



**NOTTINGHAM CITY COUNCIL**  
**OVERVIEW AND SCRUTINY COMMITTEE**

**Date:** Monday, 18 May 2015

**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**

**Acting Corporate Director for Resources**

**Governance Officer:** Rav Kalsi **Direct Dial:** 0115 8763759

**AGENDA**

**Pages**

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>2</b>	<b>DECLARATIONS OF INTERESTS</b>	
<b>3</b>	<b>MINUTES</b> To confirm the minutes of the meeting held on 3 March 2015	<b>3 - 8</b>
<b>4</b>	<b>APPOINTMENT OF VICE-CHAIR</b>	
<b>5</b>	<b>TERMS OF REFERENCE</b> Report of the Head of Democratic Services	<b>9 - 12</b>
<b>6</b>	<b>ESTABLISHMENT OF OVERVIEW AND SCRUTINY COMMITTEE SUB-COMMITTEES 2015/16</b> Report of the Head of Democratic Services	<b>13 - 18</b>
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## 8 DATES OF FUTURE MEETINGS

To agree to meet on the following Wednesday's at 2.00 pm:

2015	2016
3 June	6 January
8 July	3 February
9 September	9 March
7 October	5 April
4 November	
9 December	

PLEASE NOTE THAT THIS AGENDA HAS BEEN CIRCULATED TO THE 2014/15 COMMITTEE MEMBERSHIP PRIOR TO FORMAL COMMITTEE APPOINTMENTS BEING AGREED AT THE MEETING OF CITY COUNCIL, SCHEDULED FOR MONDAY 18 MAY 2015. A COPY OF THE AGENDA CAN BE ACCESSED ELECTRONICALLY VIA THE MODGOV APP OR VIA FOLLOWING LINK:

[HTTP://COMMITTEE.NOTTINGHAMCITY.GOV.UK/MGCOMMITTEEDetails.aspx?id=230](http://committee.nottinghamcity.gov.uk/mgcommittee/details.aspx?id=230)

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE 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

CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT [WWW.NOTTINGHAMCITY.GOV.UK](http://www.nottinghamcity.gov.uk). INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.

**NOTTINGHAM CITY COUNCIL**

**OVERVIEW AND SCRUTINY COMMITTEE**

**MINUTES of the meeting held at LB31-32 - Loxley House, Station Street, Nottingham, NG2 3NG on 4 March 2015 from 14.00 - 15.40**

**Membership**

Present

Councillor Brian Parbutt (Chair)  
Councillor Glyn Jenkins (Vice Chair)  
Councillor Azad Choudhry  
Councillor Georgina Culley  
Councillor Gul Nawaz Khan  
Councillor Neghat Nawaz Khan  
Councillor Ginny Klein  
Councillor Anne Peach  
Councillor Pat Ferguson  
Councillor Carole-Ann Jones  
Beverley Denby (Third Sector Advocate)

Absent

Councillor Thulani Molife  
Councillor Mohammed Saghir  
Councillor Roger Steel  
Councillor Marcia Watson

**Colleagues, partners and others in attendance:**

Steve Comb - Head of Children in Care  
Robert Caswell - Programme Manager  
Ken Lyon - Programme Manager  
Nick Lee - Head of Access and Learning  
Rav Kalsi - Senior Governance Officer  
Richard Matthews - Parent Governor Representative  
Tanith Davis - Governance Officer

**56 APOLOGIES FOR ABSENCE**

Councillor Mohammed Saghir – non Council business  
Councillor Thulani Molife – other Council business

**57 DECLARATIONS OF INTERESTS**

None.

**58 MINUTES**

The minutes of the meeting held on 4 February 2015 were agreed and signed by the chair.

**59 WORK PROGRAMME WORKSHOP 2015/16**

Rav Kalsi, Senior Governance Officer, presented the Report of the Head of Democratic Services and outlined the process for the workshop session. In order for the Committee to agree topics to scrutinise in the next municipal year, four senior

officers from Nottingham City Council were asked to provide an overview of their services, with particular reference to growth and areas of concern.

## **Children in Care**

Steve Comb, Head of Children in Care delivered the first workshop and the following points were highlighted:

- a) There are currently 581 children in care;
- b) Nottingham City have 91.3 per 10,000 child population;
- c) The children in care live in Nottingham City Council and private run homes, with fostering families (both agency and Nottingham City Council) and some children are also placed into kin fostering;
- d) Many children in care will have experienced some neglect and/or abuse. As a result, attachment disorders can form;
- e) Nottingham City Council looks to establish permanence for children in care and start this pursuit through adoption.

The following areas were highlighted as topics for Overview and Scrutiny Committee:

- i) Education provision for children in care
- ii) Adoption for children with complex needs, disabilities or from minority/ethnic backgrounds

The following areas were identified as scrutiny review topics:

- i) Kin fostering regulations;
- ii) Demographics for children in care;
- iii) Specialist skills for adoption/foster families;
- iv) Foster carers from different faiths and nationalities;

## **Major Programmes**

Rob Caswell, Programme Manager outlined the work which is undertaken by Major Programmes, with a focus on school expansion and maintenance. The expansion of at a number of schools such as Rosslyn Park, Bluecoat Primary and Nottingham Academy are an example where colleagues in Major Programmes are progressing maintenance and expansion works to meet the increased demand of school places. Projections show that once these children reach secondary school, there will then be an issue with a shortage of places at secondary schools within the city. Schools which offer education from ages 3-19 are increasing.

The following item was highlighted as a topic for the main Overview and Scrutiny Committee:

- i) The parameters around school expansion and the way in which the Council manages the expansion of schools in the city. The topic should focus on:
  - Timescales for expansions;
  - Future planning for place shortages;
  - Secondary school expansions.

## **Commercialism**

Ken Lyon (Programme Manager) outlined the following 14 trading areas of interest for the Committee:

Adult provision  
Royal Centre  
Property Services  
Catering and building cleaning  
Highways  
Car Parks  
Enviro Energy  
Leisure  
Passenger transport  
Museums  
Commercial waste  
Cemeteries and crematoriums  
Markets  
Garage services

Each of these areas currently has budget growth targets and investment is needed in some of the areas, in order to sustain growth. The 14 trading areas identified have a total turnover of £102.983 million and generate a total of £83.451 million. There are a number of areas which are self-sustaining, such as car parks, commercial waste and cemeteries and crematoriums.

The panel had a brief discussion and the following areas were identified as review topics:

- i) The wider impact of commercialism on services and the balance between delivering outcomes for citizens;
- ii) The commercialisation of garage services;
- iii) The commercialisation of cemeteries and crematoriums.

The following area was identified as a topic for Overview and Scrutiny Committee:

- i) The commercial relationship between highways and sub-contractors

## **Access and Learning**

Nick Lee, Head of Access and Learning delivered the final workshop to the Committee, outlining the problems schools face such as term times, behaviour and admissions. Nick Lee stated that many secondary schools within the city are now academies and are not run by Nottingham City Council and officers from within the Council will need to work with these schools, in order to address certain issues collaboratively.

The following area was identified as a topic for Overview and Scrutiny Committee:

- i) The correlation between school attendance and behaviour and the impact on attainment;
- ii) Admissions and the lack of school places.

The following topic was identified as a review topic:

- i) Term times and holidays.

**RESOLVED to**

**(1) schedule the following topics for the main Overview and Scrutiny Committee in 2015/16:**

- Education provision for children in care;
- Adoption for children with complex needs, disabilities or from minority/ethnic backgrounds;
- The parameters around school expansion and the way in which the Council manages the expansion of schools in the city, with a focus on:
  - Timescales for expansions;
  - Future planning for place shortages;
  - Secondary school expansions.
- The commercial relationship between highways and sub-contractors ;
- The correlation between school attendance and behaviour and the impact on attainment;
- School admissions and the availability of school places.

**(2) schedule the following topics as scrutiny review topics in 2015/16:**

- Kin fostering regulations;
- Demographics for children in care;
- Specialist skills for adoption/foster families;
- Foster carers from different faiths and nationalities;
- The wider impact of commercialism on services and the balance between delivering outcomes for citizens;
- The commercialisation of garage services;
- The commercialisation of cemeteries and crematoriums.
- Term times and holidays.

**(3) note that the following items have already been identified and agreed by the Committee to be considered in 2015/16:**

- Citizen First/Customer Access Programme
- Good to Great Operational Plan
- Nottingham Growth Plan
- Nottingham City Safeguarding Children Board Annual Report and actions arising from Ofsted inspection in May 2014
- Flood Risk Mitigation Strategy
- Council Plan

**60**    **NEXT MEETING DATE**

The panel agreed to cancel the meeting scheduled for 8 April 2015.

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<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>18 MAY 2015</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 18 May 2015.

**3. Background information**

On 18 May 2015 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 18 May 2015.

**7. Wards affected**

Citywide

**8. Contact information**

Contact Colleagues

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## **OVERVIEW AND SCRUTINY COMMITTEE (16)**

### **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.

<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>18 MAY 2015</b>
<b>ESTABLISHMENT OF OVERVIEW AND SCRUTINY COMMITTEE SUB-COMMITTEES 2015/16</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 2015/16 and approve the terms of reference and membership where known. The Committee is asked 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 Committee) 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 Committee, together with two 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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## Overview and Scrutiny Call-in Panel

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

TBC

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, membership for the Call-in is agreed as follows:

Labour Group: 6

Conservative Group: 2

### Chairing

The Chair and Vice Chair of the Call-in Panel will be appointed at the first meeting of the Overview and Scrutiny Committee in each municipal year but where the Overview and Scrutiny committee does not appoint the Chair or Vice-Chair the Call-in Panel itself may do so. 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.

## **OVERVIEW AND SCRUTINY REVIEW PANEL(S)**

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 a decision 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. All business of the panel must be carried out by the panel and not in a working group or sub-group of the panel.

### Quorum

The quorum for meetings of the City Council is 14 in accordance with statutory requirements and for all other meetings is 3, unless otherwise determined by Council. Having regard to the limited size of scrutiny review panels (6-8 councillors), the quorum for a review panel has been fixed at 2.

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<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>18 MAY 2015</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 Richard Matthews, as Parent Governor Representative as statutory co-opted members for any scrutiny activity relating to education matters, with 3 years of the 4 year appointment remaining;**
- c) note Assim Ishaque, as Parent Governor Representative, is a statutory co-opted member, for any scrutiny activity relating to education matters, with 1 year of the 4 year appointment remaining;**
- d) note Beverley Denby, as the non-statutory, co-opted 3<sup>rd</sup> Sector advocate, for municipal year 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. At the Committee in May 2014, Beverley Denby was appointed as the non-statutory co-opted member for 2014/15, with an option for a further year. This option has been enforced.
- 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

Rav Kalsi  
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0115 8763759

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0115 8763514

### **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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