

NOTICE OF MEETING

HOUSING AND REGENERATION SCRUTINY PANEL

Monday, 27th June, 2016, 6.30 pm - Civic Centre, High Road, Wood Green, N22 8LE

Members: Councillors Kaushika Amin, John Bevan, Gail Engert, Tim Gallagher, Emine Ibrahim (Chair), Peter Morton and Martin Newton

Co-optees/ Non Voting Members

Quorum:

1. FILMING AT MEETINGS

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

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

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

2. APOLOGIES FOR ABSENCE

3. URGENT BUSINESS

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

4. DECLARATIONS OF INTEREST

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

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

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

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

5. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

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

6. TERMS OF REFERENCE (PAGES 1 - 34)

To note the terms of reference of the panel as agreed by Overview & Scrutiny Committee on 6th June 2016.

7. MINUTES (PAGES 35 - 40)

To approve the minutes of the previous meeting.

8. TEMPORARY ACCOMMODATION (PAGES 41 - 48)

Head of Housing Demand will attend to present on the current issues relating to the use of temporary accommodation.

9. WORK PROGRAMME UPDATE (PAGES 49 - 68)

To receive an update on the work programme development process for 2016/17:

- Consultation process
- Feedback from the scrutiny café

To discuss and agree work programme items for the Housing and Regeneration Scrutiny Panel 2016/17.

10. VIABILITY ASSESSMENTS - UPDATE

To receive an update on the panels work on viability assessments.

11. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at item 3 above.

12. DATES OF FUTURE MEETINGS

3rd October 2016

13th December 2016

7th March 2017

Martin Bradford

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Bernie Ryan

Assistant Director – Corporate Governance and Monitoring Officer

River Park House, 225 High Road, Wood Green, N22 8HQ

Friday, 17 June 2016

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Report for: Housing & Regeneration Scrutiny Panel

Item number: 6

Title: Terms of Reference and Membership

Report

authorised by : Michael Kay, Democratic Services and Scrutiny Manager

Lead Officer: Martin Bradford

Tel: 020 8489 6950, Email: martin.bradford@haringey.gov.uk

Ward(s) affected: N/A

Report for Key/

Non Key Decision: N/A

1. Describe the issue under consideration

1.1 This report sets out the terms of reference and membership for Overview and Scrutiny for 2016/17.

2. Recommendations

2.1 The Panel is asked to:

(a) Note the terms of reference (Appendix A) and Protocol (Appendix B) for Overview and Scrutiny.

(b) Note the policy areas/remits and membership for each Scrutiny Panel for 2016/17 (Appendix C).

3. Overview and Scrutiny Committee

3.1 As agreed by Council on 16 May, the membership of the Overview and Scrutiny Committee for 2016/17 is: Cllr Charles Wright (Chair); Cllr Pippa Connor (Vice-Chair); Cllr Kirsten Hearn; Cllr Emine Ibrahim; and Cllr Makbule Gunes.

3.2 The membership of the Committee also includes the statutory education representatives, who have voting rights solely on education matters

3.3 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.

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

4. Scrutiny Panels

- 4.1 Article 6 of the Constitution states the OSC shall appoint Scrutiny Panels in order to discharge the Overview and Scrutiny role.
- 4.2 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.
- 4.3 In view of the changes to Cabinet Member Portfolios, noted by Council on 16 May, policy areas to be covered by each Scrutiny Panel were updated by OSC on 6 June. This information, together with the membership for each Panel and links to relevant Portfolio holders, is attached at Appendix C.

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. North Central London Joint Health Overview and Scrutiny Committee

- 5.1 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.
- 5.2 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.

5.3 Haringey's OSC is entitled to appoint two representatives to the JHOSC and on 6 June agreed to appoint Cllr Charles Wright and Cllr Pippa Connor to the NCL JHOSC.

6. Contribution to strategic outcomes

6.1 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.

7. Statutory Officers Comments

Finance and Procurement

- 7.1 The Chief Finance Officer has confirmed the Haringey representatives on the JHOSC are not entitled to any remuneration.
- 7.2 Should any of the work undertaken by Overview and Scrutiny generate recommendations with financial implications then these will be highlighted at that time.

Legal

- 7.3 The Assistant Director for Corporate Governance has been consulted on the contents of this report.
- 7.4 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.

- 7.5 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.
- 7.6 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

- 7.7 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.
- 7.8 The proposals outlined in this report relate to the membership and terms of reference for Overview and Scrutiny and carry no direct implications for the Council's general equality duty. However, the Panel should ensure that it addresses these duties by considering them within its work programme, as well as individual pieces of work. This should include considering and clearly stating;
- How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;
 - Whether the impact on particular groups is fair and proportionate;
 - Whether there is equality of access to services and fair representation of all groups within Haringey;
 - Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.
- 7.9 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.

8. Use of Appendices

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

Appendix B Scrutiny Protocol

Appendix C Overview & Scrutiny Remits and Membership 2016/17

9. Local Government (Access to Information) Act 1985

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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.

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(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).

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(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.

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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**
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4. Overview and Scrutiny Committee

The Overview and Scrutiny Committee may:

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

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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.

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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.

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**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;
 - (ixi) 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="309 403 544 475">Adults & Health Scrutiny Panel</p>  <p data-bbox="226 719 595 751">Cllr Pippa Connor, Chair</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 1129 618 1201">Children & Young People Scrutiny Panel</p>  <p data-bbox="226 1445 595 1477">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="656 400 1341 464">Regeneration in Wood Green; Sustainability and carbon reduction</p>		<p data-bbox="1644 400 1995 576">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.

DRAFT
Housing & Regeneration Scrutiny Panel
Minutes of 3rd March 2016

Present: Cllr Ayisi (Chair), Cllr Engert, Cllr Gallagher, Cllr Gunes, Cllr Ibrahim & Cllr Newton

In attendance: Cllr Strickland

1. Webcasting

The meeting was not webcast.

2. Apologies for absence

Cllr Griffith.

3. Declarations of interest

None received.

4. Urgent items of late business

None.

5. Petitions

None.

6. Minutes

6.1 To approve the minutes of the 3rd March 2016.

7. Cabinet Q & A

7.1 The Cabinet Member for Housing and Regeneration attended to respond to questions from the panel on this portfolio. The following provides a summary of the key issues covered in this session.

7.2 Northumberland Park Development – it as noted that there had been significant learning from the resident and engagement and involvement process, particularly in relation to Love Lane. It was noted that there are now three residents associations in the area which will help to facilitate engagement on future development plans for the area.

7.3 Development vehicle – this was approved by Cabinet, and procurement is about to commence for a partner. This scheme would help the council to develop local housing by bringing in additional skills and expertise. It is anticipated that a development partner would be in place by the end of the year / beginning of 2017.

7.4 There is a new Head of Social and Economic Regeneration – and the panel may wish to invite this new post holder to a future meeting.

7.5 Housing Fraud – there had been concerted action to help identify illegal subletting in both Homes for Haringey and other registered providers (as this was now a criminal offence). It was noted that over 60 properties have been returned to

the council or other providers back as a result of this initiative. Fraud within Temporary Accommodation was also being assessed.

7.6 Right to Buy Applications – all applications are subject to fraud investigation. There have been over 250 applications this financial year of which 75 have either been declined or withdrawn as a result of local investigations. This has resulted in a saving of £100k per property (the discount available) or £7.5m saving in total. The council has been approached by a registered provider to support them in similar process that would be introduced in this sector in the future.

7.7 Modular Build – there are two pilot sites (Truelock Court and Civic Centre) which together could provide in excess of 100 temporary accommodation units. It is likely that new sites will emerge as regeneration plans progress. It will be important that sites are not left idle and ensure that maximum housing opportunities are provided through such sites. It was noted that the Cabinet member will continue to meet and discuss such plans with local councillors. It is important to help reduce use of emergency nightly rates accommodation given the relative expense of this form of housing.

7.8 The council recognise that where possible, it is better to keep those that need accommodation within their community so that they can continue to access established support networks. It was suggested that increasing the supply of temporary accommodation quickly through modular build which can be sited locally may help local residents to maintain links and reduce costs for the council. The cost of a modular build was estimated to be £70-80k as opposed to £270-280k for a permanent home.

7.9 There was some concern as to the quality of modular build and stigma (if these were to be used solely for temporary accommodation). It was noted that there were in excess of 20 different designs available and that there was an intention to mix the tenures at the scheme (i.e. not just TA).

7.10 It was noted that the new Mayor, whoever is elected, may introduce new housing and regeneration policies which may significantly impact on how the council meets local housing needs. The council would be bidding for a second Housing Zone in the borough.

7.11 The Chair thanked the Cabinet member for attending.

8. Preferred Partner Agreement

8.1 The new and emerging protocol for the Preferred Partnership Agreement (PPA) was presented to the panel. It was noted that an existing PPA was agreed at Cabinet in November 2014, which confirmed the following Registered Housing Providers (RHP) as preferred partners:

- London & Quadrant
- Circle
- Family Mosaic
- Newlon
- Notting Hill

- Sanctuary.

8.2 The purpose of the PPA was promote information sharing and to support change in the sector locally. Four key service areas form the basis of the PPA, which include:

- New development
- Homelessness / Temporary Accommodation
- Estate management
- Relationships with elected members.

8.3 The panel noted that there had been significant improvement to the two-way relationship since November 2014 and that a good working relationship was in existence with this smaller group of RHPs to help achieve housing and other related objectives stated in the Corporate Plan. The panel noted that:

- A Memorandum of Understanding had been developed to support a common set of management standards across the sector;
- Work was progressing to establish an agreed procedure for member enquiries;
- Partners were working together to identify how residents can be supported to maintain their tenancy in challenging circumstances;
- RHPs were keen to be involved in prospective development partnerships with the council.

8.4 Prospective changes anticipated through the Housing and Planning Bill would impact on the sector, in particular the forced sale of properties through Right to Buy. It was noted that forced sales could significantly affect the business model of smaller RHPs and could affect their overall viability. In the context that there are 45 RHPs operating in the borough, most of which are relatively small scale operations, the Cabinet member has met with the largest local RHPs to determine what support could be provided to smaller RHPs operating in the borough to minimise future risks in the sector.

8.5 Further clarification was given in respect of the use of RTB receipts. It was initially hoped grants would be offered to preferred partners to assist in the delivery of new affordable homes. In reality, there has been a low take up of the grants mainly because these grants could only account for 30% of the total cost of the scheme and they were unable to use RTB receipts with other grants. In the context of the above, eligibility for RTB receipts has been extended to a wider pool of RHPs, including smaller housing organisations, to facilitate take up and increase the provision of affordable homes.

8.6 It was noted that there was considerable demand by preferred providers for land to develop affordable homes. However, the Council is still in the process of identifying a partner for the proposed development vehicle and land that can be transferred to the vehicle is also still under consideration. The council will be better placed to consider the needs of preferred partners once these decisions have been taken. In the interim, the Council has continued to work with preferred partners, in particular Newlon and Notting Hill in the Housing Zone area.

Agreed: That the panel should receive an update on the use of RTB receipts and use for affordable housing.

8.7 The Housing Strategy will be updated and finalised toward the end of 2016, which will restate the importance of working with local partners to improve the supply of affordable homes in Haringey. It is hoped that preferred partners will sign-up to the strategy once agreed.

8.8 The terms of the preferred partnership will be continually monitored and updated as necessary in response to local or national policy changes.

8.9 The Chair thanked officers for attending.

9. Supported Housing Review

9.1 The council provides a range of supported housing services for older and vulnerable adults living in the community. The council provides:

- Short-term services; up to 2 years – for single homeless adults, young people, domestic violence, mental health, substance misuse and offending.
- Mid-term services; more than 2 years – for people with learning disabilities, physical disabilities, mental health.
- Long-term services; usually lifetime – for older people and people with learning and/or physical disabilities

9.2 A review of supported housing was undertaken in 2005, which revealed an oversupply of sheltered accommodation and undersupply of Extra Care accommodation. The review currently being undertaken will:

- Update the evidence base;
- Look at all supported housing, not only sheltered for the elderly;
- Transform and modernise services, focus support on need not age;
- Reflect strategic objectives in the Housing Strategy as well as operation pressures in homelessness and temporary accommodation.

9.3 The panel noted that the scope of the review will encompass the following:

- Services commissioned by all parts of the council (principally Housing Related Support & Adult Services);
- All supported housing will be included; older people's provision will be given priority;
- Focus on accommodation-based services;
- All providers, including private provision where possible;
- Property quality and standards in council-owned stock;
- Residential and personal care provision is out of scope but step-down & Extra Care needs.

9.4 The review will take 12 months and will analyse a wide range of needs assessment data to ensure that supported housing services meet the current and future needs of local residents. A consultation on proposed outcomes will take place in the autumn of 2016, the resultant recommendations to be presented to Cabinet in December 2016. A dedicated project manager is in place to support this work and project board will oversee the review.

9.5 The panel noted that the review will pay particular attention to sheltered housing for the elderly, where there are approximately 50 local schemes supporting over 1,300 local residents. The review will focus on the quality and standards of such schemes.

9.6 Although the review is not finance driven, it is anticipated that the data gleaned from the needs assessment will guide and inform more strategic approach to commissioning of supported housing, which may free up funds for further investment.

9.7 A key aim of the review will be to provide an evidence based assessment on each of the different sites and schemes within the supported housing programme and to make recommendations based on this to take forward in the consultation.

9.8 A critical aspect of the review will be to assess how such schemes are connected within the community and if there is potential that such schemes can operate as a service hub to a support wider range of older people's needs within the vicinity of the scheme. This model is currently being trialled at Larkspur Close. Members of the panel were supportive of this approach, particularly as this approach could be used to provide prevention services. It was noted that local Housing Associations may also be interested in this model and approach.

9.9 The panel noted that the review would also pay attention to culturally sensitive schemes. An Equalities Impact Assessment (EQIA) would be undertaken at the point of decision to outline how proposed developments will impact on equalities groups.

9.10 Larkspur Close was discussed where it was noted that a conditions survey would take place to identify any investment that may be needed. It was noted that there were no plans for redevelopment of the site in the short or medium term.

9.11 It was noted that that there were a number of guides to supported housing in the borough. These provided details of the schemes in the borough. These would be reassessed once the review had been completed.

9.12 The panel discussed how local residents become attached to a specific geographic area, which should be recognised and reflected in how people are placed in supported housing. It was noted that the review would generate improved data to better help match supply and demand, and enable geographical preferences to be taken in to consideration.

9.13 It was noted that the consultation would also explore the viability of expanding specific schemes. The review would look at geographical longer term demand and seek to plan services accordingly.

9.14 It was noted that Good Neighbour Schemes would also be included within the review to identify how older and other vulnerable residents can be helped to live independently at home. It was noted that many older people wanted to live at home in a general needs dwelling and could be helped with floating support and other such similar schemes.

9.15 It was suggested that an increase in the provision of single bedroom ground floor properties could also play a part in helping older and disabled people to live independently at home. Such additional provision within overall housing supply could help to create more opportunities for older people living in larger houses to downsize.

9.16 The Chair thanked officers for attending.

10. Community Infrastructure Levy

10.1 The panel received the final report of the Community Infrastructure Levy. It was noted that this would now be approved by Overview & Scrutiny Committee last in March 2016. It was anticipated that the review would be presented at Cabinet for agreement in May 2016.

11. Work Programme Update

11.1 The Viability Assessment review would take place on 7th April 2014. It was noted that in addition to a number of developers, both Greenwich and Southwark had both agreed to attend. As agreed, the panel would also have the support of the Planning Officers Society for objective and independent advice.

12. New items of business.

12.1 None

13. Dates of future meeting



Briefing for	Housing & Regeneration Scrutiny Panel 27 th June 2016
Title	Homelessness in Haringey
Author	Denise Gandy, Director of Housing Demand

Defining Homelessness and Haringey's approach

Local Authorities have statutory duties towards homeless households. These are broadly; providing advice and assistance free of charge to prevent homelessness, providing temporary accommodation while making enquiries into whether a main homelessness duty is owed and when this is accepted, accommodating the household until a suitable offer of settled accommodation is made.

A 'main homelessness duty' is owed where the authority is satisfied that the applicant is eligible for assistance, unintentionally homeless and falls within a specified priority need group. The traditional approach to discharging a homelessness duty to accepted households was through social housing lets, although the ability to discharge into the private rented sector was also available if the household consented. The enactment of the Localism Act 2011 provided Local Authorities with the ability to discharge their homelessness duty into the private rented sector without consent of the household.

Services in Haringey are currently configured to provide a dedicated Housing Advice and Options service which focuses on homelessness prevention and a Homelessness Assessment service which is accessed when homelessness cannot be prevented.

Trends and relative performance

Homelessness Prevention

In 2015/16 the borough prevented 756¹ households from becoming homeless, an increase of 109 (17%) on 2014/15 and 49% on 2012/13.

	2012-13	2013-14	2014-15	2015-16
Preventions	505	535	647	756

Preventions include households who were assisted to remain in their own homes and those who were assisted to obtain alternative accommodation. In 2015 these were 43% and 57% respectively.

¹ P1e Homelessness returns

Although the number of preventions is on the increase there is a comprehensive approach to improve these further through existing and new methods.

- Good quality housing advice at an early stage is crucial to preventing homelessness, along with a holistic approach
- A greater emphasis on Conciliation
- Outreach Advice to key partners (Probation Service and St Ann's) to provide accessible housing advice to vulnerable client group and the professionals that support or supervise them
- Working closely with Community groups, training and advising them to ensure they in turn are able to advise and sign post Haringey households appropriately and that this valuable work in preventing homelessness is captured and recognised
- The Welfare Reform Hub works with households to help them resolve issues created by the welfare reform changes and in many cases supports them into work
- Hearthstone connects survivors of domestic violence to a range of services which can support them to remain in their homes safely
- The homelessness prevention fund (currently £80k pa) which is used to provide one off payments which can enable people to remain in their own homes
- A one off grant of £200k has also recently been secured and will be used to fund a 'Find your own' scheme. This scheme will provide a £500 resettlement grant to households (where a homelessness duty would be or is owed) who chose to find their own private rented accommodation

Homeless acceptances

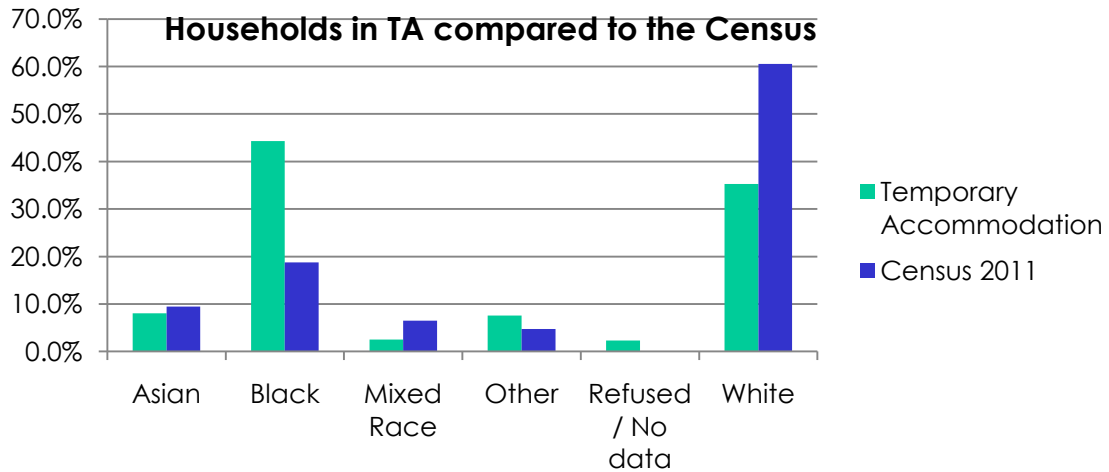
Being evicted by a private sector landlord is consistently the most common reason for homelessness amongst households where a main homelessness duty has been accepted. This accounts for 60 per cent of all acceptances in 2015/16, 52 per cent in 2014/15 and 54 per cent in 2013/14. The combined total of people being asked to leave from family or friends' accommodation also accounts for 27 per cent of cases in 2013/14 and 2015/16 and 22 per cent in 2014/15.

The top ten reasons for homelessness can be seen below.

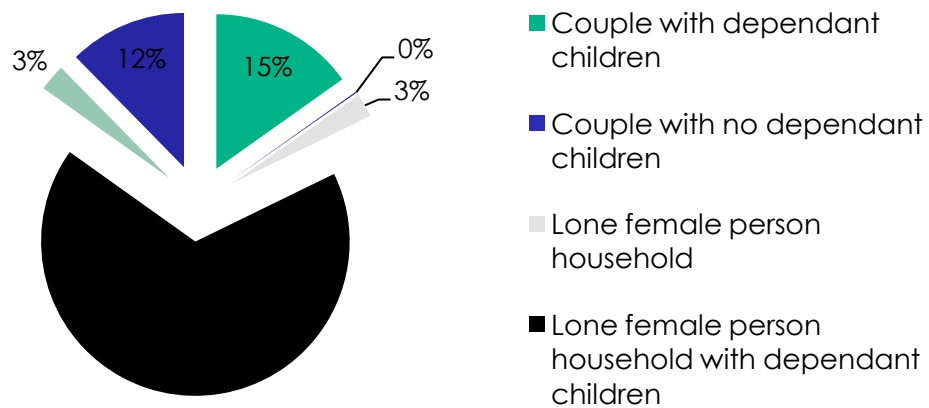
Reason for homelessness acceptances	2013/14	2014/15	2015/16
Evicted Private Landlord	412	345	362
Licence termination (family)	54	97	46
Licence termination (friend)	154	51	119
National Asylum Service	39	40	22
Evicted Housing Association	8	18	10
Overcrowded /unreasonable to occupy	14	12	0
Evicted Council	9	9	10
Domestic Violence	9	8	12
Relationship breakdown	1	20	5
Evicted resident landlord	10	13	0
Other	60	51	17

Households in Temporary Accommodation

There is an over representation of 'Black' and 'Other' ethnic group households in temporary accommodation, compared with the profile of Haringey residents set out in the 2011 Census.



67 per cent of households in temporary accommodation are made up of Lone females with dependant children.



Types and cost of Temporary Accommodation

A range of temporary accommodation has been procured over time to meet demand. Private sector leased properties, Hostels and S193's (decants) are managed by Homes for Haringey, other accommodation is secured with social landlords and in the private sector.

TA Type	Number (14/06/16)
Emergency accommodation/ annexes	1,600

Private Sector leases (PSL's)	928
Housing Association Leases	247
Supplier managed PSL's	104
Hostels	145
B&B (Private Hostels)	50
S193's (decants)	103
Other	37

Subsidy arrangements mean that local authorities in London receive 90 per cent of Local Housing Allowance rate (2011) plus £40 per week, however nightly charged accommodation and properties in the Borough, increasingly cost more than this.

Nightly rated/emergency accommodation

Bed size	Subsidy	Average price	Subsidy gap	Annual loss
2	£248	£315	£67	£3,484
3	£310	£364	£54	£2,808
4	£378	£462	£84	£4,368
Private hostel				
Double	£121.87	£305	£183.13	£9,522.76

To minimise the negative financial impacts of subsidy shortfalls a number of approaches are planned or in use;

- Continued access to the Housing Related Support funded supported housing for single vulnerable households with move on plan
- Conversion of ex-residential schemes or commercial premises into shared facility hostels
- Engagement with households by the Move On Team throughout the period of stay in temporary accommodation to reinforce various housing options
- Use properties that are decanted for regeneration as temporary accommodation
- Retain as many of the existing leases as possible and go back out to the market with a revised lease offer to secure new private sector leases
- Procure out of London TA (and assured short hold tenancies)

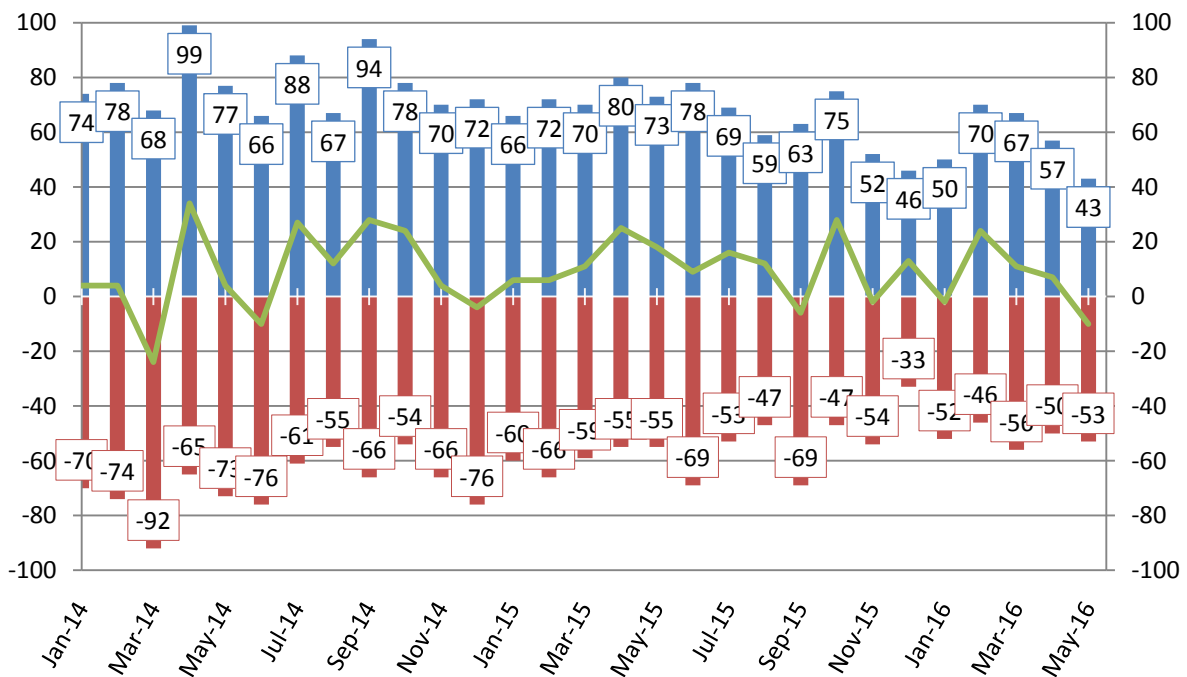
- Facilitate economic moves for households in the most expensive temporary accommodation
- Cross borough agreements on pricing and a dynamic purchasing system to make the process of accessing accommodation and agreement of charges transparent
- Develop new supply through modular build and property purchase

Movement in and out of Temporary Accommodation

London saw an increase in the number of households placed in TA of 8% compared with March 2014 (50,970 compared with 47,020²). The number of households in B&B in London also increased by 10% in March 2015 compared to March 2014. The number of households in TA in London has increased each quarter since Q1 2012.

The rate of increase of households placed in temporary accommodation in Haringey has been lower than many other London Boroughs. Although, the rate of increase over Q1 and Q2 in Haringey worsened, this remained lower than the London average. The average increase being 28 households for London and 18 in Haringey.

May 2016 saw the lowest number of people entering temporary accommodation for two years; the overall numbers are however continuing to increase as the rate of households leaving temporary accommodation has reduced.



² Statutory live tables 774 DCLG

The impact of Social Housing Supply

From a high of 1,000 Lets in 2011/12, lets to general needs housing has fallen year on year with an average reduction of 13% per year.

	2012/13	2013/14	2014/15	2015/16
Bedsit	7	12	9	7
1	295	287	252	226
2	286	234	169	154
3	140	126	102	89
4	41	29	27	13
5	2	6	4	1
6	1	0	1	1
TOTAL	772	694	564	491

There are a number of factors which impact on the number of available properties to let. Council tenants have the right to buy (RTB) their council homes if they meet certain qualifying criteria and they are entitled to receive a discount on the market valuation of the property, but this discount is capped. In 2013 the discount cap was increased from £75K to £100K and this saw RTB sales almost double to 143 in 2013. In 2014 215 properties were sold. Properties which are decanted have begun to be used as temporary accommodation and fewer households are leaving of their own accord. The projected impact can be seen below.

Lettings	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21
Council & RP Re-lets	627	486	451	402	350	316	284	259
Council & RP new builds including Estate renewal & Buy-back	67	78	6	196	145	197	189	130
General Needs Lets	694	564	457	598	495	513	473	389

Currently 70 per cent of lets are targeted to households in temporary accommodation. A reduction of overall lets is however expected, resulting in the

number of lets to this group also reducing to approximately 50 per cent. In addition less than 50% of lets are family sized accommodation and given most household required 2 bed rooms there is a mismatch between available lets and demand.

The traditional approach of using social housing to discharge the main homelessness duty is not a realistic option and is not a sustainable approach for the local Authority.

Use of the private rented Sector

The private rented sector has been relied upon to manage homelessness. Lets into this type of accommodation are used to prevent homelessness by assisting households to obtain alternative accommodation and to discharge the main homelessness duty. Accessing this type of accommodation has become increasingly difficult over recent years.

PRS Lets						
2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16
1000	496	314	254	222	157	176

The barriers to accessing this type of accommodation are predominantly due to the pressures of a competitive market and presenting an agreeable proposition for landlords. These currently include financial incentives which vary dependant on the size of the property, tenancy support for both landlord and tenants, tenancy training, fast tracking of housing benefit claims (for claims in the borough of Haringey) and rent payments direct to the landlord (for vulnerable tenants). The impact of Welfare Reform further narrows the range of properties (commonly now in the bottom 30% of the market) that are accessible and affordable. Some key elements include;

- Single people who are under 35 are only eligible to claim housing benefit for a single room (a room in a shared house). A small number of exceptions apply which relate to being in care, certain vulnerabilities and recognised homelessness
- Local Housing Allowance³ rates are frozen for 4 years, so the gap between market rents and Housing Benefit levels will increase even further
- The Benefit cap will reduce further the maximum amount of income from benefits household can receive (£23,000 in London, £20,000 elsewhere), leaving no possibility of families being able to pay the difference between the housing benefit payment and the rent. This makes private renting not 'affordable' for larger families

³ Local Housing Allowance rates are the maximum amount of rent that is payable on a property for housing benefit purposes.

- 2,007 households in Haringey are expected to be capped when the lower level comes in
- Discretionary Housing Payments (DHP) are used to pay the difference in benefits and rent, however these can only be paid for a limited time (while claimants become work ready)
- The implementation of Universal Credit (one Benefits payment to claimants) and other proposals which include the removal of benefit for under 25s is creating additional nervousness amongst landlords

Affordable private rented accommodation has been a challenge for many London local authorities resulting in an increasing trend to secure private sector lets (Assured short hold tenancies (AS's) out of borough and in some cases out of London. This has been considered as the only affordable option particularly for larger households.

A target to increase the number of ASTs is needed to meet demand and has been set at 400 for 16/17 (157 were achieved in 2014/15 and 176 is projected for 15/16). The 400 ASTs will be used equally to discharge the main homelessness duty and prevent homelessness. In order to widen supply a number of approaches will be adopted;

- Revision of incentives to encourage landlords and agents to provide ASTs in larger numbers
- Build on discussions with larger providers/investors
- Introduction of a 'Find your own' incentive to households
- Ensuring access to 'intermediate rent' properties on new schemes for homeless households
- Role of Move 51 North

Report for: Housing & Regeneration Scrutiny Panel

Item number:

Title: Work Programme Development

Report authorised by : Bernie Ryan, Assistant Director of Corporate Governance

Lead Officer: Michael Kay, Democratic Services and Scrutiny Manager,
020 8489 2920, michael.kay@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 the Panel can add value.

2. Cabinet Member Introduction

N/A

3. Recommendations

- (a) That the Panel agree that the areas, outlined in section 6.14 be considered for inclusion in the 2016/17 scrutiny work programme.
- (b) That the Overview and Scrutiny Committee be asked to endorse (a), above, at its meeting on 21 July 2016.
- (c) That in respect of the priority work areas for 2016/17, the Chair of the Panel meets with appropriate Cabinet members and senior officers to clarify the work programme, before it is agreed by the Overview and Scrutiny Committee.

4. Reasons for decision

- 4.1 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 suggestions put forward by each Panel, their capacity to deliver the programme, and officers' capacity to support them in that task.

5. Alternative options considered

- 5.1 The Panel could choose not to review suggestions for its future work programme however this could diminish knowledge of the work of Overview and Scrutiny and would fail to keep the full membership updated.

6. Background Information

“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

- 6.1 Developing an effective work programme is the bedrock of an effective scrutiny function.
- 6.2 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

6.3 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;
- Issues arising out of internal and external assessment;
- 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.

6.4 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.

Review of 2015/16

6.5 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.

6.6 These sessions 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. Some of the achievements from last year are highlighted in the table overleaf.

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.

- 6.7 Despite these positive developments difficulties remain, in some areas, in terms of prioritising, developing and maintaining an effective work programme.
- 6.8 On 6 June OSC agreed, 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.

Activities to Support the Development of the Work Programme

- 6.9 Public engagement and involvement is a key function of scrutiny and local residents and community groups are encouraged to participate in all aspects of scrutiny from the development of the work programme to participation in project work (e.g. providing service assessments / service user insights).
- 6.10 To ensure issues considered by scrutiny are both important and relevant to the local community, an online survey was distributed to local residents, community groups and other local stakeholders to assess their views. This was administered for a two week period from mid-May and generated approximately 70 individual qualitative responses.
- 6.11 Further to the completion of the survey, the Chairs of scrutiny bodies have met with relevant Cabinet members and senior officers to further discuss issues arising from the survey.
- 6.12 From these activities, and work rolled over from last year, a summary of suggestions – attached at Appendix A – was prepared for the Scrutiny Cafe that took place on 9 June.
- 6.13 The aim of the Scrutiny Cafe was to bring together key local stakeholders (non executive members, partners and senior council officers) for round table discussions to further inform the development of the scrutiny work programme.
- 6.14 From these discussions, and items rolled over from last year, a number of issues have been prioritised for consideration in the Panel's future work programme. These are provided in detail in Appendix A and are also summarised below:

Priority Work Areas for 2016/17

- Affordable housing - Development Vehicle
- Private rented Sector – the introduction of selective licensing
- Temporary Accommodation – stage 1 – support to those in crisis and stage 2 – nature and level of support provided to those that may be homed out of borough.
- Regeneration of Tottenham and Wood Green
- Confidence in the local planning system
- Planning enforcement
- Tenancy Strategy
- High Streets
- Older Peoples Housing
- Leaseholders
- Flood Risk Assessment

Cabinet Members and Senior Officers

- 6.15 Before the final work programme is agreed by OSC, the Chair of the Panel 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).
- 6.16 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.

6.17 These meetings also provide an opportunity for relevant Cabinet member(s) to agree dates, with the Chair, at which they will attend meetings for their Question and Answer sessions.

Monitoring the Work Programme

6.18 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 each panel meeting give an opportunity to discuss the scope and approach to the area of inquiry.

Member Learning and Development (MLD)

6.19 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)

6.20 Moving forwards, these activities, the broad range of generic skills required by all members and the 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.

7. Contribution to Strategic Outcomes

7.1 Activities to develop the future scrutiny work programme have taken place during May and June, with further work planned for July. The contribution scrutiny can make to strategic outcomes will be considered as part of this process, before the final programme is agreed by OSC on 21 July.

8. Statutory Officers Comments

Finance

- 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 these will be highlighted at that time.

Legal

- 8.2 There are no immediate legal implications arising from the report.
- 8.3 In accordance with the Council's Constitution, the approval of the future scrutiny work programme falls within the remit of the OSC.
- 8.4 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.
- 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.

Equality

- 8.6 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.
- 8.7 The Panel should ensure that it addresses these duties by considering them within its work plan, 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.

8.8 The Panel should ensure 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 – Priority Areas for Housing & Regeneration Scrutiny Panel

10. Local Government (Access to Information) Act 1985

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**Housing & Regeneration Scrutiny Panel
Outcomes from Scrutiny Cafe 2016**

No.	Suggestion	Y/N/P	Comments from Cafe
Priority 1 - Affordable Housing			
85	How can the council address the imbalance between the provision of affordable and social housing provision and other housing developments? What can be done to maximise affordable housing provision?	Yes	<ul style="list-style-type: none"> • The Scrutiny Panel has assessed the Council role in homebuilding and recommendations have been approved by Cabinet. Update due in 16/17. • The panel is completing work on viability assessments - compliance with local affordable housing targets. Report Summer 2016 • The impact of the Mayor’s housing policy housing delivery –the new Mayor will retain affordable housing as a 50% strategic long term goal. • There is a declining proportion of housing stock in the borough; therefore the focus will naturally fall on allocations policy. • The requirement for the delivery of Starter Homes will assume priority in planning terms, which may restrict the provision of other affordable housing products. • The Housing Strategy will be agreed in December 2016 – which will have a number of sub strategies including a housing supply plan and homelessness strategy. • The Council is establishing a development vehicle to bring additional capacity or expertise to support a step change in local housing supply. Procurement will see partner announced in January 2017. <p><u>There is scope for more in depth scrutiny involvement:</u> (i) That scrutiny could focus on the development vehicle, in particular the governance arrangements that will support this new body (e.g. membership, relationship between board and Council and associated priorities of the Council). This work could also assess arrangements for local and public the accountability and future scrutiny of this body (Autumn 2017)</p>
86	How can the Council ensure that there is sufficient access to social housing now and for future generations? In particular relation to affordability, access and quality.		

No.	Suggestion	Y/N/P	Comments from Cafe
			<p><u>There is scope for short update reports in respect of:</u> (ii) It would be beneficial if the future housing supply strategy could be presented to HRSP on route to finalisation. (iii) An update on the previous scrutiny report on Council role in supply of housing is due at HRSP within 2016/17.</p>
Priority 2 – Private Rented Sector			
91	What can be done to improve accessibility and affordability of housing within the Private Rented Sector? In particular, scrutiny could look at how local families are hit by penalties and costs associated with short term lets (e.g. inventories, deposits).	Yes	<ul style="list-style-type: none"> • Do we have enough local data on the experiences of tenants in the PRS? • How is the Councils letting agency 51 degrees faring? Is there anything that can be done to further support this initiative? It was possibly too early to look at this. • How will the new licensing regime help improve quality in the PRS in Haringey? • There are new regulations which will restrict the ability of the council to apply a borough wide licensing scheme. • The Council is developing a new enforcement response team with more joined up local actions from officers which will encompass housing standards. • There is a real issue with illegal conversions with homes being converted in to single contained rooms with limited facilities. <p><u>There is scope for short update reports in respect of:</u> (i) Through a further update on the work of the council to introduce selective licensing and HMOs.</p>
93	What is being done to address the problem of illegal or non-registered multi occupancy residences (HMOs)? There are many problems associated with such residences, including rubbish build up etc.		
97	Scrutiny should look at the private rented sector in Haringey, in particular relation to overcrowding in multiple occupied tenancies and the substandard level of housing conditions. What action is being taken to stop conversion of family homes in to multiple occupied properties?		

No.	Suggestion	Y/N/P	Comments from Cafe
106	How is the Council supporting the implementation of selective licensing?*		
Priority 3 – Temporary Accommodation			
109	To review the emerging homelessness strategy?		<ul style="list-style-type: none"> • The cafe discussed a number of issues relating to temporary accommodation, particularly in relation to: <ul style="list-style-type: none"> ○ The demographics of those in TA; and ○ The broader socio-economic outcomes of those assigned this form of accommodation. • This is an ongoing and rising cost for the Council - what actions have been taken to redress this? • When is the new TA strategy due and when could scrutiny contribute? <p>There is scope for more in depth scrutiny involvement to assess: (1) The nature and level of support provided to people presenting as homeless and in crisis (Stage 1).</p> <p>There is scope for more in depth scrutiny involvement to assess: (2) The nature and level of support provided to people that are required to be housed out of borough, in particular comparative models of how this is approached in other boroughs.</p> <p>Head of Housing Demand is attending first meeting of the panel on 27th June – to provide an overview in respect of above. This could provide an opportunity to scope any particular involvement in this issue.</p>

Priority 4 - Regeneration of Tottenham and Wood Green			
94	How can the Council ensure that regeneration takes place evenly across the borough and ensure that areas are not left behind (e.g. Woodside Ward especially Gospatrick Rd, White Hart Lane end).		<ul style="list-style-type: none"> • The Tottenham Regeneration Programme is a corporate priority and is therefore included annually scrutiny an annualised monitoring session undertaken through scrutiny. • Are there areas not affected by development and potential regeneration? • How does the Local Plan ensure that all communities benefit from regeneration taking place across the borough? <p>There is possible scope for more in-depth scrutiny involvement to assess how the Wood Green Regeneration Programme can learn from the Tottenham Regeneration Programme? In particular, such work could focus on communication process and how local residents are engaged and involved.</p>
Priority 5 (a)– Planning - provisions for local infrastructure and local amenities / Confidence in local planning system			
89	What can be done to improve access to green spaces in the borough, particularly in areas of intensive new development (i.e. Tottenham)?		<ul style="list-style-type: none"> • The panel have just concluded work on the CIL – community element which is due to be developed later this year. • How often is the Regulation 123 list, which sets out priorities for community infrastructure, updated? Can scrutiny have a role in that updating process?
100	Where development takes place, there needs to be a holistic assessment of what impact that this will have on need for local infrastructure, parking and other amenities and make sure this is reflected in development plans.		<ul style="list-style-type: none"> • Where development takes place, how are S106 agreements agreed? • How is the balance between employment space and housing development accounted for strategically across the borough? • Given the current land values for housing, it is unlikely that developers will come forward for development solely focused on employment. In this context, the focus will be to encourage and support mixed

101	How can we ensure that enterprise is encouraged and supported throughout the borough, in particular that there is appropriate space for employment opportunities?		developments through local planning framework. The service currently engages with developers to help bring forward mixed use schemes.
107	How does the council balance the need for employment and housing within local development plans?		<ul style="list-style-type: none"> • The council has many competing priorities for development gain (e.g. housing, environment, employment, green-space) and the LPA seeks to maximise this within individual negotiations. <p>Scrutiny may be beneficially involved in the following areas: Further areas for investigation may include:</p> <ul style="list-style-type: none"> • How are corporate priorities reflected in individual planning decisions? • How can the council support greater mixed use development? • Further scoping with head of development management.
Priority 5 (b) – Planning - Confidence in local planning system			
98	How can trust and confidence in the local planning process by local residents be improved?		<ul style="list-style-type: none"> • The Statement of Community involvement was updated this year, which included the findings of a previous scrutiny review.
103	The committee should look at the way in which planning officers interpret and fulfil their role, in particular the extent to which they identify with the interests of planning applicants vs the extent to which they feel they are representing and protecting the interests of local residents and the community at large.		<ul style="list-style-type: none"> • Planning Service has recently restructured – is there sufficient capacity in the system to meet current and future demand? • The panel has noted issues with recruitment and retention in the Planning Service in the past year (as across all Borough) – does the impact of agency or temporary staff impact on service delivery? • What support is available to community in commenting on planning applications? • How is the new digital platform my Haringey performing? • How do other Local Authorities undertake engagement? • Do we provide sufficient information on the issues which members of the public may comment on planning applications i.e. those of material concern?
95	Scrutiny should assess whether there are a sufficient number of		Given the monitoring nature of the above, it is suggested that this

	<p>Planning Case Officers with appropriate support (such training, development opportunities) to help redress the perceived imbalance between developers and the concerns of the local residents. Similarly, such a review should encompass the impartiality of the planning process whereby local residents have confidence that the council take sufficient account of the needs and wants into consideration in determining planning applications.</p>		<p>could be factored into the work programme through Cabinet Q & A.</p>
<p>Priority 6 - Planning Enforcement</p>			
99	<p>How can we protect Conservation Areas from gradual incremental development (such as expansion of small and medium sized houses by extensions, conversions and basements)?</p>		<ul style="list-style-type: none"> • Is this a problem in Haringey's Conservation Areas? • What protections are there for Conservation Areas? • Does the extension of Permitted development rights apply to Conservation Areas? <p>It was felt that there was potential for scrutiny involvement in respect of how the anticipated new enforcement model will operate?</p>
<p>Priority 7 – Tenancy Strategy (Housing Associations)</p>			
88	<p>What support is provided by Homes for Haringey for vulnerable tenants, particularly in relation carers and tenancy succession? Scrutiny could look at the role of the Decisions Panel in adjudicating</p>		<ul style="list-style-type: none"> • What support is provided for vulnerable tenants? • How are carers recognised in tenancy succession right? • How does the Decisions panel operate – can this be improved? • What impact will the H & P Act have on local tenancy conditions (e.g. introduction of 5 years tenancies)?

	such cases.		
108	To review the emerging tenancy strategy.		<ul style="list-style-type: none"> • When is the new strategy due and when could scrutiny contribute? • It was felt that this should be assessed on a more holistic basis, and extend to other RHPs in the area. <p>Possible scrutiny involvement: To look at tenancy arrangements and standards across the RHP sector in Haringey. What work has been undertaken to date to improve standards and how can RHPs be supported to work together more effectively.</p>
Priority 8 – High Streets			
87	How is the Council helping to maintain and develop the vitality and diversity of local high streets? There is concern that high rents are pushing independent retailers out of the high street and letting in too many chains and charity shops.		<ul style="list-style-type: none"> • Concerns were registered about the gradual decline of the main (Wood Green) and local shopping centres. • There was some discussion as to how can local transport - cycling and walking – could encourage local shopping centre use – and how does parking deter use? • Of particular concern was that high streets were becoming less family friendly (betting shops, less play groups); • Cllr Sahota has completed a review of High Street – and it would be useful to relate this to any work planned by scrutiny. • Localisation of business rates – will this increase the scope for local action – e.g. reward for loyal local businesses? <p>Suggested areas for scrutiny involvement: To consult Cllr Sahota as to work already completed to develop local high streets and to identify possible areas in which scrutiny could be involved.</p>
Unassigned – Older Peoples Housing			
104	Older peoples housing – how are older people that wish to downsize		<ul style="list-style-type: none"> • What data do we have to suggest this is a local issue?

	being supported? Are there sufficient local options available to older people?		<ul style="list-style-type: none"> • Does this affect disproportionately affect different wards? • Are we working effectively with partners to support older people? • Age UK has closed, what impact will this have on housing support for older people living locally?
105	What are the outcomes from the Supported Housing Review?		<p>Possible areas for scrutiny involvement: The Consultation on the Supported Housing review will take place in the autumn of 2016 and it is suggested that scrutiny could contribute to that review (via the October meeting)? To determine if there are any opportunities for joint scrutiny with adults and health panel?</p>
Unassigned – HfH Leaseholders			
90	Scrutiny should assess the nature and level of services provided by Homes for Haringey to local leaseholders and tenants. Such a review should focus on how the new service level agreement between the Council and Homes for Haringey will deliver improved services and improved value for money.		<ul style="list-style-type: none"> • How does the decline in government grants for councils for improvement affect leaseholders? • How does the new contract for HfH affect leaseholders? • Is there a code of practice for leaseholders? Is there a representative body? • It was noted that there are two ways in which leaseholder charges are apportioned: fixed or variable approaches. This could be reviewed through scrutiny process. • There was a perception that the re-letting of leaseholder properties was a problem area which may need further investigation?
92	The Council should assess leaseholder arrangements within Homes for Haringey. In particular, assessing that there are effective and efficient procurement arrangements to get the best value from improvement works.		<p>Suggested areas for scrutiny involvement: Whilst individual leaseholder concerns may best be addressed through the member enquiry process. There may be scope for scrutiny involvement in respect of: a) the model in which leaseholder charges are calculated; b) gathering further evidence on leasehold properties that have been onward let.</p>

Unassigned – Flood Assessment			
102	How effective is the local Strategic Flood Assessment Plan?		<ul style="list-style-type: none">• What role and responsibilities have as strategic flood authority?• How effective are local plans? <p>This sits within the Local Plan.</p>
Unassigned – Carbon reduction			
-			<ul style="list-style-type: none">• Energy assessments in private sector may impact on supply of affordable homes• An update on councils 40:20 commitment.

