



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

**Date:** Monday, 9 May 2016  
**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**

**Corporate Director for Resilience**

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

- 1 APOLOGIES FOR ABSENCE**
- 2 DECLARATIONS OF INTERESTS**
- 3 MINUTES** 3 - 20  
To confirm the minutes of the following meetings:
  - Overview and Scrutiny Call-in Panel 30 March 2016
  - Overview and Scrutiny Committee 6 April 2016
  - Overview and Scrutiny Call-in Panel 12 April 2016
- 4 APPOINTMENT OF VICE-CHAIR**
- 5 TERMS OF REFERENCE** 21 - 24  
Report of the Head of Democratic Services
- 6 ESTABLISHMENT OF OVERVIEW AND SCRUTINY COMMITTEE  
SUB-COMMITTEES 2016/17** 25 - 30  
Report of the Head of Democratic Services
- 7 APPOINTMENT OF CO-OPTees ON OVERVIEW AND SCRUTINY** 31 - 38  
Report of the Head of Democratic Services

**8 DATES OF FUTURE MEETINGS**

**2016**

**2017**

6 July  
7 September  
5 October  
9 November  
7 December

4 January  
8 February  
8 March  
5 April

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 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 - CALL IN PANEL**

**MINUTES of the meeting held at LB 31 - Loxley House, Station Street, Nottingham, NG2 3NG on 30 March 2016 from 10.00 - 11.14**

**Membership**

Present

Councillor Mohammed Ibrahim  
Councillor Glyn Jenkins  
Councillor Gul Nawaz Khan  
Councillor Neghat Nawaz Khan  
Councillor Brian Parbutt (Chair)  
Councillor Anne Peach  
Councillor Andrew Rule

Absent

Councillor Azad Choudhry

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

Councillor Jim Armstrong	- Call-in co-signatory
Robert Caswell	- Programme Manager
Councillor Georgina Culley	- Call-in co-signatory
Lucy Juby	- Project Manager
Rav Kalsi	- Senior Governance Officer
Nick Lee	- Acting Head of School Improvement
Councillor Sam Webster	- Portfolio Holder for Schools

**8 APOLOGIES FOR ABSENCE**

None.

**9 DECLARATIONS OF INTERESTS**

None.

**10 CONFIRMATION OF VALIDITY OF CALL-IN**

Councillor Brian Parbutt (Chair) explained the procedure for the hearing to the attendees. He outlined the reasons for the call-in and requested the Panel to confirm its validity. Councillor Parbutt also requested for Councillors to not refer to the exempt appendix, whilst the public were in the room.

**RESOLVED to confirm the call-in request as valid on the following grounds:**

**(1) Relevant information not considered:**

**The impact of the increased capacity on the surrounding area in terms of traffic flow and parking provision is not addressed in either the business plan or Delegated Decision.**

**(2) Viable alternatives not considered:**

**The building of an additional school in Wollaton to increase provision in the area.**

**11 CONSIDERATION OF CALL-IN REQUEST**

Following the report from the Head of Democratic Services, the Committee was asked to:

- consider the information provided in relation to Delegated Decision 2370 and the reasons given for requesting a call-in of that decision and use that information to inform questioning and discussion;
- focus on the reasons for the call-in as given in the call-in request form, and based on the evidence from the Portfolio Holder, his supporting colleague(s), and the councillors who requested the call-in decide to either:
  - i) require that the decision is reconsidered, and make recommendation(s) as to what should be taken into consideration; or
  - ii) agree that the decision does not need to be reconsidered and can be implemented.

Councillor Sam Webster, Portfolio Holder for Schools, presented the Panel with the following information in relation to the reasons for taking the decision:

- (a) Consultation on the proposal to expand Fernwood School from 840 to 1050 places ran from 21 September to 18 September 2015, with parents, carers, staff and governors. There was a significant shortage of reception places in Wollaton for 2015/16 and the shortage is expected to remain for 2016/17. The relevant ward councillors have also been briefed in advance of the decision;
- (b) Ahead of the planned permanent expansion to a 1050 place school, the Governing Body at Fernwood Primary School agreed to accommodate a bulge year of 30 pupils for 2015/16;
- (c) Fernwood Primary School supports the need to take a further bulge year of 30 pupils in September 2016 in order to meet the need of the local catchment; however there is no available classroom space to accommodate them without additional classrooms;
- (d) The Council is acutely aware of the traffic management concerns around Fernwood Primary School and it was one of the main themes raised and explored as part of the consultation process to permanently expand the school. There is a need to balance the objections against long-term expansion and the need for school places in the area. The Council will be making every effort to work together with the school, Police and other relevant stakeholders, to assess and address any impact and whether further measures are required to mitigate any impact;

- (e) Fernwood Primary School has no remaining space available therefore, the additional classroom for the bulge year is required. Local authorities no longer have the power to build new maintained schools however they do have a statutory duty to provide school places.

The call-in signatories responded with the following information:

- (f) Traffic and parking in the area will be exacerbated by expansion - an over intensification of the site;
- (g) Questions remain over the size of the classrooms, and the provision of additional meals;
- (h) The Primary school currently has over 100 pupils outside the catchment area attending the school – accommodating this number of children from outside of the catchment area does mean that local children will have to look elsewhere or go on the waiting list;
- (i) Councillor Jim Armstrong raised concerns that he has been contacted by a number of parents who were unaware of the consultation process. Councillor Jim Armstrong added that 57% of people that responded to the consultation were against the proposals to expand Fernwood Primary School;
- (j) The Council had missed the opportunity to build on other available sites in the City, such as the Sandfield site, despite projections in 2009 reporting that 2,000 more school places would be required in the coming years. The call-in signatories argued that the proposed expansion would have an adverse effect on the quality of school dinners as lunch periods will be rushed and overstretched.

In response to the points raised, members of the Call-in Panel made the following points:

- (k) Nottingham City Council has a legal responsibility to provide sufficient school places in Nottingham. There are traffic concerns around most schools in the city and the Council has to strike a balance between providing local school places for children and managing traffic issues in the City;
- (l) The Council does not have the power to build new maintained schools in the City. Councillors from all political backgrounds on the Local Government Association have lobbied the national government to restore this power to local authorities;
- (m) Applications for free schools are made to the Department for Education (DfE), not the relevant local authority and the DfE may contact the Head of Access and Learning at Nottingham City Council in relation to this. Ultimately, free school applications are progressed by national government.

**RESOLVED to agree that delegated decision 2370, 'Approval of the allocation of funding for the provision of additional accommodation at Fernwood Primary**

**School for September 2016' does not need to be reconsidered and can be implemented for the following reasons:**

- **the Portfolio Holder for Schools carried out consultation with teachers, staff, parents and the relevant Ward Councillors. This was supplemented with views from the community and statutory notices were produced and displayed in the area;**
- **the Portfolio Holder for Schools has committed to continuing to work with the schools' governing body to address traffic concerns, whilst acknowledging that traffic and parking concerns adjacent to school sites is a city-wide concern, not just in Wollaton.**

**12 EXCLUSION OF THE PUBLIC**

**RESOLVED to exclude the public from the meeting during consideration of the remaining item(s) in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs in the public interest in disclosing the information.**

**13 CONFIRMATION OF VALIDITY OF CALL-IN**

**RESOLVED to note the information contained within the exempt appendix.**

## NOTTINGHAM CITY COUNCIL

### OVERVIEW AND SCRUTINY COMMITTEE

**MINUTES of the meeting held at LB 31-32 - Loxley House, Station Street, Nottingham, NG2 3NG on 6 April 2016 from 14.00 - 16.15**

#### **Membership**

##### Present

Councillor Brian Parbutt (Chair)  
Councillor Gul Nawaz Khan (Vice Chair)  
Councillor Leslie Ayoola  
Councillor Azad Choudhry  
Councillor Josh Cook  
Councillor Georgina Culley  
Beverley Frost (3<sup>rd</sup> sector advocate)  
Councillor Patience Uloma Ifediora  
Assim Ishaque (Co-optee)  
Councillor Corall Jenkins  
Councillor Glyn Jenkins  
Councillor Neghat Nawaz Khan  
Councillor Anne Peach

##### Absent

Councillor Pat Ferguson  
Councillor Mohammed Ibrahim

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

Helen Blackman	- Director of Children's Integrated Services
Sharon Clarke	- Service Manager for Children in Care
Rav Kalsi	- Senior Governance Officer
Councillor David Mellen	- Portfolio Holder for Early Years and Early Intervention
Alison Michalska	- Corporate Director for Children and Adults
Racheal Osborne	- CSE Co-ordinator and Missing Children's Team Manager
Lynn Pearce	- Leaving Care Service Team Manager
Michelle Roe	- Executive Officer
Cath Ziane-Pryor	- Governance Officer

#### **43 APOLOGIES FOR ABSENCE**

Councillor Pat Ferguson (personal)  
Councillor Mohammed Ibrahim (personal).

#### **44 DECLARATIONS OF INTERESTS**

None.

#### **45 MINUTES**

The minutes of the meeting held on 9 March 2016 were confirmed as a true record and signed by the Chair.

## **46 CHILD SEXUAL EXPLOITATION**

Councillor David Mellen, Portfolio Holder for Early Years and Early Intervention, Helen Blackman, Director of Children's Integrated Services, and Racheal Osborne Child Sexual Exploitation Co-Ordinator and Missing Children's Team Manager, were in attendance to inform the committee of the processes and actions in place to safeguard the City's children from sexual exploitation.

In addition to the information provided within the reports and presentation, a copy of which was submitted to the agenda following the meeting, the following points were highlighted:

- (a) the government has recently defined child sexual exploitation as 'Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities;'
- (b) child sexual exploitation (CSE) has always happened but following several recent high-profile cases, there is, quite rightly, renewed efforts to address and prevent it, including the new challenge of anonymous exploitation which can take place via the internet and social media;
- (c) CSE can happen to any child in any place, anywhere with victims and perpetrators from every walk of life. Young people may not realise that they are being exploited, sometimes believing that they are in a relationship. However, where the young person is below the age of 16, the concept of sexual consent is legally irrelevant;
- (d) raising awareness of CSE and safeguarding is not purely focused on potential targets, but is aimed at everyone and anyone who could be in a position to encounter odd or unusual circumstances involving young people and adults. By raising awareness and providing easy reporting routes, people will be more confident and better equipped to prevent, challenge and/or report suspicious circumstances which may lead to or be a reflection of CSE. Awareness campaigns are often targeted but voluntary and community groups can request awareness sessions which may include language support. Social media has been used during a recent CSE awareness week;
- (e) the City and County 'CSE Cross Authority Group' (CSECAG) is Chaired by the Police and focuses on the four themes of:
  - (i) Prepare;
  - (ii) Prevent;
  - (iii) Protect;
  - (iv) Pursue;
- (f) CSE activity is not restricted within the City and County boundaries so a Cross Authority Group has been established to gather information and map common concerns and locations, looking for common recurrences which may include days, times, places, and people information is shared on a regional level amongst nine Local Authorities who have all agreed a set of standards by which to gather, co-



ordinate and communicate information. Councillor David Mellen is the Regional Lead for this work;

- (g) In addition to the CSECAG, Children's Social Care has developed a Multi-Agency Child Sexual Exploitation Panel, which is chaired by Helen Blackman, to track children at risk of CSE, and collate information relating to perpetrators and location/hot spots. The group is comprised of colleagues from Children's Services, Education, Community Protection, Police and Health partners;
- (h) the 'Concerns Network' involving the Children in Care Team and Police gather emerging and community-based intelligence regarding potential or suspected CSE activity, for example, instances of a large cohort of young people visiting particular properties, gauge the risks and determine what measures should be put in place;
- (i) in an effort to stay ahead of perpetrators, services are continually taking creative deterrent and awareness approaches. This includes making direct contact with trades and industries which may come into contact with young people and predators. By spreading awareness this gives people confidence to question, challenge and/or report what they may identify as suspicious behaviour and circumstances;
- (j) several CSE and safeguarding awareness training options are available including face-to-face to e-learning and, in addition to direct partners, the training has been specifically promoted amongst groups, trades and industries which may encounter CSE, including:
  - (i) voluntary sector organisations;
  - (ii) hotel and security staff;
  - (iii) staff at event venues;
  - (iv) taxi drivers (as part of the taxi licensing conditions);
  - (v) local authority and private residential homes;
  - (vi) magistrates (specifically with a focus on identifying indicators of how victims may express their exploitation via behaviour);
- (k) to date, 70 hotel staff have been trained within the City, with more events planned. Of the 1,800 taxi drivers registered within the City, 732 have also received safeguarding training as condition of the licence renewal;
- (l) there are many possible indicators that a young person is being exploited. These may include the young person having items which they could not normally afford but which have been given as gifts, and disappearing for periods of time, sometimes at set times on set days;
- (m) the theatre production 'LUVU2' has proved successful and popular in raising awareness on how young people can be exploited. Approximately 32 performances have taken place across the City for professionals working with young people and young people themselves, with post-performance discussions of young people's thoughts on how to get help if they become aware of CSE;
- (n) many schools and the Youth and Play Service provide sessions where young people consider healthy relationships, with 60% of young people who have taken part in CSE awareness sessions and similar activities, saying that they felt far more

knowledgeable on the subject. By providing awareness through schools, children and young people who do not engage in extracurricular activities, such as youth clubs, can be reached and peer support and challenge empowered;

- (o) when concerns are raised about a child, agencies will be sensitive to the cultural background and family environment, ensuring that any action is evidence based. The broader issues will be taken into consideration and if the family do not want to work with one agency, another within the partnership will work to engage the family. Whatever challenges there may be, the child will not be ignored;
- (p) a single point of contact to raise and report concerns, is currently being co-ordinated, in the meantime, if you feel that a child is at immediate risk and in need of protection, then the Police should be alerted immediately;
- (q) in communities where a Police presence is not welcomed, other agencies take a lead and different approaches are tried such as meeting with women's groups to get their perspectives and collect their concerns;
- (r) if young people are reported missing, when they return or are found, they will be offered a 'return' interview where the young person is able to talk about why they went missing, where they were and with whom. This is undertaken on a 1-2-1 basis by someone completely independent of the family in case a family issue is the root of their absence. Rachel Osborne, Child Sexual Exploitation Co-ordinator and Missing Children's Team Manager, signs off all return interviews to ensure that there is a consistent approach. The interviews can be beneficial in building links between other young people who were with the returned young person but had not been reported as missing. In addition, information is gathered about where young people are gathering, what the attractions are, and if there is any criminal behaviour taking place, sometimes making patterns apparent;
- (s) ASHA (Assessment of Sexual Harm Arrangements) examines the cases and circumstances of young people who have been arrested or in trouble with the police as sometimes victims of CSE display subtle behaviours which involve challenging authority and even low level criminal activity;
- (t) it is also a concern that some child victims may themselves later, as adolescents and/or adults, be involved in perpetrating harmful acts. This is just one area where the Child and Adolescent Mental Health Services (CAMHS) are also working closely with the CSE Co-ordinator;
- (u) all schools have received information on the CSE safeguarding website which provides training and awareness options, including on signs and indicators. E-learning courses and awareness information can be found here:  
<http://www.nottinghamcity.gov.uk/ncscbtraining>
- (v) if anyone has a concern about a child or young person, they can report it to 'Children and Families Direct' on 0115 876 4800 or by email to [candf.direct@nottinghamcity.gov.uk](mailto:candf.direct@nottinghamcity.gov.uk) or by contacting the Police;

- (w) Ofsted has commented positively on the work being undertaken to prevent and address CSE within the City but officers continue to strive to further strengthen and improve approaches and processes;
- (x) with regard to fulfilling the recommendations of the Rotherham report:
  - (i) a robust action plan is in place with considerable changes to HR and recruiting policies which also even includes checking and training of elected members;
  - (ii) statistics are being collated as to where CSE referrals have originated, with a report proposed to be presented to a future meeting;
  - (iii) Children's Services communicate across municipal boundaries as a reflection of exploitation not being restricted to boundaries;
- (y) when a child is taken into care, they are placed with carers appropriate for the individual child with the cultural position of the child and careers taken into consideration. If this means that the child or young person is placed away from the City, they receive the same level of attention and support as a child placed locally within the City. All members of the host family, including their children, are checked and scrutinised to ensure the safety of the child being cared for. Mechanisms are in place to ensure that the young person's voice is heard and that communication is fluid;

The following comments were raised by members of the Committee:

- (z) Assim Ishaque, Co-opted member of the Committee, commented that as a member of the Asian community from which several high profile CSE rings were found to be operating, many community members would report CSE if they believed that it was happening. However, some members of the community, even second generation British, are not well educated, may not speak or read fluent English and so careful consideration needs to be given as to how to engage these sections of the community and raise awareness, in particular by ensuring that appropriate officers speaking appropriate languages lead with the engagement;
- (aa) Concerns raised by Beverly Frost, 3rd Sector Advocate for the Committee, included that the 'Under Protected, Over Protected' report funded by Comic Relief, highlighted that many young people with Learning Disabilities, especially mild, appear to be overlooked. However, these young people can be both or either victims and perpetrators of CSE so particular attention is needed to ensure that these young people and their parents and carers have an understanding of appropriate relationships to ensure that potential issues around sexually inappropriate behaviour can be identified and addressed prior to any escalation of concern;
- (bb) Helen Blackman responded that further information could be provided regarding the awareness and relationships work done with young people with learning disabilities and agreed that our most vulnerable young people needed to be made aware of inappropriate behaviours and on-going information and support provided.

## **RESOLVED**

- (1) to note:**

- (i) the work to protect Nottingham children from CSE;**
  - (ii) the co-operation, communication and joined up working of local and regional organisations, agencies and authorities, to share information, practices and policies and to further strengthen successful approaches;**
  - (iii) that there is an ongoing drive to educate and promote CSE awareness and reporting across all sections of the community, including young people;**
- (2) for a further update report on the work to prevent and address CSE to be submitted to a future meeting.**

#### **47 LEAVING CARE SERVICE IN NOTTINGHAM**

Councillor David Mellen, Portfolio Holder for Early Intervention and Early Years, and Joint Chair of Corporate Parenting Board, informed the Committee of the corporate responsibility of the City Council for all 595 of the City's Children in Care (CiC) and that these young people needed to receive the same level of care, financial assistance, support and opportunities that young people within a regular family environment would receive.

The report was accompanied by a PowerPoint presentation jointly delivered by Sharon Clarke, Service Manager Children in Care, Lynn Pearce, Senior Personal Advisor in Leaving Care Services and Helen Blackman, Director of Children's Integrated Services.

The following points were highlighted and responses given to member's questions:

- (a)** although encouraged to stay in care until the age of 18, young people can leave care from the age of 16. Either 3 months before their 18th birthday, or 3 months before they know they are leaving care, they receive the support of a personal advisor;
- (b)** a personal advisor works alongside the young person's social worker to ensure that appropriate support is available during the transition period and help the young person develop practical skills including managing accommodation, a home, accessing benefits, if necessary;
- (c)** care leaver's outcomes and vulnerability nationally was outlined in the presentation with the following information:
  - (i)** young people in care often do not achieve the same level of qualifications as other children, with almost one third leaving school without any GCSEs or vocational qualifications, and only 13% obtaining 5 reasonable GCSEs compared to 57% of other children. However, the longer that a child is in stable care, the better their achievements are likely to be;
  - (ii)** only 6% of care leavers attend university, compared to 38% of young people, and nearly 33% of care leavers are not in Education, Employment or Training (NEET), compared to 13% of all young people;

- (iii) 23% of the adult prison population has been in care and almost 40% of prisoners under 21 years of age have been in care, compared to 2% of the general population;
- (iv) 25% of young women leaving care either already have a child, are pregnant or become pregnant before the age of 24.
- (d) once a young person has left care or is living semi-independently, they can still request assistance with attending college/university and the Care Leavers Team will support them;
- (e) it is important to know what young people want from the service. 'Your Voice' group has been established just for care leavers to ensure their views and feelings are captured and can be taken into consideration. The group also links with the Children in Care Council and the Corporate Parenting Board;
- (f) every care leaver has the opportunity to meet with a member of the Care Leaver's Team every 8 weeks to ensure they are coping and identify what support may be needed. However, once they are formally an adult, they can refuse all contact;
- (g) the CiC Team have a specific Special Educational Needs and Disability (SEND) section which support children and young people with the most severe disabilities. These young people usually remain in care until the age of 19 and where appropriate, the team work with the careers and family;
- (h) there is a significant number of care leavers who have mild learning disabilities and it is acknowledged that they may struggle to live independently so are allocated a transition worker who will provide a bespoke package with robust support. For the more vulnerable young people with Learning Disabilities(LD), who don't meet the LD threshold for Adult Services, 'staying put' is encouraged and the team work with the foster carers to ensure that a safe and stable home is available to the young people up to the age of 19 years old;
- (i) every young person in care has a Pathway Plan from the age of 15 and three quarters, in which they record their wishes, feelings and plans for the future, and they are encouraged to take ownership of and to 'buy-in' to it. When it's not followed it has to be rescheduled. Each plan is reviewed every 6 months or earlier if a significant change, such as being taken into custody or having health issues occurs. Although every young person will have a plan until they are 21 years old, once they actually leave care, many do not want to maintain contact with the service, preferring to live completely independently and sever all communication;
- (j) some young people are not ready to leave care at the age of 18 but semi-independent living provides supported independence and can provide a valuable period to demonstrate that the young person is capable of maintaining a tenancy on their own;
- (k) approximately 33% of young care leavers are NEET and it is recognised that bespoke training/employment programmes are often required to achieve the best results as many young people need additional support. By leading on, (not providing) 'in-house' programmes in areas in which the young people are interested, there has

been a pleasing increase of care leavers in EET. Where young people are in EET, their social health is often improved and they are less likely to be lonely and/or commit crime;

- (l) Nottingham City Homes and the City Council are currently providing apprenticeships to care leavers which have proved mutually very successful.

Following the presentation, the following comments were made:

- (m) Beverly Frost, Independent Committee Member, expressed concern that it had been reported that approximately 80% of children in care have special educational needs (SEN), but there is nothing to show that these children's needs have been acknowledged and appropriate support and coping skills provided to both them and their parents/carers. Young people with SEN are 6 times more likely to be abused in some way by their parents if their needs are not identified, addressed and supported. It is vital that as soon as children and young people are taken into care, they are appropriately assessed to determine if they have learning and psychological needs which need to be supported. The sooner such needs are identified and supported, the better the outcome for the young person.

The Chair commented that whilst the transition for all young people leaving home had become more difficult, as Corporate Parents, Councillors have a corporate duty to ensure that children in care and leaving care are supported in the same way in which other children are.

**RESOLVED to thank the presenting officers for their informative presentation.**

#### **48 INTERNATIONAL DEVELOPMENT STRATEGY**

To enable thorough consideration, this item was deferred to the Committee meeting on 8 June 2016.

#### **49 WORK PROGRAMME 2015/16**

Rav Kalsi, Senior Governance Officer introduced the report of the Head of Democratic Services setting out the programme of activity for this Committee and the Overview and Scrutiny Review Panels for 2016/17. Subject to the inclusion of the International Development Strategy on 8 June 2016, the Committee is asked to consider and review the work programme for 2016/17.

**RESOLVED to agree the work programme for the Overview and Scrutiny Committee and Review Panels for 2015/16, as summarised in the report, subject to the inclusion of the International Development Strategy topic on 8 June 2016.**

## NOTTINGHAM CITY COUNCIL

### OVERVIEW AND SCRUTINY - CALL IN PANEL

**MINUTES of the meeting held at LB 31-32 - Loxley House, Station Street, Nottingham, NG2 3NG on 12 April 2016 from 10.04 - 11.20**

#### Membership

##### Present

Councillor Azad Choudhry  
Councillor Glyn Jenkins  
Councillor Gul Nawaz Khan  
Councillor Neghat Nawaz Khan  
Councillor Brian Parbutt (Chair)  
Councillor Anne Peach  
Councillor Andrew Rule

##### Absent

Councillor Mohammed Ibrahim

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

Lisa Allison	- Media Officer
Councillor Jim Armstrong	- Call-in co-signatory
Councillor Georgina Culley	- Call-in co-signatory
Lucy Juby	- Project Manager
Rav Kalsi	- Senior Governance Officer
Jonny Kirk	- Service Manager – Access to Learning
Nick Lee	- Acting Head of School Improvement
Councillor Sally Longford	- Observer
Councillor Sam Webster	- Portfolio Holder for Schools
James Welbourn	- Governance Officer

#### **14 APOLOGIES FOR ABSENCE**

Councillor Mohammed Ibrahim – non-Council business

#### **15 DECLARATIONS OF INTERESTS**

None.

#### **16 CONFIRMATION OF VALIDITY OF CALL-IN**

Councillor Brian Parbutt (Chair) explained the procedure for the hearing to the attendees. He outlined the reasons for the call-in and requested that the Panel review its validity. The following points were raised:

- (a) Rav Kalsi, Senior Governance Officer, reported that the Head of Legal Services had taken the view that points B-D on the Call-In Request Form are valid. On the basis of the information provided, the Panel would need to consider whether the reasons for call-in were valid. It would be left to the Panel to decide whether they agreed with this view;

- (b) reason D on the Call-In Request Form mentioned not having considered viable alternatives, such as a new school in Wollaton. Options had been considered at the December meeting of Executive Board, which was then subsequently referred to in the Executive Board report in March;

Councillor Brian Parbutt summed up by saying that there was an opportunity for members to call-in the December report during its call-in period – this was not done. He proposed to the Panel that the validity of the call-in be accepted on the basis of points B, C and E on the Call-In Request Form. Points A and E would not be considered valid

**RESOLVED to:**

- (1) **confirm the call-in request as valid on the following grounds:**

**(a) Inadequate consultation relating to the decision.**

- (i) those being consulted are under the impression that consultation on the expansion of Fernwood School is ongoing until the end of this year;**

**(b) Relevant information not considered:**

- (i) there is a considerable lack of parking provision to address school attendance levels;**

**(c) Justification for the decision open to challenge on the basis of evidence considered:**

- (i) 57% of those consulted were against expansion of the school.**

**17 CONSIDERATION OF CALL-IN REQUEST**

Following the report from the Head of Democratic Services, the Committee was asked to:

- consider the information provided in relation to Executive Board report Proposed expansion of Fernwood Primary and Nursery School, Wollaton and minute 90 of Executive Board dated 22 March 2016 and the reasons given for requesting a call-in of that decision and use that information to inform questioning and discussion;
- focus on the reasons for the call-in as given in the call-in request form, and based on the evidence from the Portfolio Holder, his supporting colleague(s), and the councillors who requested the call-in decide to either:
  - i) require that the decision is reconsidered, and make recommendation(s) as to what should be taken into consideration; or
  - ii) agree that the decision does not need to be reconsidered and can be implemented.



Councillor Sam Webster, Portfolio Holder for Schools, presented the Panel with the following information in relation to the reasons for taking the decision:

- (a) the March Executive Board report came as the most recent part of the process of the expansion of Fernwood Primary School. The proposal in March was to expand Fernwood Primary from 840 places to become a 1050 place school, purely to meet pupil number demand in the Wollaton area. The decision fits with the Nottingham City Council (NCC) plan in which there was a pledge to provide good school places. This is part of an ongoing investment programme - £33 million has been spent on expanding primary schools since 2009;
- (b) there is a legal duty on the Council to provide enough school places, and there are certain options and solutions to turn to. One of things NCC is unable to do at this time is build new maintained community schools. The Local Government Association (LGA) has called on government to return these powers to local councils;
- (c) consultation on the expansion of Fernwood School was taken between 21 September and 18 October 2015. The Portfolio Holder for Schools was involved, and met with teachers, staff, parents and ward councillors. In addition to this, information was gathered from the community to see what the views were, and what objections were present. Statutory notices were produced and displayed in the area;
- (d) only 16% of the total of those consulted actually replied with objections. Proposal here is investment in Fernwood with the support of teachers and the governing body to meet the needs of the local community. The right and positive thing to do is to invest £2 million to make space for Wollaton children;

The call-in signatories responded with the following information:

- (e) traffic and parking in the area will be exacerbated by expansion - an over intensification of the site;
- (f) questions remain over the size of the classrooms, and the provision of additional meals;
- (g) the Primary school currently has over 100 pupils outside the catchment area attending the school – accommodating this number of children from outside of the catchment area does mean that local children will have to look elsewhere or go on the waiting list;
- (h) the school's Governing Body asked that certain issues are addressed before the expansion goes ahead. Councillor Georgina Culley felt that traffic issues on Arleston Drive, nor concerns about impact on school work were dealt with by the March Executive Board report;
- (i) Councillor Georgina Culley had been given the impression that members of the local community in Wollaton thought that the consultation was still ongoing until the end of 2016;

Overview and Scrutiny - Call in Panel - 12.04.16

- (j) the expansion will mean four extra classes at the junior school, in addition to two at the infants. This will have a substantial impact on traffic in the area;
- (k) Councillor Georgina Culley argued that this decision is politically motivated by unwillingness to create another school that would not be under Nottingham City Council control;
- (l) 57% of people that responded were against the proposal to expand;
- (m) much of the £2 million investment appears to be going solely on classrooms;
- (n) Councillor Jim Armstrong raised the concerns of a parent regarding the consultation process;

Councillor Sam Webster responded to the points raised:

- (o) a letter was circulated to parents on 18 September 2015. On Monday 28 September 2015 there was a meeting with parents and carers, followed by a consultation on 30 September with officers. On 7 October 2015 there was a school gates consultation, with a final additional session on 8 October 2015;
- (p) The school's governing body sent a letter to Councillor Sam Webster expressing their support for the scheme;
- (q) children outside the catchment area are in later years of the school as the school previously didn't take in all their children from the catchment – Fernwood School can no longer do this. 18 children within the catchment area did not get a place this year;
- (r) there is an academy primary school being built in one part of the city. It is not within the Council's gift to instruct and direct free schools and academies as to where they should build their schools. Third party companies are not currently building;

Panel members raised the following points:

- (s) Nottingham City Council has always tried to exceed government requirements when building classrooms. The size of the classrooms has been addressed through designs that the school buildings team will be taking;
- (t) in conjunction with the kitchen staff at the school, the Council will be looking at ways to better utilise the space available;
- (u) Statutory notices were posted outside schools, with all members consulted at the later stage.

**RESOLVED to agree that the Executive Board report 'Proposed expansion of Fernwood Primary and Nursery School, Wollaton' does not need to be reconsidered and can be implemented for the following reasons:**

- **the Portfolio Holder for Schools carried out consultation with teachers, staff, parents and the relevant Ward Councillors. This was supplemented with views from the community and statutory notices were produced and displayed in the area;**
- **the Portfolio Holder for Schools has committed to continuing to work with the schools' governing body to address traffic concerns, whilst acknowledging that traffic and parking concerns adjacent to school sites is a city-wide concern, not just in Wollaton.**

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<b>OVERVIEW AND SCRUTINY COMMITTEE</b>
<b>9 MAY 2016</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 9 May 2016.

**3. Background information**

On 9 May 2016 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 9 May 2016.

**7. Wards affected**

Citywide

**8. Contact information**

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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 Committee, 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 Committee;
- (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 Committee is politically balanced, with allocation of seats between political groups 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>9 MAY 2016</b>
<b>ESTABLISHMENT OF OVERVIEW AND SCRUTINY COMMITTEE SUB-COMMITTEES 2016/17</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 2016/17 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

The Call-in Panel comprises of 9 councillors. Ordinarily, Overview and Scrutiny Committees/Panels should be politically balanced.

### 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>9 MAY 2016</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 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;**
- c) **note Beverley Frost, as the non-statutory, co-opted 3<sup>rd</sup> Sector advocate, for municipal year 2016/17.**

**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 2015, Beverley Frost was appointed as the non-statutory co-opted member for 2015/16, 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 led 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**

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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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