

## Report to Scrutiny

Item Number: 8

**Contains Confidential or Exempt Information**

No

|                                 |  |
|---------------------------------|--|
| <b>Subject of Report:</b>       | Panel Operations in 2013/2014  |
| <b>Meeting:</b>                 | Scrutiny Review Panel 1 – 2013/2014: Governance<br>26 September 2013   |
| <b>Service Report Author:</b>   | Harjeet Bains<br>Scrutiny Review Officer<br><a href="mailto:bainsh@ealing.gov.uk">bainsh@ealing.gov.uk</a><br>Tel: 020-8825 7120                               |
| <b>Scrutiny Officer:</b>        | Harjeet Bains<br>Scrutiny Review Officer<br><a href="mailto:bainsh@ealing.gov.uk">bainsh@ealing.gov.uk</a><br>Tel: 020-8825 7120                               |
| <b>Cabinet Responsibility:</b>  | Councillor Julian Bell<br>(Leader of the Council and Policy Overview Portfolio)  |
| <b>Director Responsibility:</b> | Helen Harris<br>Director of Legal and Democratic Services<br><a href="mailto:harrish@ealing.gov.uk">harrish@ealing.gov.uk</a><br>Tel: 020-8825 8159            |
| <b>Brief:</b>                   | To consider feedback on Council Consultations and agree the agenda items and actions (including external engagements and planned visits) for the next meeting. |
| <b>Recommendations:</b>         | The Panel is asked to consider the Panel Member feedback and approve the agenda items and actions for the next meeting on 28 November 2013.                    |

## **1. Panel Operations in 2013/2014**

### ***Councillor Feedback on Council Consultations***

- 1.1 The Panel Members were asked to undertake a small exercise in reviewing the Consultations Section (<http://www.ealing.gov.uk/info/200024/consultations>) of the Council's website and provide feedback of their findings.
- 1.2 The written feedback provided to the Scrutiny Review Officer as at Friday 13 September 2013 has been included in **Appendix 1** to this report.
- 1.3 The Chair is asked to invite any further verbal feedback from Panel Members.
- 1.4 The Panel is asked to consider all the feedback presented and make recommendations for further improvements accordingly.

### ***Updated Work Programme***

- 1.5 The Updated Work Programme is attached as **Appendix 2** to this report for the Panel's consideration and agreement.
- 1.6 The forward plan identifies topics to be addressed at each meeting. It is a rolling programme 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.
- 1.7 An updated Work Programme is presented at each Panel meeting. This allows the Panel, 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.

### ***External Engagement***

- 1.8 The Panel is asked to consider and agree how else they would like to engage local people and other key stakeholders in the next main topic for consideration, **Neighbourhood Governance**.
- 1.9 With the agreement of the Chair and Vice Chair, the Scrutiny Review Officer has presently sought views on Ward Forums from:
  - all the Council's Elected Members (by email);
  - Panel Members on their visits to Ward Forum meetings within the borough (other than their own) and those of other Local Authorities (by email and Visit Feedback Form);
  - the attendees of Ward Forum meetings (by email through the Neighbourhood Coordinators Team using the Ward Forums mailings list);
  - publicising in the Council's Around Ealing magazine and Community Websites – W3, Ealing Today and Ealing Community Network.
- 1.10 The Panel is asked to suggest any other ways in which they wish to seek views on neighbourhood governance.

### ***Guidance on Selecting Topics***

- 1.11 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.
- 1.12 The Panel is asked to consider and agree the agenda items and actions for the next meeting on 28 November 2013.

## **2. Legal Implications**

- 2.1 The general scrutiny functions and powers are set out in the Council Constitution.

## **3. Financial Implications**

- 3.1 There are no direct financial implications arising from this report. Support to the Scrutiny Panel is contained within the allocated budget. Value for money will come from having appropriate agenda items on the Work Programme that will help the Panel to achieve the key expected outcomes.

## **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](http://www.ealing.gov.uk/info/200892/decision_making/597/council_constitution)

Scrutiny Review Panel 1 – 2013/2014: Governance

Terms of Reference, Work Programme, Agendas, Minutes and Reports available at

[http://ealing.cmis.uk.com/ealing/Committees/tabid/62/ctl/ViewCMIS\\_CommitteeDetails/mid/381/id/36/Default.aspx](http://ealing.cmis.uk.com/ealing/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/36/Default.aspx)

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](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](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> |
|--------------------------|---|-------------------------------|--|---------------------------------------|
| <b>Internal</b>          |   |                               |  |                                       |
| Keith Fraser             | Head of Scrutiny and Committees           | 16.09.13                      |  |                                       |
| Helen Harris             | Director of Legal and Democratic Services | N/A                           |  |                                       |
| Jenny Jones              | Head of Finance                           | N/A                           |  |                                       |
| Cllr Anthony Young       | Panel Chair                               | 15.08.13                      |  |                                       |
| Cllr Yoel Gordon         | Panel Vice Chair                          | 15.08.13                      |  |                                       |
| <b>External</b>          |   |                               |  |                                       |
| None                     |   |                               |  |                                       |

## Report History

|                                      |   |                         |                          |
|--------------------------------------|---|-------------------------|--------------------------|
| <b>Decision Type:</b>                |   | <b>Urgency item?</b>    |                          |
| Non-key Decision                     |   | No                      |                          |
| <b>Authorised by Cabinet Member:</b> | <b>Date Report Drafted:</b>   | <b>Report Deadline:</b> | <b>Date Report Sent:</b> |
| N/A                                  | 06.08.13  | 17.09.13                | 16.09.13                 |
| <b>Report No.:</b>                   | <b>Report Author and Contact for Queries:</b>   |                         |                          |
|                                      | Harjeet Bains<br>Scrutiny Review Officer<br>Email: <a href="mailto:bainsh@ealing.gov.uk">bainsh@ealing.gov.uk</a><br>Tel: 020-8825 7120 |                         |                          |