



Report to Scrutiny

Item Number: 5

Contains Confidential or Exempt Information

No

Subject of Report:	Panel Operations in 2013/2014
Meeting:	Scrutiny Review Panel 1 – 2013/2014: Governance 9 July 2013
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Scrutiny Officer:	Harjeet Bains Scrutiny Review Officer bainsh@ealing.gov.uk Tel: 020-8825 7120
Cabinet Responsibility:	Councillor Julian Bell (Leader of the Council and Policy Overview Portfolio)
Director Responsibility:	Helen Harris Director of Legal and Democratic Services harrish@ealing.gov.uk Tel: 020-8825 8159
Brief:	To consider and agree the Panel's Terms of Reference and Work Programme for 2013/2014 including co-option/external engagements and planned visits.
Recommendations:	The Panel is recommended to consider and: <ul style="list-style-type: none">- accept its Terms of Reference with any amendments;- agree the priorities for the 2013/2014 Work Programme;- agree the co-option and external engagement arrangements; and- approve the agenda items and actions for the next meeting on 26 September 2013.

1. Panel Operations in 2013/2014

- 1.1 The draft Terms of Reference for the Panel (**Appendix 1**) and the Framework for the Nomination, Appointment and Retention of Non-voting Advisory Members (**Appendix 2**) are attached to this report for the Panel's consideration and agreement.
- 1.2 The Overview and Scrutiny Committee (OSC) considered and agreed the Panel's Scope on 11 April 2013. This has been incorporated within Appendix 1. OSC will consider and agree the Panel's final Terms of Reference on 15 August 2013 (if this meeting takes place as it is currently scheduled as a Call-in meeting only otherwise these will be referred to the Committee Chair and Vice Chair for approval in time for the Panel's next meeting).
- 1.3 The Panel is asked to consider and finalise their Terms of Reference.

Co-optees

- 1.4 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).
- 1.5 The Panel is, therefore, asked to decide if they wish to co-opt any such members and, if so, how many and which organisations should be invited for nominations.
- 1.6 An article inviting expressions of interest in the Panel's work will be included on the Council and other local websites e.g. Acton W3, Ealing Today, Ealing Community Network (including their newsletter), etc. and the next issue of Around Ealing.
- 1.7 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.

Work Programme

- 1.8 The outline Work Programme (**Appendix 3**) is attached to this report for the Panel's consideration and agreement.
- 1.9 The Panel is asked to consider what topics need to be reviewed in order to meet the Scope and agree the items to be discussed at each meeting. The Panel also needs to decide who (groups, individuals, etc.) should be engaged in the selected topics and in what manner.
- 1.10 The Panel may wish to consider having themed meetings so that related items are grouped together for review at a specific meeting. To improve productivity and for the meetings to be more effective it is advisable to only select no more than three substantive items for indepth scrutiny at each meeting.

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 It is proposed that an updated Work Programme for the Governance 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.
- 1.13 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

- 1.14 The Panel is also asked to consider and agree how they would like to engage the local people and organisations in the Panel's work over the year.
- 1.15 The Panel will need to engage and seek the views of the major stakeholders for all the main topics that will be reviewed.
- 1.16 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. 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 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 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://www.ealing.gov.uk/meetings/committee/13/overview_and_scrutiny_committee

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/Home.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 Scrutiny and Committees	12.06.13		
Helen Harris	Director of Legal and Democratic Services	12.06.13		
Jenny Jones	Head of Finance	12.06.13		
Corporate Board	Chief Executive and All Executive Directors	12.06.13		
Jackie Chin	Director of Public Health	12.06.13		
Anita Hamilton	Executive Support Manager	12.06.13		
Matthew Booth	Acting Director of Policy and Performance	12.06.13		
Jarvis Garrett	Improvement Manager	12.06.13		
Rajiv Ahlawat	Research and Consultation Manager	12.06.13		
Cllr Anthony Young	Panel Chair	07.06.13		
Cllr Yoel Gordon	Panel Vice Chair	07.06.13		
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	04.06.13	28.06.13	27.06.13
Report No.:	Report Author and Contact for Queries:		
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