

Report to Scrutiny

Item Number:

Contains Confidential or Exempt Information	No
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Subject of Report:	Panel Operations in 2017/2018
Meeting:	Scrutiny Review Panel 4 – 2017/2018: Transport 27 July 2017
Service Report Author:	Harjeet Bains, Scrutiny Review Officer Email: bainsh@ealing.gov.uk Tel: 020-8825 7120
Scrutiny Officer:	Harjeet Bains, Scrutiny Review Officer Email: bainsh@ealing.gov.uk Tel: 020-8825 7120
Cabinet Responsibility:	Councillor Ranjit Dheer (Deputy Leader, Community Services and Safety) Councillor Bassam Mahfouz (Transport, Environment and Leisure) Councillor Hitesh Tailor (Health and Adult Services)
Director Responsibility:	Helen Harris, Director of Legal and Democratic Services Email: harrish@ealing.gov.uk Tel: 020-8825 8615
Brief:	To consider and agree the Panel's Terms of Reference, and provisional Work Programme including co-option/ external engagements and planned site visits as well as respond to TfL's current consultation on some buses.
Recommendations:	The Panel is recommended to: <ul style="list-style-type: none"> - accept, with any amendments, its Terms of Reference; - refer the agreed Terms of Reference to the Overview and Scrutiny Committee for approval; - agree the provisional Work Programme; - agree the co-option and external engagement arrangements; - receive and comment on the feedback from the recent site visits; - comment and provide a view on the Transport for London's consultation on buses in West London for the opening of the Elizabeth Line; and - approve the agenda items and actions for the next meeting on 3 October 2017.

1.0 Panel Operations in 2017/2018

- 1.1 The draft Terms of Reference for the Panel (**Appendix 1**), the Framework for the Nomination, Appointment and Retention of Non-voting Advisory Members (**Appendix 2**); feedback from the recent site visits (**Appendix 3**); and the Outline Work Programme (**Appendix 4**) are attached to this report for the Panel's consideration.

Terms of Reference

- 1.2 The Panel's Scope was drawn up by Councillors at the Annual Scrutiny Conference on 11 May 2017 and is included within the draft terms of reference (**Appendix 1**).
- 1.3 The Overview and Scrutiny Committee will consider the Panel's Terms of Reference on 3 August 2017
- 1.4 The Panel is asked to finalise the Terms of Reference and refer these to the Overview and Scrutiny Committee for approval.

Co-optees

- 1.5 The Panel has the power to appoint non-voting advisory members onto the Panel in accordance with the framework for the nomination, appointment and retention of non-voting advisory members (including substitutes) which is set out in **Appendix 2**.
- 1.6 The Chair (Cllr Kamaljit Nagpal) and Vice Chair (Cllr Joanna Dabrowska) deemed that Mr John Gashion (Vice Chairman of Ealing Passenger Transport Users' Group), who served on the previous year's Transport Scrutiny Review Panel should be invited for co-option to this Panel. Mr John Gashion duly accepted and joined the Members for the recent site visits.
- 1.7 The Panel needs to decide if it wishes to co-opt any additional members and, if so, how many and which organisations should be invited for nominations. The Panel can choose not to co-opt any more individuals but invite appropriate groups/individuals to make representations at the relevant meetings.
- 1.8 An article inviting expressions of interest in the Panel's work will be published on the Council and other local community websites as well as in the autumn issue of the Around Ealing magazine. Members of the public who have suggested any of the topics selected will be invited to the relevant meeting(s).
- 1.9 The Panel is asked to decide on co-option appointments to the Panel. Any appointments made would need to be representative of the four quadrants of the borough. The statutory education co-optees would be invited to any meetings that consider an education matter.

Feedback from Site Visits

- 1.10 Since this Panel was set up, several Members have undertaken the following site visits:
- Transport for London's Seminar: Healthy Streets for London
 - Workshop on the Assessment for Patient Transport Services across North

West London

- A combined site visit using a car club vehicle to see the key transport pollution hotspots in the borough and the electric charging points in London Borough of Hounslow (Linden Gardens and Wavedon Avenue, Chiswick, W4)

1.11 The Panel is asked to comment on the feedback presented and make recommendations for any further improvements accordingly.

Transport for London's Consultation

1.12 The Transport for London (TfL) is presently consulting on the buses in West London for the opening of the new Elizabeth Line. Some changes are proposed for the following bus routes which would impact on the borough:

- Central Ealing routes: 112, 427, E1 and E10
- Hayes, Heathrow and West Drayton routes: 140, 223, 278, 697, 698, and X140
- Southall routes: 95, 120, E5 and H32 (and 427)
- Acton routes: 218, 266, 306, 391 and 440

1.13 The consultation runs from 3 July to 17 September 2017 and the full details are available on TfL's website via this link <https://consultations.tfl.gov.uk/buses/elizabeth-line/>.

1.14 The Panel Members are advised to both complete the survey individually and give their collective views to the Transport Service officers for inclusion in the Council's formal response to the consultation.

Work Programme

1.15 The main themes for review have been scheduled in the outline Work Programme (**Appendix 4**) in consultation with the Chair, Vice Chair and relevant service officers.

1.16 The Panel is asked to consider the outline Work Programme and agree any supplementary topics that should be included in order to achieve the agreed scope and expected outcomes. The Panel also needs to decide who (groups, individuals, etc.) should be engaged in the selected topics and in what manner.

1.17 Similar items should be grouped together for a themed meeting. To improve productivity and for the meetings to be more effective it is advisable to select no more than two substantive items for indepth scrutiny at each meeting.

Guidance on Selecting Topics

1.18 General guidance on selecting a scrutiny topic is that it should be:

- Specific (there is a clear remit/question to answer);
- Achievable (in the time given and the resources available);
- Likely to generate productive outcomes;
- Timely and relevant (a community or Council priority); and
- Of public interest.

1.19 It is proposed that an updated Work Programme for the Transport Scrutiny Review Panel be presented at each meeting. This will allow the Panel members, officers and others to know well in advance the topics of enquiry

that will be addressed throughout the year; schedule items into the work programme accordingly and track the progress of issues.

- 1.20 The Work Programme is a rolling plan of work that will be amended throughout the period. Items can be addressed as and when they arise or come to the attention of the Panel.

External Engagement

- 1.21 The Panel is also asked to agree how it would like to engage the local people and relevant organisations (e.g. Greater London Authority, London Councils, Transport for London, Heathrow Connect, Metrolink, Arriva, First Great Western, Ealing Cycling Campaign Group, etc.) in the Panel's work over the year.
- 1.22 The Panel will need to engage and seek the views of the major stakeholders for all the main topics that have been selected.
- 1.23 The method of engaging and seeking views will depend upon the topic involved and the nature of the stakeholder but could include some of the following:
- Open Event (daytime) – marketing/presentational day;
 - Survey (current provision);
 - Direct Consultation;
 - Presentation (best practice sites/expert witnesses);
 - Site Visit (best practice sites, etc.); and
 - Meetings at specific external locations (e.g. schools, community centres, etc.).

2.0 Legal Implications

- 2.1 The general scrutiny functions and powers are set out in the Council Constitution.
- 2.2 All co-opted Panel members will be subject to the provisions of the local Code of Conduct for Councillors. A co-opted member must sign an undertaking to observe the Code and confirm their acceptance of the framework for the recruitment, appointment and retention of non-voting advisory members to scrutiny. Consideration should be given to the provision of appropriate training for the co-opted members.

3.0 Financial Implications

- 3.1 Support to the Scrutiny Panel is contained within the allocated Democratic Services budget. Value for money will come from having appropriate agenda items on the Work Programme that will help the Panel to achieve the expected outcomes. The non-voting advisory members would bring in additional knowledge and expertise for the Panel to be better informed and more effective in its work.

4.0 Other Implications

- 4.1 There are no other implications arising.

5.0 Background Papers

5.1 Ealing Council's Constitution, available at
http://www.ealing.gov.uk/info/200892/decision_making/597/council_constitution

Overview and Scrutiny Committee – Agendas, Minutes and Reports, available at
http://ealing.cmis.uk.com/ealing/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/34/Default.aspx

For information about Scrutiny in Ealing, including meeting dates and work programmes, go to:

http://www.ealing.gov.uk/info/200892/decision_making/344/scrutiny

Current agendas and reports are available at
<http://ealing.cmis.uk.com/ealing/Committees.aspx>

Report Consultation

<i>Name of Consultee</i>	<i>Department</i>	<i>Date Sent to Consultee</i>	<i>Date Response Received from Consultee</i>	<i>Comments Appear in Report Para</i>
Internal				
Keith Fraser	Head of Democratic Services	17.07.17		
Helen Harris	Director of Legal and Democratic Services	N/A		
Ross Brown	Acting Director of Finance and s151 Officer	N/A		
Corporate Board	Chief Executive and All Executive Directors	16.06.17		
Chris Cole	Transport Projects and Policy Manager	16.05.17/ 22.06.17		
Russell Roberts	Principal Transport Planner	16.05.17/ 22.06.17		
John Freeman	Regulatory Services Officer	16.05.17/ 22.06.17		
Joanne Mortensen	Sustainability Manager	16.05.17/ 30.06.17		
Stephen Day	Director of Adult Social Services	05.06.17		
Cath Atlee	Head of Integrated Commissioning, Ealing Council/Ealing CCG	05.06.17		
Surinder Jassal	Voluntary Sector/Physical Disabilities Commissioner	05.06.17		
Jackie Chin	Director of Public Health	30.06.17		
Cllr Kamaljit Nagpal	Panel Chair	22.06.17		
Cllr Joanna Dabrowska	Panel Vice Chair	22.06.17		
External				
None				

Report History

Decision Type:		Urgency item?	
Non-key Decision		No	
Authorised by Cabinet Member:	Date Report Drafted:	Report Deadline:	Date Report Sent:
N/A	20.06.17	18.07.17	18.07.17
Report No.:	Report Author and Contact for Queries:		
	Harjeet Bains Scrutiny Review Officer Email: bainsh@ealing.gov.uk Tel: 020-8825 7120		