



## Report to Scrutiny

Item Number:

**Contains Confidential or Exempt Information**

No

<b>Subject of Report:</b>	Updated Work Programme
<b>Meeting:</b>	Scrutiny Review Panel 4 – 2016/2017: Digital Services 13 October 2016
<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 Yvonne Johnson (Finance, Performance and Customer Services)  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 the Panel's updated Work Programme and agree the agenda items for the next meeting, including external engagement and visits.
<b>Recommendations:</b>	The Panel is asked to agree the agenda items and actions for the next meeting on 15 December 2016.

## **1. Updated Work Programme**

1.1 The updated Work Programme is attached as **Appendix 1** to this report for the Panel's consideration and agreement.

1.2 The forward plan identifies topics to be addressed at each meeting. It is a rolling programme of work that is amended throughout the period. Items can be addressed as and when they arise or come to the attention of the Panel.

1.3 An updated Work Programme is presented at each Panel meeting. This allows the Panel, 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.

### ***External Engagement***

1.4 The Panel members are asked to consider and agree how else they would like to engage local people and other key stakeholders in the next two main topics for consideration which are

- ***Digital Place and Opportunities***
- ***Update on Draft Digital Services***

1.5 The Panel is asked to agree on which experts to invite to the meeting and suggest any other ways in which they wish to seek views on these topics.

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

1.6 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.

1.7 The Panel is asked to consider and agree the agenda items and actions for the next meeting on 15 December 2016.

## **2. Legal Implications**

2.1 The general scrutiny functions and powers are set out in the Council Constitution.

## **3. Financial Implications**

3.1 There are no direct financial implications arising from this report. Support to the Scrutiny Panel is contained within the allocated budget. Value for money will come from having appropriate agenda items on the Work Programme that will help the Panel to achieve the key expected outcomes.

## **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)

Scrutiny Review Panel 4 – 2016/2017: Digital Services – Agendas, Minutes and Reports, available at

[http://ealing.cmis.uk.com/ealing/Committees/tabid/62/ctl/ViewCMIS\\_CommitteeDetails/mid/381/id/281/Default.aspx](http://ealing.cmis.uk.com/ealing/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/281/Default.aspx)

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)

For information about Scrutiny in Ealing, including meeting dates and work programmes, go to:

[http://www.ealing.gov.uk/info/200892/decision\\_making/344/scrutiny](http://www.ealing.gov.uk/info/200892/decision_making/344/scrutiny)

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	30.09.16		
Helen Harris	Director of Legal and Democratic Services	N/A		
Ross Brown	Acting Director of Finance and Deputy S151 Officer	N/A		
Cllr Joanna Camadoo	Panel Chair	08.09.16		
Cllr Gary Malcolm	Panel Vice Chair	08.09.16		
<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	05.09.16	04.10.16	03.10.16
<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		