



SCRUTINY REVIEW PANEL 1 – 2018/19

Housing and Planning

DRAFT TERMS OF REFERENCE

INTRODUCTION

The Housing and Planning Scrutiny Panel was established and its membership agreed by Council on 22 May 2018.

The work of this Panel will assist the Council in meeting the commitments of the Community Strategy and the Corporate Plan including its strategic goals of making Ealing a better place to live and becoming a high performing organisation, focussed on the needs of the borough's communities.

MEMBERSHIP

The Members appointed to the Panel by the Annual Council meeting are as follows:

- Cllr Sarah Rooney (Chair)
- Cllr Joy Morrissey (Vice Chair)
- Cllr Paul Conlan
- Cllr Dee Martin
- Cllr Miriam Rice
- Cllr Gareth Shaw
- Cllr Andrew Steed
- Cllr Lauren Wall
- Cllr Ray Wall

Co-optees

The Panel may choose to co-opt additional non-voting advisory members from relevant external organisations in accordance with the Scrutiny framework for the nomination, appointment and retention of non-voting advisory members to Ealing Scrutiny Panels.

This will be considered at the first meeting of the Panel.

SCHEDULED MEETINGS

There are 5 Panel meetings scheduled in the Council diary for 2018/19:

- Wednesday 4 July 2018
- Wednesday 12 September 2018
- Wednesday 7 November 2018
- Wednesday 30 January 2019
- Wednesday 3 April 2019

Details of the meetings can be found at:

http://ealing.cmis.uk.com/ealing/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/292/Default.aspx

All meetings will commence at 7.00pm and be held in Ealing Town Hall Complex or Perceval House, unless a special site visit has been arranged. The Panel is expected to complete its work by April 2019.

SCOPE

The scope of the Housing and Planning Scrutiny Review Panel, as agreed by the Annual Scrutiny Conference on 24 May 2018 is to consider the work that is being done in Ealing to prevent homelessness; support residents to access affordable, well managed, social and market rented homes; increase the supply of affordable homes; and improve the quality of housing.

The Panel will:

- Ensure that the views of all the major stakeholders are incorporated in the review;
- Not duplicate the work of other Panels or Committees looking at any related issues; and
- Not widen its remit without the express agreement of the Overview and Scrutiny Committee.

OUTCOMES

The key expected outcomes are to ensure:

- that the Council's has robust processes in place for preventing homelessness;
- that the housing allocations process is equitable;
- that the Council and its partners are working effectively to increase the supply of affordable homes;
- that the Council is engaging effectively with landlords to increase the supply of housing and improve the quality of the private rented sector;
- that the Council and its partners are improving the quality of the existing social housing stock; and
- to make recommendations for further improvements where appropriate.

TASKS

The Panel will undertake the following **key tasks**:

- Understand housing supply and demand in Ealing;
- Review the work being undertaken by the Council and its partners to increase the supply of affordable housing and improve existing housing stock;

- Engage with landlords, housing charities and housing campaign groups to understand supply and quality of housing in the private rented sector
- Identify best practice arrangements within and outside the borough for innovative solutions
- Comment to officers/Portfolio Holder (s) and make written recommendations to the Overview and Scrutiny Committee on the outcomes

METHODOLOGY

The Panel will take a strategic approach in undertaking policy review and development work by adopting a deliberative, investigative and evidence-based methodology and in reaching its conclusions the Panel will have due regard to value for money considerations.

The Panel will also strive to be proactive, responsive, flexible and willing to shape its own agendas and workloads. This will involve working in an open, transparent, accountable and inclusive manner through an outward looking focus involving partners and the public.

The Panel will adopt and review at each meeting its Work Programme, to provide a framework for the Panel in which to manage their priorities.

Key Members and officers will be requested to provide information in the form of presentations and briefings. They will also be asked to give updates on developments, performance and projections on future performance.

The Council constitution lists a number of ways in which the Panel can ensure that it does not work in isolation. Panels can:

- go on site visits
- conduct public surveys
- hold public meetings
- commission research
- invite witnesses to meetings
- appoint advisors and assessors
- “do all other things that they reasonably consider necessary to inform their deliberations”.

FUNDING

Unless otherwise arranged, any proposed expenditure, other than staff time, must be contained within the budget for Legal and Democratic Services, for which the Director is the budget holder. The Scrutiny Unit does not have its own dedicated budget.

WORK PROGRAMME

The Panel is responsible for devising its own work programme including work to be undertaken between meetings for example site visits, focus groups, mystery shopping, research, working groups etc.

The work programme will be an item on the agenda of each Panel meeting. The Panel should seek to ensure its work programme meets OSC's advice that each Panel agenda should include only two or three substantive items.

RELATIONSHIP WITH THE OVERVIEW AND SCRUTINY COMMITTEE, CABINET AND COUNCIL

Overview and Scrutiny Committee

The Chair of the Panel is appointed by full Council from among the councillors appointed to the Panel. The Chair of the Panel is also a member of the Overview and Scrutiny Committee. The Chair may report the Panel's progress at the Overview and Scrutiny Committee and will present a final report.

The Overview and Scrutiny Committee is responsible for providing an annual scrutiny report to Council. This covers the work of all Scrutiny Panels.

Cabinet/Council

Scrutiny Procedure Rule (10b) set out at Part 4 of the Council's Constitution allows the Panel to prepare and submit reports, via the proper officer, directly to Cabinet and the Council, depending on the nature of the report and the recommendations within it. The Overview and Scrutiny Committee tracks reports to Cabinet/Council and the responses from Cabinet/Council.

Further details on the relationship between Scrutiny Panels and Cabinet/Council are contained in the 'Protocol on relationships between Scrutiny and the Executive' which was updated by OSC and Cabinet in October/November 2006.

KEY CONTACTS

COUNCIL

Portfolio Holder

Councillor Peter Mason – Housing, Planning and Transformation

Shadow Cabinet

Councillor Joy Morrissey – Health and Wellbeing and Housing

Executive Directors

Tony Clements - Executive Director, Regeneration and Housing

Committee Administrator

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