

NOTICE OF MEETING

CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL

**Thursday, 13th June, 2019, 6.30 pm - Civic Centre, High Road,
Wood Green, N22 8LE**

Members: Councillors Josh Dixon, Tammy Palmer, Dana Carlin,
James Chiriyankandath, Julie Davies, Erdal Dogan (Chair) and Mike Hakata

Co-optees/Non Voting Members: Mark Chapman (Parent Governor
representative), Yvonne Denny (Church representative) and Luci Davin (Parent
Governor representative)

Quorum: 3

1. FILMING AT MEETINGS

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

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

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

2. APOLOGIES FOR ABSENCE

3. ITEMS OF URGENT BUSINESS

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

4. DECLARATIONS OF INTEREST

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

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

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

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

5. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

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

6. MINUTES (PAGES 1 - 8)

To approve the minutes of the meeting of 19 March 2019 (attached).

7. TERMS OF REFERENCE AND MEMBERSHIPS (PAGES 9 - 66)

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

8. CABINET MEMBER QUESTIONS - COMMUNITIES AND EQUALITIES

An opportunity to question the Cabinet Member for Communities and Equalities, Councillor Mark Blake, on developments within the parts of his portfolio that relate to the terms of reference of the Panel.

9. YOUTH SERVICES (PAGES 67 - 72)

To consider the further development of Youth Services within the borough.

10. REVIEW ON RESTORATIVE JUSTICE (PAGES 73 - 78)

To receive an update on the implementation of the recommendations of the Review on Restorative Justice that was undertaken by the Panel in 2017/18.

11. APPRENTICESHIPS (PAGES 79 - 86)

To report on the Council's activity to promote and provide apprenticeship opportunities to Haringey residents.

12. WORK PROGRAMME 2018-20 (PAGES 87 - 96)

To consider an update on the work programme for 2018-20.

13. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at item 3 above.

14. DATES OF FUTURE MEETINGS

- 19 September 2019;
- 7 November 2019;
- 19 December 2019; and
- 2 March 2020.

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Bernie Ryan
Assistant Director – Corporate Governance and Monitoring Officer
River Park House, 225 High Road, Wood Green, N22 8HQ

Thursday, 06 June 2019

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MINUTES OF THE MEETING OF THE CHILDREN AND YOUNG PEOPLE'S SCRUTINY PANEL HELD ON TUESDAY 19TH MARCH 2019

PRESENT:

Councillors: Mahir Demir (Chair), Josh Dixon, Tammy Palmer, James Chiriyankandath, Julie Davies and Khaled Moyeed

Co-opted Members: Mark Chapman (Parent Governor representative), Yvonne Denny (Church representative) and Luci Davin (Parent Governor representative)

1. FILMING AT MEETINGS

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

2. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor Carlin.

3. ITEMS OF URGENT BUSINESS

None.

4. DECLARATIONS OF INTEREST

None.

5. DEPUTATIONS/PETITIONS/PRESENTATIONS/QUESTIONS

None.

6. MINUTES

AGREED:

That the minutes of the meeting of 4 February 2019 be approved.

7. TRANSITIONS PROJECT UPDATE

The Panel received an update on the Transitions project. It was noted that the project was intended to help better prepare young people with Special Educational Needs and Disabilities for adult life. John Everson, Assistant Director for Adults, reported that the project had made some real achievements but there were still challenges to

be met and further work would therefore be taking place to address them. The project had been a collaborative piece of work between the Children and Young People's and Adult Services.

The Panel noted that there had been a number of achievements by the project during the past year:

- A transitions protocol had been developed with NHS services to ensure joint working to plan progression to adulthood;
- Funding had been obtained from the Department of Work and Pensions (DWP) to provide employment placements via my AFK for 27 people with disabilities;
- Agreement had been reached with NHS partners on an improved referral pathway for Continuing Health Care to ensure continuity of services for people that receive funding from NHS;
- Free mental health support had been secured for people aged 16 and above to access the Haringey Well-Being Network;
- Training had been provided for staff and partners to enhance their knowledge so that they were better able to signpost to community services. Training had also been provided for commissioning staff to assist them in understanding user needs and negotiating the cost of care packages with providers;
- Work had taken place with children's mental health services to ensure improved referral routes to adult social care for assessments;
- The IT system had been updated to improve recording of transitions information for young people; and
- A monthly transitions co-production group had been established with families and staff.

There had been a number of achievements by the Transitions Reference Group through co-production, which included:

- An "Apps for Social Care" web page that was developed for service users to promote independence. A "Moving On" tool was also developed for young people to find disability well-being information more easily;
- Improved information and signposting on SEND issues, such as post 16 choices, colleges and employment, had been provided as well details of relevant adult social care websites; and
- Surveys had been undertaken to improve SEND information and a Transitions Pathway Guide published and widely distributed.

Parents and carers had been listened to and gaps in support identified. In particular, a need to improve housing and employment support had been identified. In respect of autism, the care packages provided for adults were not necessarily the best option for them. The outcomes that were being aimed for included a reduction in isolation, greater independence, promotion and maintenance of employment and better management of money. A range of further work was planned for 2019.

In answer to a question, Gill Gibson (Assistant Director for Early Help and Prevention) reported that it was known that there was a "cliff edge" for young people when they reached the age of 18. It was one of the reasons why the work had been undertaken. One key aim was to provide information at a much earlier stage, including the range of

options available. The Panel noted that it was planned to produce an “easy read” version of the Transitions Pathway guide.

In answer to another question, Shana Nessa (Project Manager for Transformation) reported that copies of the Pathway guide would be sent to Special Educational Needs Co-ordinators to distribute to relevant young people. In answer to another question, Mr Everson reported that the relationship with the DWP in respect of the project was focussed on how improvements could be made to the process of getting people into work rather than the receipt of benefits.

In answer to a question regarding accessibility of information, Ms Gibson stated that further consideration could be given to this. An Autism Strategy was also currently being developed and would address some of these issues. The Panel noted that an assessment of carers was also undertaken when young people were assessed on transition into Adult Services. Mr Everson felt that further work might be needed on this area.

In answer to another question, Ms Gibson stated that many young people attended schools and colleges outside of the borough. They were supported in this through the provision of independent travel training. Good practice from elsewhere was considered in order to help develop care.

Ms Gibson reported that My AFK was a voluntary sector organisation. The programme in Haringey involved My AFK receiving referrals from a range of sources including self-referral. She agreed to consider further the feasibility of encouraging contractors working with the Council to provide placements for local young people. Mr Everson stated that the Council had bid successfully to the DWP and My AFK had been commissioned to deliver the work required. The Panel requested that they be provided with a briefing note clarifying the relationships involved in the contracts with the DWP and My AFK.

AGREED:

1. That a briefing note be provided to Members of both Panels on the contractual relationships between the Council, the DWP and My AFK in the project to support young people with learning difficulties into employment;
2. That relevant information on transitions, including the Pathway guide, be circulated to carers of young people including details of who to contact if they have any queries;
3. That consideration be given to the feasibility of encouraging contractors working with the Council to provide placements for local young people; and
4. That another joint meeting of the Children and Young People and Adults and Health Scrutiny Panels be arranged for six months' time to report on progress, particularly with employment initiatives.

8. CABINET MEMBER QUESTIONS - CHILDREN AND FAMILIES

Councillor Elin Weston, the Cabinet Member for Children and Families, reported on recent developments within her portfolio. She stated that the Council's action plan in response to the recent OFSTED inspection had been agreed by Cabinet in the previous week and had now been submitted to OFSTED. A report on progress with its implementation would be submitted to Cabinet on an annual basis. Two briefing sessions were also being arranged for all Councillors.

She was pleased to report that planning permission had been granted for a new school building at Earham School, which had been needed for some time. The funding for it had come from the Department for Education and there had been no cost to the Council. Construction of the new building was not expected to cause any disruption to the work of the school and no decant would be necessary. Work was also being undertaken to develop other capital schemes to improve school buildings.

In answer to a question regarding Coleridge School and the closure of part of its playground, Councillor Weston stated that she was not aware of this but would write to the Headteacher and Chair of Governors when she had more information. Eveleen Riordan, Assistant Director for Schools and Learning, reported that she was aware of the issue and work to remedy the situation was being prioritised.

In respect of tackling childhood obesity, the Council's Public Health Service had a Healthy Schools programme and she was happy to provide a written update on the progress of this. In addition, two schools in the borough had been selected as Super Zones, which was a project to improve the environment around schools. A number of schools had also begun the Daily Mile initiative. In addition, the Mayor of London had banned the advertising of junk food on the transport network and Haringey had now become the first London borough to mirror this on the advertising sites that it owned. The ban also covered advertisements that presented an unhealthy body image. She suggested that the Panel may wish to make childhood obesity an agenda item for a future meeting of the Panel.

In answer to a question regarding improving access to Russell Group universities, the Cabinet Member stated that she was very happy to look at action that had been taken in Newham and, in particular, support provided to young people. There was not only one route to success though and support also needed to be made available for those who wished to take a different path, such as an apprenticeship. Attainment meant different things to different groups of young people.

In respect of the financial deficit at Duke's Aldridge Academy, the Cabinet Member reported the issue was a concern but was due, in a large part, to the funding formula for schools not keeping pace with inflation. In addition, income fell when the number of pupils on school rolls fell. Audits of schools were undertaken every year and training was offered to governors.

In answer to a question regarding plans for education, these were outlined in the Borough Plan and the strategic objectives of Haringey Education Partnerships. It was intended to work to ensure as many schools as possible were rated as outstanding and all were at least rated as good. Specific performance measures would be included in the new Plan. Ms Graham commented that it was an overall strategic plan for the borough to be achieved with partners.

AGREED:

That an item on action to address childhood obesity be added to the work plan for the Panel.

9. OFSTED INSPECTION - ACTION PLAN

Ms Graham stated that the report provided an overview of the actions that would be taken in response to the recent OFSTED inspection. A more detailed version of the plan had been sent off to OFSTED. There would be an annual engagement meeting with OFSTED to consider progress with the action plan. A self-evaluation process would be used to help inform this. The Council's self-evaluation had been found by OFSTED to be consistent with its own findings.

In respect of the progression to being rated good, the Cabinet Member reported that it was important that OFSTED's judgement had matched the Council's own assessment. This was because it showed that the Council knew its strengths and weaknesses and where further work was required. She was confident that the actions required would be achieved. She was not yet in a position to say when as this would need to be confirmed with OFSTED but that it was intended that progress would be fast paced.

Ms Graham commented that improvement would need to be multi-factorial. Consistency needed to be achieved in social work practice and this required staff to stay for a long time and for social workers to be well trained. There needed to be a reduced turnover in staff as there was a higher number of agency staff than she would like. However, this would not be easy to achieve. The service was nevertheless starting from a strong position. Staff were hugely committed and formed good relationships with young people. Further OFSTED inspections were expected, including ones on SEND and Youth Justice. Work with partners was essential in achieving improvement. In particular, the Multi-Agency Safeguarding Hub (MASH) was very important. Good progress had been achieved since the Joint Targeted Area Inspection (JTAI) of last year.

In answer to another question regarding what good social work practice might look like, she stated that she wished all staff to have good connections with young people and families, to be able to identify risk and to always work to their optimum level. She also felt that staff should benchmark themselves against the best. She hoped that all staff who came to Haringey aimed to make a difference. Staff tended to be most strongly focussed on working for their manager and word of mouth was important in helping to promote working for Haringey. A peer review by the Local Government Association had commented on how Haringey was viewed as a nice place to work and there was a need to make it as attractive a place to work as possible.

The Cabinet Member commented that it was important to discuss these issues in a balanced way, to acknowledge when improvements were required and to celebrate successes. Members had a key part to play in their role as corporate parents.

AGREED:

That a report on progress with the implementation of the action plan be submitted to the Panel in six months time.

10. REVIEW ON CHILD FRIENDLY HARINGEY: UPDATE ON IMPLEMENTATION OF RECOMMENDATIONS

Ms Gibson reported that a lot had changed since the review report had been drafted. It had been recommended by the Panel that Haringey define itself as a “child friendly” borough but it had been decided in the response that to not proceed with this. However, many of the “child friendly” priorities had been incorporated into the new Corporate Plan. The consideration of child impact assessment within all policy reports had been partially agreed and would need to be finalised in consultation with Democratic Services. In the meantime, all relevant policies now needed to be signed off by the Director of Children’s Services.

In respect of the voice of the child, a participation policy had been agreed in 2018. It was also an integral part of the Signs of Safety safeguarding approach that was used. The Council’s Youth Council had been re-established and had made mental health, youth crime and exclusions its three top priorities for 2019. There had been progress with a number of the priorities referred to within the review including the Haringey Community Gold project, a £250k programme of summer activities and the mental health trailblazer programme in schools.

In answer to a question, she stated that there was a bi-annual survey of children and young people in the borough that was undertaken by Public Health and focussed on health and well-being. The last one had taken place in 2018. It was agreed that information on the outcome of this would be circulated to Panel Members.

In answer to another question, she stated that the proposal to become a UNICEF Child Rights Partner had not been agreed due to the supporting infrastructure that would have been required. The issue could nevertheless be re-visited.

AGREED:

That information on the outcome of the bi-annual survey undertaken by Public Health on the health and well being of children and young people within the borough be circulated to the Panel.

11. SERVICES TO SCHOOLS AND HARINGEY EDUCATION PARTNERSHIP

Eveleen Riordan, Assistant Director for Schools and Learning, reported that a range of support services for schools, including school improvement and governor services, were now provided by Haringey Education Partnership (HEP). It had zero budget and gained its income through trading with schools. It operated in a competitive market which had been affected by schools being under significant financial pressure at the moment. HEP had been set up last year after consultation with stakeholders and was a schools led model. Funding for the services now provided by HEP would have ceased had it not been set up. All schools had been supportive. She believed that HEP was able to provide an improved offer at a lower cost to schools. The Children and Young People’s Service worked very closely with HEP. Key performance

indicators were being developed. In answer to a question, she stated that success would be regarded as all schools being rated as outstanding with excellent outcomes for children and young people.

Panel Members felt that the new service needed to be subject to local accountability. In addition, it was felt that schools also needed to be held accountable. Ms Riordan felt that the new service needed to be given time and was likely to be in a better position at the end of the year. HEP would be accountable for its performance to both the schools and the Council.

In answer to a question, Ms Riordan stated that a response would be made on behalf of the Council to the government's consultation regarding the inspection framework and agreed to circulate this to the Panel when it had been completed. HEP would also be responding and schools would also be encouraged to do so.

In answer to other questions, she stated that a response had been made to a recent government consultation on sex education and agreed to share this with the Panel. She also stated that she would come back to the Panel on what would happen should HEP become insolvent.

AGREED:

1. That the responses by the Council to the OFSTED consultation regarding the education inspection framework and the recent government consultation on sex education be circulated to the Panel; and
2. That the Assistant Director of Schools and Learning be requested to provide further information to the Panel on what would happen in the eventuality of Haringey Education Partnership becoming insolvent.

12. WORK PROGRAMME UPDATE

AGREED:

That the work plan for the Panel be noted.

CHAIR: Councillor Mahir Demir

Signed by Chair

Date

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Report for: Children and Young People's Scrutiny Panel – 13 June 2019

Item number:

Title: Terms of Reference and Membership

Report

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

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

Ward(s) affected: N/A

Report for Key/

Non Key Decision: N/A

1. Describe the issue under consideration

1.1 This report sets out the terms of reference and membership for Overview and Scrutiny and its panels for 2019/20.

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 2019/20 (Appendix C).

3. Reasons for decision

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

4. Overview and Scrutiny Committee

4.1 As agreed by Council on 20 May, the membership of the Overview and Scrutiny Committee for 2019/20 is: Cllr Lucia das Neves (Chair); Cllr Pippa Connor (Vice-Chair); Cllr Erdal Dogan, Cllr Adam Jogee and Cllr Khaled Moyeed.

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

4.3 The terms of reference and role of the OSC is set out in Part Two (Article 6), Part Three (Section B) and Part Four (Section G) of the Council's Constitution. Together, these specify key responsibilities for the Committee. This information is provided in full at Appendix A.

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

5. Scrutiny Panels

5.1 Article 6 of the Constitution states the OSC shall appoint Scrutiny Panels in order to discharge the Overview and Scrutiny role.

5.2 The specific functions for any Scrutiny Panels established is outlined in Article 6 of the Constitution at 6.3 (b) and 6.3 (c). The procedure by which this operates is detailed in the Scrutiny Protocol:

- The OSC shall establish four standing Scrutiny Panels, to examine designated public services.
- The OSC shall determine the terms of reference for each Scrutiny Panel.
- If there is any overlap between the business of the Panels, it is the responsibility of the OSC to resolve the issue.
- Areas which are not covered by the four standing Scrutiny Panels shall be the responsibility of the main OSC.
- The Chair of each Scrutiny Panel shall be a member of the OSC, as determined by the OSC at its first meeting.
- It is intended that each Scrutiny Panel shall be comprised of between 3 and 7 backbench or opposition members, and be politically propionate as far as possible.
- Each Scrutiny Panel shall be entitled to appoint up to three non-voting co-optees. The Children and Young People’s Scrutiny Panel membership will include the statutory education representatives of OSC.

5.3 The 2019/20 membership for the four Scrutiny Panels is listed below.

Scrutiny Panel	Membership
Adults and Health	Cllrs Connor (Chair), Berryman, Culverwell, Da Costa, Hakata, Opoku and White
Children and Young People	Cllrs Dogan (Chair), Carlin, Chiriyankandath, Davies Dixon, Hakata and Palmer
Environment and Community Safety	Cllr Jogee (Chair), Ahmet, Culverwell, B. Blake, Davies, Emery and Ogiehor
Housing and Regeneration	Cllr Moyeed (Chair), Barnes, Gordon, Hare, Say, Stone and Williams
All Councillors (except Members of the Cabinet) may be members of the Overview and Scrutiny Committee and the Scrutiny Review Panels. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.	

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

6. Contribution to strategic outcomes

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

7. Statutory Officers Comments

Finance and Procurement

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

Legal

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

Equality

- 7.4 The Council has a public sector equality duty under the Equalities Act (2010) to have due regard to:
- Tackle discrimination and victimisation of persons that share the characteristics protected under S4 of the Act. These include the characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (formerly gender) and sexual orientation;
 - Advance equality of opportunity between people who share those protected characteristics and people who do not;
 - Foster good relations between people who share those characteristics and people who do not.
- 7.5 The proposals outlined in this report relate to the membership and terms of reference for the OSC and carry no direct implications for the Council's general equality duty. However, the Committee should ensure that it addresses these duties by considering them within its work programme and those of its panels, as well as individual pieces of work. This should include considering and clearly stating;
- How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;

- Whether the impact on particular groups is fair and proportionate;
- Whether there is equality of access to services and fair representation of all groups within Haringey;
- Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.

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

8. Use of Appendices

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

Appendix B Scrutiny Protocol

Appendix C Overview & Scrutiny Remits and Membership 2017/18

9. Local Government (Access to Information) Act 1985

Appendix A

PART TWO – ARTICLES OF THE CONSTITUTION

Last updated 18 July 2016

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.**

Appendix A

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

(b) Policy development and review.

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

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

(c) Scrutiny.

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

- (i) Review and scrutinise the decisions made by and performance of the Cabinet and council officers both in relation to individual decisions and over time;
- (ii) Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- (iii) Question members of the Cabinet and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
- (iv) Make recommendations to the Cabinet or relevant non-executive Committee arising from the outcome of the scrutiny process;

Appendix A

- (v) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the overview and scrutiny committee and local people about their activities and performance; and
- (vi) Question and gather evidence from any person (with their consent).

(d) Finance

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

(e) Annual report.

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

6.04 Proceedings of Overview and Scrutiny Committee

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

6.05 Votes of No Confidence

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

Appendix A

PART THREE – RESPONSIBILITY FOR FUNCTIONS

SECTION B

Last updated 18 July 2016

SECTION 2 – COMMITTEES

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

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

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;

Appendix A

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

SECTION 3 - SUB-COMMITTEES AND PANELS

The following bodies shall be created as Sub-Committees of the relevant Committee of the Council under which they are listed. Bodies described as "Panels" are Sub-Committees unless otherwise stated. Sub-Committees shall

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report to their parent bodies and they shall have the membership as described in the Appointments of Non-Executive Committees, Sub-Committees, Panels, etc as approved by the Annual Meeting.

2. Under Overview and Scrutiny Committee

2.1 Scrutiny Review Panels

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

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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;
 - (ix) To consider all requests for call-in and decide whether to call-in a key decision, how it should be considered and whether to refer the decision to the Cabinet or to Council.

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- (x) To monitor the effectiveness of the Call-in procedure.
- (xi) To review and scrutinise action taken by partner authorities in discharge of crime and disorder functions and to make reports and recommendations to Cabinet and Council on these.
- (xii) To make arrangements which enable any Councillor who is not a Committee Member to refer any local government matter, or any crime and disorder matter, to the Committee under the Councillor Call for Action Procedure.
- (xiii) To ensure that referrals from Overview and Scrutiny Committee to the Cabinet either by way of report or call-in are managed efficiently, and
- (xiv) To ensure community and voluntary sector organisations, users of services and others are appropriately involved in giving evidence to the Overview and Scrutiny Committee or relevant Scrutiny Review Panel.

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

- (i) Scrutiny Reviews Panels are appointed to examine designated Council services. Scrutiny Review Panels will refer their findings/recommendations in the form of a written report, with the approval of the Overview and Scrutiny Committee, to the Cabinet and/or the Council as appropriate.
- (ii) Scrutiny Review Panels will analyse submissions, request and analyse any additional information, and question the Cabinet Member(s), relevant Council officers, local stakeholders, and where relevant officers and/or board members of local NHS bodies or NHS funded bodies.
- (iii) Subject to the approval of the Overview and Scrutiny Committee, Scrutiny Review Panels will be able to appoint external advisors and/or to commission specific pieces of research if this is deemed necessary.
- (iv) Scrutiny Review Panels should make every effort to work by consensus; however, in exceptional circumstances Members may submit minority reports.
- (v) Prior to publication, draft reports will be sent to the relevant chief officers or where relevant officers of the National Health Service for checking for inaccuracies and the presence of

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exempt and/or confidential information; Scrutiny Review Panel members will revisit any conclusions drawn from disputed information;

- (vi) Following approval by the Overview and Scrutiny Committee, final reports and recommendations will be presented to the next available Cabinet meeting together with an officer report where appropriate. The Cabinet will consider the reports and formally agree their decisions.
 - (vii) Following approval by the Overview and Scrutiny Committee, reports on NHS, non-executive or regulatory matters will be copied to the Cabinet for information.
 - (viii) At the Cabinet meeting to receive the final report and recommendations, the Chair of the Overview and Scrutiny Committee or the Chair of the Scrutiny Review Panel may attend and speak.
 - (ix) After an appropriate period, post implementation, Overview and Scrutiny Committee will carry out a follow up review to determine if the recommendations had the intended outcomes and to measure any improvements.
- 1.4 When Scrutiny Review Panels report on non-executive or regulatory functions the above rules apply, except the references to The Cabinet shall be taken as reference to the relevant non-executive body.
- 1.5 The Overview and Scrutiny Committee shall undertake scrutiny of the Council's budget through a Budget Scrutiny process. The procedure by which this operates is detailed in the Protocol covering the Overview and Scrutiny Committee.
- 1.6 All Overview and Scrutiny meetings shall take place in public (except where exempt or confidential matters are considered).
- 1.7 The Overview and Scrutiny function should not be seen as an alternative to established disciplinary, audit or complaints mechanisms and should not interfere with or pre-empt their work.
- 2. Membership of the Overview and Scrutiny Committee and Scrutiny Review Panels**
- 2.1 All Councillors (except Members of the Cabinet) may be members of the Overview and Scrutiny Committee and the Scrutiny Review Panels. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.

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- 2.2 The membership of the Overview and Scrutiny Committee and Scrutiny Review Panels shall, as far as is practicable, be in proportion to the representation of different political groups on the Council.

3. Co-optees

- 3.1 Each Scrutiny Review Panel shall be entitled to appoint up to three people as non-voting co-optees.
- 3.2 Statutory voting non-Councillor members of Overview and Scrutiny Committee will be paid an allowance in accordance with the Members' Allowances Scheme in Part 6 of this Constitution.

4. Education representatives

- 4.1 The Overview and Scrutiny Committee and the Scrutiny Review Panel whose terms of reference relate to education functions that are the responsibility of the Cabinet, shall include in its membership the following representatives:

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

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appropriate. A Scrutiny Review Panel meeting may be called by the Chair of the Panel after consultation with the Chief Executive, by any two Members of the Committee or by the proper officer if he/she considers it necessary or appropriate.

6. Quorum

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

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

7.1 The Chair of the Overview and Scrutiny Committee will be appointed by the Council.

7.2 The Chair of the Overview and Scrutiny Committee shall resign with immediate effect if a vote of no confidence is passed by the Overview and Scrutiny Committee.

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

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

8. Work programme

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

9. Agenda items for the Overview and Scrutiny Committee

9.1 Any member of the Overview and Scrutiny Committee shall be entitled to give notice to the proper officer that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the

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next available meeting of the Committee. On receipt of such a request the proper officer will ensure that it is included on the next available agenda.

- 9.2 The Overview and Scrutiny Committee shall also respond, as soon as its work programme permits, to requests from the Council and, if it considers it appropriate, from the Cabinet to review particular areas of Council activity. Where they do so, the Overview and Scrutiny Committee shall report their findings and any recommendations back to the Cabinet within an agreed timescale.

10. Policy review and development

- 10.1 The role of the Overview and Scrutiny Committee in relation to the development of the Council's budget and policy framework is set out in the Budget and Policy Framework Procedure Rules in Part 4 of this constitution.

- 10.2 In relation to the development of the Council's approach to other matters not forming part of its policy and budget framework, the Overview and Scrutiny Committee and its Scrutiny Review Panels may make proposals to the Cabinet for developments insofar as they relate to matters within their terms of reference. The Scrutiny Review Panels must do so via the Overview and Scrutiny Committee.

11. Reports from the Overview and Scrutiny Committee

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

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

- 12.1 The agenda for Cabinet meetings shall include an item entitled 'Issues arising from Scrutiny'. Reports of the Overview and Scrutiny Committee referred to the Cabinet shall be included at this point in the agenda unless either they have been considered in the context of the Cabinet's deliberations on a substantive item on the agenda or the Cabinet gives reasons why they cannot be included and states when they will be considered.
- 12.2 Where the Overview and Scrutiny Committee prepares a report for consideration by the Cabinet in relation to a matter where decision making power has been delegated to an individual Cabinet Member, a Committee of the Cabinet, an Area Committee, or an Officer, or under Joint Arrangements, then the Overview and Scrutiny Committee will

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also submit a copy of their report to that body or individual for consideration, and a copy to the proper officer. If the Member, committee, or officer with delegated decision making power does not accept the recommendations of the Overview and Scrutiny Committee, then the body/he/she must then refer the matter to the next appropriate meeting of the Cabinet for debate before making a decision.

13. Rights and powers of Overview and Scrutiny Committee members

13.1 Rights to documents

- (i) In addition to their rights as Councillors, members of the Overview and Scrutiny Committee and Scrutiny Review Panels have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4 of this Constitution.
- (ii) Nothing in this paragraph prevents more detailed liaison between the Cabinet and the Overview and Scrutiny Committee and Scrutiny Review Panels as appropriate depending on the particular matter under consideration.

13.2 Powers to conduct enquiries

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

13.3 Power to require Members and officers to give account

- (i) The Overview and Scrutiny Committee and Scrutiny Review Panels may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions (Scrutiny Review Panels will keep to issues that fall within their terms of reference). As well as reviewing documentation, in fulfilling the scrutiny role, it may require any Member of the Cabinet, the Head of Paid Service and/or any senior officer (at

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second or third tier), and chief officers of the local National Health Service to attend before it to explain in relation to matters within their remit:

- (a) any particular decision or series of decisions;
- (b) the extent to which the actions taken implement Council policy (or NHS policy, where appropriate); and
- (c) their performance.

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

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

14. Attendance by others

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

15. Call-in

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

16. Councillor Call for Action (CCfA)

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

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

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

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

- (a) The Overview and Scrutiny Committee shall consider the following business as appropriate:
 - (i) apologies for absence;
 - (ii) urgent business;
 - (iii) declarations of interest;
 - (iv) minutes of the last meeting;
 - (v) deputations and petitions;
 - (vi) consideration of any matter referred to the Committee for a decision in relation to call-in of a key decision;
 - (vii) responses of the Cabinet to reports of the Committee;

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

17A. Declarations Of Interest Of Members

- (a) If a member of the Overview and Scrutiny Committee or Scrutiny Review Panel has a disclosable pecuniary interest or a prejudicial interest as referred to in Members' Code of Conduct in any matter under consideration, then the member shall declare his or her interest at the start of the meeting or as soon

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as the interest becomes apparent. The member may not participate or participate further in any discussion of the matter or participate in any vote or further vote taken on the matter at the meeting and must withdraw from the meeting until discussion of the relevant matter is concluded unless that member has obtained a dispensation from the Council's Standards Committee.

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

18. The Party Whip

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

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

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

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

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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;

¹ Section 19 of the Police and Justice Act 2006

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- (v) “Call In” for reconsideration a decision made by the Executive;
- (vi) Require information from relevant partner authorities;²
- (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

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

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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- 4.3 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.
- 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

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

6. PROCESS FOR CABINET INVOLVEMENT

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

7. THE OSC WORK PROGRAMME

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

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7.4 In deciding their work programme for the year, the OSC and Scrutiny Review Panels shall determine how partnership bodies shall be scrutinised within the boundaries of scheduled meetings.

8. BUDGET SCRUTINY REVIEW

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

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

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

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

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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 D

Overview & Scrutiny Remits and Membership 2018/19

Scrutiny Body	Areas of Responsibility	Cabinet Links
<p>Overview & Scrutiny Committee</p> <p>Cllrs Das Neves (Chair), Connor (Vice Chair), Demir, Gordon, Jogee</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; Corporate governance; London Plan and NPPF Consultation; S106/CIL Policy</p>	<p>Cllr Ejiofor Leader of the Council</p>
	<p>Culture Customer Services; Customer Transformation Programme; Enforcement; Fairness Commission; Landlord Licensing; Licensing Policy and Delivery; Libraries; Leisure and leisure centres; Northumberland Park Resident Engagement</p>	<p>Cllr Brabazon Cabinet Member for Civic Services</p>
	<p>Council budget and MTFs; Capital Strategy; Commercial Partnerships; Council Tax Reform Agenda; Procurement</p>	<p>Cllr Berryman Cabinet Member for Finance</p>
	<p>Community buildings; Equalities;</p>	<p>Cllr Mark Blake Cabinet Member for Communities, Safety and</p>

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Scrutiny Body	Areas of Responsibility	Cabinet Links
	Voluntary sector Corporate programmes; Shared Digital; Shared Service Centre; Council HR & staff wellbeing; Corporate property & commercial portfolio; Insourcing policy and delivery Accommodation Strategy.	Engagement Cllr Noah Tucker Cabinet Member for Corporate Services and Insourcing Cllr Adje Cabinet Member for Strategic Regeneration
Adults & Health Scrutiny Panel Cllrs Connor (Chair),	Adult Social Care; Public Health; Health devolution pilots; Mental health and well-being Working with CCG and NHS; Safeguarding adults; Adults with disabilities and additional needs Tackling unemployment and worklessness; Adult learning and skills	Cllr Ahmet Cabinet Member for Adults and Health Cllr Adje Cabinet Member for Strategic Regeneration
Children & Young People Scrutiny Panel Cllrs Demir (Chair), plus the statutory education representatives of OSC	Schools and education; Safeguarding children; Child and Adolescent Mental Health; Early years and child care; Adoption and fostering; Looked-after children and care leavers; Children with disabilities and additional needs; Children to adult social care transition; Post 16 education Youth services; Combatting youth offending and re-offending	Cllr Weston, Cabinet Member for Children and Families Cllr Mark Blake Cabinet Member for Communities, Safety and Engagement

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<p>Environment & Community Safety Scrutiny Panel</p> <p>Cllrs Jogee (Chair)</p>	<p>Air Quality; Carbon Management and Zero 50; Recycling, waste and street cleaning; Highways; Parking; Parks and open spaces; Sustainability; Transport Strategy Action Plan</p>	<p>Cllr Hearn Cabinet Member for Environment</p>
	<p>Community safety; Engagement with the Police; Prevent programme; Tackling anti-social behaviour; Violence Against Women and Girls</p>	<p>Cllr Mark Blake Cabinet Member for Communities, Safety and Engagement</p>
<p>Housing & Regeneration Scrutiny Panel</p> <p>Cllr Gordon (Chair)</p>	<p>Broadwater Farm Resident Engagement; Planning policy; Planning applications & development management; Building Regulations; Hackett Review; Health and Safety issues related to housing stock; Homelessness and rough sleeping; Housing Investment Programme; Housing strategy and development ; Partnerships with Homes for Haringey & social landlords</p>	<p>Cllr Ibrahim Cabinet Member for Housing and Estate Renewal</p>
	<p>Tottenham AAP; Town Centre Management; Wood Green AAP</p>	<p>Cllr Adje Cabinet Member for Strategic Regeneration</p>
<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.</p>		

APPENDIX A

PART TWO – ARTICLES OF THE CONSTITUTION

Last updated 24 July 2017

Article 6 - Overview and Scrutiny

6.01 Terms of reference

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

6.02. General role

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

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

6.03 Specific functions

(a) Scrutiny Review Panels.

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

(b) Policy development and review.

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

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

(c) Scrutiny.

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

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

(d) Finance

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

(e) Annual report.

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

6.04 Proceedings of Overview and Scrutiny Committee

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

6.05 Votes of No Confidence

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

PART THREE – RESPONSIBILITY FOR FUNCTIONS

SECTION B

Last updated 24 July 2017

SECTION 2 – COMMITTEES

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

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

4. Overview and Scrutiny Committee

The Overview and Scrutiny Committee may:

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

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

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

SECTION 3 - SUB-COMMITTEES AND PANELS

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

2. Under Overview and Scrutiny Committee

2.1 Scrutiny Review Panels

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

PART FOUR – RULES OF PROCEDURE
SECTION G – OVERVIEW & SCRUTINY PROCEDURE RULES

Last updated 21 July 2014

1. The arrangements for Overview and Scrutiny

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

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

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

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

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

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

- (viii) At the Cabinet meeting to receive the final report and recommendations, the Chair of the Overview and Scrutiny Committee or the Chair of the Scrutiny Review Panel may attend and speak.
- (ix) After an appropriate period, post implementation, Overview and Scrutiny Committee will carry out a follow up review to determine if the recommendations had the intended outcomes and to measure any improvements.

- 1.4 When Scrutiny Review Panels report on non-executive or regulatory functions the above rules apply, except the references to The Cabinet shall be taken as reference to the relevant non-executive body.
- 1.5 The Overview and Scrutiny Committee shall undertake scrutiny of the Council's budget through a Budget Scrutiny process. The procedure by which this operates is detailed in the Protocol covering the Overview and Scrutiny Committee.
- 1.6 All Overview and Scrutiny meetings shall take place in public (except where exempt or confidential matters are considered).
- 1.7 The Overview and Scrutiny function should not be seen as an alternative to established disciplinary, audit or complaints mechanisms and should not interfere with or pre-empt their work.

2. Membership of the Overview and Scrutiny Committee and Scrutiny Review Panels

- 2.1 All Councillors (except Members of the Cabinet) may be members of the Overview and Scrutiny Committee and the Scrutiny Review Panels. However, no Member may be involved in scrutinising a decision in which he/she has been directly involved.
- 2.2 The membership of the Overview and Scrutiny Committee and Scrutiny Review Panels shall, as far as is practicable, be in proportion to the representation of different political groups on the Council.

3. Co-optees

- 3.1 Each Scrutiny Review Panel shall be entitled to appoint up to three people as non-voting co-optees.
- 3.2 Statutory voting non-Councillor members of Overview and Scrutiny Committee will be paid an allowance in accordance with the Members' Allowances Scheme in Part 6 of this Constitution.

4. Education representatives

- 4.1 The Overview and Scrutiny Committee and the Scrutiny Review Panel whose terms of reference relate to education functions that are the responsibility of the Cabinet, shall include in its membership the following representatives:

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

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

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

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

6. Quorum

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

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

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

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

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

8. Work programme

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

9. Agenda items for the Overview and Scrutiny Committee

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

10. Policy review and development

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

11. Reports from the Overview and Scrutiny Committee

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

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

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

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

13. Rights and powers of Overview and Scrutiny Committee members

13.1 Rights to documents

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

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

13.2 Powers to conduct enquiries

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

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

13.3 Power to require Members and officers to give account

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

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

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

14. Attendance by others

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

15. Call-in

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

16. Councillor Call for Action (CCfA)

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

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

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

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

(a) The Overview and Scrutiny Committee shall consider the following business as appropriate:

- (i) apologies for absence;
- (ii) urgent business;
- (iii) declarations of interest;
- (iv) minutes of the last meeting;
- (v) deputations and petitions;

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

17A. Declarations Of Interest Of Members

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

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

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

18. The Party Whip

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

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

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

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

Appendix B

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;

¹ Section 19 of the Police and Justice Act 2006

- (vi) Require information from relevant partner authorities;²
- (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.

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

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

⁴ Ibid section 122 (21B)

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

- 4.4 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.
- 4.5 Each Scrutiny Review Panel shall be entitled to appoint up to three non-voting co-optees.
- 4.6 If there is a Children and Young People's Scrutiny Review Panel, the membership shall include the statutory education representatives of OSC. It is intended that the education representatives would also attend the Overview and Scrutiny Committee meetings where reports from a relevant Scrutiny Review Panel are considered.

5. MEETING FREQUENCY AND FORMAT

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

Scrutiny Review Panels

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

6. PROCESS FOR CABINET INVOLVEMENT

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

7. THE OSC WORK PROGRAMME

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

8. BUDGET SCRUTINY REVIEW

- 8.1 The budget shall be scrutinised by each Scrutiny Review Panel, in their respective areas. Their reports shall go to the OSC for approval. The areas of the budget which are not covered by the Scrutiny Review Panels shall be considered by the main OSC.
- 8.2 A lead OSC member from the largest opposition group shall be responsible for the co-ordination of the Budget Scrutiny process and recommendations made by respective Scrutiny Review Panels relating to the budget.
- 8.3 To allow the OSC to scrutinise the budget in advance of it formally being set and convey those recommendations to the Cabinet, the following timescale is suggested:
- **Scrutiny Review Panel Meetings: May to November**
Each Scrutiny Review Panel shall undertake budget scrutiny in their respective areas, to be overseen by the lead member referred to in paragraph 9.2. Between May and November, this shall involve scrutinising the 3-year Medium Term Financial Plan approved at the budget-setting full Council meeting in February.
 - **Cabinet report on the new 3-year Medium Term Financial Plan to members of the OSC: December**
The Cabinet shall release their report on the new 3-year Medium Term Financial Plan to members of the OSC, following their meeting to agree the proposals in December.
 - **Scrutiny Review Panel Meetings: January**
Overseen by the lead member referred to in paragraph 9.2, each Scrutiny Review Panel shall hold a meeting following the release of the December Cabinet report on the new 3-year Medium Term Financial Plan. Each Panel shall consider the proposals in this report, for their respective areas, in addition to their budget scrutiny already carried out. The Scrutiny Review Panels may request that the Cabinet Member for Finance and Sustainability and/or Senior Officers attend these meetings to answer questions.
 - **OSC Meeting: January**
Each Scrutiny Review Panel shall submit their final budget scrutiny report to the OSC meeting in January containing their recommendations/proposal in respect of the budget for ratification by the OSC.
 - **Cabinet Meeting: February**
The recommendations from the Budget Scrutiny process, ratified by the OSC, shall be fed back to Cabinet. As part of the budget setting process, the Cabinet will clearly set out its response to the recommendations/proposals made by the OSC in relation to the budget.

APPENIX C: Overview & Scrutiny Remits and Membership 2019/20

Scrutiny Body	Areas of Responsibility	Cabinet Links
<p>Overview & Scrutiny Committee Cllrs Das Neves (Chair), Connor (Vice Chair), Dogan, Jogee, Moyeed</p> <p>The Committee shall also comprise statutory education representatives, who shall have voting rights solely on education matters</p>	Brexit Preparedness Communications; Commissioning Strategy; Corporate Governance; Corporate Policy and Strategy; Council Performance; External Partnerships; Insourcing Policy and Delivery	Cllr Ejiofor Leader of the Council
	Council HR and Staff Well-Being Culture (including Bruce Castle) Emergency Planning; Fairness Commission; Information Management; IT and Digital; Leisure; Libraries; Licensing, Regulatory Services and Enforcement	Cllr Amin Cabinet Member for Corporate and Civic Services
	Accommodation Strategy Council Budget and MTFS; Capital Strategy; Commercial Partnerships; Council Finances; Council Tax Reform Agenda; Property, including Commercial Portfolio	Cllr Adje Cabinet Member for Finance and Strategic Regeneration
	Community Buildings; Community Cohesion; Equalities; Voluntary and Community Sector	Cllr Mark Blake Cabinet Member for Communities and Equalities
	Adult Learning, Training and Skills	Cllr Gideon Bull

Scrutiny Body	Areas of Responsibility	Cabinet Links
	Business Engagement Community Wealth Building Growth and Inward Investment Procurement SME Business Development Tackling Unemployment and Worklessness Town Centre Management	Cabinet Member for Local Investment and Economic Growth
	Customer Services Customer Transformation Programme	Cllr Seema Chandwani Cabinet Member for Street Management and Neighbourhoods
	Cross cutting, significant or high profile issues; Matters outside the remit of individual panels	To be determined according to issue
Adults & Health Scrutiny Panel Cllrs Connor (Chair), Berryman, Culverwell, Da Costa, Hakata, Opoku and White	Adult Social Care; Connected Communities; Health and Social Care Integration; Mental Health and Well-Being; Public Health; Refugee and Migrant Support; Health Devolution Pilots; Safeguarding Adults; Services for Adults with Disabilities and Additional Needs; Violence Against Women and Girls (VAWG) Prevention; Women's Equalities	Cllr James Cabinet Member for Adults and Health
Children & Young People Scrutiny Panel Cllrs Dogan (Chair), Carlin, Chiryankandath, Davies, Dixon, Hakata and Palmer plus the statutory education	Adoption and Fostering; Children to Adult Social Care Transition; Early Years and Child Care; Looked-after Children and Care Leavers; Safeguarding Children; Schools and Education;	Cllr Brabazon, Cabinet Member for Children and Families

Scrutiny Body	Areas of Responsibility	Cabinet Links
representatives of OSC	Services for Children with Disabilities and Additional Needs; 16-19 Education	
	Child and Adolescent Mental Health Services (CAMHS)	Cllr James Cabinet Member for Adults and Health
	Youth Justice; Youth Services	Cllr Mark Blake Cabinet Member for Communities and Equalities

Environment & Community Safety Scrutiny Panel Cllr Jogee (Chair), Ahmet, Culverwell, B. Blake, Davies, Emery and Ogiehor	Air Quality; Biodiversity and Trees; Carbon Management and Zero 50; Liveable Neighbourhoods; Parks and Open Spaces; Renewable Energy; Sustainability; Strategic Transport	Cllr Hearn Cabinet Member for Sustainability and Planning
	Fly Tipping and Civic Pride; Highways; Parking and Parking Transformation; Recycling, Waste and Street Cleansing; Enforcement issues relating to the above	Cllr Seema Chandwani Cabinet Member for Street Management and Neighbourhoods
	Community Safety and Police Engagement; Prevent Programme; Tackling Anti-Social Behaviour;	Cllr Mark Blake Cabinet Member for Communities and Equalities
Housing & Regeneration Scrutiny Panel Cllr Moyeed (Chair), Barnes, Gordon, Hare, Say, Stone and Williams	Building Regulations; Estate Renewal and Resident Engagement; Health and Safety Issues Related to Housing Stock (inc Hackitt Review); Homelessness and Rough Sleeping; Housing Investment Programme; Housing Strategy and Development; Landlord Licensing and Enforcement; Partnerships with Homes for Haringey & Social Landlords; Private Rented Sector Engagement	Cllr Ibrahim Cabinet Member for Housing and Estate Renewal
	London Plan and NPPF Consultation; Planning Enforcement; Planning Policy and Delivery; S106/CIL Policy	Cllr Hearn Cabinet Member for Sustainability and Planning
	Tottenham Regeneration;	Cllr Adje

	Wood Green Regeneration	Cabinet Member for Strategic Regeneration
If there is any overlap between the business of the Panels, it is the responsibility of the OSC to resolve the issue. Areas which are not covered by the 4 standing Scrutiny Panels shall be the responsibility of the main OSC.		

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Report for: Children and Young People Scrutiny Committee
13th June 2019

Item number:

Title: Children's Youth Service update report

Report

authorised by



Ann Graham, Director of Children's Services

Lead Officer:

Carolann James, Interim Head of Early Help and Prevention
Carolann.james@haringey.gov.uk Telephone: 0208 489 4931

Ward(s) affected: All

Report for

Non-Key Decision: For information

1. Describe the issue under consideration

This report provides an update as requested by Members on two services run by our Youth Service. These are the Bruce Grove Youth Space, Haringey's Youth Centre and its current activities and the Youth Council and its current activities. It also gives a summary of further developments in progress for these services.

2. Background information

Over the last decade there have been significant changes to the youth provision within Haringey. Historically there had been a number of youth centres across the Borough offering positive activities and a youth centre provision to our young people both at a universal and more targeted level. Over the years there have been several revisions and reshapes of our youth offer with significant cuts to the youth provision budget of in excess of £1.6million being introduced over the 2011 – 2015 period. The majority of universal service youth provision ended during this time. In 2017, the Bruce Grove Youth Space was further developed to respond to emerging vulnerabilities of our young peoples across the Borough. This centre supported both young people in the local area as well as across Haringey. In 2018, in response to concerns about youth violence and unrest, Children's Service received additional funding of approximately £100,000 for the delivery of summer holiday activities. An evaluation of the summer programme showed that, overall, children and young people enjoyed the additional activities. For the financial year 2019/20, Children's Service has received £250,000 additional funding for holiday activities, this includes for the summer holiday period.

a. Provision

The council manages a designated youth centre in Bruce Grove known as the Bruce Grove Youth Space (BGYS). The centre is highly regarded by young people and also by the community. The centre acts as a space for young people to gather and have fun and it also provides opportunities for young people, with the support of staff and volunteers working at the centre, to develop personally. For example, personal development is achieved through training that young people can access to become youth mentors.

During the December 2018 Ofsted inspection of children's social care services, Inspectors were encouraged by senior managers to visit BGYS because senior managers considered it to be a centre of excellence. The Inspectors agreed and reported the following in the final Ofsted inspection report, that the BGYS "offers excellent provision for young people in Haringey. The centre offers a wide range of effective universal and targeted support, facilitated by highly motivated and skilled workers. The centre has established links across the local community, with effective partnerships collaborating well to offer support that engages children in expanding their horizons and achieving education and employment opportunities. Young people are highly involved and influential in developing and delivering this service, including, for example, the production of a hard-hitting and realistic video on the impact of social media on grooming behaviour and risks involved in relation to child sexual exploitation. Young people regard the centre as a safe space, and it is well placed to support further preventative work with them around issues such as youth violence and gangs."

b. What is on offer

A range of activities and groups are delivered from Bruce Grove Youth Centre to young people who live in Haringey aged between 11 and 18 years (up to 25 years for children with disabilities) throughout the week which currently include:

- Open access opportunities to young people in the community on one day per week between 3 and 9pm at Bruce Grove with around 100 young people dropping in over the open session
- Skateboarding, gardening, jewellery making, cooking, badminton, football, dance, t-shirt making, big math challenge, filming, art, spoken word, managing pocket money, dodgeball, movie nights, fashion and design, hair and beauty workshops, boxing, table tennis and photography
- The centre has an equipped music studio and staff supported by musicians in the community are working with young people to support them in developing their music through an entrepreneurial record label venture
- Young carers support groups are provided weekly which also provide opportunities for the young carers to socialise with other young people utilising the activities in the centre
- Since April 2019 a weekly 'Autism drop in' provision is held at the centre for parents/carers and their young person offering advice and information
- Youth workers working with colleagues in Community Links provide a training programme for young people to become peer mentors and in 2018/19 there were 10 graduate young people who have gone on to mentor their peers as well as building their own emotional resilience. Currently there are another 8 young people who are being trained as

peer mentors. Peer mentoring is provided for young people across the Borough. This peer mentoring programme is linked also to the Mental Health Trailblazer programme.

- Weekly martial arts and dance classes for children and young people with disabilities supporting young people in building their self-confidence.
- The Wireless Festival project works with young people to reduce youth violence. In 2018 our young people joined others on stage in Finsbury Park and chose to hold a 'minutes silence' in memory of 77 young lives lost and in 2019 are planning a music event
- Supporting refugees and asylum-seeking young people living with their families in the community – including working with local schools to provide advice and information in relation to the needs of these young people.
- Providing weekend and holiday BBQ, Talent Shows and fun days for the young people and their families which has realised new members for the centre
- Supporting young people remembering a young person who died from youth violence by holding a BBQ and memorial
- In addition to the weekly and summer programme of events as described above the youth services currently runs two residential events with young people and young carers
- Funds were provided to support youth provision across the summer holidays last year and this year funds have been identified to again better support youth provision across school holidays, evenings and weekends.
- The Council provided an additional £250,000 for activities in 2018. The activities provided over the summer holidays were very well received by children and young people. An evaluation of the additional provision was undertaken to hear the views of children and young people. Proposals for youth provision across the Borough include a specific summer timetable that has taken account of the views of children and young people from the 2018 evaluation.
- Young Londoner Fund community safety activities provided during the summer e.g. boxing and other sports at Tottenham Community Sports Centre
- Arts and Leisure services offer youth activities across the school holidays which include sports and arts activities across the borough, family orienteering, community events and festivals in addition to providing activity vouchers for vulnerable children and young people to join in outdoor activities and ice skating.
- Youth mentoring programme – including peer mentoring
- Hope in Tottenham street bus provision
- Emotional resilience workshops with young people

c. Youth Council

- The Youth Service supports our Youth Council by working with the young people in a range of ways through forums, surveys, activity based events, meetings and local and national events.
- These activities and events include:
 - an annual borough wide consultation undertaken with our young people to identify young people's top 10 priority issues which is then narrowed down to a 'top 3'. This year's top 3 priority issues

are: youth crime, mental ill health and exclusions from school. The young people have a launch event followed up by an annual event focussing on these priority areas identified – currently being planned with the Met Police is a session on stop and search understanding the challenges and experiences of both the young people and the police

- facilitating and supporting Youth Council and their Cabinet meetings
- undertaking consultations on local strategies, policies and service developments such as use of a digital communication application for young people and their social workers and Independent Reviewing Officers
- recruitment of senior management posts within Children's Services
- supporting young people in representing the youth voice of Haringey in the London Youth Assembly and Youth All Parties Parliamentary Group (APPG)
- developing stronger connections with schools

d. Developments

- Sainsbury's locally have nominated Bruce Grove Youth Centre for an award to mark Sainsbury's 150 year anniversary and a £1000 has been awarded to the centre.
- A forthcoming development is in train with a national organisation Project Future grant funded by Comic Relief for three years to provide emotional and mental health support to young people. Clinical Psychologist and Assistant Clinical Psychologists to work 16 hours each week at the centre have been employed and it is anticipated that this service will be up and running in June 2019. This project links to the Mental Health trailblazer programme.
- The Youth Council is in the process of developing a partnership with the National Youth Theatre to enable free auditions for young people in Haringey that are interested in pursuing a career in Theatre or Production/Design.
- The Youth Council is in the process of developing a relationship with Alexandra Palace and are working with them on planning the Great Fete summer festival.
- Working in partnership with our voluntary sector to provide activities within the communities for our children and young people during the school holidays and weekends and evenings.

e. Contribution to wider Borough Plan and Children and Young People Strategies

- The youth service actively works with colleagues across the Council, statutory and voluntary sector partners and the community to provide and develop activities, opportunities and a safe space for our young people. In the forthcoming year further development activities and links are planned particularly in relation to the early help and prevention agenda within Haringey, addressing serious youth violence to support delivery of the Young People at Risk Strategy and providing

opportunities for our young people in education, employment and training.

3. Contribution to strategic outcomes

Haringey where strong families, strong networks and strong communities nurture all residents to live well and achieve their potential

4. Use of Appendices

Draft member report providing information on proposed youth programmes across the Borough available during the summer and other school holiday periods, in addition to evening and weekend provision.

5. Local Government (Access to Information) Act 1985

Bruce Grove Youth Space [Bruce Grove Youth Space](#)

Services for young people – Haringey Council website [Services for young people](#)

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Report for: Children and Young People's Scrutiny Panel : 13 June 2019

Item number:

Title: Restorative Justice - Scrutiny Review Progress June 2019

Report

authorised by:



Ann Graham Director of Children Services

Lead Officer: Jennifer Sergeant
Head of Youth Justice and Targeted Response

Ward(s) affected: ALL

1. Describe the issue under consideration

This report gives an update on work undertaken to progress the response to recommendations from the Children's Scrutiny Panel Review of July 2018.

That restorative practice provides the basis for the development of the Young People's Strategy:

- That the Council develops a specific and comprehensive plan for the development and implementation of restorative practice within services for children and young people;
- That restorative practice is piloted in a specific area (to be agreed) so that the learning from this can be incorporated into its further development and roll out, as appropriate, in schools;
- That specific work be undertaken to encourage collaboration between schools in the development of restorative practice;
- That schools currently using restorative practice, to be invited to speak to future meetings of the Secondary Head teachers Forum and the Primary Head teachers Forum on the impact of restorative approaches. Specifically, around how they might be utilised successfully within Haringey schools; and
- That a refresh of the "Outstanding for All" awards be considered in liaison with the DCS and Lead Member so that it recognises a wider range of achievements and journeys that children and young people have taken.

2. Recommendations

That Members note the progress towards implementing its recommendations set out above as outlined in the appendix below.

3. Contribution to strategic outcome

The Borough Plan, People Priority – where strong families, strong networks and strong communities nurture all residents to live well and achieve their potential, tackling violent crime.

RESPONSE BY THE CHILDREN'S SERVICE TO RECOMMENDATIONS - June 2019

RECOMMENDATIONS:

Restorative Justice

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed Not /Agreed	Comments	Progress June 2019
<p>1. That restorative practice provides the basis for the development of the new Young People's Strategy for the borough</p> <p>2. That the Council develop a specific and comprehensive plan for the adoption, development and implementation of restorative practice within services for children and young people.</p>	<p>Jennifer Sergeant, Anne Coyle, Eveleen Riordan, Beverley Hendricks</p>	<p>Autumn 2018</p>	<p>Agreed</p>	<p>The council has published a Youth at Risk Strategy and a Borough Plan that incorporates the needs of young people. These are the Council's key strategies. The council has made a commitment to implement Restorative Practice in its recently adopted Borough Plan - People Priority and Haringey's Young People at Risk Strategy.</p>	<p>Completed.</p> <p>ongoing</p>
<p>3. That, as part of the above-mentioned plan, restorative</p>	<p>Anne Coyle, Eveleen Riordan,</p>	<p>September 2019</p>	<p>Agreed</p>	<p>Specific pilot areas of practice will be included</p>	<ul style="list-style-type: none"> • In February 2019, the council was

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed Not /Agreed	Comments	Progress June 2019
<p>practice is piloted in a specific area so that the learning from this can be incorporated into its further development</p>	<p>Jennifer Sergeant</p>			<p>within the plan in order to test practice before it is rolled out.</p> <p>Schools, Early Help Teams in Bruce Grove Youth Space for staff working with vulnerable young people at risk of offending, exploitation from adults involved in criminal activity, or participating in serious youth violence.</p> <p>The costs for workforce development is planned to be met through existing Council resource.</p> <ul style="list-style-type: none"> • The Targeted groups for training include: <ul style="list-style-type: none"> - CYPS Locality Teams - Targeted Response Team - Youth Justice - Youth Service and - Bruce Grove 	<p>successful in its bid to MHCLG Supporting families against Youth Violence Fund.</p> <ul style="list-style-type: none"> • The award of funding included £8k to cover costs for delivery of Restorative Practice training. • A meeting with team leads is scheduled to take place in June 2019 to plan and co-ordinate the delivery of up approximately 8 sessions aimed to reach approximately 120 staff. • The training delivery is planned for roll out during autumn 2019.

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed Not /Agreed	Comments	Progress June 2019
<p>4. That specific work be undertaken to encourage collaboration between schools in the development of restorative practice</p>	<p>Eveleen Riordan, Jennifer Sergeant</p>	<p>Autumn 2019</p>	<p>Partially Agreed</p>	<p>In the Autumn Term 2019, an offer will be made for five schools to pilot the approach with training and post training support to embed the approach, learning and evaluation to start in the Autumn term 2019. The costs for workforce development delivered by Accredited Practitioners will need to be identified.</p>	<ul style="list-style-type: none"> • By the end of the summer term, we will have identified five schools for the pilot. • This is likely to involve one secondary school, one special with 3 or 4 primary school to ensure we are targeting the prevention agenda.
<p>5. That a representative of the Restorative Justice Council and the Cabinet Member for Children and Families be invited to speak to future meetings of the Secondary and Primary Head teachers Forums on restorative approaches and how they might be utilised successfully within Haringey schools.</p>	<p>Eveleen Riordan, Jennifer Sergeant</p>	<p>Autumn 2018</p>	<p>Agreed</p>	<p>In the autumn term 2019 AD Schools and Learning to liaise with the Chairs of Primary and Secondary Heads for agreement to organise briefings for schools about Restorative Practice and benefits of use of the approach in schools.</p> <p>Head of Targeted Response and Youth Justice will liaise with Fortismere and The Willows School who are already experienced in use of the approach, to share their learning with other schools</p>	<ul style="list-style-type: none"> • To take place in September 2019 once the Head Teacher Forums dates are agreed.

Recommendation & Action	Lead & others to be involved	Timescale	Agreed Partially/ Agreed Not /Agreed	Comments	Progress June 2019
				about effectiveness of the approach in the Autumn Term 2018.	
<p>6. That “Outstanding for All” be refreshed so that it recognises a wider range of achievements and journeys that children and young people have taken</p>	Eveleen Riordan	Academic year 2018/19	Partially agreed	<p>AD Schools and Learning to revisit Outstanding for All awards, commitments and actions to see how RJ can be reflected in any existing or new commitments for our young people.</p> <p>AD Schools and Learning to consider and develop criteria for nominations for an “Outstanding for All” Award that celebrates and recognises young people’s personal achievements and journeys</p>	<ul style="list-style-type: none"> • This is currently under negotiation.

Report for: Children and Young People's Scrutiny Panel

Item number:

Title: **A presentation summarising the Council's corporate activity to offer and promote the take up of apprenticeships and the scope of a formal review of delivery options which is to be completed by the end of 2019**

Report authorised by : Steve Carr, Interim Assistant Director of Economic Development & Growth

Lead Officer(s): Steve Carr, Maxine Sobers and Tracey Fergus

Ward(s) affected: All

1. Describe the issue under consideration

To review the Council's activity to promote and provide apprenticeship opportunities to Haringey residents.

2. Recommendations

N/A

3. Background information

The Council is engaged in the promotion of apprenticeships across several corporate functions. The Council's employment function and children's services team promote the take up apprenticeships by residents and school leavers, the human resources team coordinates the take of apprenticeship opportunities within the Council and the procurement team encourages the creation of apprenticeship opportunities by the Council's supply chain. The Council is reviewing how it delivers apprenticeship opportunities, to learn from other boroughs which have been more successful in providing opportunities and to find new ways of working with colleges and other apprenticeship providers to extend the offer to local residents. A formal review is underway and will be completed for inclusion in the Council's forthcoming Economic Development Strategy toward the end of 2019.

4. Contribution to strategic outcomes

The apprenticeship review will contribute to the Economy and Community Wealth Building objectives of the Borough Plan.

5. Use of Appendices

The substantive report are powerpoint slides attached as an Annex to this cover sheet.

6. Local Government (Access to Information) Act 1985
N/A



Apprenticeships

Steve Carr

Interim Assistant Director of Economic Development

June 2019

Apprenticeships: Context

- **Government Target:** 3 million apprentices by 2020 – all public bodies to contribute.
- **Employer-led approach:** But levy can only be used for training not staff costs. Huge demand for every apprenticeship place offered, but too few available and quality of training is a concern.
- **April 2017:** new Apprenticeships Levy, 0.5% of the pay bill for employers with pay bill £3m+.
- **April 2019:** 25% of levy can go to the supply chain (was 10%). Any age – not necessarily for young people or as entry into employment.
- **Apprenticeship numbers:** Should be 2.3% of staff headcount. 2009-2016 London boroughs created 5,000 apprentices. Now boroughs must provide 4,674 *a year* (577% increase).
- **Haringey, Borough Plan target:** 200 apprenticeships for residents including those brokered by the Council, those working for Haringey and contractors/suppliers. Haringey as a direct employer/schools - target this year is 130 apprenticeships.

2019 Apprenticeship Open Day



1 March 2019
12pm - 4.30pm
Contact: George Meehan
294 High Rd, Wood
London N22 8YX



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Join us on **1 March** and get hints and tips that will help make your application stand out from the crowd.

REGISTER FOR YOUR FREE PLACE NOW

Register at: tflwg.eventbrite.co.uk to guarantee your place on a workshop. Priority will be given to Haringey residents.

For more information email Hest@haringey.gov.uk or call Tracey Fergus on **020 8489 3228**



Apprenticeship Partnerships

- **Apprenticeship Coordinator in Haringey Works (formerly known as HEST) + Progression Team in Children's Services** promote apprenticeships to residents. Brokerage of apprenticeship opportunities with Major Employers eg: TfL, Fashion Enterprise and the Met Police. Partners: Homes for Haringey has 30 apprentices in its maintenance team and 2 in Chief Execs. Ada College has 100 apprentices.
- **Embedding Apprenticeship requirements in Council procurement.** The London Construction Partnership Framework requires 1 apprentice for every £1m of contract value. We are strengthening this to ensure these are Haringey residents, validated by the Haringey Works/HEST construction & apprenticeship officers.
- **Apprenticeship Requirement in Planning.** The Council's Supplementary Planning Document requires all developers with s106 obligations to achieve a minimum of 1 new apprenticeship for every £3m contract value. Haringey Construction Partnership has been created to support local labour in construction – at all skill levels and attracting BAME and women into opportunities.

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Haringey in the London Context

- **London boroughs:** 2,722 apprenticeships 2018-19 financial year. Cumulative since 2009 16,252.
- **5.8% increase** in the total number of apprenticeships generated by London boroughs in 2018-19 compared to last year - direct recruitment rose 35.5% increase on the year before.
- **41.5% increase in the number of apprenticeships in London schools** - but a 30% decline in the number of apprentices recruited via the supply chain.
- **Shift to higher level apprenticeships by London boroughs** - at level 4+ and away from basic skills level 2. The proportion of apprentices over the age of 25 has significantly increased.
- **Haringey's 2018-19 London Councils 'target'** was 133 apprentices, delivery was 35 including schools (26 direct). Only City of London and Kensington & Chelsea exceeded targets last year.

2018-19 Local Authority Direct Recruitment

Haringey 26

Islington 89

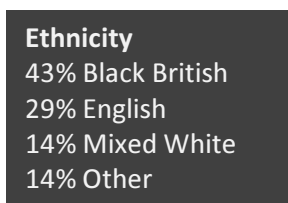
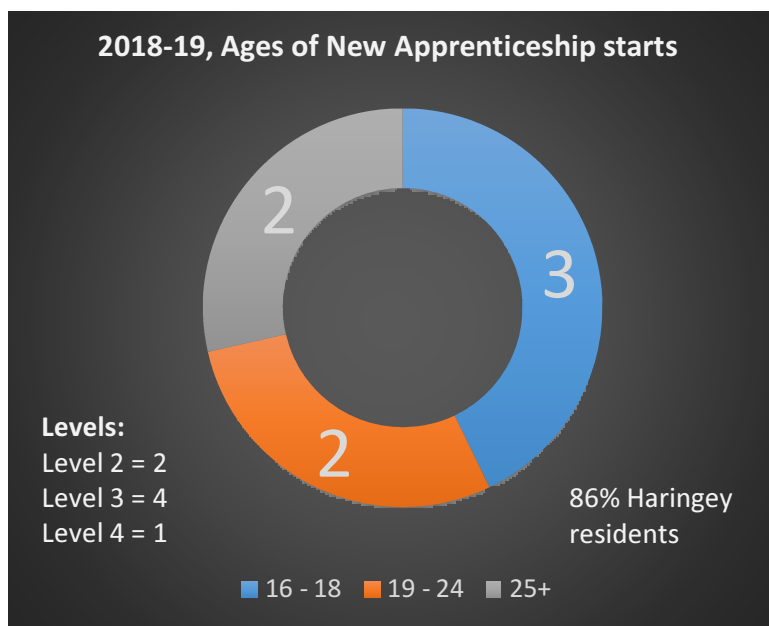
Hackney 99

Camden 65

Only 2 boroughs exceeded targets

Haringey Council's Apprenticeships

- Haringey's contributes c£700k a year to the levy (45% from schools). The levy pot is currently £1.6m with a committed spend of £318k against it. Unspent funds expire after 24 months unless actually spent or transferred.
- 2.3% headcount target means 50 apprenticeship starts this year for Haringey and 80 for schools.



Current Position

- 2018-19: Total of 26 apprenticeship starts
19 existing staff and 7 new recruits.

New Recruits: Procurement, Revenue & Benefits, HR, Libraries, Parks.

Two new apprenticeships in procurement will be commencing in June.

Housing, Economic Regeneration and Adults are looking at carving out apprenticeship roles in imminent restructures.

**2019/20 Target: 50 Council, 80 schools.
Total 130 apprentices**

Apprenticeships: Future Actions

- **Haringey HR strategy:** A full review of delivery options is underway to conclude as part of the Economic Development Strategy to be published in the autumn of 2019. In future we propose to embed apprenticeships into all restructures and major recruitment drives. However, apprenticeships are not available in some skills in the authority eg: accountancy and finance. A central apprenticeship team is required to support apprentices, arrange corporate placements in different teams, secure external training and give pastoral care, especially important for young people going into their first jobs. We can also learn from successful authorities. For example, Tower Hamlets has created career grade apprenticeships and Southwark has created a degree level apprenticeship. We also need to find good training providers able to create quality courses. We are working with Central London Forward to lobby the FE sector and Mayor of London to be more proactive on quality, potentially with a London-wide 'London Boroughs' apprenticeship scheme.
- **Broker relationship with a partner Apprenticeship Provider:** Discussions with Tottenham Foundation and CONEL are being explored using our supply chain levy to 'lever-in' apprenticeship capacity to support our existing activity as an authority.
- **Schools:** We will step-up our promotion of apprenticeships with schools and HEP. The loss of the IAG/careers function in local authorities and the advent of academies makes the local authority progression role with schools much more challenging. Some schools are providing only basic information on apprenticeships and need support to make sure they are realistic for their students. Some schools may not be promoting apprenticeships at all as part of their new careers obligations, prioritising academic and other progression.

Report for Children and Young People's Scrutiny Panel – 13 June 2019

Title: Work Programme 2018-20 - Update

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

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

Ward(s) affected: N/A

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

1. Describe the issue under consideration

1.1 This report reports on the further development of the Panel's work plan for 2018/20.

2. Recommendations

2.1 That the Panel notes its work programme, attached at **Appendix A**, and considers whether any amendments are required.

2.2 That the Overview and Scrutiny Committee be asked to endorse any amendments at its next meeting.

3. Reasons for decision

3.1 The work programme for Overview and Scrutiny was finalised by the Overview and Scrutiny Committee at its meeting on 19 November 2018. Arrangements for implementing the work programme have progressed and the latest plans for the Children and Young People's Scrutiny Panel are outlined in **Appendix A**.

4. Alternative options considered

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

5. Background information

5.1 The work programme for the Committee and its Panels that was agreed is for two years – 2018/19 and 2019/20. It was finalised following a wide ranging consultation process that included partner organisations, stakeholders, the community and voluntary sector and local residents. There is nevertheless some scope for flexibility and the Panel may update and amend it to taken into account any emerging issues not currently included as it feels fit.

- 5.2 A copy of the current work plan for the Children and Young People's Scrutiny Panel is attached as Appendix "A".

Review on SEND

- 5.3 The Panel has yet to complete its review on Special Educational Needs and Disability provision. The review held evidence sessions on 22 and 30 January, 5 March and 1 April. An additional evidence session is required to receive evidence from the remaining witnesses that were planned to be interviewed. In addition, the Panel will need to consider what, if any, additional evidence may be required for it to be in a position to make meaningful recommendations. A digest of all the evidence received to date will be produced to assist with this.

Forward Plan

- 5.4 Since the implementation of the Local Government Act and the introduction of the Council's Forward Plan, scrutiny members have found the Plan to be a useful tool in planning the overview and scrutiny work programme. The Forward Plan is updated each month but sets out key decisions for a 3-month period.

- 5.5 To ensure the information provided to the Panel is up to date, a copy of the most recent Forward Plan can be viewed via the link below:

<http://www.minutes.haringey.gov.uk/mgListPlans.aspx?RP=110&RD=0&J=1>

- 5.6 The Panel may want to consider the Forward Plan and discuss whether any of these items require further investigation or monitoring via scrutiny.

6. Contribution to strategic outcomes

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

7. Statutory Officers comments

Finance and Procurement

- 7.1 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

- 7.2 There are no immediate legal implications arising from the report.

7.3 In accordance with the Council's Constitution, the approval of the future scrutiny work programme falls within the remit of the OSC.

7.4 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.

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 Overview and Scrutiny Committee. Such reports can then be referred to Cabinet or Council under agreed protocols.

Equality

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

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

7.7 The 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.

7.8 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.

8. Use of Appendices

Appendix A – Children and Young People’s Scrutiny Panel; Work Plan for 2018/20

9. Local Government (Access to Information) Act 1985

N/A

Children and Young People’s Scrutiny Panel

Work Plan 2018 - 20

1. Scrutiny review projects; These are dealt with through a combination of specific evidence gathering meetings that will be arranged as and when required and other activities, such as visits. Should there not be sufficient capacity to cover all of these issues through in-depth pieces of work, they could instead be addressed through a “one-off” item at a scheduled meeting of the Panel. These issues will be subject to further development and scoping. It is proposed that the Committee consider issues that are “cross cutting” in nature for review by itself i.e. ones that cover the terms of reference of more than one of the panels.

Project	Comments	Priority
Special Educational Needs	<ul style="list-style-type: none"> • SEND children are growing in numbers. They can often find difficulty in accessing services due to stretched Council budgets or lack of clarity on how parents can access services; • Families can find it a struggle to obtain a formal diagnosis for their children, which is often a prerequisite in getting extra support at school and/or at home; • Some groups of SEND children have an increased risk of exclusion from school and there can also be poor outcomes in the classroom, which can have a detrimental impact on families struggling to cope; • Early intervention, including diagnosis, is key in order to put relevant support measures in place so that children with SEND can have fulfilling lives with good educational outcomes. <p>The review will examine and review the role and the effectiveness of the current service children with Social, Emotional and Mental Health (SEMH) issues and autism receive. It will aim to establish;</p> <ul style="list-style-type: none"> • Looking in particular at their interaction with the Council and schools, what are the experiences of parents with SEMH and autistic children in trying to access support for their children? • What are the waiting times for parents requesting an assessment, obtaining a diagnosis and 	1.

	<p>receiving the extra support required?</p> <ul style="list-style-type: none"> • What are the outcomes of children with SEMH and autism in relation to their diagnoses? • As local authorities move away from statements to Education Health and Care (EHC) plans, what are the challenges parents face in obtaining EHC plans? How many children currently have a statement or EHC plan and how many apply for it? What are the rejection rates of children trying to obtain an EHC plan and what are the reasons? 	
Alternative Provision	<p>The review will look at Alternative Provision (AP) services provided to students who no longer attend mainstream education for reasons such as exclusion, behavioural issues, school refusal, short/long term illnesses as well as any other reasons. The main areas of focus will be:</p> <ul style="list-style-type: none"> • What are the reasons why children in Haringey enter AP? • Once entering alternative provision, what are their outcomes and attainment levels when compared to mainstream schools? • How many children going through the AP route later enter the youth justice system? • How many children enter alternative provision as a result of SEND needs and how many have a statement or a EHCP plan? • The demographics of children entering AP including ethnicity, gender, areas of the borough where children in AP are drawn from and levels of children receiving free school meals prior to entering AP; • What are the challenges schools and local authorities face and what can we do better to meet the needs of children so as to avoid AP altogether? • Are the outcomes from AP providers uniform within Haringey? • How cost effective is AP. 	

2. **“One-off” Items; These** will be dealt with at scheduled meetings of the Panel. The following are suggestions for when particular items may be scheduled.

Date	Potential Items
6 September 2018	<ul style="list-style-type: none"> • Terms of Reference • Service Overview and Performance Update • Cabinet Member Questions; Children and Families and Communities (to cover areas within the Panel’s terms of reference that are within their portfolios). • Work Planning; To agree items for the work plan for the Panel for this year.
8 November 2018	<ul style="list-style-type: none"> • Cabinet Member Questions – Children and Families. • New Safeguarding Arrangements. • Financial Monitoring; To receive an update on the financial performance relating to Corporate Plan Priority 1. • Joint Targeted Area Action Plan – Update.
18 December 2018	<ul style="list-style-type: none"> • Budget Scrutiny • Cabinet Member Questions – Communities

<p>4 February 2019</p>	<ul style="list-style-type: none"> • Educational Attainment Performance; To report on educational attainment and performance for different groups, including children with SENDs. Data on performance broken down into different groups, including children with SENDs, as well as ethnicity, age, household income etc. To include reference to any under achieving groups. • School Exclusions; To consider an overview of current action to address school exclusions and, in particular, the outcome of the detailed analysis of fixed term exclusions. • Chair of LSCB & Annual Report. • Review on Support to Children from Refugee Families (N.B. including NRPF): Update on Implementation of Recommendations
<p>19 March 2019</p>	<ul style="list-style-type: none"> • Transition (to be jointly considered with the Adults and Health Panel). • Cabinet Member Questions – Children and Families • Ofsted Inspection – Action Plan • Services to Schools • Review on Child Friendly Haringey: Update on Implementation of Recommendations
<p>2019 - 2020</p>	
<p>13 June 2019</p>	<ul style="list-style-type: none"> • Terms of Reference

	<ul style="list-style-type: none"> • Work Planning; To agree items for the work plan for the Panel for year. • Cabinet Member Questions – Communities • Youth Services • Review on Restorative Justice: Update on Implementation of Recommendations • Apprenticeships
<p>19 September 2019</p>	<ul style="list-style-type: none"> • Cabinet Member Questions – Children and Families • Chair of LSCB & Annual Report/New Safeguarding Arrangements • OFSTED Action Plan – Progress • The Role of the LADO • Financial Monitoring; To receive an update on the financial performance relating to Corporate Plan Priority 1 • Alternative Provision
<p>7 November 2019</p>	<ul style="list-style-type: none"> • Cabinet Member Questions – Communities • Childhood Obesity • Mental health services for teenagers and young people (CAMHS)

	<ul style="list-style-type: none"> • Educational Attainment Performance; To report on educational attainment and performance for different groups, including children with SENDs. Data on performance broken down into different groups, including children with SENDs, as well as ethnicity, age, household income etc. To include reference to any under achieving groups.
19 December 2019 (Budget Meeting)	Budget scrutiny
2 March 2020	<ul style="list-style-type: none"> • Cabinet Member Questions – Children and Families • Play and leisure • Unregistered schools • Home schooling and safeguarding

TBA:

Joint meeting on Transitions