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**THE WORSHIPFUL THE MAYOR
AND COUNCILLORS OF THE
LONDON BOROUGH OF ENFIELD**

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Date: 14 July 2014

Dear Councillor,

Council Meeting: Wednesday 16 July 2014 – “To Follow” Papers

Please find attached the following item marked as “To Follow” on the agenda for Wednesday’s Council meeting:

Agenda Item 8: Amendments to the Constitution arising from the change in the Council’s political management and member engagement structure (Report No.34) (Pages 1 - 56)

In addition, also attached is an amended version of the Minutes from the Annual Council Meeting (Agenda Item 4). (Pages 57 - 70)

The amendment relates to the way the final roll call vote on the political management and member engagement structure report (Min. 13) was recorded. Two roll call votes were taken on this item. The first related to an Opposition amendment seeking deferral of the item, which was lost 20 for and 39 against. The second vote was on the final recommendations in the report, which were approved 39 for and 20 against. Unfortunately this second vote was shown as 20 for and 39 against in the original version of the minutes, instead of being reversed as it should have been. Please accept my apologies for any confusion caused. The amended version of the minutes attached, records the vote correctly and shows the change made and this is the version that members will be asked to confirm and agree on Wednesday.

I hope these papers are clear, but if you should have any queries then please come back to me.

Yours Sincerely

James Kinsella

James Kinsella
Governance Team Manager

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MUNICIPAL YEAR 2014/2015 REPORT NO. 34

MEETING TITLE AND DATE:
Council 16th July 2014

REPORT OF:
Director of Finance,
Resources & Customer
Services

Agenda – Part: 1	Item: 8
Subject: Amendments to the Constitution arising from changes to the Council’s political management and member engagement structure	
Wards: all	
Cabinet Member consulted: Councillors Taylor & Georgiou	

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1. EXECUTIVE SUMMARY

1.1 Council (11 June 14) approved a number of changes to the Council’s political management and member engagement structure, following a review undertaken after the local election in May 2014.

1.2 The changes approved involved:

(a) replacing the previous scrutiny structure with a model focussed on a single Overview and Scrutiny Committee (OSC) equipped with the ability to appoint workstreams to undertake “task and finish” reviews on priority areas. This would include establishing two standing workstreams for health and crime to ensure that statutory requirements to scrutinise those issues were maintained as part of the new delivery model.

(b) replacing the previous Area Forum model for member engagement with a more localised ward based approach; and

(c) the introduction of 3 new Associate Cabinet Member positions.

1.3 In approving these changes, Council agreed that a further report should be provided setting out the detailed amendments required to the Constitution in order to facilitate the revised structure and method of operation, which have been set out in this report.

2. RECOMMENDATIONS

- 2.1 That the constitutional changes to the procedure rules relating to scrutiny be approved, as detailed in Appendix A of the report.
- 2.2 That the Constitutional changes to the procedures relating to Area Forums be approved, as detailed in Appendix B of the report, in order to reflect the establishment of a more localised ward forum based approach to member engagement.
- 2.3 That reference to the newly created Associate Cabinet Member (ACM) posts be added to the Constitution, as detailed in Appendix C of the report. Council is asked to note (as detailed in 3.5.4 of the report) that the ACM role is also subject to further detailed consideration by Cabinet, and any additional Constitutional changes identified as a result will be reported to Council.
- 2.4 That Council discharges its powers of scrutiny on such matters designated within the Health and Social Care Act 2012, and the Police and Criminal Justice Act 2006 through the Overview and Scrutiny Committee, who will work closely with the standing workstreams in relation to Crime and Health.
- 2.5 Section 9FB of Local Government Act 2000 makes provision for an appointment of a Statutory Scrutiny Officer. At present the Head of Corporate Scrutiny and Community Outreach is the Statutory Officer for Scrutiny within the Council. It is recommended that the current Head of Electoral, Registration and Governance Services be appointed as the Statutory Scrutiny Officer
- 2.6 Council agree to delegate authority for any further administrative amendments to the Constitution arising from the above recommendations Director of Finance Resources and Customer Services.

3. BACKGROUND

- 3.1 The review of the political management and member engagement structure was designed to reflect the new Administration's desire for members to become more engaged with their local communities whilst recognising the significant budget constraints faced by Council and more limited resources that would be available to support members in their role. This will require more flexibility in terms of the way that services and support is provided and a more transparent role for members, focussed around the strategic aims of the Administration.
- 3.2 Following the changes agreed by Council (11 June 14) a review of the Council's Constitution has been undertaken in order to identify the detailed amendments that need to be made to reflect the new political management and member engagement model. The main changes are set out below:

3.3 Overview and Scrutiny Committee

- 3.3.1 Under the previous Administration, Enfield operated a model for delivering the scrutiny function that encompassed 6 themed panels coordinated through an overarching Overview and Scrutiny Committee (OSC), made up of the chairs of the 6 panels and chaired by a Member who was also Chairman of the Members and Democratic Services Group. These committees worked on annual work programmes that arose from consultation with Council Management Board, Cabinet, partners, stakeholders and community. The programmes were subject to regular monitoring. Scrutiny also undertook some significant time-limited commissions. The 6 themed panels were: Children and Young People's , Crime and Safety and Stronger Communities, Health and Wellbeing, Housing Growth and Regeneration, Older People and Vulnerable Adults and Sustainability and Living Environment.
- 3.3.2 The scrutiny model adopted on 11 June 14 replaced this structure with a new model focussed on a single OSC, supported by workstreams with the ability to commission time limited reviews in priority areas. These would include standing workstreams on crime and health.
- 3.3.3 A further report was considered at an informal session of OSC held on 2 July 14, which provided a practical outline of how the revised system would operate in Enfield. This has formed the basis of the amendments to the scrutiny requirements within the Constitution, now being presented for consideration.
- 3.3.4 The main changes to scrutiny involve section 2.5 and 4.2 of the Constitution, however reference to scrutiny is embedded throughout the work of the Council and Constitution, which will require reference to OSC and Scrutiny Panels to be replaced by OSC and its workstreams. Appendix A details the main changes, highlighted as "tracked changes".
- 3.3.5 Chapter 2.5 section 5.5 details the arrangements for dealing with matters designated within the Health and Social Care Act 2012, and Police and Criminal Justice Act 2006.
- 3.3.6 Under the previous system it was appropriate that these powers and duties were conferred to the Health & Wellbeing Scrutiny Panel, and the Crime & Safety and Stronger Communities Scrutiny Panel. However, under the new Scrutiny arrangements these duties and powers will be placed with the Overview & Scrutiny Committee who will work closely with the standing workstreams in relation to Crime and Health.
- 3.3.7 Chapter 2.5 section 5.16 deals with the Council's requirement for a Statutory Scrutiny Officer under section 9FB of LGA 2000. At present

the Head of Corporate Scrutiny and Community Outreach is the Statutory Officer for scrutiny within the Council. It is recommended that the current Head of Electoral, Registration and Governance Services be appointed as the Statutory Scrutiny Officer.

3.3.8 Chapter 4.2 of the constitution sets out the procedure rules for Scrutiny. The new model, membership and workstream setting is detailed in this chapter (Appendix A).

3.4 Member Engagement – Ward Forums

3.4.1 The changes agreed in relation to Member engagement were focussed around the replacement of the previous Area Forum structure with a new more localised individual ward forum based model.

3.4.2 The Ward Forum approach will enable Members to initiate Ward Forums to supplement their surgery work and engage local people more directly on strategic issues that matter to them.

3.4.3 Ward Forums will be member-led and the agenda, venue and frequency with which ward forums are held will be at the discretion of those ward Councillors representing their particular ward. With the agreement of all ward councillors forums may meet together..

3.4.4 The main changes in relation to Ward Forums involve section 4.4 of the Constitution, with the detailed amendments set out in Appendix B of the report, highlighted as “tracked changes”.

3.5 Associate Cabinet Members

3.5.1 In addition to the changes outlined in 3.3 and 3.4 above, Council have also agreed to establish a new Associate Cabinet Member (ACM) role for councillors.

3.5.2 The new role will not have formal Executive decision making powers but has been designed to provide a focus within the areas covered for co-ordinating Member engagement and providing a focal point around regeneration and other strategic development initiatives on a cross ward basis.

3.5.4 There is a need for the key roles identified for the ACM posts to be reflected within the Constitution, initial changes identified are set out in Appendix C of the report. The detailed role of the ACM's will be subject to further consideration at Cabinet in August and any additional changes identified as a result will be reported to the next Council meeting.

3.6 Other Administrative changes

- 3.6.1 Given the wide ranging nature of amendments needing to be made to the Constitution it is recommended that any subsequent minor administrative changes to wording in the Constitution (arising from the newly introduced political management structure) are delegated to the Director of Finance Resources and Customer Services for approval.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 Prior to these arrangements being proposed, research was undertaken of other authorities and various models they operated, to establish the best fit for Enfield.

5. REASONS FOR RECOMMENDATIONS

- 5.1 To update and amend the relevant procedures within the Council's Constitution relating to the changes and restructure of the Council's scrutiny function and Ward Forum arrangements and reflect the creation of the new Associate Cabinet Member position.

6. COMMENTS OF THE DIRECTOR OF FINANCE, RESOURCES AND CUSTOMER SERVICES AND OTHER DEPARTMENTS

6.1 Financial Implications

The introduction of Associate Cabinet Members, will be funded by a restructuring of Member's Allowances, and will be achieved within the existing budgets.

Any costs arising from the replacement of Area Forums, with Ward Forums will be met from existing resources.

There are no direct financial implications detailed in this report. Changes to the staffing support for the Scrutiny function will be subject to a separate report.

6.2 Legal Implications

The Council has statutory duties within an existing legal framework to make arrangements for scrutiny of its decisions and service delivery - as well as an increasing number of partners including health and crime. Under s21 Local Government Act 2000 (amended) the Council is obliged to have one or more overview and scrutiny committees. The recommendations set out in this report will help meet the Council's statutory duties and obligations for scrutiny.

Section 19 Police and Criminal Justice Act 2006 stipulates that the Council must scrutinise decisions made or action taken by responsible authorities of their crime and disorder functions, through an overview and scrutiny committee of the Council ('the crime and disorder committee'). Section 17 Crime and Disorder Act 1998 requires the

Council to consider crime and disorder and anti-social behaviour in the discharge of all of its functions. The terms of reference for the standing Crime workstream should reflect and cover the duties set out in legislation.

The power to scrutinise health under s190 Health and Social Care Act 2012 rests with the Council, which has flexibility in determining how to discharge this function. Delegation to the Overview and Scrutiny Committee and its standing health workstream is a lawful exercise of this power. The legislation is underpinned by statutory guidance which the Council and Overview and Scrutiny are bound to have regard to in discharging duties in relation to scrutiny of health.

The functions, rights and powers of the health workstream cover those matters set out in the Local Authority, Public Health, Health and Wellbeing Boards and Health Scrutiny Regulations 2013.

The changes to the Council's Constitution, appended to this report are in accordance with relevant legislation and guidance and will help secure good governance. Should any further legal implications be identified in relation to the proposed changes prior to consideration of the report, these will be identified for members in advance of the meeting.

The recommendation to designate the Head of Electoral, Registration and Governance Services as the statutory scrutiny officer will secure compliance with the Council's duty under s31 Local Democracy, Economic Development and Construction Act 2009 to designate an officer as Statutory Scrutiny Officer.

6.3 Property Implications

None

7. KEY RISKS

The proposed amendments to the constitution reflect the proposed changes and restructure of the political management structure. If changes to the constitution are not undertaken they will not reflect the new model of working and the procedures and rules for Scrutiny and Ward Forums will be unclear and subject to potential challenge.

The changes to the scrutiny function have been designed to reflect the statutory requirements relating to health and crime scrutiny. The changes outlined also provide for a new method of member engagement at ward level, which will (given the more limited resources available) require members to become more self-sustaining in this role.

8. IMPACT ON COUNCIL PRIORITIES

8.1 Fairness for All

The impact on Fairness for All will be positive as the changes proposed will provide fresh impetus for Members to interact with their communities, will provide greater transparency in how the Council does its business and will increase accountability to local people.

8.2 Growth and Sustainability

The proposed changes will impact positively on Growth and Sustainability by helping the Council focus more strategically on cross cutting issues and develop more inclusive solutions. The changes will also encourage wider participation in issues that affect Growth and Sustainability in Enfield by linking Members more directly to area based transformation in some of our most deprived areas. The new structures themselves will generate greater levels of sustainability as they are better designed to meet future demands facing the Council.

8.3 Strong Communities

The proposals will support the creation and maintenance of strong communities by placing Members closer to their communities and by enabling a more joined up and comprehensive approach to delivering services to local people.

9. EQUALITIES IMPACT IMPLICATIONS

The proposals contained in the report are designed to improve the existing political management arrangements in the light of various drivers for change and following a recent review.

The recommendations seek to improve:

- The operation of decision-making structures in the light of financial pressures, while also delivering improved outcomes for local residents.
- Members' representational roles and their accountability to local communities. It is noted that Enfield's elected Members come from a range of diverse backgrounds representing Enfield's diverse communities.

An equalities impact assessment has been undertaken on the new arrangements. They will be subject to monitoring, to ensure objectives are met.

10. PERFORMANCE MANAGEMENT IMPLICATIONS

Within the new structures being proposed, robust monitoring, reporting and accountability lines will be maintained and where possible enhanced to deliver a high standard of performance management to support the implementation of the changes.

11. HEALTH AND SAFETY IMPLICATIONS

No health and safety issues have been specifically identified at this stage but where venues are agreed for Members to hold ward forums/surgeries a health and safety check will be performed to ensure any venues are fit for purpose.

12. HR IMPLICATIONS

The officer resources to support the new arrangements are being reviewed and are the subject of consultation with the staff concerned. These will be finalised in accordance with the Council's agreed processes.

13. PUBLIC HEALTH IMPLICATIONS

The Overview and Scrutiny Committee (OSC) with the Health standing workstream will be directly responsible for the scrutiny of health: all health services, NHS commissioners and providers, including independent providers funded by the NHS, NHS bodies, Public Health, the Health and Well Being Board and Joint Borough Commissions.

Background Papers

None

Appendix A

Chapter 2.5 - Scrutiny

[Updated Council ~~09/10/13~~16/7/2014]

5.1 PURPOSE

The Council will appoint an Overview and Scrutiny Committee ~~plus 6 Scrutiny Panels~~ to discharge the functions conferred by Section 21 of the Local Government Act 2000.

~~Both~~ The Overview and Scrutiny Committee ~~is~~ ~~and the 6 Scrutiny Panels~~ ~~are~~ ~~is~~ required to take an independent leadership role in the Council's aim of continuous improvement in the performance of its functions and to hold decision-makers to account.

5.2 THE OVERVIEW AND SCRUTINY COMMITTEE

The leadership and co-ordination of the Council's scrutiny function will be the responsibility of the Overview and Scrutiny Committee. The Committee's terms of reference will be:

- ~~Development, co-ordination and implementation of the overall scrutiny annual work programme~~
- ~~Establishing, prioritising and allocating workstreams and leads for the year and the membership of the standing workstreams.~~
- ~~Commissioning 'task and finish' reviews via lead members~~
- ~~Management of workstreams~~
- ~~Reviewing executive decisions under the Call-in procedures~~
- ~~Ensure that the Education statutory co-optees are provided with the support they require (these co-optees have voting rights, but only on matters relating to Education)~~
- ~~Leading consultation on the Budget consultation~~
- ~~OSC To will also have develop its own work programme and will be pro-active in selecting the areas it considers. This to have, taking a risk based prioritised approach as agreed in the report to by Council in June 2014.~~

- ~~OSC will~~To also take forward~~receive~~ petitions and consider Councillor Calls for Action (CCfA) ~~once they have followed the process agreed as set out in the eConstitution.~~
- ~~OSC have also agreed to~~To take responsibility for the scrutiny of monitoring reports both external and internal. ~~For example this will include, eg~~ reports from OFSTED, the Care Quality Commission (CQC) and Healthwatch.

~~(1) To approve an annual overview and scrutiny work programme, so as to ensure that each Panel's time is effectively and efficiently utilised.~~

~~(2) Where matters fall within the remit of more than one Panel, to determine which of those Panels will assume responsibility for any particular issue.~~

~~(23) To put in place and maintain a system to ensure that referrals from scrutiny to the Cabinet, either by way of report or for reconsideration are managed efficiently and do not exceed the limits set out in the Constitution.~~

~~(34) In the event of reports to the Cabinet exceeding limits in the Constitution, or if the volume of such reports creates difficulty for the management of executive business or jeopardises the efficient running of council business, at the request of the Cabinet, to make decisions about the priorities of referrals made.~~

~~(45) To deal with consideration of called-in decisions.~~

5.3 POWERS OF THE OVERVIEW AND SCRUTINY COMMITTEE AND THE SCRUTINY PANELS

The powers of the Overview and Scrutiny Committee ~~and the Scrutiny Panels~~ will be as follows:

- (a) Right of information from the Cabinet and the Executive (those who manage and deliver services);
- (b) Right to make comments and recommendations to the Cabinet and the Council's Management Board and to receive reasoned responses;
- (c) Right to comment or make recommendations to Council on matters reserved to the Council at the same time as the Cabinet make recommendations on those matters;
- (d) Right to make recommendations to the Council on other matters through an annual report;
- (e) Power to request information from other bodies and the public;

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- (f) Right to visit different locations;
- (g) Right to have reports published, including minority reports;
- (h) Power to set up enquiries, or to recommend to Council the setting up of enquiries;
- (i) Power to hold hearings on particular topics;
- (j) Power to co-opt up to 3 people without voting rights (in addition to the Education Statutory Co-optees – see Chapter 5, paragraph 5.14(b));
- (k) Power to appoint independent expert advisers;
- (l) Right to establish sub-groups/[workstreams](#) responsible for carrying out scrutiny reviews, enquiries and hearings on behalf of the Committee.
~~/Panel.~~—These will be time-limited and report their findings to the Committee/~~Panel~~ and will enjoy the same powers as set out in this section with the exception of this provision;
- (m) The right to require the attendance before it of any Cabinet Member, and any officer at Head of Service or above.

5.4 SCRUTINY PANELS

~~The~~ Scrutiny ~~Panels~~ will

- (1) Monitor and evaluate the performance of relevant services and functions.
- (2) Review relevant services and functions.
- (3) Arrange and undertake relevant scrutiny reviews that cut across service groups and deal with issues thematically.
- (4) Review the effectiveness and appropriateness of relevant Council policies, including assessment of the effectiveness of policy implementation.
- (5) Propose and recommend improvements to the Council's services, functions and policies.
- (6) Review the Council's performance in achieving community consultation, improvement and participation and make recommendations for improvement.
- (7) Comment and advise on service, policy and other proposals made by the Cabinet or the Council's Management Board, including comment to the Council on the Executive's recommendations.
- (8) Consider, comment on and propose amendments to the budget proposed by the Executive.

- (9) Review decisions made under delegated authority and make comments and recommendations to the Cabinet and the Council's Management Board.
- (10) Consider and comment on reports from internal and district audit including any comments made on these by the Council's Best Value Sub-Committee.
- (11) Consider and comment on the Annual Report of the Council's Monitoring Officers' Meeting.
- (12) Review action taken in response to petitions and deputations and make comments and recommendations to the Cabinet and the Council's Management Board.
- (13) Review and/or scrutinise decisions made or actions taken in connection with any Council function.
- (14) Make reports and/or recommendations to the full Council and/or the Executive.
- (15) Receive the Council's corporate priorities from the Leader at its first meeting after each annual council meeting on the Executive's priorities for the coming year and its performance in the previous year.
- (16) Exercise the right to call-in for reconsideration of decisions made but not yet implemented by the Cabinet (and any other Council decision making body except Planning or Licensing Committees and appeal hearings).
- (17) Such other functions as the law shall dictate.

5.4 REMITS OF SCRUTINY PANELS

The specific remits for each Scrutiny Panel are as follows:

Panel	Summary of Panel Remits
<p>Overview and Scrutiny Committee</p>	<p>Management of Scrutiny function, Councillor Call for Action (CCfA), Call-In Scrutiny work programme Performance management Strategic & Corporate Policies Budget consultation Customer Focused Services Corporate Governance Human Resources Communications Procurement Enfield Strategic Partnership</p>

	Petitions
Older People and Vulnerable Adults Scrutiny Panel	<p>Older people's access to public services Safeguarding of Adults Home Support Residential Care Mental Health Learning Disability Physical Disability Sensory Impairment Carers Supporting People</p>
Children and Young People Scrutiny Panel	<p>Children's and Young People's access to public services Safeguarding Special Educational Needs Educational Psychologists Education, Early Years, CAMHS, Youth Services, Play Development Education Welfare School Improvement Behaviour Support Admissions Children in Need Early Intervention Teenage Pregnancy Community Education Student Support Looked after Children Children with Disabilities Fostering and Adoption The Third Sector dealing with Children</p>
Crime and Safety and Strong Communities Scrutiny Panel	<p>Social cohesion Anti-social behaviour Community Safety Crime reduction Youth Offending Safer Neighbourhoods Street Crime, Violent crime and Burglary Diverting young people from crime Drug misuse and Alcohol related crime Fear of crime Emergency Planning Monitoring Performance of the Safer Stronger Communities Board Probation</p>
Sustainability and Environment Scrutiny Panel	<p>Urban Environment, Rural Environment Street Scene, Highways, Street Cleansing, Street Lighting Waste, recycling Parks & Open Spaces Leisure, Libraries Wider Environment, rivers, woodlands Traffic and Parking Enforcement Activities including Trading Standards Environmental Health Climate Change, Carbon Reduction, Sustainable Development</p>
Health and Wellbeing Scrutiny Panel	<p>All Health Services, NHS Commissioners and providers Charities and Independent providers Local Foundation Trusts Provision of Primary, Community and Tertiary healthcare London Ambulance Service Mental Health Services Joint Borough Commissions Drug & Alcohol Misuse</p>

	<p>Public Health Any other service provider funded by the NHS, Enfield Health and Health and Well Being Board (New), NHS England</p>
Housing, Growth and Regeneration Scrutiny Panel	<p>Enfield HOMES Repairs & Maintenance Housing Needs Assessments Homelessness Temporary Accommodation Private Sector Housing Sheltered Accommodation Estates Management Disabled facilities Grant Revenues & Benefits Inspection Process Registered Social Landlords Local Development Framework Economic Development Employment/Unemployment and Inward investment Business Development Master Planning</p>

5.5 SCRUTINY OF HEALTH & WELLBEING SCRUTINY PANEL

(a) Purpose

~~Provision is made in this constitution for t~~The Council ~~to appoint a Health & Wellbeing Scrutiny Panel. This will~~ discharges the scrutiny functions conferred by the Health and Social Care Act 2012 and Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 ~~t~~through the Overview and Scrutiny Committee.

(b) Functions of the Health Scrutiny Functions Panel

~~(i) The Health The Overview and Scrutiny Committee and Health~~ ~~workstream Scrutiny Panel~~ will be required to

~~a. scrutinise~~Scrutinise the planning and provision of local health services and through this process contribute to the continuous improvement of health services and services that impact upon health.

~~(i) Respond to . The Panel will be appointed at the Annual Council meeting each year.~~

~~(ii) The Act contains a number of provisions which impact upon the Health Scrutiny:~~

~~a. The Health and Social Care Act 2012 confers the power to determine how Local Authorities discharge their health service review and scrutiny powers upon the Council. The Council may agree to the retention of the Health and Wellbeing Scrutiny Panel as the "method of choice" through which it will discharge its duty to review and scrutinise health service issues within the area, or make alternative arrangements such as setting up new committees.~~

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~~b. The regulations extend the Council's formal powers to review and scrutinise all relevant NHS bodies and relevant health service providers. This means the Council will have powers to scrutinise a wider range of healthcare providers eg. charities, and independent providers.~~

~~b. c. There is a requirement for the health service to consultations by NHS bodies the Council and provide dates and publish timeframes for its decision making process on proposals for substantial developments.~~

Comply with

~~c. d. The regulations formalise formalising arrangements for health scrutinising scrutiny matters including inviting interested parties to comment on a matter, and the requirement to respond to the Council in 28 days of a request for information, likewise, the Council must respond to a~~

~~d. Consider matters referred to the Council by the local healthwatch Healthwatch and respond within 20 days.~~

~~e. Scrutinise e. Public Health services commissioned by the Council / Health and Wellbeing Boards will also be subject to scrutiny.~~

~~(iii)(ii) The following provisions are preserved:~~

~~(a)a. Enable health scrutiny to review and scrutinise any matter relating to health services in its area.~~

~~(b)b. Require NHS bodies to provide information to and attend before meetings of the committee.~~

~~(c)c. Make reports and recommendations to relevant NHS bodies and to the Local Authority.~~

~~(d)d. Require health providers to respond within a fixed timescale.~~

~~e. Require health providers to consult local authorities on proposals for substantial variations to the local health service.~~

~~(e)~~

~~(f) The statutory guidance underpinning the regulations is expected to be published later.~~

~~(c) Terms of Reference of the Health & Wellbeing Scrutiny Panel~~

~~Further guidance is expected regarding the role and function of Health & Wellbeing Scrutiny committees, the terms of reference shown in the constitution will be examined when such guidance is published. Until this guidance is published the Council's Health & Wellbeing Scrutiny Panel Terms of Reference will be:~~

~~(1) To review and scrutinise any matter relating to Health Services in Enfield, make reports and recommendations to any NHS bodies and the Local Authority, require NHS bodies to provide information and to attend before the committee, require Health providers to consult the Council on substantial variations, scrutinise matters in relation to public~~

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~~Health Service commissioned by the Council / Health and Wellbeing Boards;~~

- ~~(2) To develop a knowledge base on health issues both nationally and across the borough (this will include information gathering sessions designed to extend Members' knowledge of the main local health providers and the services they provide);~~
- ~~(3) Agree with local NHS bodies working arrangements for Council led health scrutiny arrangements and to identify with them potential items for inclusion in an initial health scrutiny work programme;~~
- ~~(4) Discuss and agree with neighbouring local authorities, potential arrangements for cross borough health scrutiny;~~
- ~~(5) Consider revised draft panel terms of reference (based on the DoH guidance when issued) and make recommendations to Council for their adoption and incorporation into the Council's Constitution;~~
- ~~(6) Oversee the development of council support arrangements for the health and wellbeing scrutiny functions and powers;~~
- ~~(7) To approve, via the Overview and Scrutiny Committee, an annual work programme so as to ensure that the Panel's time is effectively and efficiently utilised;~~
- ~~(8) To work in partnership with the Council's Overview and Scrutiny Committee;~~
- ~~(9) To engage the public, the voluntary sector and other interested partners in the Panel's work programme.~~

~~(d) Rights and Powers Powers on onf Scrutiny of the Health & Wellbeing Scrutiny Panel~~

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~~TheHealth Scrutiny~~ rights and powers of the Council ~~Health Scrutiny Panel~~ are as follows:

- (1) Power to work directly with representatives of local NHS bodies in order to identify potential items for inclusion in an initial health and wellbeing scrutiny work programme;
- (2) Right of information from the Cabinet and the Executive (those who manage and deliver services);
- (3) Right to make comments and recommendations to the Cabinet and the Council's Management Board and to receive reasoned responses;
- (4) Right to comment or make recommendations to Council on matters reserved to the Council at the same time as the Cabinet make recommendations on those matters;
- (5) Right to make recommendations to the Council on other matters through an annual report;
- (6) Power to request information from other bodies and the public;
- (7) Right to visit different locations;
- (8) Right to have reports published, including minority reports;
- (9) Power to set up enquiries, or to recommend to Council the setting up of enquiries;
- (10) Power to hold hearings on particular topics;
- (11) Power to co-opt up to 3 people without voting rights;

- (12) Power to appoint independent expert advisers;
- (13) Right to establish ~~workstreams sub-committees~~ responsible for carrying out scrutiny reviews, enquiries and hearings on behalf of the ~~committee-panel~~. These will be time-limited and report their findings to the ~~committee-panel~~ and will enjoy the same powers as set out above with the exception of this provision;
- (14) Power to require the attendance of any officer of a local NHS body (as defined in the Health and Social Care Act 2012) to attend before the ~~committee/workstreamPanel~~ to answer questions.

5.7 POLICY FRAMEWORK

The role of the Overview and Scrutiny Committee ~~and Scrutiny Panels~~ in relation to the development of the Council's budget and policy framework is set out in detail in the Cabinet's Budget and Policy Framework Procedure Rules.

The Committee ~~and Panels~~ will comply with the requirements of the Council's aims as stated from time to time in its strategic directions.

They will work within the same policy framework as the Cabinet.

It is open to ~~the~~ Overview & Scrutiny Committee ~~or any Scrutiny Panels~~ to propose changes to the Council's policy framework. Such proposals must be made to the Cabinet in the first instance. It will then be for the Cabinet to decide whether to recommend the proposed changes, where appropriate in amended form, to the Council.

When the Council considers a recommendation from the Cabinet as above, the Council must also consider any proposal by the Committee ~~or Panel~~ to vary the recommendation before deciding the matter.

Where the Overview & Scrutiny Committee's ~~or Panel's~~ recommendation, as above, is not accepted by the Cabinet in whole or in part, the Overview & Scrutiny Committee ~~or Panel~~ can include the recommendation in a report to the Council.

5.8 SPECIFIC FUNCTIONS

(a) Policy Development and Review

Policy Review by the Overview ~~and~~ Scrutiny Committee ~~and Panels~~ in pursuit of their agreed purpose can be of existing Council policy or of the need for a new policy. This can include policy within which the Cabinet and the Council's Management Board exercise delegated authority.

The Overview & Scrutiny Committee ~~and Panels~~ may:

- (i) Assist the Council and the Executive in the development of its budget and policy framework by in-depth analysis of policy issues;

- (ii) Conduct research and other consultation in the analysis of policy issues and possible options;
- (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) Question members of the Cabinet and Chief Officers about their views on issues and proposals affecting the area;
- (v) Liaise with other external organisations and stakeholders in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

(b) Performance Review

The Overview & Scrutiny Committee ~~and Panels~~ may review performance within the following framework:

- Scrutiny will be of the Council and not ~~the individual performance of individual officers~~;
- The annual programme of review and scrutiny by the Overview & Scrutiny Committee ~~and Panels~~ will be devised within the scope of the Council's Performance Management Framework;
- Scrutinising performance outside the framework in the two bullet points above will be with the agreement of full Council following consultation with the Cabinet;
- The Overview & Scrutiny Committee ~~and Panels~~ will build on its programme of performance and service review activities and incorporate these into its annual programme;
- Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
- ~~Scrutinise the performance of the Council's Best Value Reviews~~;
- Review and scrutinise the performance and impact of other public bodies with and bounding the area and invite reports from them by requesting their representatives to inform the Overview & Scrutiny Committee ~~and Panels~~ and local people about their policies, activities and performance.

The Overview and Scrutiny Committee ~~and Scrutiny Panels~~ may:

- (i) Review and scrutinise the decisions made by and performance of the Cabinet and Council Officers both in relation to single decisions or those made over a period of time;
- (ii) Question members of the Cabinet and Chief Officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to a particular decision, initiatives or projects;
- (iii) Make recommendations to the Executive and/or full Council arising from the outcome of a scrutiny process;
- (iv) To question and gather evidence from any individual (with their consent).

5.9 INDEPENDENCE

The Overview and Scrutiny Committee ~~is and Panels are~~ independent ~~from~~ of the Cabinet and other parts of the Executive. They will co-operate with ~~the Executive~~ the Executive in pursuit of the Council's aims, and will help to ensure the effective operation and planning of the Council's business.

5.10 FINANCE

The Overview and Scrutiny Committee ~~and Panels~~ will exercise overall responsibility for the finances made available to them.

The Council's facilities and resources, including budgets, will be available to assist the Overview and Scrutiny Committee ~~and Panels~~ in their work. This includes the Council's research budgets. The Cabinet and the Council's Management Board will ensure that these facilities are made available and that unreasonable restrictions are not placed on the Overview and Scrutiny Committee ~~and Panels~~ in this regard.

The Council will also make available a specific budget to the Overview and Scrutiny Committee ~~and Panels~~ to assist their work and to foster their independence of the Executive. This budget will make provision to meet costs such as hire of rooms and accommodation, preparing reports and making them public, carrying out enquiries, paying fees to and meeting the expenses of independent expert advisers.

5.11 ANNUAL REPORT

- (a) The Overview and Scrutiny Committee will present an annual report to the Council.
- (b) The Annual Report will contain information on the work done by the ~~Committee~~ panels over the past year and recommendations for work to be done in the year to come.

5.12 OFFICERS

The Chief Executive, Directors and Assistant Directors (or their representatives) may attend Overview and Scrutiny Committee ~~and Panel meetings~~ and will attend when requested to do so. ~~The Scrutiny Officer~~ The Lead Officer(s) and Scrutiny Secretary supporting the Overview and Scrutiny Committee ~~Panels~~ will also attend and give advice at all meetings including those held in private.

The Overview and Scrutiny Committee ~~or Panels~~, ~~the Lead Officer~~ or a member of the Council's Management Board may request the participation of the Council's Monitoring Officer in a scrutiny meeting.

5.13 MEMBERSHIP

All councillors, except members of the Cabinet, may be members of the Overview and Scrutiny Committee ~~or Scrutiny Panels~~. However, no member

may be involved in scrutinising a decision in which he/she has been directly involved.

~~The Overview and Scrutiny Committee will comprise the chairmen of the Scrutiny Panels, with an additional member appointed as Chairman who does not need to chair a Scrutiny Panel.~~ The Chairman of the Committee will be appointed by the full Council at its annual meeting. The Vice Chairman will be appointed by the Committee itself.

~~Each Scrutiny Panel will be made up of 9 councillors, one of whom will be chairman.~~ The balance of membership between the party groups will comply with the legal requirements of proportionality. The ~~Chairmen~~ Chairman and members will be appointed annually by Full Council.

5.14 CO-OPTEEES

(a) General Co-optees

~~The following paragraphs will apply if the Committee decides to exercise its power to co-opt.~~

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~~Each Scrutiny Panel other than the Children & Young People's Scrutiny Panel will be able to appoint up to 3 non-voting co-optees whose contribution will, in the Panel's view, contribute to the achievement of its remit and terms of reference.~~

~~Co-optees will be able to participate in all aspects of the Committee's~~ Panel's work but will not be able to vote. Co-optees will abide by the Council's rules of conduct including the respecting of confidentiality and declaration of interests.

Co-optees will be appointed for no longer than one municipal year ending with the Annual Meeting of the Council. Subject to the decision of the Committee ~~Panel~~ no co-optee will normally be allowed to serve continuously for more than two municipal years and will stand down for one municipal year ending in May before being eligible again for co-option, unless otherwise agreed ~~by the relevant Panel.~~

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The Director of Finance, Resources and Customer Services (in consultation with the Group Leaders, Chief Executive and other Directors as appropriate) will identify and recommend for appointment suitable individuals for co-option. This will be based on the following criteria:

- (1) Co-optees should live or work within the Borough of Enfield, or have a significant local connection.
- (2) They should be able to demonstrate a reasonable knowledge of the Council's role and services.
- (3) Co-optees should not be employees of the Council or of an organisation contracted to provide services on behalf of the Council.

- (4) The role of a co-opted ~~panel member~~ will be voluntary. They will be able to claim travel and other legitimate expenses.

(b) Education Representatives

The Overview and Scrutiny Committee ~~and Children & Young People's Scrutiny Panel~~ will be responsible for dealing with education matters and shall include in their membership the following 5 Education Statutory Co-optees as co-opted voting representatives:

- (a) 1 Church of England diocese representative ~~(at least one)~~;
- (b) 1 Roman Catholic diocese representative ~~(at least one)~~;
- (c) 2 parent governor representatives; and
- (d) 1 representatives of other faiths or denominations.

These co-optees will be able to vote, but only on matters relating to schools and pupils who attend them. These representatives shall not vote on other matters, though they may stay in the meeting and speak. These co-optees will also be eligible to participate as voting members in any ~~workstream sub-panels~~, established by the Overview and Scrutiny Committee ~~or Children & Young People's Scrutiny Panel~~, for the purpose of reviewing education issues. In addition the ~~Committee panel~~ may include a representative from the Enfield College Principals Group as a non-voting co-opted member.

5.15 APPOINTMENT OF INDEPENDENT EXPERT ADVISERS

The Overview and Scrutiny Committee ~~and the Scrutiny Panels~~ will be able to appoint as many non-voting independent expert advisers as they consider necessary, to contribute to the achievement of their purpose, remit and terms of reference.

The Director of Finance, Resources and Customer Services (in consultation with the Chief Executive, Group Leaders, and where appropriate other Directors) will be authorised to identify and recommend suitable candidates for appointment.

The periods of appointment will vary according to the wishes and needs of the Overview and Scrutiny Committee ~~or Panel~~. No adviser however will be appointed for more than the period designated for a review.

~~They will only need to attend meetings when required by the Overview and Scrutiny Committee or Panel.~~

~~Independent advisers may receive payment in accordance with a standard scale to be agreed by the Council, plus for~~ travel and other legitimate expenses.

They will be expected to abide by the Council's rules of conduct, including declarations of interest and the respecting of confidentiality.

The criteria for selection will be as follows:-

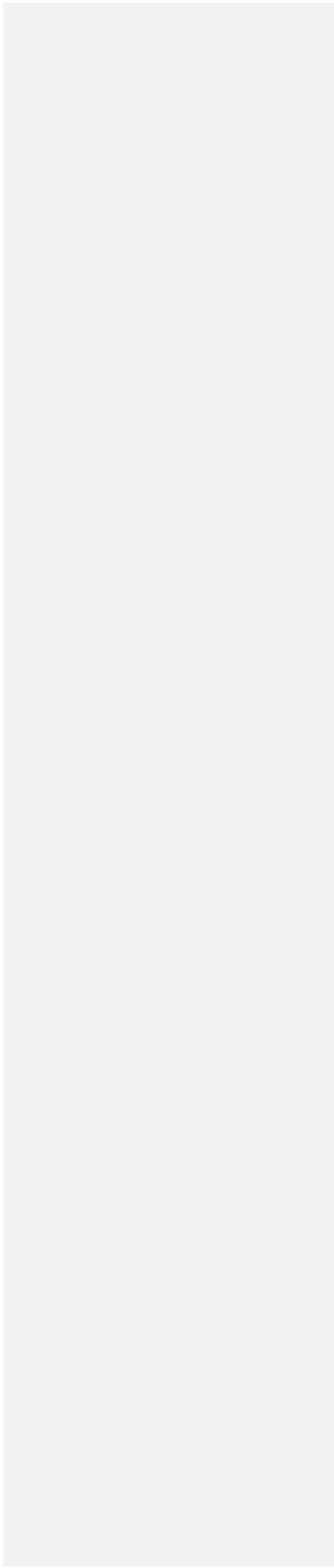
- (a) candidates must be able to demonstrate an expert knowledge of the subject in question;
- (b) they should have no contact with the Borough of Enfield which could be seen as being prejudicial to their independence; and
- (b) candidates should not be employees of the Council or of an organisation contracted to provide services on behalf of the Council.

5.16 STATUTORY SCRUTINY OFFICER

The Head of Electoral, Registration and Governance Corporate Scrutiny Services is designated as the Council's Statutory Scrutiny Officer whose function is:

- (a) To promote the role of the Authority's Overview and Scrutiny Committee ~~(a) or Committees;~~
- (b) To provide support to the Authority's Overview and Scrutiny Committee ~~or Committees~~ and the Members of that Committee ~~or those Committees;~~
- (c) To provide support and guidance to:
 - (i) Members of the Authority
 - (ii) Members of the Executive of the Authority, and
 - (iii) Officers of the Authority

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Appendix A

Chapter 4.2 – Scrutiny Rules of Procedure

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4.2 SCRUTINY PROCEDURE RULES

1. Meetings of the Overview and Scrutiny Committee ~~and Scrutiny Panels~~

(a) Planning and Timetabling of Meetings

~~The~~ Overview and Scrutiny Committee ~~and Panel~~ meetings will be forward planned and timetabled regularly in accordance with the work that the Committee/~~Panels~~ undertakes. This will be agreed at the first meetings in the new municipal year and updated where necessary throughout the year. The work of the Committee ~~and Panels~~ will be phased over the municipal year to match staff support.

~~The~~ Overview and Scrutiny Committee ~~and Panel~~ meetings may be called ~~by the respective chairmen~~, by any 3 members of the Committee/~~Panel~~ or by the Assistant Director, Corporate Governance if he/she considers it necessary or appropriate.

(b) Annual Programmes

The ~~Overview & Scrutiny Committee~~~~Scrutiny Panels~~ will forward plan their work to carry out their annual programme agreed ~~by the Overview and Scrutiny Committee and by~~ Council. In doing this the ~~Committee panels~~ will also take account of their other work in responding to consultation by the Cabinet and commenting/making recommendations to the Council on Cabinet recommendations. Meetings will also be arranged to ensure the Overview and Scrutiny Committee'~~panels~~' involvement in the Council's budget setting.

(c) Business to be Considered at Meetings

The Overview and Scrutiny Committee ~~and Panels~~ shall consider the following business at their meetings:

- (i) minutes of the last meeting;
- (ii) declarations of interest (including whipping declarations, see paragraph 18);

- (iii) consideration of any matter referred to the Committee for a decision in relation to call in of a decision - this relates to the Overview and Scrutiny Committee only.
- (iv) responses of the Executive to reports of the Committee; and
- (v) consideration of the Forward Plan, identification of issues to be scrutinised and carrying out of hearings/reviews.

(d) Public Rights of Access to Meetings

Overview and Scrutiny Committee ~~and Panel~~ meetings will be open to the public. There will however be provision for confidential and exempt agenda items, reports and debates where the principles of the relevant access to information provisions of the Local Government Act 1972 (as amended) apply. Members of the public will not be permitted to remain for these items. At the start of meetings, the Committee/~~Panel~~ will decide whether any items on the agenda fall into this category. All confidential and exempt agenda items will be referred to in the minutes of the meeting.

Subject to the above, public attendance and the organised involvement of residents, customers, partner bodies and staff will be encouraged.

(e) Notice of Meetings

Public notice will ~~also~~ be given ~~at least 3 weeks~~ in advance of individual meetings and of the work to be done at those meetings. Meetings that involve hearings on particular matters as part of an enquiry will be publicised separately by the Council.

(f) Private Meetings

It will be necessary from time to time for Overview and Scrutiny Committee/~~Panel members~~members to have the opportunity of private discussion. Provision is made for this on the understanding that such meetings will be infrequent, will involve all of the Committee ~~or workstream~~~~or Panel~~ members, and that no conclusions are reached without the subsequent benefit of discussion in public.

(g) Evidence Sessions

Where ~~the~~ Scrutiny ~~Panels~~ conducts investigations (e.g. with a view to policy development), they may also ask people to attend to give evidence at such meetings.

These will be conducted in accordance with the following principles:

- (i) that the investigation be conducted fairly and all members of the ~~Committee/workstream~~Panel be given the opportunity to ask questions of attendees, and to contribute and speak;
- (ii) that those assisting ~~the Panel~~ by giving evidence be treated with respect and courtesy; and
- (iii) that the investigation be conducted so as to maximise the efficiency of the investigation or analysis.

Following any investigation or review, ~~the~~Scrutiny ~~Panel~~ shall prepare a report, for submission to the Executive and/or Council as appropriate and shall make its report and findings public.

(h) Minutes of Overview and Scrutiny Committee and Workstream and Scrutiny Panel Meetings

Minutes of all open meetings will be made public within 44 10 working days. These will include a record of confidential and exempt items considered at the meeting, which respects the confidentiality of the information in question.

A confidential record will also be made of all proceedings at private meetings (see paragraph (f) above).

(i) Policy on Filming at Meetings

[Updated Council 09/10/13]

(a) The filming and recording of the public sessions of any Council, Cabinet, Committee, ~~Panel~~ or Area-Ward Forum meetings through any audio, visual or written methods will be allowed, providing this does not disturb the conduct of the meeting.

(b) The Chair of the relevant meeting will have the power to withdraw this permission should it prove necessary due to the nature of the meeting or if the conduct of the meeting is disturbed, for example through flash photography, intrusive camera or lighting equipment or the behaviour of the person filming the meeting.

(c) Anyone wishing to record or film at a meeting must contact the relevant meeting administrator normally no less than three working days before the meeting in question so that the Chair, other councillors and any members of the public present can be informed and the necessary arrangements made.

(d) All those visually recording a meeting must remain in designated areas within the meeting room and are requested to only focus on recording councillors, officers and the public directly involved in the conduct of the meeting. Should any member of the public participating in the meeting object to being filmed then the Chair will make arrangements for that individual to be excluded from the recording.

(e) Covert recording/filming at meetings will not be permitted and the person filming will be asked to provide an assurance that (a) recordings will include sound and vision; (b) the original version will be available to the Council on request; and (c) that recordings will not be edited in a misleading way.

(f) If a meeting passes a motion to exclude the press and public then all rights to record the part of the meeting to which the exemption applies will be removed.

2. Quorum

The quorum for the Overview and Scrutiny Committee ~~and Scrutiny Panels~~ shall be 3 members.

3. Membership of the Overview and Scrutiny Committee

[Updated: Council 09/11/11]

The membership of the Overview and Scrutiny Committee will ~~comprise of 6 members – proportionately allocated as 4 majority members and 2 opposition members consist of the Chairmen from each of the 6 Scrutiny Panels~~ appointed by the Council. The Chairman of the Committee will be confirmed by Council.

The use of substitute members will be permitted for Overview and Scrutiny Committee in the following circumstances:

(a) to take the place of the ordinary members of the Overview and Scrutiny Committee where the member will be absent for the whole of the meeting. Such an appointment shall apply for the entire meeting, including where the meeting is reconvened after an adjournment; or

(b) where a member of the Overview and Scrutiny Committee has signed a call in request to be determined by the Committee, or has a ~~disclosable or other pecuniary prejudicial~~ interest, and so cannot take part in the decision making. In this case a member may be appointed to act as a substitute but such an appointment will only apply to consideration of that agenda item.

The member who wishes to appoint a substitute must notify the ~~Monitoring Officer~~~~Head of Corporate Scrutiny & Outreach~~ in writing, prior to the commencement of the meeting of the intended substitution. The appointment of the substitution will be reported to the meeting at the commencement of business.

Once notification of a substitute member has been received under (a) above (unless it is withdrawn prior to the commencement of the meeting) the appointed member of the relevant committee or sub-committee shall not be entitled to attend the relevant meeting as a member of the committee.

4. Membership of the Scrutiny ~~Workstreams~~ **Panels**

~~Membership of the workstreams will be managed by the Overview and Scrutiny Committee leads and the party whips allocating non-executive Councillors who have expressed an interest in undertaking various areas of scrutiny. Membership of the workstreams will be cross party and will reflect political proportionality. However membership numbers can be flexible on the workstreams, and once the workstream has finished, the membership is disbanded. The Chairmen and members of each Scrutiny Panel will be appointed by the Council at its Annual General Meeting and any changes during the Municipal Year will be decided by Council. Each Panel is to be comprised of nine members.~~

~~The membership of any sub-bodies established by a Scrutiny Panel will be appointed from amongst the members of that Panel and will be broadly in proportion to the number of seats held by the majority and opposition groups.~~

~~The workstreams on Health and Crime and Safety will particularly draw their members from an agreed pool of councillors who have expressed an interest in those areas. This will be on a politically proportionate basis. This consistency in membership will allow these workstreams to develop a watching brief in these issues and build up a level of knowledge and expertise amongst members.~~

~~Workstreams will generally meet in public but will reserve the right to have private sessions when the need arises. They will also have the right to co-opt non councillors as and when required. These co-optees will not have a formal vote but will play an important part in bringing knowledge and expertise to the issues under discussion.~~

~~Before beginning its work, a workstream will agree a scope for the review including:~~

~~Terms of reference~~

~~Desired outcomes~~

~~Key stakeholders~~

~~Training/information required for members to prepare for the review~~

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The Chairman will act in an impartial, non-partisan manner and will seek to facilitate the workstream ~~Panel~~ towards the achievement of its terms of reference. The Chairman will respect the confidentiality of information that comes into his or her possession and will not seek to embarrass the Council or the Majority Party with such information for political gain.

5. Work Programme and Workstreams

~~The Overview and Scrutiny Committee~~ Scrutiny Panels will be responsible for proposing their own work programmes.

~~The programmes will be adopted by the Council on the recommendation of the Overview and Scrutiny Committee following consultation with the Cabinet and the Council's Management Board (and local NHS bodies in respect of the Health Scrutiny Panel). The Committee~~ Panels will be assisted in this by the Scrutiny ~~respective Lead Officers and the Democratic Services Team.~~

~~In recommending their annual programmes, the Committee~~ the Panels will take account of the community's views on priorities as reflected, for example, in reports from the Council's community consultation and research programme.

~~In making their recommendations, the Committee~~ each Panel will take explicit account of the Council's plans and priorities plus the workload implications for councillors and staff through, for example, the timetabling of its programme through the year. The Committee ~~Panels~~ may establish time limited sub-bodies to undertake parts of the agreed work programme. The Scrutiny ~~Democratic Services Team~~ will assist the Committee and workstreams ~~Panels~~ to achieve appropriate timetabling.

The Overview and Scrutiny Committee will be responsible for proposing their own work programme and prioritising the workstreams that are undertaken.

The programme will be adopted by the Council on the recommendation of the Overview and Scrutiny Committee following consultation with the Cabinet and the Council's Management Board (and local NHS bodies in respect of the Health Scrutiny Panel)> The Committee will be assisted in this by the Scrutiny Team.

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In recommending their annual programme, the Committee will take account of the community's views on priorities.

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In making their recommendations, the Overview and Scrutiny Committee will take explicit account of the Council's plans and priorities plus the workload implications for councillors and staff through, for example, the timetabling of its programme through the year. The Committee will establish time limited workstreams to undertake parts of the agreed work programme. The Scrutiny Team will assist the Committee and workstreams to achieve appropriate timetabling.

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At the beginning of the municipal year, the Overview and Scrutiny Committee will have a work programme planning meeting, where suggestions for the year will be discussed. Members will devise a work programme for the year (or longer) by prioritising the order in which the work is undertaken for both watching briefs and workstreams.

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Workstreams will be selected based on the priorities and setting up of task and finish groups. Workstreams and their leads can change throughout the year; once a piece of work has been completed a different workstream may be selected.

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Scrutiny Officers will support OSC and workstream leads by developing a scope for each review which will include:

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- Terms of reference
- Desired outcomes
- Key stakeholders
- Training/information required for members to prepare for the review
- Timescale for the review
- Resources required including members and officers
- Co-optees

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Workstream leads will be responsible for keeping OSC informed of progress of the reviews. They must seek the approval of OSC to any variations in the scope, including lengthening the time allocated for the review in question.

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6. Annual Reports

The Overview and Scrutiny Committee will present the Scrutiny Annual Report to the Council. The Committee will be assisted in this responsibility by the ~~Scrutiny respective Lead Officers and the Democratic Services~~ Team.

The Annual Report will include information about recommendations made to Council and Cabinet with details of the responses received.

The report will also contain information on the work done by the Committee and ~~workstreams~~~~Scrutiny Panels~~ over the past year and recommendations for work to be done in the year to come.

7. Agenda Items

Any member of the Overview and Scrutiny Committee ~~or Scrutiny Panels~~ shall be entitled to give notice to the Assistant Director, Corporate Governance that he/she wishes an item relevant to the functions of the Committee/~~Panel~~ to be included on the agenda for the next available meeting. On receipt of such a request, the Assistant Director, Corporate Governance will ensure that it is included on the next available agenda.

The Overview and Scrutiny Committee ~~and Panels~~ shall also respond, as soon as ~~its~~~~their~~ work programme permits, to requests from the Council and the Cabinet to review particular areas of Council activity. Where it does so, the Committee/~~Panel~~ shall report its findings and any recommendations back to the Cabinet and/or Council. The Council and/or the Cabinet shall consider the report within one month of receiving it.

The Council will consider and decide those recommendations on services, policy or performance that were not accepted in whole or in part by the Cabinet, in light of the reasoned responses to them made by the Cabinet at the time.

8. Overview and Scrutiny Committee and ~~W~~~~workstream~~~~Scrutiny Panel~~ Agendas

Detailed agendas and reports for meetings will be circulated to Overview and Scrutiny Committee/~~workstream~~~~Panel~~ members and made public in accordance with the provisions of the access to information requirements of the Local Government Act 1972 (as amended).

The ~~Scrutiny Team and Democratic Services Governance~~ Team will be responsible for arranging the issue of notices, agendas and reports.

9. Time Limit of Members' Speeches at Meetings

[Updated: Council 09/11/11]

Speeches must be directed to the question under discussion. The time limit for a speech to introduce an item should be no longer than 10 minutes with a 5 minute time limit in all other instances, with any additional time required being at the discretion of the Committee Chair.

10. Recommendations to Council

Overview and Scrutiny Committee/~~Panel~~ recommendations to Council will be in the form of reports prepared in accordance with the approved format. Relevant officer advice to the Council will be shown fully and distinctly in these reports, as well as the observations of the Cabinet.

The ~~Scrutiny Officer/Lead Officer~~, supporting the Overview and Scrutiny Committee or ~~workstream/Scrutiny Panel~~ is responsible for ensuring the preparation of reports to Council in consultation with the relevant officers and the Chief Executive. ~~The Democratic Services Team is responsible for co-ordinating the submission of such reports to the Council meeting.~~

11. Scrutiny Enquiries

The Committee/~~workstreams/Panels~~ may also appoint independent experts to advise either themselves or any sub-committees established by them (see chapter 5, paragraph 6(k) in part 2 of the Constitution);

The Committee/~~workstreams/Panels~~ will have the power to recommend the carrying out of research to the Corporate Management Board (CMB) and the Cabinet. Such recommendations will receive reasoned responses. This power also applies to the direct commissioning of research in consultation with the Cabinet and CMB.

12. Reports and Recommendations from the Overview and Scrutiny Committee ~~and Panels~~

In discharging their scrutiny functions, the Overview and Scrutiny Committee and ~~workstream leads/Panels~~ will be entitled to report, with recommendations as appropriate, to the Cabinet or full Council.

Once recommendations have been formed on proposals for development, the Committee/~~workstreams/Panels~~ will prepare a formal report and submit it to the Assistant Director, Corporate Governance for consideration by the Cabinet (if the proposals are consistent with the existing budgetary and policy framework), or to the Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).

If the Committee/~~workstreams/Panel~~ cannot agree on one single final report to the Council or Cabinet as appropriate, then up to one minority report may be prepared and submitted for consideration by the Cabinet or Council with the majority report.

The Council or Cabinet shall consider the report within 12 weeks of it being submitted to the Proper Officer.

Recommendations other than to the Council are to be made to the Cabinet or to the Corporate Management Board according to the level of delegation exercised.

Scrutiny ~~Panels~~ will be able to include representations or recommendations affecting other bodies in their reports. However, Scrutiny ~~Panel~~ recommendations are addressed to the Cabinet, the Corporate Management Board or, through the Committee's ~~Panels~~' annual reports, to the Council. It is then for these bodies to decide the representations or recommendations to be made to the bodies concerned. Scrutiny ~~Panels~~ will not have the ability to make representations or recommendations direct to other bodies.

13. Making sure that Overview and Scrutiny Committee reports are considered by the Cabinet and/or Council

The agendas for Cabinet meetings will include an item entitled 'Issues Arising from the Overview and Scrutiny Committee/~~Scrutiny Panels~~'. The reports referred to the Cabinet by the Committee ~~or Panels~~ shall be included at this point unless covered elsewhere on the agenda.

Once the Committee ~~or Panel~~ has completed its deliberations on any matter it will forward a copy of its final report to the Assistant Director, Corporate Governance. He/she will allocate it to either the Cabinet or the Council (or both) for consideration, according to whether the contents of the report has implications for the Council's budget and policy framework. If the Assistant Director, Corporate Governance refers the matter to Council, he/she will also give a copy to the Leader of the Council with notice that the matter is to be referred to Council. The Cabinet will have 12 weeks in which to respond to the report, and the Council shall not consider it within that period. When the Council does meet to consider such a report, which would impact on the budget and policy framework, it shall also consider the response of the Cabinet to the Committee's ~~Panel's~~ proposals.

The Overview and Scrutiny Committee ~~and Panels~~ will in any event have access to the Forward Plan key Decision List and timetable for decisions and intentions for consultation. Even where an item is not the subject of detailed proposals from the Committee ~~or Panel~~ following consideration of possible policy/service developments, they will be entitled to respond in the course of the Cabinet's consultation process in relation to any key decision.

14. Rights of Scrutiny Members to Documents

- (a) In addition to their rights as councillors, scrutiny members have the additional right to documents, and to notice of meetings as set out in the Access to Information Procedure Rules in Part 4, Chapter 6 of this Constitution.
- (b) Nothing in this paragraph prevents more detailed liaison between the Executive and the Overview and Scrutiny Committee/~~workstreams~~~~Panels~~ as appropriate depending on the particular matter under consideration.

15. Members and Officers Giving Account

- (a) The Overview and Scrutiny Committee and Scrutiny ~~workstreams~~~~Panels~~ may scrutinise and review decisions made or actions taken in connection with the discharge of any Council functions. As well as reviewing documentation, in fulfilling the scrutiny role, they may require any member of the Cabinet, the Head of Paid Service and/or any senior officer to attend before them to explain in relation to matters within their remit:
 - (i) any particular decision or series of decisions;
 - (ii) the extent to which the actions taken implement Council policy; and/or
 - (iii) their performanceand it is the duty of those persons to attend if so required.
- (b) Where any member or officer is required to attend the Overview and Scrutiny Committee or ~~scrutiny workstream~~~~Panel~~ under this provision, the chairman of the Committee/~~workstream~~~~Panel~~ will inform the Assistant Director, Corporate Governance. The Assistant Director, Corporate Governance shall inform the member or officer in writing giving at least 10 working days notice of the meeting at which he/she is required to attend. The notice will state the nature of the item on which he/she is required to attend to give account and whether any papers are required to be produced for the meeting. Where the account to be given to the meeting will require the production of a report, then the member or officer concerned will be given sufficient notice to allow for preparation of that documentation.
- (c) Where, in exceptional circumstances, the member or officer is unable to attend on the required date, then that member or officer may nominate a substitute to attend on his/her behalf. The councillor attending as substitute should be a member of the Cabinet.

- (d) The ~~Scrutiny Lead—Support~~ Officer to the Committee/~~workstream Panel~~ will attend and give advice at all meetings including those held in private.
- (e) The Committee/~~workstream Panel~~ ~~Scrutiny Officer; the Lead Support Officer~~ or a member of the Corporate Management Board may request the participation of the Council's Monitoring Officer in a Committee/~~workstream Panel~~ meeting.

~~The above provisions will also apply to sub-bodies of the Overview and Scrutiny Committee or Scrutiny Panel where the business falls within their remit.~~

16. Reports

Reports to the Overview and Scrutiny Committee/~~workstreams Panels~~ may come from a number of sources including members of the Corporate Management Board, the Cabinet, external bodies, those submitting evidence in enquiries or the Chairmen of the Committee/~~workstreams Panels~~.

It will also be open to independent expert advisers to prepare reports for the Committee/~~workstreams Panels~~.

Where appropriate, reports will include clearly identified officer comments and advice. The Committee/~~workstreams Panels~~ will obtain the factual comments and opinions of relevant members of the Corporate Management Board on matters of dispute or controversy included in reports from external bodies and independent expert advisers before reaching conclusions.

Reports prepared by members of the Corporate Management Board for the Committee/~~workstreams Panels~~ will comply with the Council's existing rules for preparation of and consultation on Committee reports.

17. Attendance by Others

Each Overview and Scrutiny Committee and Scrutiny ~~workstream Panel~~ may invite people other than co-optees or independent experts (as outlined in Chapter 5, paragraph 6 of Part 2 to the Constitution) to address it, discuss issues of local concern and/or answer questions. They may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend. Attendance is entirely optional.

18. Call-In

18.1 General Procedure

- (a) When a decision is made by the Cabinet or a sub-committee of the Cabinet, an individual Cabinet member, or a key decision is made by an officer with delegated authority from the executive, the decision shall be published, and shall be available at the main offices of the Council normally within 2 working days of being made. Copies will be sent to all members of the Council.
- (b) That notice will be dated and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless ~~any Scrutiny Panel, Chairman of any Panel or~~ 7 or more councillors call it in.
- (c) If an Overview & Scrutiny Committee member is a signatory to the call-in request; then a substitute must to be notified to the Monitoring Officer in advance of the call-in meeting.
- (d) A valid request for call-in is one which is submitted to the Assistant Director, Corporate Governance in writing within 5 working days of the date of publication of the decision by: at least 7 members of the Council
- ~~or by a formal resolution of a Scrutiny Panel meeting; or by~~
 - ~~the Chairmen of a Scrutiny Panel in providing:~~
 - (i) ~~the matter is within the remit of his/her own Scrutiny Panel, and~~
 - (ii) ~~it is not possible, given the call-in decision, to put the issue to a meeting of that panel.~~

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All requests must:

- give the reason for the call-in and outline an alternative course of action;
- whether or not those members believe that the decision is outside the policy or budget framework.

The Assistant Director, Corporate Governance shall notify the decision-taker of the call-in and call a meeting of the Overview and Scrutiny Committee as soon as possible after consultation with the Chairman of that Committee, and in any case within 14 working days of the relevant call-in period. The relevant Cabinet Member should attend the Overview and Scrutiny Committee if available. If he/she cannot attend the Cabinet will make every effort to ensure that another Cabinet Member attends instead. Directors or their representative will be expected to attend the meeting.

- (d) Having considered the called-in decision the Overview and Scrutiny Committee may:
 - (i) refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns; or
 - (ii) refer the matter to full Council; or
 - (iii) confirm the original decision.
- (e) If referred back to Cabinet as the decision maker they shall then reconsider at the next scheduled meeting if the timescale for the decision allows, amending the decision or not, before adopting a final decision.

[Updated: Council 12/11/08]
- (f) If the matter is referred to full Council it will be dealt with at the next scheduled meeting, subject to the Access to Information Act requirements, unless there are grounds for urgency which require an extraordinary meeting. The Council agenda will contain a standard item for this purpose.
- (g) If the Overview and Scrutiny Committee does not meet within the 14 working day period required, the decision will take effect on the expiry of that period.
- (h) If the Overview and Scrutiny Committee meets but does not refer the decision back to the decision taker or onto Council than that decision will take immediate effect after the meeting of the Committee.
- (i) If the decision is referred to full Council and:
 - (i) the Council does not object to the decision which has been made, then no further action is necessary and the decision will be effective immediately after the meeting;
 - (ii) they object to the decision it will be referred back to the decision-making person or body, together with the Council's views on the decision. Where the decision was taken by the Cabinet as a whole or its sub-committee, it must meet within 7 working days of the Council request/or at its next scheduled meeting (whichever is the sooner) to reconsider the decision.

The wishes of the Council must be complied with.

- (j) If the Council does not meet within the period required in (f) above the decision will become effective on expiry of that period.

- (k) For the avoidance of doubt, if either the Overview and Scrutiny Committee or the Council refer a matter back to the decision making person or body, the implementation of that decision shall be suspended until such time as the decision making person or body reconsiders and either amends or confirms the decision, but the outcome on the decision should be reached within 14 working days of the reference back.

18.2 Exceptions

Non-key Executive decisions taken by officers, as defined in this constitution, cannot be called-in under these procedures, although they may be reviewed as part of any review of service plans or during the Best Value process.

In addition Council decisions, decisions taken under the Rule 16 Urgency Procedure and decisions by Council Regulatory bodies will not be subject to call-in.

A decision cannot be called in more than once.

18.3 Call-In and Urgency

- (a) The call-in procedure set out above shall not apply where the decision being taken is urgent. A decision will be urgent if any delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests.
- (b) The record of the decision, and notice by which it is made public shall state whether in the opinion of the decision making person or body, the decision is an urgent one, and therefore not subject to call-in.
- (c) The Chairman of the Overview and Scrutiny Committee must agree both that the decision proposed is reasonable in all the circumstances and to it being treated as a matter of urgency. In the absence of the Chairman, the consent of the Vice Chairman shall be required. In the absence of both, the Mayor or the Head of Paid Service or his/her nominee's consent shall be required.
- (d) If no agreement is given to the item being treated as a matter of urgency the item shall not be dealt with under the urgency procedure.

- (e) Decisions taken, as a matter of urgency must be reported to the next available meeting of the Council, together with the reasons for urgency.
- (f) The use of the provisions relating to call-in and urgency shall be monitored annually, and a report submitted to Council with proposals for review if necessary.

19. Scrutiny and the Party Whip

When considering any matter where a member of the Overview and Scrutiny Committee ~~or a Scrutiny Panel~~ is subject to a party whip, the member must declare the existence of the whip, and the nature of it before the commencement of the meeting in question. The declaration, and the detail of the whipping arrangements, shall be recorded in the minutes of the meeting.

In this context, 'the party whip' is defined as "Any instruction given by or on behalf of a political group to any councillor who is a member of that group as to how that councillor shall speak or vote on any matter before an Overview and Scrutiny Committee/~~Panel~~, or the application or threat to apply any sanction by the group in respect of that councillor should he/she speak or vote in any particular manner."

20. Relationship between the Overview and Scrutiny Committee, ~~Scrutiny Panels~~, the Cabinet and the Corporate Management Board

The Overview and Scrutiny Committee ~~and Scrutiny Panels~~ will conduct ~~their~~ relationships with the Cabinet and the Corporate Management Board within the following principles:-

- (a) ~~It~~They will comply with the requirements of the Council's aims as stated from time to time in its corporate priorities;
- (b) ~~They~~It will ensure adequate consultation with the Cabinet and the Corporate Management Board in the formulation of their recommendations to those bodies. The Cabinet and the Corporate Management Board will respect the confidentiality (Part 2 status) of draft reports from the Committee/~~Panels~~ put to them for comment;
- (c) The minimum time allowed by Committees/~~Panels~~ for consultation with the Cabinet and the Corporate Management Board on draft reports will be 30 calendar days;
- (d) The Overview and Scrutiny Committee ~~and Panels~~ will respond to requests from the Cabinet and the Corporate Management Board for comments on draft policy, other

proposals and Council activity, and will do so within the requested timescale (subject to satisfaction of the minimum time allowance of 30 calendar days). ~~Where appropriate, the relevant Chairman may respond to such requests on behalf of the Committee/Panel and in consultation with its members.~~

- (e) The Overview and Scrutiny Committee ~~and Panels~~ are able to share matters on a confidential basis with the Cabinet or the Corporate Management Board who will, where they agree it with the Committee/~~Panel~~, respect the confidentiality. The justification for confidentiality must be demonstrated by the Committee/~~Panel~~ within the access to information provisions of the Local Government Act 1972 (as amended).
- (f) A proposal by the Cabinet or the Corporate Management Board to make public information shared with them by the Overview and Scrutiny Committee ~~or Scrutiny Panel~~ in confidence shall be the subject of prior consultation with the Committee/~~Panel~~. In cases of disagreement the matter will be decided by the Council's Monitoring Officer or, if the Monitoring Officer so wishes, by the Council. This provision will be operated within the principles underlying the access to information provisions of the Local Government Act 1972 (as amended);

Please also refer to the responsibilities placed upon the Cabinet in Part 3, paragraph 6 of the Constitution.

- (g) The Corporate Management Board will conduct their relationships with the Overview and Scrutiny Committee ~~and Panels~~ within the principles laid down for the Cabinet;
- (h) The Cabinet and the Corporate Management Board will afford all reasonable co-operation in reviews and hearings undertaken by the Overview and Scrutiny Committee/~~Panels~~. Where appropriate, this will include direct participation in these reviews and hearings by themselves or their representatives;
- (i) Where the Overview and Scrutiny Committee ~~or Panels~~ wish to ask questions of Cabinet or Corporate Management Board members or their representatives during the course of reviews or hearings, reasonable notice will be given of the likely topics and areas of questioning. Notice will usually be not less than two weeks;

- (j) Detailed information requests by Overview and Scrutiny Committee/~~Panels~~ will usually be answered in writing in the first instance rather than through personal participation in meetings.
- (k) The Corporate Management Board shall arrange discussions with the Overview and Scrutiny Committee from time to time to:-
 - help plan the work of the ~~Committee~~panels
 - assess priorities
 - monitor progress
 - assess the effectiveness of working arrangements.

The Chief Executive will be available to Committee ~~Members/Panel Chairmen~~ and will be the first point of contact for them on matters concerning the Executive and officer support to the Committee/~~Panels~~.

21. Council Consultation and Involvement

In addition to their power to carry out enquiries and seek public involvement, comment and views, the Overview and Scrutiny Committee/~~Panels~~ are able to undertake public consultation. However, this must be done as part of the Council's agreed public consultation and involvement programme.

The provisions for the Cabinet in this Constitution provide for consultation with the Overview and Scrutiny Committee/~~Panels~~ on the Council's consultation and involvement programme before the Cabinet decides its recommendations to Council.

22. Councillor Call for Action (CCfA) - Process

[Updated: Council 1/4/09]

1. Individual Councillors will be required to submit a request for a CCfA in writing (or via e-mail) to the ~~Head of Corporate~~ Scrutiny ~~Manager~~Services (HCSS). The request will include:
 - Who the request is being submitted by
 - Details of the issue
 - A full summary of action undertaken by the Councillor or community to resolve the issue
 - Clarity on definitive resolution sought by Councillor (action the Councillor is looking for as a result of CCfA to resolve or move forward the issue raised). The guidance states that the Councillor bringing the CCfA should be clear at the outset as to what he or she expects to get out of the process. The ~~Overview and Scrutiny Committee~~scrutiny panel will focus

discussion on these expected outcomes. Further the ~~Overview and Scrutiny Committee~~ panel will be expected to challenge these expected outcomes, if they feel that these outcomes are unreasonable.

It should be pointed out that discussions at scrutiny will not necessarily resolve the issue immediately, but may allow members and officers and/or partners to overcome the problem.

2. Once received, the ~~Scrutiny Manager~~ ~~Head of Corporate Scrutiny Services~~ will check that the CCfA request complies with the basic requirements, as set out in 1 above, and if so, will then undertake an initial investigation and prepare a report for consideration by Overview and Scrutiny Committee (OSC).
3. The report will be placed before OSC within 15 working days of the initial investigation being completed or the next available OSC meeting. OSC will consider the summary report and determine whether the issue should be treated as a CCfA. The member who has submitted the CCfA will be invited to attend the OSC meeting considering their issue.
4. If OSC decide not to treat the issue as a CCfA, the ~~Scrutiny Manager~~ ~~Head of Corporate Scrutiny~~ will write to the member concerned confirming the decision with reasons.
5. If OSC decides to treat the matter as a CCfA the committee will deal with the issue. ~~have the following options:~~
 - a. ~~Refer the issue to the relevant scrutiny panel for review and action (matter to be considered at the next meeting of the panel unless there are grounds for urgency).~~
 - a. ~~Agree to deal with the issue itself.~~

Once OSC ~~or the individual scrutiny panel concerned~~ has reached a decision, this will be a final decision with no formal right of appeal to the executive arm of the Council.
6. For issues related to services provided by the Council, ~~the Overview and Scrutiny Committee~~ ~~scrutiny panels~~ will be able to use their existing powers and new powers available from the LGPIH Act 2007.

For partner organisations scrutiny will be able to:

- Request information and attendance.
- Review decisions made/action taken by the Safer Stronger Communities Board in connection with discharge of their crime and disorder functions (Police and Justice Act 2006).

Issues referred to these bodies will require a response time of 28 days.

7. **Gate keeping process**

During the initial investigation phase every attempt will be made to either resolve the issue or to signpost the Councillor to those who may be able to resolve the issue, so that the CCfA request is withdrawn and/or requires no further action.

The 'gate keeping' process will, therefore, consist of a Ward Councillor demonstrating what efforts have been made to resolve the matter before referral to OSC for consideration.

8. **Excluded items**

The following issues will be excluded from being dealt with as a CCfA:

- Any matter deemed vexatious or discriminatory
- Individual complaints, (that is a complaint made by an individual resident which relates to an individual service provided or a report written about them). Scrutiny can and should play a role where it is felt a series of complaints demonstrates a 'systematic failure' in a particular service area.
- Planning or licensing applications or appeals
- Areas where a Councillor has an alternative avenue to resolve an issue through for example complaints or a service request

Other Constitutional amendments relating to Scrutiny

Part 4: Chapter 4.6: Access to Information Rules of Procedure

Delete reference to Overview & Scrutiny Committee/Scrutiny Panels and replace with "Overview & Scrutiny Committee and its workstreams"

Part 4: Chapter 4.7: Budget and Policy Framework Procedure Rules

Delete reference to Overview & Scrutiny Committee/ Panel and replace with Overview & Scrutiny Committee.

Part 5: Chapter 5.5: Protocol for Member/Officer Relations

Delete reference to Scrutiny Panels and replace with Overview & Scrutiny Committee.

Appendix B

Chapter 4.4 –Ward Forum Rules of Procedure

Contents	Page
1. Ward Forum Meetings	4-54
2. Frequency & Timing of Meetings	4-54
3. Chairing	4-54
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87. Conduct of Business	4-55
9. —	4-56
10. — Relationship with Council, Cabinet and Scrutiny	4-56-57
11. — Policy on Filming at Meetings	

4.4 WARD FORUM PROCEDURE RULES

1. Ward Forum Meetings

The Ward Forums will comprise all the councillors for the ~~ward~~inward in question. The forums will be member led and will provide local councillors with a positive and influential role in their wards. Ward Forums will enable members to supplement their surgery work and engage local people on strategic issues that matter to ~~them~~in them. In the case of mixed wards, ward members will hold them jointly.

2. Frequency & Timing of Meetings

The Forums will be arranged by ward members and meet as and when required. The frequency and timing will be at the discretion of the ward ~~councillors~~councillors.

~~The timing for each Forum will be a matter for the members in each ward to agree.~~

3. Chairing

Chairing of the ward forum will be agreed amongst all three ward councillors themselves (in mixed wards this should normally ~~rota~~rotate, at up to annual intervals).

~~4.~~

4. Venues

Where possible the forums will be held in venues selected from the directory of council buildings. The venues will meet the following criteria:

- accessible to the local area
- have disabled access
- well known to local people
- adequate parking facilities, including spaces for disabled people
- reasonably near a local transport route
- meet fire and health & safety regulations

~~5.~~

Members wishing to use a venue in their ward should contact officers in Corporate Governance to arrange a booking. They will also book additional equipment, if appropriate.

5. **Publicity**

Meetings will be publicised on the Council Website, in Our Enfield, the Council Facebook page and other social media forums managed by the council and by other means as organised by the ward councillors.

6. **Attendance at meetings**

Ward Forums should be attended by all the ward councillors, ~~–elected to that ward. Members of the public and~~ Local groups will also be encouraged to attend ~~and participate in this process.~~

Council officers will not ~~normally routinely~~ attend ~~–Ward~~ Forum meetings, but may, exceptionally, do so where a request has been submitted and agreed in advance by the relevant Head of Services (or above more senior officer) in the light of the importance of the issue(s) to be considered. ~~This will normally only be in exceptional cases.~~

Cabinet members can also be invited to attend forum meetings to explain particular strategies, policies or decisions.

Given their spatial remit and focus on cross cutting issues across their areas, Associate Cabinet Members will also be notified of Ward Forums and the business to be considered, and may choose to attend.

7. **Conduct of Business**

Ward Forum meetings will be open to the public. Agendas will be put together and agreed by all three ward members and should be made public before each meeting.

~~8.~~

~~9. Relationship with Council, Cabinet, Scrutiny & Associate Cabinet Members~~

Ward Forums are part of the Council's governance arrangements. Therefore, they will operate ~~following the~~following the Council's health and safety guidance, and within the policy framework and the rules adopted by the Council, including the Constitution and the Councillors' Code of Conduct.

They have been established for the purpose of:

- (a) creating greater local relevance;
- (b) enhancing local accountability; and
- (c) connecting members more closely to their residents on matters of strategic importance to them;

The Forums will be able to feed views and refer matters of local relevance to Cabinet Members, Overview & Scrutiny and the Associate Cabinet Members for consideration and review.

Other Constitutional Amendments relating to Ward Forums

Part 1

1.5 WARD FORUMS

The Council has replaced the previous area forums with ward forums run by the individual ward councillors. . They are designed to be ward councillor led and to act as a forum for local debate and input into the Council. The Terms of Reference for the Forums are set out in Part 2 – Chapter 2.7 and the rules of operation within Part 4 – Chapter 4.4 of the Constitution.

Part 2

2.7 Content page replace “area forum” with “ward forum”

Ward Forums

The Council has replaced area forums with ward forums for each of the 21 council wards.

[Updated: Council 6/4/11]

TERMS OF REFERENCE

- (i) To supplement the surgery work of ward councillors
- (ii) To enable ward councillors to engage local people more directly in strategic issues that matter to them.
- (iii) To enable ward councillors
 - To create greater local relevance
 - To create greater accountability
 - To connect more closely to their residents on matters of strategic importance to them

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Part 4 – Mentions of Area Forums

Cabinet Procedure Rules 7. Cabinet and Ward Forums - delete

Policy on Filming at Meetings:

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_ Change reference “area forum” to “ward forum”

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Other changes

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Delete reference to “area forum” and replace with “ward forum”

Part 5 Protocol for Member/Officer Relations

15.1 Other Public Meetings

“area forums” replace with “ward forums”

Page 5-95 “area forums” – replace with “ward forums”

However, they may not use the Council’s resources or facilities to do so. When at Council events, Councillors must not use that platform for political purposes. This includes Ward Forums, Overview & Scrutiny Committee and its work streams and other public meetings.

Appendix C

Associate Cabinet Members – Additions to the Constitution

Part 2

Chapter 2.2

2.3 Roles and Functions of All Councillors

Add beneath point (g)

Enfield has created a new role for councillors - Associate Cabinet Member. Full details in Part 3 Paragraph 3.7 of the constitution.

Chapter 2.6

Add new section

6.5 Cabinet and Associate Cabinet Members

Associate Cabinet Members are accountable to Cabinet and will be invited to attend Cabinet meetings.

They will be required to produce an annual work programme which will be presented to Cabinet every autumn, followed by regular updates throughout the municipal year. Progress updates on the work programme will be provided to Cabinet on a 6 monthly basis.

Part 3 - Responsibility for Functions

After 3.6 (7) Capital and Revenue

Include an item 3.7

3.7 Associate Cabinet Members – Roles and Responsibilities

Three Associate Cabinet Members (ACMs) will be appointed at Annual Council every year, to cover the following geographical areas.

Enfield North – (Chase, Enfield Highway, Enfield Lock, Grange, Ponders End, Southbury, Town, Turkey Street wards)

Enfield South East – (Bush Hill Park, Edmonton Green, Haselbury, Jubilee, Lower Edmonton, Upper Edmonton wards)

Enfield West – (Bowes, Cockfosters, Highlands, Palmers Green, Southgate, Southgate Green, Winchmore Hill wards).

Members appointed to these positions will be able to serve for more than one Municipal Year, subject to the appointments being agreed at Annual Council.

(1) Role

The role of the ACM is to deliver a spatially focused, cross cutting support function that will assist with informed decision making at Cabinet, providing insight into spatial issues affecting local communities, driving transformational change and providing a focal point for ward business in the areas covered.

Associate Cabinet Members will work closely with the relevant Cabinet members to facilitate delivery of their programmes.

(2) Responsibilities

(a) Area Champion/Chairing Area Partnership Boards

In addition to having responsibility for oversight and championing of activities in their wider spatial areas, each ACM will chair the area partnership boards falling within their area as follows:

Edmonton Leaside Partnership Board (Enfield South East) which covers the following wards: Jubilee, Edmonton Green, Upper Edmonton, Lower Edmonton and Haslebury

North East Enfield Partnership Board (Enfield North) which covers the following wards: Turkey Street, Enfield Lock, Enfield Highway and Ponders End

South West Enfield Partnership Board (Enfield West) which covers the following wards: Bowes, Southgate Green and Palmers Green

(b) Support to Ward Councillors

The ACM's will provide support to ward councillors in their area, and help with any issues arising through ward forums, taking these further when required.

(c) Engaging with Partners

The ACM is responsible for linking with partner agencies in their areas to ensure a joined up approach (including co-ordinating engagement activities, sharing information and providing a contact point for partner agencies wishing to engage in activities in their areas).

(d) Liaising with Planning Activity in the Area

ACMs will be actively involved in strategic land use planning issues in their areas, (but not including involvement in particular development control applications) providing support and advice to relevant cabinet members. They will also be invited to attend the Local Plan Cabinet Sub Committee.

(e) Attending Enfield Strategic Partnership Board

ACMs will be required to attend and engaged with the Enfield Strategic Partnership Board to provide regular updates on progress and make representations to strategic partners, as required. They will not have voting rights on the Board.

(3) Work Programme

ACMs will develop a work programme which they will present to Cabinet in the autumn.

The work programme will contain key milestones on which progress will be reported to Cabinet on a 6 monthly basis.

(4) Officer Support

No dedicated officer support will be available to facilitate the work of ACMs. Where the need for support is identified the ACM will be required to contact the relevant Director for response. This will be with the exception of support required to chair the relevant Area Partnership Board, where the ACMs should liaise with the Area Partnership and Regeneration Manager.

Part 4:

Chapter 43: Cabinet Procedure Rule 7

Cabinet and Associate Cabinet Members

Associate Cabinet Members are accountable to Cabinet and will be invited to attend Cabinet meetings.

They will be required to produce an annual work programme which will be presented to Cabinet every autumn, followed by regular updates throughout the municipal year. Progress updates on the work programme will be provided to Cabinet on a 6 monthly basis.

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COUNCIL - 11.6.2014**MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON WEDNESDAY, 11 JUNE 2014****COUNCILLORS****PRESENT**

Ali Bakir (Mayor), Patricia Ekechi (Deputy Mayor), Abdul Abdullahi, Daniel Anderson, Dinah Barry, Chris Bond, Yasemin Brett, Alev Cazimoglu, Erin Celebi, Bambos Charalambous, Jason Charalambous, Katherine Chibah, Lee David-Sanders, Dogan Delman, Nick Dines, Guney Dogan, Sarah Doyle, Christiana During, Nesimi Erbil, Turgut Esendagli, Peter Fallart, Krystle Fonyonga, Achilleas Georgiou, Alessandro Georgiou, Christine Hamilton, Ahmet Hasan, Elaine Hayward, Robert Hayward, Ertan Hurer, Suna Hurman, Jansev Jemal, Doris Jiagge, Eric Jukes, Nneka Keazor, Adeline Kepez, Joanne Laban, Bernie Lappage, Michael Lavender, Dino Lemonides, Derek Levy, Mary Maguire, Donald McGowan, Andy Milne, Terence Neville OBE JP, Ayfer Orhan, Ahmet Oykenner, Anne-Marie Pearce, Vicki Pite, Michael Rye OBE, George Savva MBE, Rohini Simbodyal, Toby Simon, Alan Sitkin, Edward Smith, Andrew Stafford, Claire Stewart, Jim Steven, Doug Taylor, Haydar Ulus, Ozzie Uzoanya and Glynis Vince

ABSENT

Lee Chamberlain and Daniel Pearce

1

DECLARATION OF INTERESTS

No interests were declared by members at the meeting.

2

ELECTION OF MAYOR

Before starting formal proceedings the outgoing Mayor, Chaudhury Anwar MBE advised everyone attending that the meeting was being recorded by the Council along with a number of other media agencies and filmed for the purpose of relaying proceedings into Committee Room 1 where additional guests had been seated. He advised that filming would be focussed on the main participants during the meeting but if anyone did not wish to be filmed they would need to advise a member of staff. No objections were raised.

He then took the opportunity to formally thank Ingrid Cranfield and her consort Adam for their hard work and support as his Deputy Mayor over the previous year. Ingrid Cranfield was invited to come forward so he could present her with a certificate, in recognition of the work she had undertaken during her term as Deputy Mayor.

As a final announcement, Members were then advised of the recent deaths of two former Councillors – Richard Course and John Yates. Council was informed that Richard Course had served as a member of the Council

COUNCIL - 11.6.2014

between 1986 – 1998, representing Arnos Ward. John Yates had served as a member of the Council between 1990 – 2002, representing Chase Ward. A minutes silence was then observed as a mark of respect for both former Councillors.

The formal part of the meeting then commenced. Councillor Taylor moved and Councillor Neville seconded the nomination of Councillor Ali Bakir as Mayor of the London Borough of Enfield for the 2014/15 Municipal Year.

In moving the nomination Councillor Taylor highlighted the important role of the Mayor, not only in terms of chairing Council but also in terms of representing the borough and enhancing civic pride. Councillor Bakir was recognised as someone who was passionate about the local community they served role and role of Mayor, which Councillor Taylor felt Councillor Bakir would perform with diligence, commitment and respect. He was therefore pleased to be able to move Councillor Bakir's nomination, for what he was sure would be a highly successful year as Mayor.

Councillor Neville, in seconding the nomination on behalf of the Conservative Group, also wished Councillor Bakir every success for his year as Mayor.

AGREED that Councillor Ali Bakir be elected as Mayor of the London Borough of Enfield for the 2014/15 Municipal Year.

The motion was agreed unanimously (without a vote). Councillor Bakir then made and signed a Declaration of Acceptance of Office and was invested with the badge of office by the retiring Mayor, Chaudhury Anwar MBE.

3

MAYORS ACCEPTANCE SPEECH

The Mayor made the following acceptance speech:

“Can I start by saying Good Evening and welcoming you all. What a splendid gathering as we start a new council year.

I really must start with a confession and an apology. So many of you have accepted the invitation to be here tonight, that for many of you there is standing room only, and you may be a bit cramped. We tried the O2 Arena, and then Wembley – and even flirted with the idea of the Royal Albert Hall – but they were all fully booked – so here we are in Enfield Council Chamber. I hope you won't have too much discomfort as I say a few words. I promise not to take too long.

Firstly I want to thank both, Council Leader, Doug Taylor and Opposition Leader, Terry Neville for their kind words welcoming me as Enfield's Mayor.

I have placed some Turkish Delight 'bon-bons' for all my fellow councillors on their seats as a thank you for their support. This puts me in mind of a saying in Turkey about this famous sweet. It goes like this “eat sweet – talk sweet”.

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Let this be a motto for the discussions and debates that we shall have in this chamber over the coming year. Considered ideas, calm, clear speeches – everything sweet – even when there are disagreements.

For me, it is a great honour to be the Mayor of Enfield and I am truly thrilled and interested to perform this role with passion, and energy.

I have lived in Enfield 26 years coming here as a student to study English and later graduating with a Masters' degree in International Business.

For three years I worked for Freeman's Catalogue as a quality control manager. I then moved on to work for Ucon Megastores as purchasing manager and I am delighted that my boss there Mr Aziz Akpınar is here tonight. All these experiences helped me to develop my own business and I have made my life here with my family. We enjoy living in the borough and take full advantage of all that it has to offer.

Apart from my business interests, I take a keen interest in the community. I was a founder member of the England supporters of Turkey's Fenerbache Football Club Association and have a wealth of experience as chair of that group that I will bring to the role of Mayor.

I am also looking forward to meeting people of all ages and cultures, giving my support to their work and activities.

During the year it will be my privilege to raise funds for a variety of groups that can develop opportunities for both young and older people and particularly children with learning disabilities. I will be considering how we can support them – perhaps with equipment or materials for their projects or performances.

In the initial period of the year, I intend to meet as many people as possible and have decided to devote all my time to this position. I will be a full-time Mayor, prepared to take part in celebrations, applaud performances, congratulate achievements, and I want to be a good ambassador for Enfield representing the borough as often as possible.

I must thank all my supporters and the special guests who have travelled from many parts of London to celebrate with me. We have guests from the Turkish Consulate, Mr and Mrs Yorulmazlar, representatives from the Turkish Embassy Mr Fatih Ulusoy, and from 'Cyprus in England', Mrs and Mr Tuncali (who will join us later for the reception).

From London wide groups there are representatives (seven of them based in Enfield Borough). These associations and community centres are as follows.

- Turkish British Chambers of Commerce
- Alevi Cultural Centre
- Kurdish Community Centre
- Turkish Forum

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- El-Com
- Bozca-Der community centre
- London Merit Association
- Paz-der Community centre
- Kirkisraklilar Community centre
- Kocgiri Cultural Centre
- Dersim Community Centre
- Haringey Green Lanes Business Traders Association
- Hundred flowers of cultural centre

I also want to welcome the press and thank them for supporting tonight's ceremony.

My 18 year old son, Berdan, is going to be my consort and I must thank him for agreeing to support me. I know that he will, like me, learn a great deal and provide encouragement for me as mayor – and I am sure that he will probably be my sternest critic.

Enfield is a borough with a great future and that is down to the wonderful people who live here.

It will be my pleasure and duty to see that their efforts, courage, volunteering and generous spirits are well rewarded and celebrated.

Thank you very much.”

4

APPOINTMENT OF MAYORS CONSORT

The Mayor announced the appointment of Berdan Bakir as his Consort for the 2014/15 Municipal Year. He then invested him with his badge of office.

5

APPOINTMENT OF DEPUTY MAYOR

The Mayor confirmed the appointment of Councillor Patricia Ekechi as Deputy Mayor for the 2014/15 Municipal Year. The Deputy Mayor then made and signed a Declaration of Acceptance of Office and was invested by the Mayor with her badge of office.

Councillor Ekechi then made a speech thanking the Mayor and Council for her appointment and highlighting the honour she felt at being nominated as Deputy Mayor. She advised that she intended to do her utmost to support the Mayor in representing the Council and serving all the people of Enfield.

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6

APPOINTMENT OF DEPUTY MAYORS CONSORT

The Deputy Mayor announced the appointment of Dr Christine Ekechi as her Consort for the 2014/15 Municipal Year. She invested her with her badge of office.

7

ELECTION OF LEADER OF THE COUNCIL

Councillor Stewart moved and Councillor Georgiou seconded the nomination of Councillor Doug Taylor for appointment to the position of Leader of the Council. No other nominations were received.

AGREED that Councillor Doug Taylor be appointed Leader of the Council for a four year term of office, to expire at the Annual Council Meeting in 2018.

Councillor Taylor thanked the Council for electing him to the position of Leader of the Council.

8

APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL AND CABINET

Councillor Taylor confirmed the appointments as set out below:

Deputy Leader – Councillor Achilleas Georgiou

Cabinet member for Community Organisations – Councillor Yasemin Brett

Cabinet member for Culture, Sport, Youth & Public Health – Councillor Rohini Simbodyal

Cabinet member for Economic Development – Councillor Alan Sitkin

Cabinet member for Education, Children's Services and Protection – Councillor Ayfer Orhan

Cabinet member for Environment & Community Safety– Councillor Chris Bond

Cabinet member for Finance – Councillor Andrew Stafford

Cabinet member for Health & Adult Social Care - Councillor Don McGowan

Cabinet member for Housing & Estate Regeneration – Councillor Ahmet Oykener

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9

PRESENTATION OF THE PAST MAYOR AND MAYORESS' BADGES

The Mayor presented past Mayor's and Mayoress badges and certificates recording the Council's appreciation to the retiring Mayor, Chaudhury Anwar MBE and Mayoress Quamrun Anwar.

The Mayor, on behalf of the Council, thanked them for the hard work they had undertaken as Mayor and Mayoress during the 2013/14 Municipal Year.

The Leaders of both Groups were also presented with a token of appreciation for their support over the year.

10

MAYORS ANNOUNCEMENTS (IF ANY) IN CONNECTION WITH THE ORDINARY COUNCIL BUSINESS

The Mayor made the following announcements:

(a) Deputy Lord Lieutenant

The Mayor placed on record the Council's thanks and appreciation to the Deputy Lord Lieutenant, Major John Rodwell, who he advised would shortly be leaving Enfield to take up a new appointment.

He praised the work undertaken by Major Rodwell in serving as an advocate for the Council and for his efforts in pursuing recognition of the hard work undertaken by voluntary organisations and individuals across the borough.

The Mayor wished Major Rodwell and his wife Rosie well in their new appointment and invited them to join him in the Chamber where he presented them both with a small gift of appreciation.

11

MINUTES

AGREED that the minutes of the Council meeting held on Wednesday 2 April 2014 be confirmed and signed as a correct record.

12

APOLOGIES (IF ANY)

Apologies for absence were received from Councillors Lee Chamberlain and Daniel Pearce. An apology for lateness was received from Councillor Eric Jukes.

13

AMENDMENTS TO THE CONSTITUTION: CHANGES TO THE POLITICAL MANAGEMENT & MEMBER ENGAGEMENT STRUCTURE

Councillor Achilleas Georgiou moved and Councillor Simon seconded a report from the Director of Finance, Resources & Customer Services (No.1) detailing the outcome of a review of the Council's political management and member engagement structure undertaken, following the election of the new Administration in May 2014.

NOTED

1. The changes set out in the report had been focussed on the following areas:
 - a. The structure and role of Cabinet and Cabinet Members, the role and function of scrutiny and of the Council's wider committee structures;
 - b. Members representational roles and engagement structures;
 - c. Members Allowances including Special Responsibility Allowances (SRAs);
 - d. The structure and operation of the Council's Planning Committee, following a peer review by the Planning Advisory Service;
 - e. The deadline for submission of motions with notice to Council, following review by the Members & Democratic Services Group;
2. The proposals within the report had been designed to:
 - a. enhance members representational roles at ward level;
 - b. reflect the need for the Council to make substantial savings over the next four years in response to significant budget restraints which would limit the resources available to support members;
 - c. enable members to develop their representational role and establish clear and accountable mechanisms for listening to and representing local people and in championing their needs on a more strategic and holistic level, in order to manage and deliver more responsive services based around the Council's strategic aims;
 - d. retain a scrutiny function that whilst continuing to play an important role in holding the Executive to account, would also provide a more flexible and focussed approach towards the identification of work streams within the more limited financial and operational resources available. The scrutiny model proposed had been based on

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structures developed within other local authorities and would also ensure that the statutory scrutiny requirements placed on the Council in relation to Health and Crime & Disorder were maintained.

- e. be cost neutral in terms of the review of Members Allowances and Special Responsibility Allowances
3. The areas to be covered and functions of the three new Associate Cabinet Members posts, as detailed were detailed in section 3.7 of the report. The Associate Cabinet Member posts would cover three, geographical areas covering the whole borough. Whilst the posts would not have Executive status they would provide a focal point within their areas for co-ordinating member engagement in regeneration and other wider strategic objectives/developments and serving as link between the locality and Cabinet/Council.
 4. Whilst supportive of the proposals within recommendations 2.2 (b), (c) and (e) and 2.6 of the report, concerns were raised by the Opposition Group in relation to the following issues:
 - a. The lack of detailed cross party consultation on the proposals relating to scrutiny, member engagement and introduction of the Associate Cabinet Member positions in advance of the Council meeting;
 - b. The impact of the proposals in relation to the ability of scrutiny to continue effectively holding the Executive to account and assisting with the wider development of members;
 - c. The role and cost of the Associate Cabinet Member positions, given what was felt to be their close proximity to the constituency roles of the current Members for Parliament within the borough.

In view of the concerns identified in 4. above, Councillor Neville moved and Councillor E.Hayward seconded an amendment to the report seeking to defer consideration of recommendations 2.1, 2.2 (a) & (d), 2.3, 2.4, 2.5 and 2.7 to the next Council meeting, in order to allow more detailed cross party consultation on the proposals.

Following a debate, the amendment was put to the vote and not agreed. In accordance with section 15.4 of the Council Procedure Rules the Opposition Group requested a roll call on the vote, with the result as follows:

For: 20

Councillor Erin Celebi
Councillor Jason Charalambous
Councillor Lee David-Sanders
Councillor Don Delman

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Councillor Nick Dines
Councillor Peter Fallart
Councillor Alessandro Georgiou
Councillor Elaine Hayward
Councillor Robert Hayward
Councillor Ertan Hurer
Councillor Eric Jukes
Councillor Joanne Laban
Councillor Michael Lavender
Councillor Andy Milne
Councillor Terence Neville
Councillor Ann Marie Pearce
Councillor Michael Rye
Councillor Edward Smith
Councillor Jim Steven
Councillor Glynis Vince

Against: 39

Councillor Abdul Abdullahi
Councillor Daniel Anderson
Councillor Dinah Barry
Councillor Chris Bond
Councillor Yasemin Brett
Councillor Alev Cazimoglu
Councillor Bambos Charalambous
Councillor Katherine Chibah
Councillor Guney Dogan
Councillor Sarah Doyle
Councillor Christiana During
Councillor Nesimi Erbil
Councillor Turgut Esendagli
Councillor Krystle Fonyonga
Councillor Achilleas Georgiou
Councillor Christine Hamilton
Councillor Ahmet Hasan
Councillor Suna Hurman
Councillor Jansev Jemal
Councillor Doris Jiagge
Councillor Nneka Keazor
Councillor Adeline Kepez
Councillor Bernie Lappage
Councillor Dino Lemonides
Councillor Derek Levy
Councillor Mary Maguire
Councillor Don McGowan
Councillor Ayfer Orhan
Councillor Ahmet Oykenner
Councillor Vicki Pite
Councillor George Savva

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Councillor Rohini Simbodyal
Councillor Toby Simon
Councillor Alan Sitkin
Councillor Andrew Stafford
Councillor Claire Stewart
Councillor Doug Taylor
Councillor Haydar Ulus
Councillor Ozzie Uzoanya

Abstention: 0

The debate then continued on the recommendations (unamended) within the report. At the end of the debate the recommendations were put to the vote and agreed as follows:

AGREED

- (1) To establish a single standing Overview & Scrutiny Committee supported by timed commissions across a range of work streams, with a further report to be provided for Council on the associated changes to the Council's Constitution and Scrutiny Procedure Rules (as detailed in section 3.4 of the report).
- (2) The following recommendations arising from the first stage review of the Council's standing committees:
 - (a) To reduce the membership of the Planning Committee from 15 – 12 members (as detailed in section 3.5.1(a) of the report);
 - (b) To amend the Planning Code of Practice to take account of the Planning Advisory Service review recommendations in relation to the attendance of the Cabinet Member for Economic Development at Planning Committee meetings along with proposals relating to the future determination of LBE planning applications (as detailed in section 3.5.1 (b) & (c) of the report).
 - (c) To amend the Terms of Reference for the Members & Democratic Services Group to remove the requirement for the Chair of Overview & Scrutiny Committee to also chair the Members & Democratic Services Group (as detailed in section 3.5.2 of the report).
 - (d) To amend the Terms of Reference for the Tourism & Town Twinning Working Group by reducing the membership from 6 to 5 and allocating seats according to the principles of political proportionality (as detailed in section 3.5.2 of the report).
 - (e) To incorporate the remit for the Remuneration Sub Committee within the Terms of Reference for the Audit Committee (as detailed in section 3.5.1 of the report).

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- (3)** The refreshed approach towards Members engaging with their communities at ward level (as detailed in section 3.6 of the report).
- (4)** The introduction of 3 new Associate Cabinet Member roles in order to support the strategic delivery of Council objectives and enhanced member involvement, with a further review after 18 months (as detailed in section 3.7 of the report).
- (5)** The changes to Members Allowances and Special Responsibility Allowances for 2014/15, as detailed in section 3.8 and Appendix 2 of the report.
- (6)** The change in deadline for submission of written motions with notice to Council from 8 to 12 calendar days, as detailed in section 3.9 of the report.
- (7)** The Assistant Director Corporate Governance be given delegated authority for approval of any subsequent administrative amendments to the Constitution required as a result of the decisions in **(1) – (6)** above.

In accordance with section 15.4 of the Council Procedure Rules a roll call was requested by the Opposition Group in relation to the vote on the decisions in **(1), (2) (a) & (d), (3), (4), (5)** and **(7)** above, with the results as follows:

Against For: 39

Councillor Abdul Abdullahi
Councillor Daniel Anderson
Councillor Dinah Barry
Councillor Chris Bond
Councillor Yasemin Brett
Councillor Alev Cazimoglu
Councillor Bambos Charalambous
Councillor Katherine Chibah
Councillor Guney Dogan
Councillor Sarah Doyle
Councillor Christiana During
Councillor Nesimi Erbil
Councillor Turgut Esendagli
Councillor Krystle Fonyonga
Councillor Achilleas Georgiou
Councillor Christine Hamilton
Councillor Ahmet Hasan
Councillor Suna Hurman
Councillor Jansev Jemal
Councillor Doris Jiagge
Councillor Nneka Keazor
Councillor Adeline Kepez
Councillor Bernie Lappage
Councillor Dino Lemonides

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Councillor Derek Levy
Councillor Mary Maguire
Councillor Don McGowan
Councillor Ayfer Orhan
Councillor Ahmet Oykener
Councillor Vicki Pite
Councillor George Savva
Councillor Rohini Simbodyal
Councillor Toby Simon
Councillor Alan Sitkin
Councillor Andrew Stafford
Councillor Claire Stewart
Councillor Doug Taylor
Councillor Haydar Ulus
Councillor Ozzie Uzoanya

For Against: 20

Councillor Erin Celebi
Councillor Jason Charalambous
Councillor Lee David-Sanders
Councillor Don Delman
Councillor Nick Dines
Councillor Peter Fallart
Councillor Alessandro Georgiou
Councillor Elaine Hayward
Councillor Robert Hayward
Councillor Ertan Hurer
Councillor Eric Jukes
Councillor Joanne Laban
Councillor Michael Lavender
Councillor Andy Milne
Councillor Terence Neville
Councillor Ann Marie Pearce
Councillor Michael Rye
Councillor Edward Smith
Councillor Jim Steven
Councillor Glynis Vince

Abstention: 0

The decisions set out in **(2) (b), (c) and (e) & (6)** were approved unanimously, without a vote.

14

COUNCILLORS' QUESTION TIME (TIME ALLOWED - 30 MINUTES)

None received.

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**15
MOTIONS**

None received.

**16
MEMBERSHIP OF COMMITTEES AND PANELS**

Councillor Stewart moved and Councillor E.Hayward seconded the report of the Director of Finance, Resources & Customer Services (No.2) seeking Council approval to determine the constitution and political balance of the committees, joint committees and panels that had been set up for discharge of the Council's functions.

AGREED

- (1) that the seats allocated to each political party on the committees and boards to which Section 15 of the Local Government and Housing Act 1989 apply, be approved as set out in Appendix A of the report.
- (2) in accordance with paragraph 3.3 of the report, Council resolves (without dissent) that the rules of political proportionality should not apply to those bodies marked with an * in Appendix A of the report.
- (3) to note that the rules on political proportionality had been disapplied in relation to the allocation of seats on the Health & Wellbeing Board.

**17
APPOINTMENT OF COUNCIL BODIES FOR 2014/2015**

17.1 Appointment of Council Bodies 2014/15: Committee Membership list

Councillor Stewart moved and Councillor E.Hayward seconded the list of Council bodies to be established and membership appointments for the 2014/15 Municipal Year.

AGREED to the establishment of the Council bodies for the 2014/15 Municipal Year and appointment of their memberships, as set out in the yellow list tabled at the meeting.

17.2 Appointment of Council Bodies 2014/15: Terms of Reference

AGREED to confirm the Terms of Reference of those bodies set out in Part 2 of the Constitution.

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18

REPRESENTATIONS ON OTHER BODIES AND ORGANISATIONS

Councillor Stewart and Councillor E.Hayward moved the list of nominations for appointments to outside bodies for the 2014/15 Municipal Year.

AGREED the Council's representation on outside bodies, as detailed on the green list tabled at the meeting.

19

COUNCIL SCHEME OF DELEGATION

AGREED the authority's Scheme of Delegation, as set out in Part 3 (pages 3-2 to 3-12) of the Constitution.

20

CALENDAR OF MEETINGS

NOTED the calendar of meetings included indicative dates for future meetings of the Council up until May 2016.

AGREED

- (1) the calendar of meetings of the Council, including the next Council meeting, which had been scheduled for Wednesday 16 July 2014.
- (2) that approval of any further amendments to the calendar be delegated to the Director of Finance, Resources and Customer Services, in consultation with both party groups.

21

CALLED IN DECISIONS

None received.

22

DATE OF NEXT MEETING

NOTED that the next meeting of the Council would be held at 7pm on Wednesday 16 July 2014 at the Civic Centre.