

<b>Report for:</b>	Environment & Housing Scrutiny Panel July 2013	<b>Item Number:</b>	<b>6</b>
<b>Title:</b>	Terms of Reference – Environment and Housing Scrutiny Panel		
<b>Report Authorised by:</b>	Cllr Stuart McNamara Chair, Environment & Housing Scrutiny Panel		
<b>Lead Officer:</b>	Martin Bradford, Scrutiny Officer, 0208 489 6950 martin.bradford@haringey.gov.uk		
<b>Ward(s) affected:</b>	<b>Report for Key/Non Key Decisions:</b>		

## 1. Describe the issue under consideration

1.1. Within the Overview & Scrutiny structure, there is one overarching Overview and Scrutiny Committee and four scrutiny panels. Panels have responsibility for scrutinising their own discrete areas of work, which are:

- Communities;
- Adults and Health;
- Children & Young People;
- Environment and Housing.

1.2. It is important to note that work of the panels is overseen by the main Overview and Scrutiny Committee and that recommendations made by the panels must be approved by the Overview and Scrutiny Committee.

1.3. The Overview and Scrutiny Committee has determined the terms of reference of each Scrutiny 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. Areas which are not covered by the 4 Scrutiny Panels shall be the responsibility of the main Overview and Scrutiny Committee.

### 1.4. Cabinet Member introduction

N/A

## 2. Recommendations

2.1. That the terms of reference for the panel, as approved by the Overview and Scrutiny Committee on 17<sup>th</sup> June 2013, and as replicated at paragraph 4.2 of this report, be noted.

### **3. Other options considered**

N/A

### **4. Scrutiny Panels**

4.1. Scrutiny panels are non-decision making bodies. The work programme and any subsequent reports and recommendations that each panel produces must therefore be approved by the Overview & Scrutiny Committee. Such reports can then be referred to Cabinet or Council under agreed protocols. There are generic terms of reference for all of the scrutiny panels.

#### **4.2. Terms of Reference for Scrutiny Panels**

##### Policy Development and Review

4.2.1. Any Scrutiny Panels established by the Overview and Scrutiny Committee may, in accordance with Part Two, Article 6.03 (b) of the constitution:

- 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.

##### Scrutiny

4.2.2. Any Scrutiny Panels established by the Overview and Scrutiny Committee may, in accordance with Part Two, Article 6.03 (c) of the constitution:

- 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 nonexecutive 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).

##### Approval of findings and recommendations

4.2.3. Scrutiny Panels must refer their findings/recommendations to the main Overview and Scrutiny Committee for approval prior to referral to Cabinet or the Council as appropriate.

#### Policy Areas

4.2.4. The policy areas covered by the Environment and Housing Scrutiny Panel are as follows (a full list for all panels is contained in Appendix A):

- Recycling and waste management
- Highways
- Sustainable transport
- Parking
- Parks and Open spaces
- Planning & Licensing
- Enforcement
- Strategic housing policy, social housing, housing allocations.

#### **4.3. Membership of scrutiny panels**

4.3.1. As laid out in the Overview and Scrutiny Protocol individual panels will be chaired by a Member of the Overview & Scrutiny Committee. The total membership of the panel will consist of between 3 and 7 non executive members and be politically proportional as far as possible (including the Chair), and that apart from the Chair, the other Panel members to be non-executive members who do not sit on the OSC.

4.3.2. Each Scrutiny Panel is entitled to appoint up to three non-voting co-optees. The Children and Young People's Scrutiny Panel 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 Panel are considered.

4.3.3. The membership of the Environment & Housing Scrutiny Panel has been agreed as thus:

Cllr Alexander  
Cllr Bloch  
Cllr Gibson  
Cllr McNamara (Chair)  
Cllr Stanton  
Cllr Weber

#### **4.4. Cycle of meetings**

4.4.1. As per the Overview and Scrutiny Protocol, the scrutiny panel will meet five times per year, one of which will be a dedicated budget scrutiny meeting.

#### **5. Comments of the Chief Finance Officer and financial implications**

5.1. There are no financial implications arising from the recommendations set out in this report. Should any of the work undertaken by panels generate recommendations with financial implications, these will be highlighted at that time.

#### **6. Head of Legal Services and legal implications**

6.1. The Head of Legal Services has been consulted on this report. Under section 9FA of the Local Government Act 2000 an Overview & Scrutiny Committee has the power to appoint one or more sub-committees to discharge any of its functions. In accordance with the

Terms of Reference, the Scrutiny Panel may only report their conclusions/findings/recommendations to the Cabinet or Council with the approval of the main Overview and Scrutiny Committee.

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

## **7. Equalities and Community Cohesion Comments**

7.1. Overview and scrutiny has a strong community engagement role and aims to regularly involve local residents in its work. It is anticipated that the new structure will enable local residents to have greater involvement in the work of Scrutiny by making engagement a more integral part of the scrutiny process.

7.2. Scrutiny promotes openness and transparency. All meetings and documents are public and therefore open to local people.

## **8. Head of Procurement Comments**

8.1. N/A

## **9. Policy Implications**

9.1. Scrutiny has a policy development and review role across the Council and with local partners. It is therefore anticipated that the Environment and Housing Scrutiny Panel will, during the course of its work, make recommendations which may impact on the policies and practice of the Council and its partners. The implications of such policy changes will be assessed by the panel and highlighted in any recommendations to Overview & Scrutiny Committee and Cabinet.

## **10. Use of Appendices**

10.1. Appendix A – Scrutiny bodies, role and service areas.

## **11. Local Government (Access to Information) Act 1985**

## Appendix A – Scrutiny bodies: role and service areas.

Scrutiny body	Exec Lead	Scrutiny roles	Policy service /areas covered
<b>Overview and Scrutiny Committee</b>  <b>Chair:</b> <b>Cllr Bull</b>	<u>Cabinet</u> Leader & Portfolio holder Cllr Goldberg Cllr Strickland  Chief Executive Stuart Young Zina Etheridge Julie Parker	<ul style="list-style-type: none"> <li>▪ Cabinet Q &amp; A</li> <li>▪ Scrutiny work programme</li> <li>▪ Ratifying reports of Panels</li> <li>▪ Budget Scrutiny</li> <li>▪ Borough wide/cross cutting topics</li> <li>▪ Call-in</li> <li>▪ CCFA</li> <li>▪ Updates on previous reviews</li> <li>▪ Updates from scrutiny panels</li> </ul>	<ul style="list-style-type: none"> <li>▪ Performance</li> <li>▪ External Partnerships</li> <li>▪ Northumberland Park Project</li> <li>▪ Corporate Policy &amp; Strategy</li> <li>▪ Communications</li> <li>▪ Legal services</li> <li>▪ Human resources</li> <li>▪ Organisational development</li> <li>▪ Council Budget</li> <li>▪ Corporate property</li> <li>▪ IT</li> <li>▪ Customer Services</li> <li>▪ Benefits</li> <li>▪ Regeneration</li> <li>▪ Employment/worklessness</li> <li>▪ Community cohesion</li> <li>▪ Tottenham Regeneration Project</li> <li>▪ St Ann's redevelopment</li> <li>▪ Partnership arrangements</li> <li>▪ Carbon reduction</li> </ul>
<b>Adults and Health</b>  <b>Chair:</b> <b>Cllr Adamou</b>	<u>Cabinet</u> Cllr Vanier  <u>Directors:</u> Mun Thong Phung Jeanelle de Gruchy	<ul style="list-style-type: none"> <li>▪ Cabinet Q &amp; A</li> <li>▪ Performance</li> <li>▪ Policy and strategy</li> <li>▪ Budget scrutiny</li> <li>▪ Substantial variations (health)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Adult social care</li> <li>▪ Public Health</li> <li>▪ Link with CCG</li> <li>▪ Health and Wellbeing Board</li> <li>▪ Adult health services</li> <li>▪ Children's health services</li> <li>▪ Transition</li> <li>▪ Changes to service provision</li> <li>▪ Voluntary sector</li> <li>▪ Safeguarding policy</li> </ul>
<b>Children and Young People</b>  <b>Chair:</b> <b>Cllr Newton</b>	<u>Cabinet</u> Cllr Waters Cllr Goldberg  <u>Directors:</u> Libby Blake	<ul style="list-style-type: none"> <li>▪ Cabinet Q &amp; A</li> <li>▪ Performance</li> <li>▪ Policy and strategy</li> <li>▪ Budget scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>▪ Looked after Children</li> <li>▪ Fostering and adoption</li> <li>▪ Education e.g. exam results &amp; school improvements</li> <li>▪ Youth offending</li> <li>▪ Safeguarding</li> <li>▪ Effectiveness of partnership working</li> <li>▪ Child poverty</li> <li>▪ Safeguarding Policy</li> </ul>
<b>Housing and Environment</b>  <b>Chair:</b> <b>Cllr McNamara</b>	<u>Cabinet</u> Cllr Bevan Cllr Canver  <u>Directors:</u> Mun Thong Phung Lyn Garner	<ul style="list-style-type: none"> <li>▪ Cabinet Q &amp; A</li> <li>▪ Performance</li> <li>▪ Policy and strategy</li> <li>▪ Budget scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recycling and waste management</li> <li>▪ Highways</li> <li>▪ Sustainable transport</li> <li>▪ Parking</li> <li>▪ Parks and Open spaces</li> <li>▪ Planning &amp; Licensing</li> <li>▪ Enforcement</li> <li>▪ Strategic housing policy, social housing, housing allocations.</li> </ul>
<b>Communities</b>  <b>Chair:</b> <b>Cllr Winskill</b>	<u>Cabinet</u> Cllr Watson  <u>Director/ACE:</u> Zina Etheridge Lyn Garner	<ul style="list-style-type: none"> <li>▪ Cabinet Q &amp; A</li> <li>▪ Performance</li> <li>▪ Policy and strategy</li> <li>▪ Budget scrutiny</li> </ul>	<ul style="list-style-type: none"> <li>▪ Crime and disorder</li> <li>▪ Libraries</li> <li>▪ Culture</li> <li>▪ Leisure</li> <li>▪ Equalities</li> <li>▪ Domestic violence</li> <li>▪ Area Forums and Committees</li> </ul>