



## Report to Scrutiny

Item Number: 4

<b>Contains Confidential or Exempt Information</b>	No
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<b>Subject of Report:</b>	Panel Operations in 2017/2018
<b>Meeting:</b>	Scrutiny Review Panel 3 – 2017/2018: Future Ealing 13 July 2017
<b>Service Report Author:</b>	Harjeet Bains, Scrutiny Review Officer Email: <a href="mailto:bainsh@ealing.gov.uk">bainsh@ealing.gov.uk</a> Tel: 020-8825 7120
<b>Scrutiny Officer:</b>	Harjeet Bains, Scrutiny Review Officer Email: <a href="mailto:bainsh@ealing.gov.uk">bainsh@ealing.gov.uk</a> Tel: 020-8825 7120
<b>Cabinet Responsibility:</b>	Councillor Julian Bell (Leader and Regeneration) Councillor Peter Mason (Prosperity, Skills, Employment and Transformation)
<b>Director Responsibility:</b>	Helen Harris, Director of Legal and Democratic Services Email: <a href="mailto:harrish@ealing.gov.uk">harrish@ealing.gov.uk</a> Tel: 020-8825 8615
<b>Brief:</b>	To consider and agree the Panel's Terms of Reference and Work Programme for 2017/2018 including co-option/ external engagements and planned site visits.
<b>Recommendations:</b>	The Panel is recommended to: <ul style="list-style-type: none"><li>- accept, with any amendments, its Terms of Reference;</li><li>- refer the agreed Terms of Reference to the Overview and Scrutiny Committee for approval;</li><li>- agree the provisional Work Programme;</li><li>- agree the co-option and external engagement arrangements; and</li><li>- approve the agenda items and actions for the next meeting on 28 September 2017.</li></ul>

## **1. Panel Operations in 2017/2018**

- 1.1 The draft Terms of Reference for the Panel (**Appendix 1**), the Framework for the Nomination, Appointment and Retention of Non-voting Advisory Members (**Appendix 2**) and the Outline Work Programme (**Appendix 3**) are attached to this report for the Panel's consideration and agreement.

### **Terms of Reference**

- 1.2 The Panel's Scope was drawn up by Councillors at the Annual Scrutiny Conference on 11 May 2017 and is included within the draft Terms of Reference (**Appendix 1**).
- 1.3 The Overview and Scrutiny Committee will consider and agree the Panel's final Terms of Reference on 3 August 2017.
- 1.4 The Panel is asked to finalise the Terms of Reference and refer these to the Overview and Scrutiny Committee for approval.

### **Co-optees**

- 1.5 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) which is set out in **Appendix 2**.
- 1.6 The Panel needs to decide if it wishes to co-opt any such members and, if so, how many and which organisations should be invited for nominations. Due to its vast remit, the Panel can choose not to co-opt anyone but invite appropriate groups/individuals to make presentations at the relevant meetings.
- 1.7 An article inviting expressions of interest in the Panel's work will be published on the Council and other local community websites as well as the next issue of the Around Ealing magazine.
- 1.8 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. The statutory education co-optees would be invited to any meetings that consider an education matter.

### **Work Programme**

- 1.9 The main themes for review have been scheduled in the outline Work Programme (**Appendix 3**) in consultation with the Chair (Cllr Josh Blacker), Vice Chair (Cllr Gary Malcolm) and relevant service officers.
- 1.10 The Panel is asked to consider the outline Work Programme and agree any supplementary topics that should be included in order to achieve the agreed Scope and Expected Outcomes. The Panel also needs to decide who (groups, individuals, etc.) should be engaged in the selected topics and in what manner.
- 1.11 Similar items should be grouped together for a themed meeting. To improve

productivity and for the meetings to be more effective it is advisable to select no more than two substantive items for indepth scrutiny at each meeting.

### ***Guidance on Selecting Topics***

- 1.12 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.
- 1.13 It is proposed that an updated Work Programme for the Future Ealing 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.
- 1.14 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**

- 1.15 The Panel is also asked to agree how it would like to engage the local people and relevant organisations (e.g. Local Government Association, other local authorities, partners, business and voluntary sectors, residents, etc.) in the Panel's work over the year.
- 1.16 The Panel will need to engage and seek the views of the major stakeholders for all the main topics that have been selected.
- 1.17 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. schools, 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 Support to the Scrutiny Panel is contained within the allocated Democratic Services 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](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

<i>Name of Consultee</i>	<i>Department</i>	<i>Date Sent to Consultee</i>	<i>Date Response Received from Consultee</i>	<i>Comments Appear in Report Para</i>
<b>Internal</b>				
Keith Fraser	Head of Democratic Services	21.06.17		
Helen Harris	Director of Legal and Democratic Services	N/A		
Ross Brown	Director of Finance and s151 Officer	N/A		
Corporate Board	Chief Executive and All Executive Directors	21.06.17		
Keith Townsend	Executive Director of Environment and Customer Services	19.06.17		
Kieran Read	Director of Strategy and Engagement	19.06.17		
Carolyn Fair	Interim Director of Children and Families	19.06.17		
Liz Chiles	Assistant Director of HR & OD	19.06.17		
Noel Hatch	Head of Strategy and Performance	19.06.17		
Matthew Booth	Service Reform Consultant	19.06.17		
Jackie Fisk	Policy Officer	19.06.17		
Cllr Josh Blacker	Panel Chair	15.06.17		
Cllr Gary Malcolm	Panel Vice Chair	15.06.17		
<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	12.06.17	04.07.17	03.07.17
<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		