



## Report to Scrutiny

Item Number:

**Contains Confidential or Exempt Information**

No

<b>Subject of Report:</b>	Panel Operations in 2018/2019
<b>Meeting:</b>	Scrutiny Review Panel 4 – 2018/2019: Future Ealing 26 July 2018
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<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 plus Regeneration and Transport) Councillor Peter Mason (Housing, Planning 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 2018/2019 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>- comment on the feedback from the recent site visits;</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 3 October 2018.</li></ul>

## **1. Panel Operations in 2018/2019**

- 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**), feedback from the recent site visits (**Appendix 3**) and the Outline Work Programme (**Appendix 4**) 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 24 May 2018 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 2 August 2018.
- 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 website and 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.

### **Feedback from Site Visits**

- 1.9 The Chair (Cllr Deirdre Costigan) and Cllr Amarjit Jammu recently undertook the following two site visits:
- **Talk Future Ealing Roadshow** at the Greenford Carnival in Ravenor Park on Saturday 30 June 2018
  - **Digital Strategy meeting** with representatives of voluntary sector groups at Southall Town Hall on Monday 2 July 2018

- 1.10 The Member feedback from the visits is included in **Appendix 3** to the report. The Panel is asked to comment on it and make recommendations accordingly.

### **Work Programme**

- 1.11 The main themes for review have been scheduled in the outline Work Programme (**Appendix 4**) in consultation with the Chair (Cllr Deirdre Costigan), Vice Chair (Cllr Gary Malcolm) and relevant service officers.
- 1.12 The Panel is asked to consider the outline Work Programme and agree any supplementary topics that should be included 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.
- 1.13 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**

- 1.14 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.
- 1.15 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.
- 1.16 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**

- 1.17 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.
- 1.18 The Panel will need to engage and seek the views of the major stakeholders for all the main topics that have been selected.
- 1.19 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	13.07.18		
Helen Harris	Director of Legal and Democratic Services	N/A		
Ross Brown	Director of Finance and s151 Officer	N/A		
Gary Pyke	Assistant Director of Transformation	02.07.18		
Alison Reynolds	Director of Customer Services	02.07.18		
Kieran Read	Director of Strategy and Engagement	02.07.18		
Carolyn Fair	Interim Director of Children and Families	02.07.18		
Liz Chiles	Assistant Director of HR & OD	02.07.18		
Kim Carey	Interim Director Adult Services	02.07.18		
Dorothy Duffy	Think Family Plus Strategic Co-ordinator & Programme Lead – Brighter Futures	02.07.18		
Sharon Scott	Children’s Principal Social Worker	02.07.18		
Charles Barnard	Assistant Director, Integrated Early Years, Preventative and Youth Services	02.07.18		
Cllr Deirdre Costigan	Panel Chair	02.07.18		
Cllr Gary Malcolm	Panel Vice Chair	02.07.18		
<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	12.06.18	17.07.18	16.07.18
<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		