



SCRUTINY REVIEW PANEL 1 – 2013/2014

GOVERNANCE

DRAFT TERMS OF REFERENCE

INTRODUCTION

The Overview and Scrutiny Committee, at its meeting of 11 April 2013, agreed the establishment of a new Governance Scrutiny Review Panel. The membership of the Panel was agreed at the Council meeting of 14 May 2013.

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

MEMBERSHIP

The thirteen appointed Members on the Panel are as follows:

- Councillor Anthony Young (Chair)
- Councillor Yoel Gordon (Vice Chair)
- Councillor Tej Ram Bagha
- Councillor Theresa Byrne
- Councillor Ann Chapman
- Councillor Tejinder Singh Dhani
- Councillor Susan Emmet
- Councillor John Gallagher
- Councillor Gurmit Mann
- Councillor Rajinder Mann
- Councillor Zahida Noori
- Councillor Harvey Rose
- Councillor Jason Stacey

Co-optees

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

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

SCHEDULED MEETINGS

The Panel has five meetings scheduled in the year and the dates for these are as follows:

Tuesday 9 July 2013
Thursday 26 September 2013
Thursday 28 November 2013
Thursday 6 February 2014
Thursday 3 April 2014

All meetings will commence at 7.00pm and be held in the Ealing Town Hall complex unless a special site visit has been arranged. The Panel is expected to complete its work by the end of April 2014.

SCOPE

The main **purpose** of the Scrutiny Panel is to review the existing governance arrangements with a view to making recommendations for the future governance arrangements for Ealing Council.

The **scope** of the Scrutiny Panel, which was considered and agreed by the Overview and Scrutiny Committee on 11 April 2013, is to consider:

- The Implications of the Localism Act 2011;
- Review the Council's Current Governance Arrangements incorporating:
 - Quasi-judicial Bodies
 - Scrutiny Function
 - Public Engagement (including petitions, community calls for action, consultations, etc.)
 - Health and Well Being Board
 - Neighbourhood Governance
 - Cabinet and Council

The Panel will:

- ensure that the views of all the major stakeholders are incorporated in the review (e.g. charitable and existing groups, schools, voluntary and private sectors, residents, etc.);
- 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 outcome** is to make recommendations for the future structure of Ealing Council that will ensure a more efficient and effective decision making.

TASKS

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

- ascertain the requirements for the Council of the new legislation;
- establish the implications for the Council and other partner agencies e.g. how the Council should and can function effectively, etc.;
- assess the effectiveness of its current arrangements;

- explore how the Council can ensure that the decisions it takes are informed by public opinion, reflect and respond to the needs of local people and are transparent and accountable;
- determine how any necessary changes will be implemented within set timescales;
- review the joined up/partnership working between the Council, Police, Public Health and other partner agencies;
- review appropriate action and service improvement plans;
- review associated costs and outcomes/performance; and
- identify and evaluate innovative management arrangements and best practice elsewhere both locally and in other boroughs.

Other

- seek to engage and obtain the views of all the major stakeholders (to be identified);
- identify and evaluate residents' perceptions on the proposed changes;
- identify the best ways in which the changes can be relayed across the borough in an effective manner; and
- 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 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 ensure that its approach to such working is inclusive of the views of Ealing's diverse communities.

The specific methods to be applied by the Panel will be agreed at the first meeting.

EXTERNAL INVOLVEMENT

The Panel will decide how it will undertake external engagement in accordance with Scrutiny's Communications Strategy.

The Panel can choose to co-opt relevant non-voting advisory members from the local community on it and actively seek views of the private and voluntary sectors, residents and other interested organisations on specific matters.

The Panel will maintain a close connection with the Wards and accept referrals from the public.

WORK PROGRAMME

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

The Work Programme is a forward plan that identifies issues 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. The agenda for the subsequent meeting will be agreed at each meeting.

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.

RELATIONSHIP TO THE OVERVIEW AND SCRUTINY COMMITTEE

The Chair and Vice Chair of this Panel are also members of the Overview and Scrutiny Committee. The Panel will have its Terms of Reference agreed by the Overview and Scrutiny Committee. The Chair and Vice Chair may report the Panel's progress at the Overview and Scrutiny Committee meetings and will present a final report. The Panel will also make recommendations for future work programmes. The Overview and Scrutiny Committee will do an overall annual scrutiny report to the Council.

KEY INTERNAL STAKEHOLDERS

Portfolio Holders

Councillor Julian Bell – Leader of the Council and Policy Overview Portfolio

Shadow Portfolio Holders

Councillor David Millican – Leader of the Opposition (Leader's Portfolio and Regeneration)

Service Officers

Martin Smith (Chief Executive)

David Archibald (Executive Director of Children and Adults)

Ian O'Donnell (Executive Director of Corporate Resources)

Pat Hayes (Executive Director of Regeneration and Housing)

Keith Townsend (Executive Director for Environment and Customer Services)

Helen Harris (Director of Legal and Democratic Services)

Jackie Chin (Director of Public Health)

Matthew Booth (Director of Policy and Performance)

Keith Fraser (Head of Scrutiny and Committees)

Jarvis Garrett (Head of Improvement)

Rajiv Ahlawat (Research and Consultation Manager)

Anita Hamilton (Executive Support Manager)

Committees

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