions will be informed and guided by issues and suggestions emerging from suggestions received during May – June and from items rolled over from last year. Discussions will be led by the relevant scrutiny chair with the support of officers. The aim of these discussions will be to:
- Identify any further issues (to those already suggested);
 - Prioritise issues/ suggestions to be included within the scrutiny work programme.

Cabinet Members and Senior Officers

- 6.7 To finalise the consultation process, the Chairs of each scrutiny body will meet with relevant Cabinet members and senior officers. The primary purpose of such meetings will be to discuss emerging issues, to identify the value of each topic, and to consider how selections align with corporate priorities, objectives and outcomes. This will help ensure scrutiny processes are commensurate to desired outcomes (e.g. one-off report or more in depth investigations).
- 6.8 At this juncture, Cabinet members and senior officers are also invited to suggest additional topics where scrutiny could be beneficially involved, including:

- Any matters forming part of the Budget and/or Policy Framework which will require adoption in the coming year;
- Any other strategies or policies which may benefit from scrutiny involvement;
- Items on the Forward Plan which may benefit from pre-decision scrutiny;
- Annual service reports or inspection reports.

6.9 In addition, these meetings provide an opportunity for relevant Cabinet member(s) to agree dates, with the Chair, at which they will attend meetings for their (twice yearly) Question and Answer sessions.

Monitoring the Work Programme

6.10 Once the work programme is agreed, there are both formal and informal systems in place to ensure effective monitoring of the work programme. Regular agenda planning meetings (with the Chair and senior officers) and discussion at Committee give an opportunity to discuss the scope and approach to the area of inquiry.

7. Work Programme Development Timeline

Date	Fora	Purpose
April / May	Informal meetings	Members of OSC to reflect on the 2015/16 work programme to: <ul style="list-style-type: none"> • Assess impact of 15/16 programme; • Identify carry over work items; • Identify future training and development needs
April / May	Groups / Chief Whips	Recruitment of non-executive members to Scrutiny Panels
16 May	Annual Council	Confirmation of Membership of Overview & Scrutiny Committee
May	Informal meeting of new Overview & Scrutiny Committee	<ul style="list-style-type: none"> • Brief for work programme development process; • Identify training needs.
May	Stakeholder Engagement	To identify priorities and topics for inclusion in the scrutiny work programme for 2016/17 from local stakeholders.
6 June	Overview & Scrutiny Committee (1)	<ul style="list-style-type: none"> • Chairs, membership and terms of reference of scrutiny bodies confirmed • Work programme development update and sign off process; • Leaders State of the Borough address (outline priorities in year ahead).
9 June	Scrutiny Cafe	Overview & Scrutiny Committee to conduct themed round table discussions with non-

Date	Fora	Purpose
		executive members, Senior Officers & partners to identify & discuss possible work areas.
June / July	Consultation with Cabinet Members and Senior Officers	Individual Chairs of OSC and Scrutiny Panels to meet with relevant Cabinet members and Senior officers to: <ul style="list-style-type: none"> • Ensure work items align with corporate priorities; • Identify those areas where scrutiny can provide greatest assistance; • To agree and scope work items.
27 June - 7 July	Scrutiny Panels – Round 1	<ul style="list-style-type: none"> • Each Panel to note terms of reference and membership • Discuss and agree work plans – agenda planning
July	OSC/Cabinet face to face	Twice yearly meeting – details TBC as the meetings did not take place during 2015/16.
21 July	Overview & Scrutiny Committee (2)	Confirm 2016/17 work plan of Overview & Scrutiny Committee and Scrutiny Panels.
Ongoing	All meetings of all scrutiny bodies	Work programme monitoring

8. Member Learning and Development

8.1 In terms of Overview and Scrutiny, Members require a number of skills. Various activities took place, during 2015/16, to support the delivery of the scrutiny work programme, including:

- Chairing Overview and Scrutiny: Developing and Improving Skills
 - o ½ day training delivered in August
- Mentoring for the Chairs of Overview and Scrutiny
 - o This was tailored to each Chair and their identified requirements and took place during Autumn
- How to effectively challenge the Council and its partners on Child Safeguarding, including addressing Child Sexual Exploitation
- Various MLD sessions and site visits (specific to certain scrutiny projects)

8.2 Moving forwards, these activities, the broad range of generic skills required by all members, issues raised (under section 5) concerning financial scrutiny, and topics included in the future scrutiny work programme, will need to be considered/reviewed as part of work that's taking place to develop a new Member Learning and Development programme. This will ensure scrutiny Members are properly equipped to undertake planned work during 2016/17.

9. Contribution to strategic outcomes

- 9.1 Activities to develop the annual scrutiny work programme, will take place during May, June and July, with the final programme to be agreed by OSC on 21 July. The contribution scrutiny can make to strategic outcomes will be considered as part of this process.

10. Statutory Officers comments

Finance and Procurement

- 10.1 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

- 10.2 There are no immediate legal implications arising from the report.
- 10.3 In accordance with the Council's Constitution, the approval of the future scrutiny work programme falls within the remit of the OSC.
- 10.4 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.
- 10.5 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

- 10.6 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.

10.7 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.

10.8 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.

11. Use of Appendices

Appendix A Scoping Report for the Disproportionality in the Youth Justice System Scrutiny Project

12. Local Government (Access to Information) Act 1985

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Disproportionality in the Youth Justice System – Scope and Terms of Reference

Review Topic	Review / Project Title
<p>Rationale</p>	<p>There is disproportionate percentage of young people from some communities within the youth justice system in Haringey. This is particularly pronounced within the black community. Data shows that 47% of the caseload for the Youth Justice Service come from the black community, despite them representing only 28% of the population. This disproportionality is mirrored both across London and nationally.</p> <p>The review will look at the reasons for this, what can be done to prevent it and diversionary activities. This will involve looking at a range of issues including the role of schools, care and Child and Adolescent Mental Health Services (CAMHS). In addition, it will look at how this is addressed within the new Early Help service. Examples of effective action from elsewhere will be considered to see if there is potential for these to be adopted locally.</p>
<p>Scrutiny Membership</p>	<p>Members of the Children and Young People’s Scrutiny Panel will carry out this review</p>
<p>Terms of Reference (Purpose of the Review/ Objectives)</p>	<p>To consider the following;</p> <ul style="list-style-type: none"> • Overrepresentation of specific ethnic minority groups within the youth justice system and the reasons for this; • How support services work together the prevent and divert young people from over represented communities entering the youth justice system; • The support that you people receive once they enter the youth justice system and its effectiveness in preventing young people from re-offending; and • Successful action undertaken by similar London boroughs to address the issue

<p>Links to the Corporate Plan</p>	<p>This review relates to Priority 1 – “Enable every child and young person to have the best start in life, with high quality education”</p> <p>Objective 5; Children and families who need extra help will get the right support at the right time to tackle issues before they escalate</p> <p>It also relates to Priority 3 – “A clean, well maintained and safe Borough where people are proud to live and work.”</p> <p>Objective 5: To work with partners to prevent and reduce more serious crime, in particular youth crime and gang activity.</p>
<p>Evidence Sources</p>	<p>This will include:</p> <ul style="list-style-type: none"> - Youth Justice Service data; - Community Safety Strategy 2013-17; - Relevant legislation and guidance.
<p>Witnesses</p>	<p>The following witnesses will be invited to take part in the review/submit evidence:</p> <ul style="list-style-type: none"> - Jennifer Sargeant – Head of Targeted Response and Youth Justice - Simon Stone – Service Manager, Youth Justice Service - Police - CAMHS - Pupil Referral Unit - Crown Prosecution Service - Haringey Racial Equality Council - Haringey Peace Alliance

	<ul style="list-style-type: none"> - Young offenders
Methodology/Approach	<p>A variety of methods will be used to gather evidence from the witnesses above, including:</p> <ul style="list-style-type: none"> - Desk top research - Evidence gathering sessions with witnesses - Visits or evidence from local authorities who undertaken successful work in this area - Review of evidence sources (listed above – including written submissions)
Equalities Implications	<p>The review is specifically focussed on a key equalities issue as it concerns the disproportionate percentage of young people from some communities who come into contact with the youth justice system.</p>
Timescale	<p>The evidence gathering will be completed by the end of July 2016.</p>
Reporting arrangements	<p>The Director for Children’s Services will coordinate a response to Cabinet to the recommendations. It may also be necessary for the conclusions and recommendations of the review to be submitted to the Youth Justice Service Partnership Board should they cover partnership issues relevant to its work.</p>
Publicity	<p>The project will be publicised through the scrutiny website and scrutiny newsletter providing details of the scope and how local people and community groups may be involved. The outcomes of the review will be similarly published once complete.</p>
Constraints / Barriers / Risks	<p>Risks: Not being able to get key evidence providers to attend on the agreed date of evidence gathering. Not being able obtain evidence from key informants e.g. local authorities</p>

Appendix A

Officer Support	Scrutiny Support: <ul style="list-style-type: none">- Rob Mack, Principal Scrutiny Officer Service Support: <ul style="list-style-type: none">- Jennifer Sergeant – Head of Targeted Response and Youth Justice- Simon Stone – Service Manager, Youth Justice Service

Report for: Overview and Scrutiny Committee, 6th June 2016

Item number:

Title: Adults and Health Scrutiny Panel – Update on Project Work

Report authorised by : Michael Kay, Democratic Services and Scrutiny Manager

Lead Officer: Christian Scade, Principal Scrutiny Officer
Tel: 020 8489 2933, Email: christian.scade@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 provides a summary of work undertaken by the Adults and Health Scrutiny Panel concerning adult safeguarding.

2. Cabinet Member Introduction

N/A

3. Recommendations

3.1 That the work undertaken, during 2015/16, by the Adults and Health Scrutiny Panel, concerning adult safeguarding, be noted.

4. Reasons for decision

4.1 This report seeks to keep the full membership informed of work that has been undertaken by the Adults and Health Scrutiny Panel.

5. Alternative options considered

5.1 The Committee could choose not to review its work programme however this could diminish knowledge of the work of Overview and Scrutiny and would fail to keep the full membership updated on any changes to the work programme.

6. Background information

6.1 Following discussion at the Scrutiny Cafe in 2015, the Adults and Health Scrutiny Panel took a keen interest in adult safeguarding, especially in view of changes to adult care services.

6.2 Over the last year, the Panel has considered various issues in relation to safeguarding and Haringey's ambition to develop a community wide partnership approach to quality assurance, including:

29 June 2015

- **Quality Assurance and the Care Quality Commission.** The Panel received an update on the Council's approach to quality assurance and its relationship with the Care Quality Commission (CQC); options for keeping Overview and Scrutiny informed of CQC inspections; the work that was underway with Sevacare and the CQC in light of a recent CQC inspection; and progress that had been made in delivering an improvement plan in relation to the CQC Inspection of Haringey's Community Reablement Service.

5 October 2015

- **Care Quality Commission.** The Inspection Manager for the Adult Social Care Directorate, CQC, London Region, presented an overview of inspections carried out in the borough and those planned for the future, drawing out key trends and lessons regarding the quality of care delivered in the borough.
- **Quality Assurance and Developing a Partnership Approach in Haringey.** This report provided information on the Council's approach to Quality Assurance and outlined Haringey's ambition to develop a community wide partnership approach to assuring quality across the Health and Social Care system.

18 January 2016

- **The Multi Agency Approach to Safeguarding and Quality Assurance in Relation to the Provider Market.** This report outlined work underway to develop a multi-agency approach to safeguarding and quality assurance, with particular reference to the provider market.

1 March 2016

- **Adult Safeguarding Update.** This paper was requested following a recent BBC London report which reported there had been a lack of care and support for an elderly lady living at home with dementia.

6.3 Further information about each of these items can be found via <http://www.minutes.haringey.gov.uk/ieListMeetings.aspx?Committeeld=804>

6.4 In December, the Panel met informally with Dr Adi Cooper, the Independent Chair of Haringey's Safeguarding Adults Board (SAB). This gave an opportunity to learn more about the roles and responsibilities of the SAB, and to consider the SAB's Annual Report. Following this, the Panel met in March to provide collective feedback on the SAB's Strategic Plan 2015-2018 Consultation Document.

6.5 To help develop the scrutiny work programme, various member development activities, including site visits, briefings and conferences, have also taken place, including:

- In February, the Panel Chair attended, and spoke at, a London Scrutiny Network workshop that was established to consider the role of scrutiny in adult safeguarding.
- A Member Learning and Development session was organised for all members, following a request from the Panel. This took place on 10 March.
- The Panel met with representatives from Enfield on 17 March to learn more about their (gold standard) Making Safeguarding Personal (MSP) programme.
- Panel Members were offered an opportunity to attend a conference at the University of Bedfordshire on 27 April in relation to MSP.

6.6 These activities helped Panel members to consider the role of scrutiny in this complex area and to learn from safeguarding/scrutiny best practice. In view of the above, scrutiny activity in this area moving forward is likely to focus on “*what does good look like for an adult at risk?*” This could result in scrutiny asking questions / looking for evidence in terms of:

- Continuity of relationships for the adult with professionals
- Adults at risk being heard and involved in decisions – “*Nothing about me without me*”
- Safeguarding being personalised
- Understanding the person
- Partnership working – with the adult and between agencies

Professionals showing concerned curiosity and due regard

6.7 These issues will need to be considered as part of the work that takes place to develop the Panel’s work programme for 2016/17.

7. Contribution to strategic outcomes

7.1 The issues included within last year’s Adults and Health Scrutiny Panel work programme were identified following consideration of the priorities set out in Haringey’s Corporate Plan.

7.2 The work (outlined in section 6) was selected based on the potential for scrutiny to contribute to strategic outcomes in relation to Priority 2 – “*Enable all adults to*

live healthy, long and fulfilling lives”, specifically Objective 5 – “All vulnerable adults will be safeguarded from abuse”.

8. Statutory Officers comments

Finance and Procurement

- 8.1 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 then these will be highlighted at that time.

Legal

- 8.2 In accordance with the Council’s Constitution, the approval of the future scrutiny work programme and the appointment of Scrutiny Panels (to assist the scrutiny function) falls within the remit of the Overview and Scrutiny Committee.
- 8.3 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 Overview and Scrutiny Committee. Such reports can then be referred to Cabinet or Council under agreed protocols.

Equality

- 8.4 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.
- 8.5 The Committee should ensure it addresses these duties by considering them within its future work plan, including any work relating to adult safeguarding. 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.

8.6 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.

9. Use of Appendices

None

10. Local Government (Access to Information) Act 1985

10.1 External web links have been provided in this report. Haringey Council is not responsible for the contents or reliability of linked websites and does not necessarily endorse any views expressed within them. Listings should not be taken as an endorsement of any kind. It is your responsibility to check the terms and conditions of any other web sites you may visit. We cannot guarantee that these links will work all of the time and we have no control over the availability of the linked pages.

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