

Report Title:	Appointment of co-optees to Overview and Scrutiny
Contains Confidential or Exempt Information	No - Part I
Meeting and Date:	People Overview and Scrutiny Panel – 1 February 2024 Place Overview and Scrutiny Panel – 5 February 2024
Responsible Officer(s):	Mark Beeley – Principal Democratic Services Officer – Overview and Scrutiny
Wards affected:	None

REPORT SUMMARY

In accordance with section A3 of Part 4 of the council's constitution, the Place Overview and Scrutiny Panel and the People Overview and Scrutiny Panel are permitted to appoint a number of individuals as co-optees on their respective Panels.

Overview and Scrutiny has a vital role in performance management by linking the planning and delivery of services to the experiences of and impact upon local people. Expanding its membership to include representation beyond locally elected representatives strengthens these links and gives a voice to the key representatives from the local community.

All relevant bodies and organisations have been informed of these positions and both Overview and Scrutiny Panels are asked to approve the appointments which have been proposed.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That both Overview and Scrutiny Panels note the report and recommend to Full Council that:

- i) The appointment of the following representatives are made to the Place Overview and Scrutiny Panel until May 2027:**
 - i. Louvaine Kneen as the Parish Councillor representing the Northern Parishes.**
 - ii. Roly Latif and David Sanders (sub) as the Parish Councillors representing the Southern Parishes.**
- ii) The appointment of the following representatives are made to the People Overview and Scrutiny Panel until May 2027:**
 - i. Tony Wilson as the Church of England diocese representative.**
 - ii. Catherine Hobbs as the Roman Catholic diocese representative.**

- iii. **Poornima Karunacadacharan and David Hicks (sub) as the primary parent governor representatives.**
- iv. **Noel Wood as the secondary parent governor representative.**
- v. **Mark Jervis as an additional co-optee on the Panel.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Options

Table 1: Options arising from this report

Option	Comments
<p>Approve the appointments outlined above to the People Overview and Scrutiny Panel and the Place Overview and Scrutiny Panel.</p> <p>This is the recommended option.</p>	<p>Overview and Scrutiny activities benefit from a wide range of knowledge, experience and viewpoints.</p> <p>Both Panels are keen to encourage wider participation and the approval of appointments will help expand the knowledge and expertise of those involved.</p>
Do Nothing	To not appoint co-optee representatives would constitute a missed opportunity to improve decision making and scrutiny.

People Overview and Scrutiny Panel

- 2.1 The People Overview and Scrutiny Panel, when dealing with education matters, shall include in its membership the following voting representatives:
- One Church of England diocese representative.
 - One Roman Catholic diocese representative.
 - Two parent governor representatives (One to represent the primary phase and one to represent the secondary phase).
 - One representative from the Regional Schools Commissioner.
- 2.2 All schools in the borough were contacted and informed of the positions available on the People Overview and Scrutiny Panel. This information was circulated to parent governors of each school.

- 2.3 Three nominations were received, one for the primary parent governor position and two for the secondary parent governor position. After discussing with both interested individuals from secondary schools, an agreement was reached for one to be the representative and one to act as the substitute.
- 2.4 The Church of England diocese representative and the Roman Catholic diocese representative who served on the Panel from May 2019 – May 2023 have expressed a preference to continue as the nominated representatives.
- 2.5 The Regional Schools Commissioner are unable to appoint a representative to the Panel at the current time due to resourcing.
- 2.6 Mark Jervis, who had previously been a parent governor co-optee on the Panel from May 2019 until May 2023, no longer fulfils this criteria. However, he is the Chair of Trustees for Pioneer Educational Trust which is a multi-academy trust that includes Desborough College and Trevelyan Middle School.
- 2.7 Mark Jervis has expressed his desire to remain on the Panel and would provide a good source of knowledge for the Panel in his new role. It is recommended that Mark Jervis is appointed as a co-optee, especially as the Regional Schools Commissioner were unable to appoint a representative.

Place Overview and Scrutiny Panel

- 2.8 The Place Overview and Scrutiny Panel shall include two further co-opted members when considering any matters of Crime and Disorder. These shall be one parish councillor representing each of the northern and southern parishes.
- 2.9 All Parish Councils were asked to put forward interested candidates and were given 28 days to submit a 100 word statement.
- 2.10 One nomination was received from the Northern Parishes, from Bray Parish Council. Two nominations were received from the Southern Parishes, one from Sunninghill and Ascot Parish Council and one from Wraysbury Parish Council.
- 2.11 As only one nomination was received from the Northern Parishes, this nomination is recommended for approval.
- 2.12 Two completed nominations were received from the Southern Parishes. However, one nomination was received after the deadline and therefore this nomination is recommended to be the substitute representative.

3. FINANCIAL DETAILS / VALUE FOR MONEY

- 3.1 There are no financial implications as a result of this report. Co-optee appointments are volunteers and are not paid expenses to attend meetings.

4. LEGAL IMPLICATIONS

- 4.1 By appointing to the co-optee positions outlined above, Overview and Scrutiny would be fulfilling its obligations in the Constitution to appoint co-optees to the Place Overview and Scrutiny Panel and the People Overview and Scrutiny Panel. The scrutiny function has an important role to play in delivering local accountability and transparency in decision making. It was introduced by the Local Government Act 2000 primarily to serve as a check and balance on Executive powers. Subsequent legislation has given council's the responsibility for scrutinising local NHS Trusts, the work of Crime and Disorder Reduction Partnerships, and other partners, like the Environment Agency.

5. RISK MANAGEMENT

- 5.1 No risks identified. Expanding the membership of Overview and Scrutiny enables risks to be mitigated, particularly around reducing the potential for poor decision making. There is also the opportunity to be more transparent as a result of these appointments which is to the benefit of residents.
- 5.2 Effective scrutiny is important to the successful functioning of local democracy by securing the efficient delivery of council services and driving improvements. A robust work programme is essential in order to ensure that overview and scrutiny activity contributes successfully to the work of the council.

6. POTENTIAL IMPACTS

- 6.1 Equalities. An Equality Impact Assessment is available as Appendix A. All Parish Councils and parent governors have been informed of the co-optee positions and were given an equal chance to express an interest. If more expressions of interest than places were received, a vote could be held if necessary.
- 6.2 Climate change/sustainability.
There may be a small impact on climate change/sustainability as with an increase to membership there may be an increase in carbon emissions caused by co-optees attending meetings. However, co-optee representatives will have the option to attend meetings remotely which would mitigate this environmental impact.
- 6.3 Data Protection/GDPR.
The email addresses of co-optee appointments will be shared with Panel Members on Overview and Scrutiny to encourage discussion outside of meetings. This proposal is not proposing new ways of working and will continue to adhere to data protection and GDPR requirements.

7. CONSULTATION

- 7.1 The report is being considered by the Place Overview and Scrutiny Panel and the People Overview and Scrutiny Panel before going to Full Council for formal adoption.

7.2 Councillor Chris Moriarty (Chair of Corporate), Councillor Sian Martin (Chair of Place) and Councillor Helen Taylor (Chair of People) have been consulted on the report.

8. TIMETABLE FOR IMPLEMENTATION

8.1 The full implementation stages are set out in Table 2. Should both Overview and Scrutiny Panels approval the appointments, co-optees would begin sitting on each Panel immediately. The appointments would either last until May 2027, or following resignation from the Panel.

Table 2: Implementation timetable

Date	Details
01/02/24	Considered by the People Overview and Scrutiny Panel.
05/02/24	Considered by the Place Overview and Scrutiny Panel.
11/03/24	Considered by Full Council for formal ratification and approval.

9. APPENDICES

9.1 This report is supported by one appendix:

- Appendix A – Equality Impact Assessment

10. BACKGROUND DOCUMENTS

10.1 This report is supported by one background document:

- [RBWM Constitution - Part 4 - Overview and Scrutiny](#)

11. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officer (or deputy)</i>			
Elizabeth Griffiths	Executive Director of Resources & S151 Officer	15/01/24	22/01/24
Elaine Browne	Deputy Director of Law & Governance & Monitoring Officer	15/01/24	16/01/24
<i>Deputies:</i>			
Andrew Vallance	Deputy Director of Finance & Deputy S151 Officer	15/01/24	
Jane Cryer	Principal Lawyer & Deputy Monitoring Officer	15/01/24	
<i>Mandatory: Procurement Manager (or deputy) - if report requests approval to go to tender or award a contract</i>			
Lyn Hitchinson	Procurement Manager	N/A	N/A

Mandatory:	<i>Data Protection Officer (or deputy) - if decision will result in processing of personal data; to advise on DPIA</i>		
Samantha Wootton	Data Protection Officer	15/01/24	23/01/24
Mandatory:	<i>Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>		
Ellen McManus-Fry	Equalities & Engagement Officer	15/01/24	22/01/24
Other consultees:			
Directors (where relevant)			
Stephen Evans	Chief Executive	15/01/24	
Andrew Durrant	Executive Director of Place	15/01/24	
Kevin McDaniel	Executive Director of Adult Social Care & Health	15/01/24	
Lin Ferguson	Executive Director of Children's Services & Education	15/01/24	19/01/24
Assistant Directors (where relevant)			

Councillor Chris Moriarty	Chair of the Corporate Overview and Scrutiny Panel	15/01/24	15/01/24
Councillor Sian Martin	Chair of the Place Overview and Scrutiny Panel	15/01/24	16/01/24
Councillor Helen Taylor	Chair of the People Overview and Scrutiny Panel	15/01/24	15/01/24

REPORT HISTORY

Decision type:	Urgency item?	To follow item?
Overview and Scrutiny Panel decision	No	No

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Appendix A - Equality Impact Assessment

For support in completing this EQIA, please consult the EQIA Guidance Document or contact equality@rbwm.gov.uk

1. Background Information

Title of policy/strategy/plan:	Appointment of co-optees to Overview and Scrutiny
Service area:	Governance
Directorate:	Resources

Provide a brief explanation of the proposal:

- What are its intended outcomes?
- Who will deliver it?
- Is it a new proposal or a change to an existing one?

To approve the appointment of co-optees to the Place Overview and Scrutiny Panel and the People Overview and Scrutiny Panel.

Proposed appointments are detailed in the report recommendation.

2. Relevance Check

Is this proposal likely to directly impact people, communities or RBWM employees?

- If No, please explain why not, including how you've considered equality issues.
- Will this proposal need a EQIA at a later stage? (for example, for a forthcoming action plan)

Overview and Scrutiny plays a key role in holding the Cabinet to account and scrutinising the performance of council service areas. The co-optee appointments would help the Panel in their scrutiny work and look to improve the performance of the council through recommendations made.

All Parish Councils and schools/parent governors have been contacted for the relevant positions and have been given a fair opportunity to submit an expression of interest.

If 'No', proceed to 'Sign off'. If unsure, please contact equality@rbwm.gov.uk

3. Evidence Gathering and Stakeholder Engagement

<p>Who will be affected by this proposal? For example, users of a particular service, residents of a geographical area, staff</p>
<p>This will impact the nominated co-optees and the residents/communities who are represented by them.</p>
<p>Among those affected by the proposal, are protected characteristics (age, sex, disability, race, religion, sexual orientation, gender reassignment, pregnancy/maternity, marriage/civil partnership) disproportionately represented? For example, compared to the general population do a higher proportion have disabilities?</p>
<p>No.</p>
<p>What engagement/consultation has been undertaken or planned?</p> <ul style="list-style-type: none">• How has/will equality considerations be taken into account?• Where known, what were the outcomes of this engagement?
<p>All Parish Councils and schools/parent governors have been contacted for the relevant positions and have been given a fair opportunity to submit an expression of interest.</p>
<p>What sources of data and evidence have been used in this assessment? Please consult the Equalities Evidence Grid for relevant data. Examples of other possible sources of information are in the Guidance document.</p>
<p>N/A</p>

4. Equality Analysis

Please detail, **using supporting evidence**:

- How the protected characteristics below might influence the needs and experiences of individuals, in relation to this proposal.
- How these characteristics might affect the impact of this proposal.

Tick positive/negative impact as appropriate. If there is no impact, or a neutral impact, state 'Not Applicable'

More information on each protected characteristic is provided in the Guidance document.

	Details and supporting evidence	Potential positive impact	Potential negative impact
Age	<p>These positions were open to all members of the relevant groups, regardless of age.</p> <p>Parent governors have been chosen to cover primary and secondary school communities.</p>	x	
Disability	<p>These positions were open to all members of the relevant groups, regardless of disability.</p>	x	
Sex	<p>These positions were open to all members of the relevant groups, regardless of sex.</p>	x	
Race, ethnicity and religion	<p>These positions were open to all members of the relevant groups, regardless of race, ethnicity and religion.</p> <p>The particular inclusion of representatives from the Church of England and Roman Catholic dioceses reflects the presence of those faith schools within the borough.</p>	x	
Sexual orientation and gender reassignment	<p>These positions were open to all members of the relevant groups, regardless of sexual orientation and gender reassignment.</p>	x	
Pregnancy and maternity	<p>These positions were open to all members of the relevant groups, regardless of pregnancy and maternity status.</p>	x	
Marriage and civil partnership	<p>These positions were open to all members of the relevant groups, regardless of marriage and civil partnership status.</p>	x	
Armed forces community	<p>These positions were open to all members of the relevant groups, regardless of membership of the Armed Forces community.</p>	x	

Socio-economic considerations e.g. low income, poverty	These are voluntary positions and co-optees do not receive any fees or expenses for attending meetings. Meetings can be attended virtually which can reduce the cost to co-optees of travel to meeting venues.	x	
Children in care/Care leavers	These positions were open to all members of the relevant groups, regardless of care experience.	x	

5. Impact Assessment and Monitoring

If you have not identified any disproportionate impacts and the questions below are not applicable, leave them blank and proceed to Sign Off.

<p>What measures have been taken to ensure that groups with protected characteristics are able to benefit from this change, or are not disadvantaged by it? For example, adjustments needed to accommodate the needs of a particular group</p>
<p>Co-optees are able to ask for reasonable adjustments to help them fulfil their role.</p>
<p>Where a potential negative impact cannot be avoided, what measures have been put in place to mitigate or minimise this?</p> <ul style="list-style-type: none"> For planned future actions, provide the name of the responsible individual and the target date for implementation.
<p>N/A</p>
<p>How will the equality impacts identified here be monitored and reviewed in the future? See guidance document for examples of appropriate stages to review an EQIA.</p>
<p>The same process would be followed should any vacancies arise and all equalities impacts would be considered.</p>

6. Sign Off

Completed by: Mark Beeley	Date: 11/01/24
Approved by: Ellen McManus-Fry	Date: 22/01/24

If this version of the EQIA has been reviewed and/or updated:

Reviewed by:	Date:
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