Report to Scrutiny

Item Number: 5

Contains Confidential or Exempt Information	No

Subject of Report:	Panel Operations in 2016/2017
Meeting:	Scrutiny Review Panel 4 – 2016/2017: Digital Services 14 July 2016
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Scrutiny Officer:	Harjeet Bains, Scrutiny Review Officer Email: bainsh@ealing.gov.uk Tel: 020-8825 7120
Cabinet Responsibility:	Councillor Julian Bell (Leader and Regeneration) Councillor Ranjit Dheer (Deputy Leader, Community Services and Safety) Councillor Peter Mason (Prosperity, Skills, Employment and Transformation)
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 Work Programme for 2016/2017 including co-option/external engagements and planned visits.
Recommendations:	The Panel is recommended to: - accept, with any amendments, its Terms of Reference; - refer the agreed Terms of Reference to the Overview and Scrutiny Committee for approval; - agree the priorities for the 2016/2017 Work Programme; - agree the co-option and external engagement arrangements; and - approve the agenda items and actions for the next meeting on 13 October 2016.

1. Panel Operations in 2015/2017

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***) and the Outline Work Programme (***Appendix* 3**) are attached to this report for the Panel's consideration and agreement.

Terms of Reference

1.2 The Panel's Scope was drawn up by Councillors at the Annual Scrutiny Conference on 19 May 2016 and is included within the draft Terms of Reference (***Appendix 1***).

1.3 The Overview and Scrutiny Committee (OSC) will consider and agree the Panel's final Terms of Reference on 4 August 2016 (if this meeting takes place as it is currently scheduled as a Call-in meeting only). Otherwise, these will be referred to the OSC Chair and Vice Chair for approval in time for the Panel's next meeting.

1.4 The Panel is asked to finalise the Terms of Reference and refer these to OSC 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 Panel needs to decide if it wishes to co-opt any such members and, if so, how many and which organisations should be invited for nominations. Due to its vast remit, the Panel can choose not to co-opt anyone but invite appropriate groups/individuals to make presentations at the relevant meetings.

1.7 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 the next issue of the Around Ealing magazine.

1.8 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.

Work Programme

1.9 The main themes for review have been scheduled in the outline Work Programme (***Appendix 3***) in consultation with the Chair, Vice Chair and relevant service officers.

1.10 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.

1.11 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

1.12 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.

1.13 It is proposed that an updated Work Programme for the Digital Services 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.

1.14 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

1.15 The Panel is also asked to agree how it would like to engage the local people and relevant organisations (e.g. Local Government Association, other local authorities, British Telecom, Society of Information Technology Management – SOCITM, residents, etc.) in the Panel's work over the year.

1.16 The Panel will need to engage and seek the views of the major stakeholders for all the main topics that have been selected.

1.17 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. 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. 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. Other Implications

4.1 There are no other implications arising.

5. 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

Name of Consultee	*Department*	*Date Sent to Consultee*	*Date Response Received from Consultee*	*Comments Appear in Report Para*
Internal				
Keith Fraser	Head of Democratic Services	16.06.16/ 01.07.16		
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	17.06.16		
Keith Townsend	Executive Director, Environment and Customer Services	16.06.16		
Mike Ibbitson	Director of Business Services Group	16.06.16		
Kieran Read	Director of Strategy and Engagement	16.06.16		
Alison Reynolds	Director of Customer Services	16.06.16		
Lucy Taylor	Director of Regeneration and Planning	28.06.16		
Kate O'Connor	Policy Officer	16.06.16		
Cllr Joanna Camadoo	Panel Chair	16.06.16		
Cllr Gary Malcolm	Panel Vice Chair	16.06.16		
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	14.06.16	05.07.16	04.07.16
Report No.:	***Report Author and Contact for Queries:***		
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