



Report to Scrutiny

Item Number:

Contains Confidential or Exempt Information

No

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| Subject of Report: | Panel Terms of Reference and Work Programme 2018/2019 |
| Meeting: | Scrutiny Review Panel 1 – Housing and Planning 4 July 2018 |
| Service report author: | Anna-Marie Rattray, Scrutiny Review Officer rattraya@ealing.gov.uk 0208 825 8227 |
| Scrutiny officer: | As above |
| Cabinet Responsibility: | Councillor Peter Mason – Housing, Planning and Transformation |
| Director Responsibility: | Helen Harris, Director of Legal and Democratic Services harrish.gov.uk 020 8825 6159 |
| Brief: | This report sets out the panel's draft terms of reference and work programme 2018/19 for consideration by members. |
| Recommendations: | The Panel is recommended : <ul style="list-style-type: none">• To agree the Panel's Terms of Reference and decide on the appointment of co-optee members.• To shape the Panel's 2018/2019 Work Programme• Decide if it wishes to hold some of its meetings on any other premises |

1. Panel Terms of Reference and Appointment of Co-optee Members

1.1 Panel Terms of Reference

A draft Terms of Reference is attached as **Appendix 1**. As this is the first meeting of a new Panel it is suggested that any discussion on the Terms of Reference is incorporated into a final version, which will then be submitted to the Overview and Scrutiny Committee for ratification on 2 August 2018.

1.2 Co-option arrangements

The Panel is asked to consider whether it would like to have a Co-optee (s) to sit on the Panel. The current framework for the appointment of co-optee members is attached as **Appendix 2**.

2. Work Programme 2018/2019

2.1 Panel Work Programme

An outline Work Programme is attached at **Appendix 3**

To assist members in identifying topics, the following guidance might be useful.

Guidance on selecting topics

General Guidance on selecting topics suitable for scrutiny is that they should be SCRUFFY:

- Specific- clearly defined objective
- Creative- imaginative
- Relevant- a community and/or council priority
- Unambiguous- clearly defined
- Fearless- in the public interest
- Feasible- in the time given with the resources available
- Yippee!- contributing to a rewarding outcome for the community

Based on past experience, the Panel needs to allow space and flexibility in its work programme for other matters that may arise during the year, e.g.

- referrals from Cabinet and/or the Overview and Scrutiny Committee
- matters in the Forward Plan on which the panel may wish to undertake pre-decision scrutiny, which may be suggested by officers or identified by panel members

2.2 Number of items per meeting

The panel is advised to schedule in no more than 2 or 3 substantive items at each meeting as directed by prior OSC advice.

3. Legal Implications

There are none arising directly from this report. The powers and duties of the Panel are set out in the Council Constitution. The draft Terms of Reference to be presented to the next meeting of this panel will have been signed off by the appropriate legal officer.

4. Financial Implications

Support to the scrutiny panels is contained within allocated budgets. Value for money will be achieved through early and effective planning of the Panel's work programme.

5. Other Implications

There are none.

6. Background papers

There are none.

Pre-publication sign-off

| Name | Department | Date sent | Date response received | Comments appear in report paragraph: |
|--------------------|-----------------------------|-----------|------------------------|--------------------------------------|
| Internal | | | | |
| Keith Fraser | Head of Democratic Services | 19/06/18 | 25/06/18 | |
| Cllr Sarah Rooney | Panel Chair | 19/06/18 | | |
| Cllr Joy Morrissey | Vice-Chair | 19/06/18 | | |

Report History

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| Decision type: | Urgency item? |
| Non-key decision | No |

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|-------------------------------|----------------------|------------------|-------------------|
| Authorised by Cabinet member: | Date report drafted: | Report deadline: | Date report sent: |
| Not applicable | | | |

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| Report no.: | Report author and contact for queries: |
| | Anna-Marie Rattray, Scrutiny Review Officer. Ext 8227 |
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