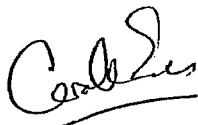


## NOTTINGHAM CITY COUNCIL

### OVERVIEW AND SCRUTINY COMMITTEE

**Date:** Monday 20 May 2013  
**Time:** At the rising of Annual Council  
**Place:** Tea Room at Council House

**Councillors are requested to attend the above meeting on the date and at the time and place stated to transact the following business.**



**Deputy Chief Executive/Corporate Director for Resources**

**Overview and Scrutiny Review Co-ordinator: Angelika Kaufhold Direct dial - 8764296**

### AGENDA

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATIONS OF INTERESTS**
- 3 **APPOINTMENT OF VICE-CHAIR**
- 4 **MINUTES** Attached  
Meeting held on 10 April 2013 (for confirmation)
- 5 **TERMS OF REFERENCE** Attached  
Report of Head of Democratic Services
- 6 **ESTABLISHMENT OF COMMITTEES** Attached  
Report of Head of Democratic Services
- 7 **APPOINTMENT OF CO-OPTEES** Attached  
Report of Head of Democratic Services
- 8 **DATES OF FUTURE MEETINGS**  
To agree to meet on the following Wednesday's at 2.00 pm:
  - 12 June, 3 July, 4 September, 9 October, 6 November and 4 December 2013;
  - 8 January, 5 February, 5 March and 9 April 2014.

**IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ABOVE, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ON THIS AGENDA, IF POSSIBLE BEFORE THE DAY OF THE MEETING.**

**CITIZENS ATTENDING MEETINGS ARE ASKED TO ARRIVE AT LEAST 15 MINUTES BEFORE THE START OF THE MEETING TO BE ISSUED WITH VISITOR BADGES.**

Agenda, reports and minutes for all public meetings can be viewed online at:-  
<http://open.nottinghamcity.gov.uk/comm/default.asp>

**NOTTINGHAM CITY COUNCIL**

**OVERVIEW AND SCRUTINY COMMITTEE**

**MINUTES**

of meeting held on **10 APRIL 2013** at Loxley House

from 2.04 pm to 3.25 pm

- ✓ Councillor Parbutt (Chair)
- Councillor Bryan
- Councillor Culley
- ✓ Councillor Choudhry
- ✓ Councillor Dewinton (Vice-Chair)
- Councillor Hartshorne
- Councillor Healy
- ✓ Councillor Jenkins
- ✓ Councillor Khan
- Councillor Klein
- Councillor Molife
- ✓ Councillor Watson
- ✓ Councillor S Williams

✓ indicates present at meeting

**In Attendance**

- |                   |   |  |
|-------------------|---|--|
| Councillor Norris | - | Portfolio Holder for Area Working, Cleansing and Community Safety and member of Nottinghamshire Police and Crime Panel |
| Ms C Cutland      | - | Deputy Police and Crime Commissioner   |
| Mr K Dennis       | - | Chief Executive, Office of the Police and Crime Commissioner   |
| Mr P Moyes        | - | Director, Crime and Drugs Partnership  |
| Mrs J Garrard     | - | Overview and Scrutiny Co-ordinator   |
| Ms A Kaufhold     | - | Overview and Scrutiny Co-ordinator   |

**57 COUNCILLOR STEVE PARTON**

The Committee stood for a minute's silence in tribute to Councillor Steve Parton who had been an active and valued scrutiny member and had sadly died on 6 April 2013.

## **58 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bryan, Culley (illness), Hartshorne (other Council business), Healy (personal) and Klein (other Council business) and Beverley Denby, 3<sup>rd</sup> Sector Advocate.

## **59 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

## **60 MINUTES**

**RESOLVED that subject to amending the start time to 10.00 am for the Nottingham City Inter-agency Homelessness Strategy 2013-18 Review Panel meeting on 17 April 2013, the minutes of the meeting held on 6 March 2013 be confirmed and signed by the Chair.**

## **61 NOTTINGHAMSHIRE'S POLICE AND CRIME COMMISSIONER POLICE AND CRIME PLAN AND DISCUSSION WITH CHRIS CUTLAND, NOTTINGHAMSHIRE'S DEPUTY POLICE AND CRIME COMMISSIONER**

The Committee considered the report of the Head of Democratic Services which provided information on the role of the Police and Crime Commissioner and development of the Nottinghamshire Police and Crime Plan; the role of the Nottinghamshire Police and Crime Panel in holding the Police and Crime Commissioner (PCC) to account; and the Committee's statutory responsibilities to hold the Crime and Drugs Partnership to account.

Chris Cutland, Deputy Police and Crime Commissioner, gave a presentation on the Police and Crime Plan, its strategic priorities and governance of the Office of the Police and Crime Commissioner. During the presentation, Chris Cutland provided the following information:

- The Police and Crime Plan was based on wide consultation with a range of partners, including elected members.
- Strategic priority themes within the Plan were:
  - protect, support and respond to victims, witnesses and vulnerable people, including development of a victim strategy and commissioning framework, supporting women and girls involved with gangs, addressing gaps in support for people identified as having 'medium risk' of being victims of domestic violence;
  - improve the efficiency, accessibility and effectiveness of the criminal justice process, including the youth justice system;
  - focus on those local areas that are most affected by crime and anti-social behaviour, for example Forest Recreation Ground, developing safer school routes;
  - reduce the impact of drugs and alcohol on levels of crime and anti-social behaviour, to be addressed by alignment of partnership budgets for alcohol strategies for example;
  - reduce the threat from organised crime;

- prevention, early intervention and reduction in re-offending, including dual diagnosis for offenders; and
- spend money wisely, for example by focusing on partnership working and building sustainability into policies.
- The Plan included some differences in focus for the City and the County. Unique requirements for the City included threats relating to gangs and violence, domestic abuse, sexual assault, mental health, drugs and alcohol misuse, shoplifting, the night-time economy, public open spaces and developing a Safer Cab Scheme.
- The PCC had weekly meetings with the Chief Constable, with a focus on meeting targets set.
- The Police and Crime Panel provided a check and balance in relation to the performance and exercise of statutory functions by the Commissioner.

Peter Moyes, Director of the Crime and Drugs Partnership, gave a presentation on how the Crime and Drugs Partnership (CDP) is working with the Police and Crime Plan. During the presentation, Peter Moyes provided the following information:

- Despite improvements, Nottingham still had one of the highest crime rates amongst the Core Cities and major challenges remained in relation to reducing crime and anti-social behaviour.
- The CDP welcomed the PCC's allocation of £1.7m to the Partnership to tackle issues in the City, recognising the impact that crime in the City also has on the surrounding areas in the County.
- The focus for use of the £1.7m funding would be reducing violence (including domestic violence and gang and youth violence); and tackling substance misuse (including youth projects, drugs and integrated offender management).
- Areas that have been identified by the CDP where added value would be gained from working in partnership with the PCC were tackling violence; focusing on high impact neighbourhoods; drug testing and treatment; and integrated offender management.
- The City's alcohol strategy would be shared with the PCC to inform a county-wide approach to reduce the crime and anti-social behaviour impacts of alcohol.
- The PCC was not a member of the CDP but had contributed to meetings.
- The CDP was currently in Year 3 of its 3 year Partnership Plan. Addressing repeat victimisation would present a challenge based on current performance.

Councillor Alex Norris, Portfolio Holder for Area Working, Cleansing and Community Safety and Nottingham City Council one of the three representatives on the Nottinghamshire Police and Crime Panel spoke about the role of the Police and Crime Panel. He informed the Committee that a lot of activity had taken place in the first few months of the Panel's existence to look at the PCC's budget, precept and development of the Police and Crime Plan. However, there was scope to improve the Panel through greater clarity about the role of the Panel and identification of areas where it could add greatest value; ensuring that membership of the Panel was appropriate and that members had relevant skills and training; and ensuring appropriate office support for the Panel. Kevin Dennis, Chief Executive of the Office

of the Police and Crime Commissioner, commented that the Panel's recommendations in relation to targets in the Police and Crime Plan had been useful and resulted in changes being made.

During discussion with all four contributors the following additional information was provided:

- The consultation process identified a common theme of the need for Police to be more proactive in using licensing policies and law to address local alcohol issues.
- There was concern about the extent to which Police officers were moved between geographical areas and the impact this had on local relationships and communication.
- The PCC was aware of a lack of trust in the Police amongst some groups within Black and Minority Ethnic communities (BME). To address this there was targeted work on BME recruitment to the Police and looking at 'stop and search' and 'stop and account' processes.
- The Joint Audit Scrutiny Panel within the Office of the Police and Crime Commissioner was a requirement of financial codes of practice. In terms of scrutiny it was important for it the Panel to work closely with external inspectorates and local authority scrutiny to avoid duplication. Its focus would be on areas of greatest risk. The Panel would be made up of independent members and a recruitment exercise was currently taking place.
- In focusing on high impact neighbourhoods it was important not to ignore similar issues that may exist within neighbouring areas.
- There were currently no plans for the Police and Crime Panel to regularly report publicly about its work, although all meetings were held in public.

Based on the information considered at the meeting the Committee felt that it was better informed about how its role in scrutinising crime and disorder issues fitted within the context of the Police and Crime Commissioner and Police and Crime Panel.

**RESOLVED that the Crime and Drugs Partnership be invited to a future meeting (either June or July 2013) to discuss performance against its Partnership Plan.**

## **62 PROGRAMME FOR SCRUTINY**

The Committee considered a report of the Head of Democratic Services which set out the future programme for scrutiny.

### **RESOLVED**

- (1) that Councillor Collins, Leader of the Council, attend the Committee's meeting on 5 June 2013 for a discussion relating to the Council's performance and progress of objectives for 2012/13 and the objectives, priorities and challenges facing the Council for 2013/14;**

- (2) that Councillor Khan be appointed to sit on the Nottingham City Inter-agency Homelessness Strategy 2013-18 Review Panel, meeting on 17 April 2013;
- (3) that a scrutiny briefing session on proposals for the future of mental health support services be held for all city councillors; and
- (4) that, subject to inclusion of the Crime and Drugs Partnership being invited to the future meeting of the Committee, the proposed draft programme for scrutiny 2012/13 be approved.

**63 DATES OF FUTURE MEETINGS**

**RESOLVED** that the Committee note it is proposed to hold meetings of the Overview and Scrutiny Committee on the following Wednesdays at 2pm:

<b>2013</b>	<b>2014</b>
<b>20 May</b>	<b>8 January</b>
<b>5 June</b>	<b>5 February</b>
<b>3 July</b>	<b>5 March</b>
<b>4 September</b>	<b>9 April</b>
<b>9 October</b>	
<b>6 November</b>	
<b>4 December</b>	





<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>20 MAY 2013</b>
<b>OVERVIEW AND SCRUTINY COMMITTEE - TERMS OF REFERENCE</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

To make sure all members of the Overview and Scrutiny Committee are aware of the terms of reference for the Committee and its implications for the operation of the Committee during the year.

**2. Action required**

The Committee is asked to note the terms of reference for the Overview and Scrutiny Committee, as approved at Council, on 20 May 2013.

**3. Background information**

On 20 May 2013 Council established the Overview and Scrutiny Committee and agreed its terms of reference.

**4. List of attached information**

The following information can be found in the appendices to this report:

**Appendix 1 – Overview and Scrutiny Committee Terms of Reference**

**5. Background papers, other than published works or those disclosing exempt or confidential information**

None

**6. Published documents referred to in compiling this report**

Report to the Annual Meeting of the City Council on 20 May 2013.

**7. Wards affected**

Citywide

**8. Contact information**

Contact Colleagues

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0115 8764296

Jane Garrard  
Overview and Scrutiny Co-ordinator  
[jane.garrard@nottinghamcity.gov.uk](mailto:jane.garrard@nottinghamcity.gov.uk)  
0115 8764315

## Terms of reference

- (a) To set, manage and co-ordinate the overview and scrutiny work programme to ensure all statutory roles and responsibilities accorded to the overview and scrutiny function, with the exception of health scrutiny, are fulfilled, including the ability to:
  - i. hold local decision-makers, including the Council's Executive, to account for their decisions, action and performance;
  - ii. review policy and contribute to the development of new policy and the strategy of the Council and other local decision-makers where it impacts on Nottingham residents;
  - iii. explore any matters affecting Nottingham and/ or its residents;
  - iv. make reports and recommendations to relevant local agencies with respect to the delivery of their functions, including the Council and its Executive;
- (b) to maintain an overview of key strategic issues relevant to Nottingham and its residents to inform decisions about the work programme so that it is focused on, and adds value by the examination of, issues of local importance and concern;
- (c) to commission time-limited review panels (no more than 3 major reviews at any one time) to carry out an individual review in accordance with the overview and scrutiny work programme. This commissioning includes setting the remit, initial timescale, size of membership and chair of the panel to meet the needs of the review being undertaken;
- (d) to monitor the effectiveness of the overview and scrutiny work programme and the impact of outcomes from overview and scrutiny activity, including the outcomes of review panels;
- (e) to work with the Health Scrutiny Panel, to support effective delivery of a co-ordinated overview and scrutiny work programme. This may include making referrals of issues for potential scrutiny to the Health Scrutiny Panel;
- (f) to establish a sub-committee known as the Call-In Panel to meet as required to consider call-in requests in accordance with the Council's Call-In Procedure;
- (g) to consider requests for councillor calls for action;
- (h) to receive petitions in accordance with the Council's Petitions Scheme;
- (i) to commission separate policy briefings to inform councillors about current key issues relevant to Nottingham, to aid decisions about the future overview and scrutiny work programme and prepare councillors to undertake overview and scrutiny work that has already been commissioned;

- (j) to co-opt people from outside the Council to sit on any of the overview and scrutiny bodies as relevant to support effective delivery of the overview and scrutiny work programme;
- (k) to establish a pool of no more than 5 scrutiny chairs (the membership of which will include the Chair of the Overview and Scrutiny Committee) who will chair scrutiny review panels and/ or the Call-in Panel as required by the Overview and Scrutiny Committee.

Membership will include two individuals co-opted (with voting rights) from outside the Council. Membership must not include members of the Executive Board. The allocation of seats on the Committee between political groups will be determined on a year by year basis.

The Committee has a number of established sub-committees:

- Call-in Panel;
- Scrutiny Review Panels which are assigned specific time-limited reviews (number appointed by the Overview and Scrutiny Committee dependent on available resources).



<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>20 MAY 2013</b>
<b>ESTABLISHMENT OF OVERVIEW AND SCRUTINY COMMITTEE SUB-COMMITTEES 2013/14</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

To establish the Call-in Panel as a sub-committee of the Overview and Scrutiny Committee for 2013/14 and approve the terms of reference and membership where known. In addition, to approve the terms of reference for scrutiny review panels.

**2. Action required**

The Committee is asked to:

- (1) **appoint five scrutiny chairs (the membership of which will include the Chair of the Overview and Scrutiny Committee and the Chair of the Health Scrutiny Panel) who will chair review panels and/or the Call-in Panel, as required by the Overview and Scrutiny Committee;**
- (2) **approve the terms of reference, membership, and appoint the Chair and Vice-Chair of the Call-in Panel as detailed in Appendix 1;**
- (4) **approve the terms of reference for Scrutiny Review Panels, as detailed in Appendix 2;**
- (5) **approve the scope and membership of Scrutiny Review Panels, as detailed in Appendix 3.**

**3. Background information**

Establishment of sub-committees

- 3.1 A new structure for overview and scrutiny was adopted for 2011/12. An Overview and Scrutiny Committee has been established to set and manage the whole programme for scrutiny. The Committee will commission reviews to be carried out by time-limited scrutiny review panels to deliver the programme for scrutiny. The terms of reference for Overview and Scrutiny Committee require it appoints a Call-in Panel to respond to the call-in of Executive decisions prior to implementation.
- 3.2 At this meeting, the Committee is required to establish the Call-in Panel as a sub-committee and approve the terms of reference, membership and dates of first meetings where known. In addition, the Committee is required to approve the terms of reference for scrutiny review panels to operate as sub-committees of Overview and Scrutiny Committee.

### Chairing of sub-committees

- 3.3 All of these sub-committees will be chaired by members of the Overview and Scrutiny Committee. The Chair of Overview and Scrutiny Committee and Chair of Health Scrutiny Panel, together with three additional scrutiny chairs, collectively form a pool of five scrutiny chairs.
- 3.4 The Chair of the Call-in Panel and the chairs of scrutiny review panels will be appointed by the Overview and Scrutiny Committee from this pool of scrutiny chairs. The chairs of scrutiny review panels will be appointed at the time of establishment of each review panel. The Overview and Scrutiny Committee is required to appoint the Chair and Vice-Chair (from the membership of the Overview and Scrutiny Committee) of the Call-in Panel at this meeting.

#### **4. List of attached information**

The following information can be found in the appendices to this report:

**Appendix 1** – Terms of reference for and membership of the Call-in Panel

**Appendix 2** – Terms of reference for Scrutiny Review Panels

**Appendix 3** – Membership of Scrutiny Review Panels

#### **5. Background papers, other than published works or those disclosing exempt or confidential information**

None

#### **6. Published documents referred to in compiling this report**

None.

#### **7. Wards affected**

Citywide

#### **8. Contact information**

Contact Colleagues  
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0115 8764315

## **Call-in Panel**

### Terms of Reference

The Call-in Panel is a sub-committee of the Overview and Scrutiny Committee set up to determine the validity of call-in of Executive decisions, in accordance with the Constitution and Call-in Procedure.

### Membership

It is proposed that the Call-in Panel comprises 8 councillors. Ordinarily, Overview and Scrutiny Committees/ Panels should be politically balanced, but on 23 May 2011 Council made a unanimous resolution that seats may be allocated differently. On this basis, it is proposed that membership for the Call-in Panel 2013/14 is agreed as follows:

Labour Group: 6

Conservative Group: 2

#### **Labour Group**

TBA

Substitutes -

#### **Conservative Group**

TBA

Substitutes -

### Chairing

The Chair and Vice Chair of the Call-in Panel will be appointed at the first meeting of the Overview and Scrutiny Committee on 20 May 2013. The Chair must be appointed from the pool of 5 overview and scrutiny chairs and the Vice Chair must be a member of the Overview and Scrutiny Committee.

### Date of first meeting

Meetings held as required.

## **Scrutiny Review Panel**

### Terms of Reference

Scrutiny Review Panels are time-limited sub-committees of the Overview and Scrutiny Committee, established by the Overview and Scrutiny Committee to carry out reviews into issues of concern relevant to Nottingham, with a view to making recommendations for improvement.

A scrutiny review panel will be responsible for:

- (a) Scoping the review within the brief and timescale set by the Overview and Scrutiny Committee
- (b) Carrying out review work according to the scope and within the timescale set
- (c) Writing a report on the findings of the review, including any recommendations. This will be sent by the review panel to those whom recommendations are directed towards, and reported to the Overview and Scrutiny Committee for information
- (d) Receiving the response(s) to recommendations
- (e) Reviewing progress against agreed recommendations (usually at a final meeting of the review panel)
- (f) Referring any further issues/ possible areas of work to the Overview and Scrutiny Committee.

### Membership

Any non-executive councillor can be a member of a scrutiny review panel, but no councillor can scrutinise an issue that they have been involved in taking. The size of each scrutiny review panel will be set by the Overview and Scrutiny Committee. It is recommended that each scrutiny review panel should comprise between 6-8 councillors. Ordinarily, Overview and Scrutiny Committees/ Panels should be politically balanced, but on 23 May 2011 Council made a unanimous resolution that seats may be allocated differently. No substitutes are allowed.

Where matters being considered by a scrutiny review panel relate to education, the statutory education co-optees will be full and equal members of that review panel, with voting rights. The Overview and Scrutiny Committee can also choose to appoint additional co-opted members to sit on scrutiny review panels, in accordance with agreed arrangements governing overview and scrutiny co-option.

### Chairing

The chair of each review panel will be appointed by the Overview and Scrutiny Committee from a pool of scrutiny chairs, and will be a member of the Overview and Scrutiny Committee. As a part of his/ her role, the Chair will be responsible for liaison between the Overview and Scrutiny Committee and the scrutiny review panel, including reporting progress of the panel and any issues to the Overview and Scrutiny Committee and presenting the review panel's final report.



## Meetings

Meetings to be held as required within the timescales specified by the Overview and Scrutiny Committee.

### **Current scrutiny review panel membership**

Following establishment of the remit, membership and chairing arrangements for the following scrutiny review panels by the Overview and Scrutiny Committee, councillors have been nominated by Group Whips to be members of the review panels as set out below.

**Scrutiny review: Is the funding available for tree management and maintenance being used in the most efficient and effective way possible? Are there any improvements needed to manage and maintain trees across the City and, if so, what? How is the Council managing the problems caused by tree roots, in particular damage to pavements/roads?**

- Councillor Brian Parbutt (Chair)  
*Remaining membership to be determined*

**Scrutiny review: How is the changing relationship between schools, academies, the Council and the wider community impacting upon issues that need to be addressed?**

- Councillor Glyn Jenkins (Chair)
- Councillor Morley
- Councillor Healey
- Councillor Molife
- Councillor Choudhury
- Councillor Marcia Watson
- Claire Smith (Parent Governor Representative Statutory Co-opted Member)
- Assim Ishaque (Parent Governor Representative Statutory Co-opted Member)
- David Richards (Church of England Diocese Representative Statutory Co-opted Member)
- Ken Daly (Roman Catholic Diocese Representative Statutory Co-opted Member)

**Scrutiny review: Personal budgets – Are there tensions between choice and autonomy for the individual and the Council’s ability to provide the level and range of services that enable choice?**

- Councillor Brian Parbutt (Chair)
- Councillor Georgina Culley
- Councillor Glyn Jenkins
- Councillor Ginny Klein
- Councillor Thulani Molife
- Councillor Steph Williams

Date of next meeting: **TBA**

**Scrutiny review: How well are partners working together on effective rehabilitation and resettlement within Nottingham's communities of adult male and female prisoners following release from Prison?**

- Councillor Emma Dewinton (Chair)
- Councillor John Hartshorne
- Councillor Rosemary Healy
- Councillor Thulani Molife
- Councillor Steve Parton
- Councillor Marcia Watson

**Date of final meeting: TBA in April 2014 (progress against agreed recommendations)**



<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>20 MAY 2013</b>
<b>APPOINTMENT OF CO-OPTees ON OVERVIEW AND SCRUTINY</b>
<b>REPORT OF HEAD OF DEMOCRATIC SERVICES</b>

**1. Purpose**

To agree arrangements for the co-option by overview and scrutiny of people who are not members of the Council to sit on the Overview and Scrutiny Committee and/ or its sub-committees.

**2. Action required**

The Committee is asked to:

- a) appoint David Richards (as Church of England Diocese representative), Ken Daly (as Roman Catholic Diocese representative);
- b) note Claire Smith as Parent Governor Representative with one year remaining of her four year term of office, as statutory co-opted members for any scrutiny activity relating to education matters;
- c) note Assim Ishaque, as Parent Governor Representative, is a statutory co-opted member, for any scrutiny activity relating to education matters, with 3 years of the 4 year appointment remaining;
- d) appoint Beverley Denby, as the non-statutory, co-opted 3<sup>rd</sup> Sector advocate, for a further municipal year 2013/14 and to note that nominations will be sought for 2014/15.

**3. Background information**

3.1 The majority of members of an overview and scrutiny committee/ panel will be elected members of Nottingham City Council. However, legislation does make provision to appoint co-opted members from outside the Council to sit on overview and scrutiny committees. Co-opted members can bring outside expertise, experience and knowledge to inform the work of overview and scrutiny.

3.2 In January 2011, the then Overview and Scrutiny Committee agreed arrangements governing co-option. The purpose of having agreed arrangements in place is to:

- formalise the appointment of co-opted members;

- be clear about the role and contribution of co-opted members;
- ensure that those appointed as co-opted members are able to fulfil the requirements of them;
- ensure that a process of induction, training and support is available to co-opted members;
- provide an opportunity for co-opted members to stand down if they wish; and for overview and scrutiny to refresh its membership and seek representatives with different experience and skills.

#### Role profile and job description for co-opted members

- 3.3 A role profile and job description for co-opted members is attached at Appendix 1. The purpose of this is to have a clear basis for the recruitment of co-opted members and to provide clarity for both the Overview and Scrutiny Committee and co-opted members about what is expected of them. For statutory co-opted members, any additional specific expectations of the role are set out in the relevant Regulations and Guidance.

#### Statutory co-opted members

- 3.4 For overview and scrutiny work that deals wholly or partly with education issues there is a requirement to involve specific statutory co-opted members:

- Church of England Diocese (if the local authority maintains one or more Church of England schools);
- Roman Catholic Diocese (if the local authority maintains one or more Roman Catholic schools);
- Parent governor representatives;

- 3.5 These statutory co-opted members are full and equal members on the overview and scrutiny committee(s) to which they are appointed and have voting rights in relation to education issues.

- 3.6 The statutory co-opted members will be involved by:

- receiving electronic copies of Overview and Scrutiny Committee agendas and minutes;
- being able to suggest topics for potential inclusion on the overview and scrutiny work programme;
- being co-opted as a full member with voting rights for any scrutiny activity relating to education issues, for example a review panel;
- being able to be invited by the Overview and Scrutiny Committee to be a co-opted member or to provide evidence to review panels on topics other than education

- 3.7 Currently both diocesan representative positions are filled. The Council has chosen (within the limitations of Regulations) to have two positions

for parent governor representatives and to make the eligibility criteria as wide as possible so that representatives are not required to represent specific school sectors. The existing parent governor representatives, Claire Smith has one year remaining and Assim Ishaque has three years of their four year terms of office remaining.

#### Non-statutory co-opted members

- 3.8 Legislation makes provision for the appointment of non-statutory co-opted members on overview and scrutiny committees, and the ability to give non-statutory co-opted members voting rights.
- 3.9 Under the Council's structure, the Overview and Scrutiny Committee has responsibility for appointing non-statutory co-opted members to sit on any of the Overview and Scrutiny Committee, Health Scrutiny Panel and/ or a review panel. The need for these additional co-opted members will be determined by the Overview and Scrutiny Committee based on an assessment of what will be beneficial to delivery of the work programme. In determining whether to appoint co-opted members, the Overview and Scrutiny Committee will be mindful of the need, as far as possible, to reflect the full remit of the committee/ panel to which they will be appointed, avoiding membership weighted towards a particular specialist area; and retain a balance with the number of elected members. In approving an appointment, the Committee will be mindful of the potential for any ongoing prejudicial interests between, for example, the co-opted member's paid employment and the overview and scrutiny activity they will be involved in.
- 3.10 Non-statutory co-opted members will usually be representatives of specific organisations or sectors identified by the Overview and Scrutiny Committee as relevant to the work of the committee/ panel to which they will be appointed. Normally the identified organisation(s) will be provided with the co-opted member role profile and person specification and asked to make a suitable nomination. If there is more than one nomination for a vacancy then a selection process will take place to identify the nominee best able to meet the criteria in the person specification. This selection process will be lead by the Chair of Overview and Scrutiny and the Head of Democratic Services. However, on occasion a vacancy may be advertised more widely.
- 3.11 It is proposed that the term of office for non-statutory co-opted members is:
- if appointed to a standing committee/ panel, the term of office will be for the municipal year. At the end of the year, consideration will be given as to whether the post is still required. If it is, the existing co-opted member can be invited to express an interest in remaining in office for a further year. After two consecutive years in post, new nominations will be sought to fill the position (for which the incumbent co-opted member will be able to apply);

- if appointed to a review panel, the term of office will be for the time period over which the review panel exists.
- 3.12 Non-statutory co-opted members are not allowed to send substitutes to attend a meeting in their absence.
- 3.13 Non-statutory co-opted members can be disqualified during their term of office if they don't attend meetings of the committee/ panel to which they have been appointed for 6 months without giving an apology; or if they become a councillor of Nottingham City Council. If they have been appointed on the basis of representing a particular organisation/ sector, then their term of office will also end if they resign or are disqualified from being a member of that organisation/ sector, or if that organisation/ sector ceases to exist. It is the responsibility of the co-opted member to inform the Council if a circumstance arises that they believe disqualifies them from continuing in their term of office. Co-opted members can also resign during their term of office if they feel that they can no longer fulfil the requirements of the role.
- 3.14 In May 2013, Council approved a membership for the Overview and Scrutiny Committee including one independent co-opted member. This position will operate in accordance with arrangements for all non-statutory co-opted members, as outlined above.
- 3.15 While voting is not common practice at overview and scrutiny meetings, for co-opted members to be full and equal members of the Overview and Scrutiny Committee it would be appropriate to give them voting rights. The Scheme of Voting Rights was approved by City Council on 12 September 2011.

#### Support provided to co-opted members

- 3.16 All co-opted members will be:
- sent all agendas, documentation and communication relevant to the overview and scrutiny committee/ panel to which they have been co-opted;
  - offered a comparable level of support as provided to councillors when acting in an overview and scrutiny capacity;
  - offered an induction to the role of co-opted member when they are first appointed. Beyond this no specific training is anticipated but all co-opted members will be invited to attend general overview and scrutiny training events;
  - be entitled to allowances to assist with expenses, such as childcare costs while at meetings, in accordance with the Members' Allowances Scheme.



4. **List of attached information**

The following information can be found in the appendices to this report:

**Appendix 1** – Role profile and job description for co-opted members

5. **Background papers, other than published works or those disclosing exempt or confidential information**

None

6. **Published documents referred to in compiling this report**

Parent Governor Representatives (England) Regulations 2001  
Local Government Act 2003

7. **Wards affected**

Citywide

8. **Contact information**

Contact Colleagues

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0115 8764315

### **Overview and Scrutiny Co-opted Member – Role Profile**

The role of an overview and scrutiny co-opted member is to:

1. Prepare for, attend and actively contribute to the work of the overview and scrutiny committee/ panel to which they have been appointed, including
  - (i) Developing a programme of work;
  - (ii) Gathering information and evidence;
  - (iii) Analysing and challenging information;
  - (iv) Drawing conclusions and making recommendations based on evidence;
  - (v) Monitoring progress against recommendations made.
2. Bring an external perspective to the work of overview and scrutiny, making a link between overview and scrutiny and local communities.
3. Contribute specialist knowledge, expertise and experience to the work of overview and scrutiny.
4. Be able to express the views of the organisation/ sector/ constituency they are representing, if any, and not just their personal view/ experience.
5. Undertake work in overview and scrutiny on behalf of the whole City and not just one particular sector or viewpoint.
6. Act independently of party politics and lobbying interests.
7. Ensure that the organisation they are representing, if any, is kept up-to-date on the work of overview and scrutiny.
8. Show courtesy and respect to other overview and scrutiny members, officers of the City Council and its partners.
9. Respect the sensitivity and confidentiality of information that they may hear as an overview and scrutiny member, and act with discretion.
10. Abide by the requirements of Nottingham City Council's Constitution, Code of Conduct and Register of Interests.

### **Overview and Scrutiny Co-opted Member – Person Specification**

An Overview and Scrutiny Co-opted Member should:

1. Live, work or study in the City of Nottingham.
2. Not be an elected member of Nottingham City Council.
3. Have an interest in improving public services for the people of Nottingham.

4. Have an understanding of local government and wider public service delivery.
5. Have an understanding of current key issues and priorities for Nottingham and, where appropriate, the specific issues within the remit of the overview and scrutiny committee/ panel to which they are appointed.
6. Have a good understanding of the current key issues for the organisation/ sector/ constituency they are being appointed to represent.
7. Have the ability to understand written and verbal information, and analyse complex issues.
8. Be willing to proactively contribute to the work of a team, including on areas outside own experience and expertise.
9. Have the ability to understand, and reflect the views and interests of people other than themselves.
10. Have the ability to communicate effectively, particularly including listening skills and questioning skills.
11. Be able to act with sensitivity and discretion at all times.
12. Be committed to the principles of public scrutiny, accountability, openness and equality.
13. Be independent of party politics.
14. Be able to attend meetings during the day.

Overview and Scrutiny Co-opted Members will also be required to abide by the Council's Code of Conduct and requirements to register Interests.

