



Title:	<b>People Overview &amp; Scrutiny Committee</b>
Date:	<b>9 July 2024</b>
Time:	<b>4.00pm</b>
Venue	<b>Hove Town Hall - Council Chamber</b>
Members:	<p><b>Councillors:</b>  O'Quinn (Chair)  Sheard (Deputy)  Cattell  Helliwell  McLeay  Meadows  Shanks  Simon  Thomson</p> <p><b>Co-opted Members:</b>  Lesley Hurst (statutory diocesan co-optee)  Maria Cowler (statutory diocesan co-optee)  Sara Fulford (Older People's Council)  Joanna Martindale (Community &amp; Voluntary Sector)  Adam Muirhead (Community &amp; Voluntary Sector)  Becky Robinson (Parent Carers Council)  Dr Anusree Biswas Sasidharan</p>
Contact:	Giles Rossington Policy, Partnerships & Scrutiny Team Manager <a href="mailto:Giles.rossington@brighton-hove.gov.uk">Giles.rossington@brighton-hove.gov.uk</a>

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	<p>An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter and infra red hearing aids are available for use during the meeting. If you require any further information or assistance, please contact the receptionist on arrival.</p>
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# AGENDA

## 1 Procedural Business

- (a) **Declaration of Substitutes:** Where Councillors are unable to attend a meeting, a substitute Member from the same Political Group may attend, speak and vote in their place for that meeting.
- (b) **Declarations of Interest:**
- (a) Disclosable pecuniary interests;
  - (b) Any other interests required to be registered under the local code;
  - (c) Any other general interest as a result of which a decision on the matter might reasonably be regarded as affecting you or a partner more than a majority of other people or businesses in the ward/s affected by the decision.

In each case, you need to declare:

- (i) the item on the agenda the interest relates to;
- (ii) the nature of the interest; and
- (iii) whether it is a disclosable pecuniary interest or some other interest.

If unsure, Members should seek advice from the committee lawyer or administrator preferably before the meeting.

- (c) **Exclusion of Press and Public:** To consider whether, in view of the nature of the business to be transacted, or the nature of the proceedings, the press and public should be excluded from the meeting when any of the following items are under consideration.

**NOTE:** *Any item appearing in Part Two of the Agenda states in its heading the category under which the information disclosed in the report is exempt from disclosure and therefore not available to the public.*

*A list and description of the exempt categories is available for public inspection at Brighton and Hove Town Halls and on-line in the Constitution at part 7.1.*

## 2 Minutes

This is the first meeting of the People Overview & Scrutiny Committee so there are no previous meeting minutes to be approved.

## 3 Chair's Communications

#### 4 Public Involvement

To consider the following items raised by members of the public:

- (a) **Petitions:** To receive any petitions presented by members of the public to the full Council or to the meeting itself;
- (b) **Written Questions:** To receive any questions submitted by the due date of 12noon on the 3<sup>rd</sup> July 2024.
- (c) **Deputations:** To receive any deputations submitted by the due date of 12 noon on the 3<sup>rd</sup> July 2024.

#### 5 Member Involvement

To consider the following matters raised by Members:

- (a) **Petitions:** To receive any petitions submitted to the full Council or to the meeting itself.
- (b) **Written Questions:** A list of written questions submitted by Members has been included in the agenda papers (copy attached).
- (c) **Letters:** To consider any letters submitted by Members.
- (d) **Notices of Motion:** To consider any Notices of Motion.

#### 6 People Overview & Scrutiny Committee Terms of Reference

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Report of the Corporate Director, Corporate Services (copy attached).

*Contact Officer: Giles Rossington, Senior Policy, Partnerships & Scrutiny Officer*      *Tel: 01273 295514*

*Ward Affected: All Wards*

#### 7 Presentations by Cabinet Members

Cabinet Members to present on their strategic priorities (verbal).

The City Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public. Provision is also made on the agendas for public questions to committees and details of how questions can be raised can be found on the website and/or on agendas for the meetings.

Agendas and minutes are published on the council's website [www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk). Agendas are available to view five working days prior to the meeting date.

Meeting papers can be provided, on request, in large print, in Braille, on audio tape or on disc, or translated into any other language as requested.

For further details and general enquiries about this meeting contact Giles Rossington

(giles.rossington@brighton-hove.gov.uk).

Date of Publication Date Not Specified

# Brighton & Hove City Council

## People Overview & Scrutiny Committee

## Agenda Item 6

**Subject:** People Overview & Scrutiny Committee Terms of Reference

**Date of meeting:** 09 July 2024

**Report of:** Chair of People Overview & Scrutiny

**Contact Officer:** Name: Giles Rossington, Policy, Partnerships & Scrutiny Team Manager

**Tel:** 01273 295514

**Email:** [Giles.rossington@brighton-hove.gov.uk](mailto:Giles.rossington@brighton-hove.gov.uk)

**Ward(s) affected:** (All Wards);

**Key Decision:** No

**For general release**

### **1. Purpose of the report and policy context**

1.1 The Terms of Reference for the People Overview & Scrutiny (O&S) Committee are presented for information to committee members at the first meeting of the committee. The Terms of Reference were agreed by Council at its Annual Meeting on 16 May 2024.

### **2. Recommendations**

2.1 Overview & Scrutiny notes the content of this report.

### **3. Context and background information**

3.1 Brighton & Hove City Council agreed to adopt a Leader & Cabinet governance model at the 16 May 2024 Annual Council meeting. All councils operating this type of 'executive' governance model are required to have at least one Overview & Scrutiny (O&S) committee for non-executive members to hold the Council's executive to account.

3.2 Annual Council agreed a model in which there are 3 O&S committees: People, Place and Health. The Health O&S committee (HOSC) will focus on

external scrutiny of NHS services accessed by city residents. People and Place committees will be internally focused, scrutinising the work of the Council's Cabinet. Council agreed Terms of Reference for each of the O&S committees and O&S procedure rules and these are included for information as Appendices 1 and 2.

3.3 People O&S committee has a remit which encompasses:

- Adult Social Care
- Council Public Health services (in accordance with Regulation 28 of the Local Authority (Public Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 for scrutiny of the Council's health functions.
- Life Events, including bereavement and registration services
- Communities and Equalities
- Children & Young People services
- Council Local Education Authority functions
- Adult Skills & Learning
- Library services
- Housing Needs, Homelessness and Tenant/Resident services
- Any other services within the scope of the Council's Housing, Care and Wellbeing and Families, Children and Learning directorates which are not included in the terms of reference of another Overview and Scrutiny Committee.

3.4 The People O&S committee has 4 scheduled meetings per year. More information of the roles and responsibilities of the People O&S committee can be found in the committee Terms of Reference agreed by Council (Appendix 1).

#### **4. Analysis and consideration of alternative options**

4.1 Not relevant to this report for information.

#### **5. Community engagement and consultation**

5.1 Not relevant to this report for information.

#### **6. Financial implications**

6.1 None directly related to this information report

Name of finance officer consulted: Ishemupenyu Chagonda Date 28/06/2024.

#### **7. Legal implications**



7.1 There are no legal implications to raise relation to this report, which is for noting.

Name of lawyer consulted: Elizabeth Culbert Date consulted 260624

## **8. Equalities implications**

8.1 None directly for this information report. The Council's approach to Overview & Scrutiny recognises the value of input from a wide range of city communities, including people with protected characteristics, and to this end the People O&S committee includes co-opted members representing younger people, older people, local community and voluntary sector organisations, parent carers and Black and racially minoritised viewpoints.

## **9. Sustainability implications**

9.1 None directly for this information report.

## **10. Health and Wellbeing Implications:**

10.1 None directly for this information report.

## **Other Implications**

### **11. Procurement implications**

11.1 None identified.

### **12. Crime & disorder implications:**

12.1 None identified.

### **13. Conclusion**

13.1 People O&S committee members are asked to note the committee Terms of Reference and O&S procedures.

## **Supporting Documentation**

### **1. Appendices**

1. People O&S Committee Terms of Reference



# Appendix 1

## PEOPLE OVERVIEW AND SCRUTINY COMMITTEE TERMS OF REFERENCE

### 1 Delegated Functions

- 1.1 The People Overview and Scrutiny Committee shall perform the overview and scrutiny role and function in relation to:
- Adult Social Care
  - Council Public Health services (in accordance with Regulation 28 of the Local Authority (Public Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 for scrutiny of the Council's health functions.
  - Life Events, including bereavement and registration services
  - Communities and Equalities
  - Children & Young People services
  - Council Local Education Authority functions
  - Adult Skills & Learning
  - Library services
  - Housing Needs, Homelessness and Tenant/Resident services
  - Any other services within the scope of the Council's Housing, Care and Wellbeing and Families, Children and Learning directorates which are not included in the terms of reference of another Overview and Scrutiny Committee.

### 2. Membership of the People Overview and Scrutiny Committee

2.1 All Councillors except members of the Executive, Cabinet Advisers or members of the Health & Wellbeing Board, may be members of the People Overview and Scrutiny Committee.

2.2 No member may be involved in scrutinising a decision in which they have been directly involved.

2.3 Members of the People Overview and Scrutiny Committee will be appointed by Council in accordance with the rules on political proportionality.

### 3. Co-optees

3.1 The People Overview and Scrutiny Committee will include 2 statutory education co-optees representing the Church of England and the Catholic Church, and 2 statutory parent governor co-optees. These co-optees will only attend and participate for matters relating to the Council's Local Education Authority functions, and will have voting rights in relation to these functions.

3.2 The People Overview & Scrutiny Committee will also include non-statutory non-voting co-optees providing lived experience. These will be:

- A co-optee from the Parent Carers' Council
- A co-optee from the Youth Council
- A co-optee from the Older People's Council
- 2 co-optees representing the local Voluntary & Community Sector, one representing children and young people issues, and the other equalities and communities issues
- A standing invitee to provide lived experience of black and racially minoritised communities.

3.3 The Council may appoint additional non-voting co-optees to the People Overview and Scrutiny Committee as it chooses. Additionally, the Chair of the Committee may invite individuals to attend meetings of the Committee as they consider appropriate to the agenda.

#### **4. Meetings of the People Overview and Scrutiny Committee**

4.1 The People Overview and Scrutiny Committee will meet in accordance with a programme of meetings agreed by full Council. In addition, an extraordinary meeting may be called by the Chair or the Chief Executive at any time if they consider it necessary or desirable.

4.2 The People Overview & Scrutiny Committee shall meet in public.

#### **5. Quorum**

5.1 The quorum for People Overview and Scrutiny Committee meetings shall be 3 elected members.

#### **6. Chair of People Overview and Scrutiny Committee**

6.1 The Council will appoint the Chair and Deputy Chair of the People Overview and Scrutiny Committee.

#### **7. Work programme**

7.1 The People Overview and Scrutiny Committee will be responsible for setting its own work programme.

7.2 The Chairs of the Overview & Scrutiny Committees will work together to manage any overlap between the committee work programmes, minimising duplication.

7.3 Issues appropriate for Overview & Scrutiny may include, but are not limited to:

- Items on the Council Forward Plan due for executive or Council decision at a later date (pre-decision scrutiny)
- Issues suggested by members of the public
- Issues suggested by partner organisations
- Issues raised by any member, including executive members
- Issues relating to the performance of council services

## **8. Agenda items**

8.1 Agenda items shall be agreed by the Chair of the People Overview and Scrutiny Committee, reflecting the committee work programme priorities.

8.2 Any voting Member of the Overview & Scrutiny Committee is entitled, by giving at least seven working days notice before the meeting to the Chief Executive, to request that an item relevant to the functions of the Committee be included on the agenda.

## **9. Task & Finish Groups**

9.1 The People Overview & Scrutiny Committee may establish informal task & finish groups to undertake in-depth reviews of specific issues.

