



SCRUTINY REVIEW PANEL 2 – 2019/2020

ACTIVE CITIZENSHIP

DRAFT TERMS OF REFERENCE

INTRODUCTION

The membership of the Panel was agreed at the Council meeting of 7 May 2019.

The work of this Panel would assist the Council in meeting the commitments of the Community Strategy and Corporate Plan including its strategic goal of making Ealing a healthy and great place by working with other organisations and the residents in maintaining the excellence of the parks, open spaces and the streets in the borough.

MEMBERSHIP

The nine appointed Members on the Panel are as follows:

Cllr Karanvir Dhadwal (Chair)
Cllr Seema Kumar (Vice Chair)
Cllr Praveen Anand
Cllr Sitarah Anjum
Cllr Jaskiran Chohan
Cllr Tariq Mahmood
Cllr Gary Malcolm
Cllr Swaran Padda
Cllr Chris Summers

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 16 July 2019
Thursday 19 September 2019
Thursday 14 November 2019
Thursday 13 February 2020
Wednesday 08 April 2020

All meetings will commence at 7.00pm and be held in Perceval House, 14-16 Uxbridge Road, London, W5 2HL unless a special site visit has been arranged. The Panel is expected to complete its work by the end of April 2020.

SCOPE

The main ***purpose*** of the Scrutiny Panel is to review the Council's Active Citizenship programme.

The ***scope*** of the Scrutiny Panel, which was drawn up by Councillors at the Annual Scrutiny Conference on 9 May 2019, is to consider the following key areas regarding the Active Citizenship programme:

- Definition and an overview on the Council's scheme – including addressing of the success and barriers in volunteering, engaging young people, encouragement in areas of the borough where there is presently less involvement, incentives and recognition of citizens, how other local authorities are involving their citizens effectively and how this could be applied in the borough.
- Future Libraries – update on the present position, benchmarking with others, what other boroughs are doing, community engagement and management, use of mobile libraries, etc.
- Street Watch and Plogolution Schemes – overview of the schemes including examples where this is being undertaken successfully in the borough, best practice examples elsewhere and how these could be replicated locally.
- Ealing Parks Foundation – the objectives and the changes in the management of the borough's parks and open spaces, funding, resource sources, costs, monitoring, sustainability, access and opportunities for residents, the work of the various agencies, organisations and residents.
- Resident Engagement – current engagement with residents, update on the implementation of the Council's libraries strategy, steps being taken to increase the use of the Council's community self-help webpage – Do Something Good, how are other local authorities addressing these challenges at ward level?

The Panel will:

- ensure that the views of all the major stakeholders are incorporated in the review (e.g. residents associations, community groups e.g. Ealing Street Pastors, Plogolution, Canal and River Trust, Ealing Parks Foundation, foodbanks, homeless shelters, charities including religious institutions such as churches, gurdwaras, temples, mosques, 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 outcomes*** are:

- to ensure that the Council's services and processes are robust in actively engaging and involving the citizens in defining and tackling the problems of their communities thereby improving the quality of life.
- to make recommendations for increased engagement of the borough's citizens in local activities to benefit their communities.

TASKS

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

- consider the current position on active citizenship in the borough and how this compares with the London and national pictures.
- review the existing partnership working arrangements within the programme.
- identify and evaluate best practice arrangements within and outside the borough for innovative solutions.
- identify the problems and solutions for further improvements in engaging local businesses, partners, community groups and residents.

Other

- identify and evaluate perceptions on the problems;
- identify the best ways in which any changes can be communicated effectively across the borough; 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. training sessions, 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 of the Panel is also a member of the Overview and Scrutiny Committee. The Panel will have its Terms of Reference agreed by the Overview and Scrutiny Committee. The 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 plus Policy Overview, Regeneration and Transport)
Councillor Peter Mason (Housing, Planning and Transformation)

Shadow Portfolio Holders

Councillor Greg Stafford (Leader of the Opposition plus Leader's Portfolio, Policy, Performance and Development, Transformation and Future Ealing)
Councillor Seema Kumar (Council Services and Safer Communities)
Councillor Alexander Stafford (Business, Communities, Prosperity and Employment)
Councillor Nigel Sumner (Public Realm)

Service Officers

Gillian Marston (Director of Environment)
Chris Bunting (Assistant Director Leisure)
Alison Reynolds (Director Customer Services)
Carole Stewart (Assistant Director Arts Libraries and Heritage)
Kieran Read (Director of Strategy and Engagement)
Jackie Fisk (Senior Change and Transformation Officer)

Committees

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