



Notice of Meeting:

# Scrutiny Review Panel 2 (To be decided)

**Meeting Location:**

Virtual Meeting

**Date and Time:**

Wednesday, 08 July 2020 at 18:30

**Contact for Enquiries:**

**Address:**

Democratic Services,  
Perceval House, 14 Uxbridge Road,  
Ealing, London, W5 2HL

**Telephone:** 020 8825 6253

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**Chief Executive:**

Paul Najsarek

## Committee Membership

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

# AGENDA

*Open to Public and Press*

## **VIRTUAL MEETING - LINK TO VIEW**

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. This meeting can be viewed by following this link:

LINK [HERE](#)

### **1 Apologies for Absence and Substitutions**

To note any apologies and substitutions.

### **2 Urgent Matters**

To consider any urgent matters that the Chair has agreed should be considered at the meeting.

### **3 Declarations of Interest**

To note any declarations of interest made by members.

### **4 Matters to be Considered in Private**

To determine whether items contain information that is exempt from disclosure by virtue of Part 1 of Schedule 12A of the Local Government Act 1972.

### **5 Minutes**

To approve as a correct record the minutes of the meeting held on 28 April 2020.

**SRP2 Active Citizenship Minutes - 28-04-2020**

**5 - 6**

### **6 Panel's Terms of Reference**

**SRP2-Panel's Terms of Reference**

**7 - 10**

**7 Covid 19 - Community Response**

This report is to be presented at the meeting.

**SRP2-Community Response- Cover Report**

**11 - 14**

**8 Date of Next Meeting**

The next meeting will be held on 23 September 2020.

**Published:** Tuesday, 30 June 2020

A handwritten signature in black ink, appearing to read 'P. Najsarek', is positioned above the printed name.

Paul Najsarek  
Chief Executive, London Borough of Ealing



## **Minutes of Scrutiny Review Panel 2 – 2019/2020 (Active Citizenship)**

**Date:** Tuesday, 28 April 2020

**Time:** 19:00

**Venue:** Virtual Meeting held using Microsoft Teams

### **Attendees:**

Councillor Karanvir Dhadwal (Chair), Councillor Seema Kumar (Vice-Chair), Councillor Sitarah Anjum, Councillor Mohammed Aslam, Councillor Jaskiran Chohan, Councillor Tariq Mahmood, Councillor Gary Malcolm, Councillor Swaran Padda, Councillor Chris Summers

#### **1. Apologies for absence**

Councillor Mohammed Aslam substituted for Councillor Praveen Anand.

#### **2. Urgent Matters**

The Panel resolved that there were none.

#### **3. Declarations of Interest**

The Panel resolved that there were none.

#### **4. Matters to be Considered in Private**

The Panel resolved that there were none.

#### **5. Minutes of Previous Meeting – 13 February 2020**

The Panel resolved that the minutes be agreed with the following changes:

- the wording of the fourth bullet point on Page 6 of the Agenda Documents should be changed from:  
If the club was charged for using the facilities, would this be an issue?  
to:  
Was the club charged for using the facilities?
- correcting of the formatting issues which occurred during the uploading of the document on the website.

#### **6. Draft Final Report of Scrutiny Review Panel 2 – 2019/2020: Active Citizenship**

The Panel reviewed the report that had been produced by the Scrutiny Review Officer, Harjeet Bains, and resolved that:

The report be approved subject to the following changes:

- Due to the Coronavirus Pandemic Lockdown, an update in the Chair's Overview should be included in the final report to reflect the current situation affecting the Council's scheduled activities e.g. the timeline for developing the Thriving Communities Strategy (pages 60 and 61 of the agenda papers). The Scrutiny Review Officer should check with the

relevant service officers about the revised proposals for the timeline and add these to the report.

- The Chair's Overview should also acknowledge the Panel's recognition of the adverse impact that the Pandemic would have on the Council's future finances and service provision, thereby also affecting the local community in many ways.
- Recommendation 2 be changed to include that advice given by the Council should provide clearer **signposting** to where the advice was available.
- A further comment was to be captured, as an additional Recommendation (14), reflecting the difficulties that voluntary organisations were having during the Coronavirus Pandemic and its impact. Possible wording could be: In the light of the Coronavirus Pandemic and the difficulties encountered by the voluntary organisations, the Panel recommended that relationships and communications between the Council and Voluntary Sector organisations be formalised to augment the sharing of best practice and enhance the Council's ability to provide appropriate advice in future emergency situations.

The Panel also:

- Noted, in relation to Recommendation 7 of the report on Page 88 of the meeting documents, Councillor Kumar queried whether she needed to declare that she knew some Members of the Women's India Association. Sam Bailey (Head of Democratic Services) who was in the meeting, confirmed that a declaration of interest was not required for just knowing the individuals.
- Agreed that Councillor Mahmood provide a written feedback on his site visit to Northolt Library for inclusion in the final report.
- Agreed that the Chair and Vice Chair be authorised to approve the Panel's revised Final Report for submission to the Overview and Scrutiny Committee.
- Proposed that as a scrutiny topic for 2020/2021, the Overview and Scrutiny Community should consider the Council's response to the Covid-19 Pandemic.

On behalf of the Members, Councillor Malcolm thanked the Chair and officers for their work on the Panel. Councillor Kumar explained that it had been wonderful to work with the Chair and the other Members of the Panel and had enjoyed the experience. Councillor Dhadwal thanked the Panel and in particular the Vice Chair and the Scrutiny Review Officer, Harjeet Bains, for her hard work in providing support to the Panel and producing the draft final report.

Councillor Dhadwal closed the meeting at 19:35.

## Report to Scrutiny

Item Number:

**Contains Confidential or Exempt Information**

No

**Subject of Report:** Panel's Terms of Reference

**Meeting:** Scrutiny Review Panel 2 – 2020/2021  
8 July 2020

**Service Report Author:** Harjeet Bains  
Scrutiny Review Officer  
Email: [bainsh@ealing.gov.uk](mailto:bainsh@ealing.gov.uk)  
Tel: 020-8825 7120

**Scrutiny Officer:** Harjeet Bains  
Scrutiny Review Officer  
Email: [bainsh@ealing.gov.uk](mailto:bainsh@ealing.gov.uk)  
Tel: 020-8825 7120

**Cabinet Responsibility:** Councillor Peter Mason  
(Housing, Planning and Transformation)

**Director Responsibility:** Helen Harris  
Director of Legal and Democratic Services  
Email: [harrish@ealing.gov.uk](mailto:harrish@ealing.gov.uk)  
Tel: 020-8825 8615

**Brief:** To consider and agree the Panel's terms of reference.

**Recommendations:** That the Panel accepts its terms of reference.

## 1.0 Panel's Terms of Reference

### Overview

- 1.1 Due to the present circumstances, the Overview and Scrutiny Committee decided that as the Annual Council had not yet taken place (at which the membership of the Scrutiny Panels for the new municipal year would normally be confirmed), the previous year's Panels should continue for the first scheduled meetings in July with each Panel undertaking a light touch review of a key element of Ealing Council's approach to the COVID-19 pandemic.
- 1.2 This Panel has been tasked to consider the Council's approach regarding the **community response in the borough** to the COVID-19 pandemic.
- 1.3 Thereafter, the Overview and Scrutiny Committee will coordinate the work of the individual Panels to produce a combined report on Ealing Council's approach to the COVID-19 pandemic.

### Scope of the Panel

- 1.4 The Panel will consider the impact of the COVID-19 pandemic on the community response in the borough including:
- the Ealing Together project
  - support to shielding residents
  - support to formal/informal community and volunteer networks

### Key Witnesses

- 1.5 The key Cabinet Member called to give evidence on this issue is Councillor Peter Mason (Portfolio Holder for Housing, Planning and Transformation) and Lead Member for the Ealing Together project.
- 1.6 The main Service Officers called to give evidence are:
- Kieran Read (Director of Strategy and Engagement)
  - Mark Wiltshire (Director of Community Development)
  - Adam Whalley (Assistant Director Capital Investment Programme)
  - David Murray (Assistant Director Communities)
- 1.7 Witnesses have been called from Ealing Council only in acknowledging that partner organisations are still responding to and recovering from the crisis. Any lines of enquiry for partner agencies should be identified and followed up in due course.

### Evidence to be provided

- 1.8 In recognising that Officers are still focusing on the response and recovery work the approach to Scrutiny in this area should be light touch. Hence, Officers and Cabinet Members have been asked to give oral evidence of the Council's work to date.
- 1.9 However any information, evidence or resources that have already been prepared within these areas can be provided to assist the Panel in its understanding of the issues.



- 1.10 The key lines of enquiry have been relayed to witnesses in advance to assist with the preparation for the meeting.
- 1.11 Panel members should be mindful of the volume of follow-up work (including facts, figures, statistics, etc.) being requested as the response and recovery to the pandemic is still underway.

#### Future COVID-19 Scrutiny Work

- 1.12 It is likely that a full Scrutiny Panel (or Panels) will be convened to scrutinise the response to COVID-19 in depth for the remainder of the year. So any areas of further investigation that the Panel identifies at this meeting should be highlighted for future meetings.

## **2.0 Legal Implications**

- 2.1 There are none arising from this report.
- 2.2 The general scrutiny functions and powers are set out in the Council Constitution (as amended).
- 2.3 The constitution requires that Scrutiny Review Panel recommendations be submitted to the Overview and Scrutiny Committee for approval before submission to Cabinet.

## **3.0 Financial Implications**

- 3.1 Support to the Panel is contained within the allocated budget. Value for money will be achieved from the Panel completing its brief to time and quality, with considered recommendations.

## **4.0 Other Implications**

- 4.1 There are no other implications arising.

## **5.0 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)

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)

Current agendas and reports are available at

<http://ealing.cmis.uk.com/ealing/Committees.aspx>

## Report Consultation

<b>Name of Consultee</b>	<b>Job Title</b>	<b>Date Sent to Consultee</b>	<b>Date Response Received from Consultee</b>	<b>Comments Appear in Report Para</b>
<b>Internal</b>				
Helen Harris	Director of Legal and Democratic Services	N/A		
Ross Brown	Chief Finance Officer	N/A		
Sam Bailey	Head of Democratic Services	29.06.20		
Cllr Karanvir Dhadwal	Panel Chair	16.06.20 22.06.20		
Cllr Seema Kumar	Panel Vice Chair	16.06.20/ 22.06.20		
Kieran Read	Director of Strategy and Engagement	22.06.20		
Mark Wiltshire	Director of Community Development	16.06.20/ 22.06.20		
Adam Whalley	Assistant Director Capital Investment Programme	16.06.20/ 22.06.20		
David Murray	Assistant Director Communities	22.06.20		
<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	25.06.20	30.06.20	29.06.20
<b>Report No.:</b>	<b>Report Author and Contact for Queries:</b>		
	Harjeet Bains Scrutiny Review Officer Email: <a href="mailto:bainsh@ealing.gov.uk">bainsh@ealing.gov.uk</a> Tel: 020-8825 7120		

## Report to Scrutiny

Item Number:

**Contains Confidential or Exempt Information**

No

**Subject of Report:** COVID-19 Pandemic – Community Response

**Meeting:** Scrutiny Review Panel 2 – 2020/2021  
Wednesday 8 July 2020

**Service Report Author:** Adam Whalley  
Assistant Director Capital Investment  
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**Scrutiny Officer:** Harjeet Bains  
Scrutiny Review Officer  
Email: [bainsh@ealing.gov.uk](mailto:bainsh@ealing.gov.uk)  
Tel: 020 8825 7120

**Cabinet Responsibility:** Cllr Peter Mason  
(Housing, Planning and Transformation)

**Director Responsibility:** Kieran Read  
Director of Strategy & Engagement  
Email: [readk@ealing.gov.uk](mailto:readk@ealing.gov.uk)  
Tel: 020 8825 6395

**Brief:** To review the Council's response to the COVID-19 Pandemic with respect to:

- Community Response (Ealing Together)
- Support to shielding residents
- Support to formal and informal community and volunteer networks

**Recommendations:** To report its findings and any recommendations to the Overview and Scrutiny Committee.

**1. Covid-19 Pandemic – Community Response**

The Scrutiny Review Panel 2 – 2020/2021 will be provided with a presentation and summary of the Council's COVID-19 community response activity including the following areas:

- Community Response (Ealing Together)
- Support to shielding residents
- Support to formal and informal community and volunteer networks
- Lessons learned on the Council's community response and ways in which this may inform future areas work including engagement with voluntary community service partners and volunteers.

**2. Legal Implications**

None.

**3. Financial Implications**

Refer to the accompanying presentation.

**4. Other Implications**

No other implications save for those identified in the presentation.

**5. Background Papers**

None.

## Consultation

<b>Name of Consultee</b>	<b>Department</b>	<b>Date Sent to Consultee</b>	<b>Date Response Received from Consultee</b>	<b>Comments Appear in Report Para:</b>
<b>Internal</b>				
Kieran Read	Director of Strategy & Engagement	26/06/20		
Mark Wiltshire	Director of Community Development	26/06/20		
David Murray	Assistant Director Communities	26/06/20		

## Report History

<b>Decision Type:</b> For Information	<b>Urgency item?:</b> No		
<b>Authorised by Cabinet Member:</b>	<b>Date Report Drafted:</b>	<b>Report Deadline:</b>	<b>Date Report Sent:</b>
n/a	26/06/20	29/06/20	29/06/20
<b>Report No.</b>	<b>Report Author and Contact for Queries:</b>		
	Adam Whalley Assistant Director Capital Investment Email: awhalley@ealing.gov.uk Tel: 020 8825 9420		

