



NOTTINGHAM CITY COUNCIL
OVERVIEW AND SCRUTINY COMMITTEE

Date: Monday, 12 May 2014

Time: at the rising of Annual Council

Place: Tea Room - Council House

Councillors are requested to attend the above meeting to transact the following business

Deputy Chief Executive, Corporate Director and Chief Finance Officer
Overview and Scrutiny Co-ordinator: Angelika Kaufhold Direct Dial: 0115 8764296

AGENDA

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IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ABOVE, 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

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NOTTINGHAM CITY COUNCIL

OVERVIEW AND SCRUTINY COMMITTEE

MINUTES of the meeting held at LB31-32 - Loxley House, Station Street, Nottingham, NG2 3NG on 9 April 2014 from 2pm – 3:35pm

- Councillor Brian Parbutt (Chair)
- ✓ Councillor Glyn Jenkins (Vice Chair)
- ✓ Councillor Azad Choudhry
- ✓ Councillor Georgina Culley
- ✓ Councillor Mohammed Ibrahim
- ✓ Councillor Gul Nawaz Khan
- ✓ Councillor Neghat Nawaz Khan
- ✓ Councillor Ginny Klein
- Councillor Thulani Molife
- Councillor Toby Neal
- ✓ Councillor Anne Peach
- Councillor Mohammed Saghir
- ✓ Councillor Roger Steel
- Councillor Marcia Watson
- ✓ Beverley Denby (Third Sector Advocate)

✓ indicates present at meeting

Colleagues, partners and others in attendance:

- Lisa Black - Head of Revenues, Benefits and Welfare Advice
- Trish Eaton - Chief Officer of Nottingham Citizens Advice Bureaux and representative of Advice Nottingham
- Jane Garrard - Overview and Scrutiny Co-ordinator

56 CHAIR

In the absence of the Chair, Councillor Brian Parbutt, the Vice-Chair, Councillor Glyn Jenkins chaired the meeting.

57 APOLOGIES FOR ABSENCE

- Councillor Thulani Molife – Other Council Business
- Councillor Brian Parbutt – unwell
- Councillor Marcia Watson

58 DECLARATIONS OF INTERESTS

None.

59 MINUTES

The Committee confirmed the minutes of the meeting held on 5 March 2014 as a correct record and they were signed by the Chair.

60 WELFARE ADVICE IN NOTTINGHAM

The Committee received a presentation from Lisa Black, Head of Revenues, Benefits and Welfare Advice, and Trish Eaton, Chief Officer of Nottingham Citizens Advice Bureaux and representative of Advice Nottingham, about welfare rights advice in Nottingham. The following information was highlighted in the presentation:

- a) There has been significant change in welfare reform affecting Nottingham citizens. An example of this is that over 4000 households have been affected by the introduction of Social Size Criteria in social housing. 46% of Nottingham City Homes (NCH) tenants have paid full rent resulting from under-occupancy and only 1% have paid no rent resulting from under-occupancy. Remaining households have made partial payments, but the majority of households have had to make changes in order to be able to afford the increased rent. 892 Notices Seeking Possession have been issued for under occupation arrears cases in NCH tenants. This is the first stage of enforcement action. NCH has a robust eviction protocol in place, which was developed with the advice sector. Councillor Liversidge, Portfolio Holder for Commissioning and Voluntary Sector, meets weekly to discuss cases of non-payment of rent as a result of Social Size Criteria to look at alternative options to eviction. This can be particularly challenging when households refuse to engage with agencies until the late stages of enforcement. To date there have been no evictions as a result of Social Size Criteria.
- b) Discretionary Housing Payments (DHP) are available to help residents deal with the impact of welfare reform. Last year there was over £1 million available. DHP is meant to be a stop gap and not a permanent solution, but it does provide time to identify alternative solutions.
- c) Relatively few households have been affected by the Benefits Cap but for those households affected the impact has often been significant.
- d) In Nottingham welfare rights advice is provided by Nottingham City Council's in-house Welfare Rights team (costing approx £600,000 per year) and the Advice Nottingham Consortium. Advice Nottingham is commissioned to provide welfare advice over 3 years (worth £850,000 per year). The Consortium is led by the Citizens Advice Bureaux (CAB) working with several other smaller agencies such as the Nottingham Law Society. In addition specialist advice is provided by organisations such as Nottingham Deaf Society and Nottingham Refugee Forum. In total approx £1.5 million is spent per annum on provision of welfare rights advice in Nottingham and the Portfolio Holder for Commissioning and Voluntary Sector has been clear about the importance of sustaining this level of support.
- e) Welfare rights advice services provided include welfare benefit and debt law; housing issues; employment issues; debt management; and general advice and support.
- f) There are challenges in waiting times for non-urgent matters and clients typically wait for around 4 weeks.

- g) In 2013/14 over 3000 advice sessions were offered, helping 12,549 citizens. As a result £8.8 million has gone into households, by resolving issues such as backdated benefits.
- h) Debt management advice has reduced as a proportion of the total volume of welfare rights advice work, and work relating to benefit claims and welfare changes is increasing as a proportion. This is partly due to the increasing complexity of welfare benefits and partly due to lower household incomes which mean that more people are affected by welfare changes.
- i) Factors driving demand largely relate to welfare reform, for example the introduction of Social Size Criteria and the tightening of benefit sanctions. Much of the understanding about drivers of demand is based on anecdotal evidence and the sector is aiming to gather more robust insight.
- j) The sector is trying to build capacity and ensure that it is responding appropriately to the needs of citizens. This includes work to build knowledge amongst volunteers; strengthen partnerships with the Credit Union as an alternative to high cost/ high interest loans; optimising DHP; and engaging with food banks.
- k) Engaging with food banks does present some challenges. Welfare rights advisors refer people to food banks but many food banks do not want a formal contractual relationship, so alternatives are being looked at as to how food banks can be 'repaid' for the support they provide to referrals. The sector is also working with food banks to better understand the issues facing people who use food banks so that they can be supported in the medium-long term.
- l) Welfare reform changes are continuing, for example the move from Disability Living Allowance to Personal Independent Payments. This is not a straight switch and all relevant households will need to apply for the new Payments over a phased period.
- m) The contract with Advice Nottingham to provide welfare rights advice is in its final year. Future need will be evaluated to inform re-commissioning work. It is likely that there will be a focus on developing financial resilience.
- n) There are currently no timescales for the national rollout of Universal Credit. It is understood that the earliest date is likely to be 2016.

Following questions, Lisa Black and Trish Eaton provided the following additional information:

- o) Government does not require local authorities to provide welfare rights advice. Each local authority has to decide if/ how to provide welfare rights advice. One of the priorities in the Nottingham Plan is to raise people out of poverty and the provision of welfare rights advice fits with delivery of this objective. The preference is for individuals to engage with the relevant agency about their welfare problems but issues are often complex with many different agencies

involved and there is a need for separate advice and guidance. There is also a range of national advice services that citizens can access.

- p) 'Financial resilience' means people being better able to balance their finances in the future; having a sustainable income (often through employment); and access to financial services. Financial resilience is difficult for people who will never be able to access employment.
- q) Waiting times for non-urgent appointments is a big challenge for the sector and may result in people using alternatives such as short term high cost/ high interest loans. The Council rings those people on the waiting list every week to check that their circumstances haven't changed. Demand often peaks in January – March when annual statements are produced.
- r) Interpreters can be booked to help people for whom English is not their first language. However this does have a financial cost.
- s) Support on immigration issues is a very low proportion of welfare rights work and the agencies involved are not licensed to do more. Some work is carried out by the Nottingham Refugee Forum.
- t) Most of the advice provided through the Advice Nottingham Consortium is provided by paid advisors. The exception to this is the CAB which has frontline volunteers, supported by a paid staff.
- u) Prior to the contract with Advice Nottingham the approach was to provide grant funding to advice organisations. The Council wanted to introduce more contractual arrangements and therefore a procurement exercise was carried out. Advice Nottingham was successful in winning the contract.
- v) Advice Nottingham receives money from sources other than Nottingham City Council. This enables it to carry out additional work, some of which is focused on specific projects.

Based on the information provided, the Committee was reassured about current work to provide welfare rights advice in the City and plans to manage this into the future. The Committee felt that it had a better understanding of the issues and challenges facing welfare rights provision but that all councillors would benefit from additional briefings on food banks in the City; and the changes from Disability Living Allowance to Personal Independent Payments.

RESOLVED to recommend that briefings be provided to all councillors on food banks in Nottingham; and the changes from Disability Living Allowance to Personal Independent Payments.

61 PROGRAMME FOR SCRUTINY

The Committee considered the Head of Democratic Services' report about the programme for scrutiny during 2014/15. Jane Garrard, Overview and Scrutiny Co-ordinator advised that, due to availability of contributors, consideration of probation

reforms would need to be postponed until October 2014 and that performance of the Crime and Drugs Partnership could be brought forward to the June 2014 meeting.

Councillors discussed the content of the briefing note about allotments in Nottingham and decided to proceed with a scrutiny review of allotment utilisation. An issue with clearing fly-tipping from allotments and the possible impact that this has on allotment holders was raised as a possible line of questioning for the review.

How the Council and its partners are responding to the Children and Families Act and readiness for its implementation, with a particular focus on how it will impact on the Children and Young People's Plan was suggested as a future topic for review.

RESOLVED

- (1) To postpone consideration of Probation Reforms until October 2014 and bring forward scrutiny of the Crime and Drugs Partnership's performance to June 2014;**
- (2) To commission a scrutiny review looking at allotment utilisation; and**
- (3) To include consideration of how the Council and its partners are responding to the Children and Families Act and readiness for its implementation, with a particular focus on how it will impact on the Children and Young People's Plan in the programme for scrutiny.**

62 DATES OF FUTURE MEETINGS

RESOLVED to note that future meetings of the Overview and Scrutiny Committee are proposed to take place on the following Wednesday's at 2.00 pm:

2014	2015
12 May	7 January
4 June	4 February
9 July	4 March
3 September	8 April
8 October	
5 November	
3 December	

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OVERVIEW AND SCRUTINY COMMITTEE
12 MAY 2014
OVERVIEW AND SCRUTINY COMMITTEE - TERMS OF REFERENCE
REPORT OF HEAD OF DEMOCRATIC SERVICES

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 12 May 2014.

3. **Background information**

On 12 May 2014 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 12 May 2014.

7. **Wards affected**

Citywide

8. **Contact information**

Contact Colleagues

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OVERVIEW AND SCRUTINY COMMITTEE (16)

Membership

To be confirmed in the addendum to the report.

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.

The Committee has 16 members, which includes 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).

Scheme of voting rights for co-opted members of the Overview and Scrutiny Committee

In accordance with Paragraph 12 of Schedule 1 to the Local Government Act 2000 (as amended by section 115 of the Local Government Act 2003) Nottingham City Council has agreed that non-statutory co-opted members of overview and scrutiny committees/ panels may be given voting rights at the discretion of the Overview and Scrutiny Committee.

1. The Scheme

1.1 The Council would like to draw on the experience and knowledge of people within Nottingham when undertaking its scrutiny function. While there will be occasions where non-voting co-opted members will add value to the scrutiny process, there are benefits to giving the co-opted members voting rights, including:

- giving a more active voice on behalf of the public in scrutiny;
- improving the quality of decision making by including broader based views;
- giving co-opted members the same status as the rest of Committee and therefore encouraging an equal sense of ownership and involvement;
- promoting a partnership approach to scrutiny

1.2 This Scheme enables the Overview and Scrutiny Committee to give voting rights to non statutory co-opted members of an overview and scrutiny committee/ panel, if it so wishes. It does not mean that all non-statutory co-opted members will automatically be given voting rights.

2 Appointments

2.1 The Overview and Scrutiny Committee will agree the process for selecting and appointing the non-statutory co-opted members.

3 When a Co-optee may vote

3.1 Where co-optees have been appointed by the Overview and Scrutiny Committee as voting co-optees they may exercise a vote in considering items of business on agendas for the overview and scrutiny committee/panel to which they have been appointed.

4 General Principles

4.1 This Scheme and arrangements made in accordance with its terms shall be subject to review by Council, including upon recommendation from the Overview and Scrutiny Committee.

4.2 Co-opted members will be subject to the Members' Code of Conduct and must sign a declaration of office and complete a Register entry of any relevant interests.

4.3 Co-opted members will be entitled to allowances to assist with expenses in accordance with the Council's Members' Allowances Scheme.

OVERVIEW AND SCRUTINY COMMITTEE
12 MAY 2014
ESTABLISHMENT OF OVERVIEW AND SCRUTINY COMMITTEE SUB-COMMITTEES 2014/15
REPORT OF HEAD OF DEMOCRATIC SERVICES

1. Purpose

To establish the Call-in Panel as a sub-committee of the Overview and Scrutiny Committee for 2014/15 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.**

3. Background information

Establishment of sub-committees

- 3.1 A new structure for overview and scrutiny was adopted in 2011/12. An Overview and Scrutiny Committee has been established to set and manage the whole programme for scrutiny. The Committee commissions 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 are 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 are appointed by the Overview and Scrutiny Committee from this pool of

scrutiny chairs. The chairs of scrutiny review panels are 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

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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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 are 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 2014/15 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 12 May 2014. 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 are 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 is 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.

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OVERVIEW AND SCRUTINY COMMITTEE
12 MAY 2014
APPOINTMENT OF CO-OPTees ON OVERVIEW AND SCRUTINY
REPORT OF HEAD OF DEMOCRATIC SERVICES

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) **appoint (name to be advised) as Parent Governor Representative for a 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 2 years of the 4 year appointment remaining;**
- d) **appoint (name to be advised), as the non-statutory, co-opted 3rd Sector advocate, for municipal year 2014/15 with an option to extend to 2015/16.**

3. Background information

3.1 The majority of members of an overview and scrutiny committee/ panel are 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, Assim Ishaque has two years of his four year terms of office remaining and nominations were sought in March 2013 to appoint a new parent governor representative as the term of office for Claire Smith has now expired.

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 2014, 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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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.

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