

# Public Document Pack



**Meeting:** EAP Health & Wellbeing and Vulnerable People

**Date:** Friday 25th June, 2021

**Time:** 9.30 am

**Venue:** **To be held virtually** (Executive Advisory Panels are not subject to the full Local Government Act 1972 (as amended), public meeting requirements do not apply).


The meeting will be available for the public to view live at the 'Democratic Services North Northants' YouTube channel:-

[https://www.youtube.com/channel/UCcH\\_JAaHaMtgHDeMQEVXi2g/videos](https://www.youtube.com/channel/UCcH_JAaHaMtgHDeMQEVXi2g/videos)

## To members of the EAP Health & Wellbeing and Vulnerable People Executive Advisory Panel:

Councillors H Harrison (Chair), Harrington, Lawal, J McGhee, Roberts, Shacklock and Smith-Haynes

Agenda			
Item	Subject	Presenting Officer	Page no.
01	Apologies for absence		
02	Members' Declarations of Interest		
Items requiring a decision			
03	Terms of Reference To discuss and agree the terms of reference of the Health, Wellbeing and Vulnerable People Executive Advisory Panel	Executive Director of Adults, Communities & Wellbeing, DASS	5 - 8
Items to note			
04	Overview of Service Areas An introduction to the service areas of Public Health, Children's Services, Adult Services, Communities & Wellbeing.	Directors of Adults, Communities & Wellbeing, Children's Services, Public Health	Verbal Update
05	Areas of focus/ interest Directors to share suggestions on areas that the panel may wish to consider.	Directors of Adults, Communities & Wellbeing, Children's Services, Public Health	Verbal Update

06	Identification of cross-cutting agenda items To identify and agree areas for further discussion where there is the possibility the area may be picked up by another EAP		Panel Discussion
07	Work Programme To develop a work programme for the HWVP Executive Advisory Panel, identifying potential future areas for the panel to be briefed on		Panel Discussion
<b>Exempt Items</b>			
08	None Notified		
09	Close of meeting		
<p>Adele Wylie, Monitoring Officer North Northamptonshire Council</p>  <p><b>Proper Officer</b> <b>17 June 2021</b></p>			

This agenda has been published by Democratic Services.

Committee Administrator: Francesca McHugo

☎ 07776 634147

✉ francesca.mchugo@northnorthants.gov.uk

### Meetings:

This meeting will be held using the Zoom platform. Attendees will receive the required access link and password 3 working days prior to the meeting.

### Exempt or confidential business:

Where there is a need for the committee to discuss exempt or confidential business, the press and public will be excluded from those parts of the meeting only and will have to vacate the Zoom call.

### Public Participation:

Executive Advisory Panels are not subject to the full Local Government Act 1972 (as amended). Public meeting requirements do not apply for these meetings.

If you wish to attend the meeting, please contact the named Democratic Services Officer or email [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk)

### Members' Declarations of Interest

Members are reminded of their duty to ensure they abide by the approved Member Code of Conduct whilst undertaking their role as a Councillor. Where a matter arises at a meeting which **relates to** a Disclosable Pecuniary Interest, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation.

Where a matter arises at a meeting which **relates to** other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are

also allowed to speak at the meeting but must not take part in any vote on the matter unless you have been granted a dispensation.

Where a matter arises at a meeting which **relates to** your own financial interest (and is not a Disclosable Pecuniary Interest) or **relates to** a financial interest of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

Members are reminded that they should continue to adhere to the Council's approved rules and protocols during the conduct of meetings. These are contained in the Council's approved Constitution.

If Members have any queries as to whether a Declaration of Interest should be made please contact the Monitoring Officer at – [monitoringofficer@northnorthants.gov.uk](mailto:monitoringofficer@northnorthants.gov.uk)

### **Press & Media Enquiries**

Any press or media enquiries should be directed through the Council's Communications Team to [NNU-Comms-Team@northnorthants.gov.uk](mailto:NNU-Comms-Team@northnorthants.gov.uk)

### **Public Enquiries**

Public enquiries regarding the Authority's meetings can be made to [democraticservices@northnorthants.gov.uk](mailto:democraticservices@northnorthants.gov.uk)

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## **EXECUTIVE ADVISORY PANEL (EAP)**

### **PART ONE: TERMS OF REFERENCE (GENERAL)**

The following applies to all Executive Advisory Panels established under the Council's governance arrangements:-

1. Under the Constitution, the Leader of the Council has discretion to add, amend or delete the EAPs established.
2. Each EAP will be chaired by an Executive Member (to be determined by the Leader of the Council). In the event that the Chair is absent, another member of the Executive may chair that particular meeting.
3. In addition to the Chair, each EAP will consist of 6 non-Executive Members who shall be determined by Full Council.
4. Substitute non-Executive Members will be permitted with the consent of the Chair of the respective EAP.
5. Any member of the Executive may attend an EAP meeting without notice of attendance required, however participation in discussions will be through the Chair of the respective EAP.
6. Although non-decision making each EAP shall be politically balanced to ensure other recognised political groups have representation.
7. EAPs are not subject to the full Local Government Act 1972 (as amended), however they shall be conducted where practicable as if the 1972 Act applied.
8. Meetings of the EAP will normally be held using "virtual meeting" technology and shall be live-streamed, except where confidential or exempt information is to be discussed. Recordings of EAP meetings shall be retained for at least 6-months after the meeting date.
9. An EAP may invite guest speakers or expert witnesses to attend a meeting of the EAP on an ad hoc basis.
10. A member of the Core Leadership Team (CLT) may attend meetings of an EAP without notice of attendance required, however participation in discussions will be through the Chair of the respective EAP.
11. Whilst some matters for discussion will clearly fall within the remit of one EAP, there may be occasions where an agenda item is cross-cutting. The Chairs of the respective EAPs shall decide which EAP acts as "lead". The Leader of the Council shall act as arbiter where a resolution cannot be achieved.

12. Minutes/notes of each EAP shall be prepared and publicly available, except those sections dealing with confidential or exempt information. Full copies of minutes/notes taken shall be circulated to all Executive members and CLT in addition to the appropriate EAP members.
13. Agendas and reports will normally be circulated 5-clear working days prior to the meeting date. Urgency items may be discussed at a meeting, with the consent of the Chair, and subject to an explanation as to why an item is urgent, and notification to EAP members prior to the meeting commencing.
14. Each EAP will normally meet on a monthly basis. A Chair of an EAP may request the cancellation or addition of a meeting having given due notice to the Head of Legal and Democratic Services (or their deputy).

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There are five Executive Advisory Panels currently established. These are:-

- **Health and Wellbeing and Vulnerable People**  
(Chaired by Councillor Helen Harrison)

Lead Officer- David Watts  
Key support Officers –Lucy Wightman, Cathi Hadley

- **Climate Change, Environment and Growth**  
(Chaired by Councillor Harriet Pentland)

Lead Officer- George Candler  
Key Support Officers –Smith, Rob Harbour, Jonathan Waterworth, Graeme Kane

- **Education, Skills and Employment**  
(Chaired by Councillor Scott Edwards)

Lead Officer- Cathi Hadley  
Key Support Officers –AnnMarie Dodds, Lucy Wightman, David Watts

- **Service Delivery, Performance and Customers**  
(Chaired by Councillor Lloyd Bunday)

Lead Officer- Lisa Hyde  
Key Support Officers –Janice Gotts, Guy Holloway, David Watts, Geoff Kent, Adele Wylie

- **Planning Policy**  
(Chaired by Councillor Steven North)

Lead Officer- George Candler  
Key Support Officers –Rob Harbour

**PART TWO: TERMS OF REFERENCE**  
**EXECUTIVE ADVISORY PANEL**  
**HEALTH, WELLBEING & VULNERABLE PEOPLE**  
**(HWVP)**

The Executive Advisory Panel will have the following responsibilities:

1. To develop and maintain a work programme that ensures an efficient use of time.
2. To undertake reviews and advise the Executive on delivery of Corporate Plan priorities within the theme of Health, Wellbeing and Vulnerable People.
3. To consider and where necessary, make recommendations on, all significant decisions within the remit of Health, Wellbeing & Vulnerable People, prior to consideration by the Executive.
4. The advice of the HWVP Executive Advisory Panel will be set out within a report considered by the Executive or presented as a verbal update from the Portfolio Holder.
5. The Chair will meet with the Lead officer to formulate an agenda for the meeting, including items outlined in the EAP's approved work programme for detailed review.