

Draft Scoping Framework

Title of Review:

Review of Outside Bodies and Organisations

PART1: THE REVIEW

Section 1 - Terms of Reference

To evaluate the current system and to consider how and if, it adds value to the council.

Section 2 – Reasons for the Review

Each year the council proposes representations to Outside Organisations to which the Council is invited to make nominations. In the year 2017-2018 there were 28 Outside Organisations and an associated Link Officer to each group. These are Outside Organisations to which the Council is requested to provide nominations. (See Appendix A)

Section 3 - Key Objectives of Review

- 1) To assess the current position (identify strengths/weaknesses in the ways of working)
 - does the Outside Body representative have to be in their official councillor capacity
 - how often meetings are held and attendance
 - does the Councillor provide feedback (eg HASC feedback to OSC)
- 2) Identify how the Link Officers liaise with the Organisations and Councillors
- 3) Identify how the Organisations liaise with the Councillors
- 4) Improvements to the current system

Section 4 - What will not be included in the scope (and why)

TBC

- Executive Membership to Outside Bodies – it is noted that this membership to Outside Bodies links to Cabinet Members' responsibilities and specific delegations.
- It is noted that the review will not include individual outside bodies or organisations' own specific protocols and procedures.

PART 2: EVIDENCE GATHERING AND PLANNING

Section 5 - Key Documents and Background Information

- 1) Members' survey in relation to Outside Bodies (follow up interviews if required).
- 2) Link Officers' survey in relation to Outside Bodies.
- 3) Survey/questions to Outside Bodies – to be issued concurrently with nomination requests for 2018/19.
- 4) Background documentation relating to the administration process of Outside Bodies.
- 5) Witness sessions with 2 x Link Officers.

If will be important to take into consideration the current officer(s) resources in terms of gathering data and evidence.

Section 6 - Witnesses to be invited

(some initial suggestions listed below – but probably will need to be more focused and selective)

<u>Organisation</u>	<u>Name/Position</u>	<u>Reason for Inviting</u>
CBC Community Development	Funding & Commissioning Officer	<ul style="list-style-type: none"> • Link Officer for majority of Outside Bodies. • Lead Officer for Community Grants.
Planning	Planning Officer	<ul style="list-style-type: none"> • Link Officer for Conservation Area Committees.
External Potentially individual / Chair from established Outside Body - TBC	TBC	<ul style="list-style-type: none"> • What is their assessment of the current process?

Section 7 - Site Visits and Attendance at Events

<u>Location/Event</u>	<u>Date</u>	<u>Purpose of Visit</u>
NA		

Section 8 - Community Engagement Proposals

Potentially this could become a huge review but it is proposed to keep this review more proportionate, by focusing on where it can add most value.

It is acknowledged that there are currently a large list of Outside Bodies upon which the Council has representation. However it will be important that by undertaking consultation with Members, officers and stakeholders it would be determined if the current Outside Bodies and Organisations add value to the council.

PART 3: ADMINISTRATIVE CHECKLIST

Section 9 – Planning the Panel’s Work Programme

	<u>Date (prov)</u>	<u>Details: (e.g. witnesses, objectives etc.)</u>
Projected start date	Jan	
1 st panel meeting	22.2.18	Background report and scoping framework
		In between Meeting 1 and Meeting 2 the following may be actioned: <ul style="list-style-type: none"> • Member survey issued (interviews conducted by Panel Members if required) • Link Officer survey issued • Survey/questions to Outside Bodies issued concurrently with nomination requests for 2018/19. • Results analysed

		<ul style="list-style-type: none"> • Witness sessions arranged.
2 nd panel meeting	March/June	<ul style="list-style-type: none"> • Witness sessions – 2 x Link Officers • Discuss survey results. • Agree recommendations, production of report or further work.
		<p>Dependent on the outcome of Meeting 2 and whether recommendations have been determined by the Panel, the following may be actioned:</p> <ul style="list-style-type: none"> • Draft report compiled and issued to Panel Members by email for comment. • Panel Members provide feedback on report. • Report finalised for OSC.
3 rd panel meeting		If required – dependent on the outcome of Meeting 2

Section 10 - Resources and Responsibilities

Chair of Scrutiny Panel	Cllr C A Cheshire
Other Members of Scrutiny Panel	Cllrs M L Ayling, R G Burgess, C A Cheshire, R S Fiveash and A Pendlington
Lead Officer(s)	Chris Pedlow
Scrutiny Support	Heather Girling
Portfolio Holder	Cllr P K Lamb
Head of Service	Head of Legal and Democratic Services

Section 11 - Reporting Arrangements

<u>Committee/Body</u>	<u>Date (prov.)</u>
Final report of Panel to Overview and Scrutiny Commission	TBC
Final report to Cabinet (as appropriate)	TBC
Final report to other Committee, full Council or Body (as appropriate)	

Section 12 - Monitoring/Feedback Arrangements

<u>Body/Committee</u>	<u>Details</u>	<u>Date</u>
OSC		TBC

Section 13 - Approvals

<u>Details</u>	<u>By whom</u>	<u>Date</u>
Terms of reference/Panel agreed	OSC	27.11.17
Scoping Framework - drafted		8.2.18
Scoping Framework - first agreed	Panel	22.2.18

Crawley Borough Council

Outside Organisations to which the Council is invited to make nominations 2017/18

	Name of Organisation	Group Nominations 2017/18
1.	Age UK – West Sussex Trustee Board <i>(Link Officer = Craig Downs)</i>	R Sharma
2.	General Council of Broadfield Youth and Community Centre (BYCC) <i>(Link Officer = John Dale)</i>	T Lunnon <i>Only 1 Representative invited</i>
3.	Buchan Country Park Advisory Board <i>(Link Officer = John Dale)</i>	I T Irvine T Lunnon C J Mullins T Rana <ul style="list-style-type: none"> • <i>Very informal body</i> • <i>WSCC co-ordinator would welcome any local Members to attend and participate as a full Member</i>
4.	Conservation Area Advisory Committees (CAAC)	<i>Minimum one Member (plus a substitute) from each ward within the CAAC but all Ward Members usually welcome</i>
4(a)	Central Crawley Conservation Area Advisory Committee <i>(Northgate & West Green)</i> <i>(Link Officer = Justin Kliger)</i>	R S Fiveash K Sudan G Thomas
4(b)	Forestfield and Shrublands Conservation Area Advisory Cttee <i>(Link Officer = Ian Warren)</i>	D Crow C R Eade
4(c)	Hazelwick Road Conservation Area Committee. <i>(Link Officer = Tom Nutt)</i>	B J Burgess R G Burgess

	Name of Organisation	Group Nominations 2017/18
4(d)	Ifield Village Conservation Area Advisory Committee <i>(Link Officer = Anthony Masson)</i>	P C Smith K Sudan K Sudan G Thomas M A Stone
4(e)	Southgate Conservation Area Advisory Committee <i>(Link Officer = Ian Warren)</i>	M W Pickett R Sharma J Tarrant
4(f)	Worth Conservation Area Advisory Committee. <i>(Link Officer = Tom Nutt)</i>	Dr. H S Bloom R A Lanzer Conservative Vacancy
5.	Community Needs Partnership	B J Burgess C A Cheshire R S Fiveash K Sudan L Vitler The Cabinet Member for Public Protection and Community Engagement has a standing invitation to attend and take part in discussions of the "Community Needs Partnership" with arrangements to invite other relevant Cabinet Members to participate as and when the agenda item may be appropriate to their portfolios.
6.	Courage Dyer Recreational Trust <i>(Link Officer = Hayley Thorne)</i>	B J Quinn (May 2017 to May 2021) * R Sharma (May 2017 to May 2021) B A Smith (July 2015 to July 2019) B J Quinn - appointed automatically ex-officio as Mayor. - 4 year appointments only - Once appointed, not required to remain a Councillor - Only 4 nominations acceptable in total *The Trustees have requested that Mrs S A Blake remains on the Trust for the year 2017/18, whilst Councillor Quinn is appointed to the Trust as ex-officio as Mayor.
7.	Crawley & Ifield Education Foundation <i>(Link Officer = David Cooper)</i>	G Thomas <i>Only 1 Representative invited</i>

	Name of Organisation	Group Nominations 2017/18
8.	Crawley Arts Council (CAC) <i>(Link Officer = Vicky Wise)</i>	B J Burgess C A Cheshire C J Mullins <i>Only 3 Representatives invited</i>
9.	Crawley Community and Voluntary Service Trustee Board <i>(Link Officer = Craig Downs)</i>	M L Ayling T Rana <i>Only 2 nominations invited as 'participating observers'.</i> <i>Must <u>not</u> be the Cabinet Member for Public Protection & Community Engagement</i>
10.	Crawley Ethnic Minority Partnership (CEMP) Partnership Board <i>(Link Officer = Craig Downs)</i>	B A Smith <i>Only 1 Representative invited</i>
11.	Crawley Museum Society (and Crawley Museum Project Board) <i>(Link Officer = Nigel Sheehan)</i>	C A Cheshire C J Mullins M Stone <i>Membership of both the CMS & Project Board to be the same 3 Members & comprise the Cabinet Member for Wellbeing plus one Member from each political group</i>
12.	Crawley Open House Management Committee <i>(Link Officer = Nikki Hargrave)</i>	T Lunnon G Thomas (plus officer from Housing and Planning Strategic Services) <i>N.B. R D Burrett & S J Joyce are on both the Board of Trustees and on the Management Committee (all Trustees sit on the Mgt Ctte but not vice-versa). However, it is understood that these Trustees were appointed in a personal capacity and not directly through the Council.</i> <i>Crawley Open House will accept 2 nominations only (i.e.in addition to the above Trustees) on the Mgt Ctte.</i>

	Name of Organisation	Group Nominations 2017/18
13.	<p>Crawley Town FC Travel Plan Steering Group</p> <p><i>(Link Officer = Paul Baker)</i></p>	<p>D Crow J Tarrant 4x Labour vacancies**</p> <p><i>The Council was initially invited to nominate 4 to 6 Members, preferably to include representatives from each of Broadfield North and South, Southgate, Tilgate and Bewbush. As previously suggested, it would be advisable to avoid nominating Members who will be on the Planning Committee.</i></p> <p><i>** There is some doubt as to whether the Steering Group will continue, however if a further meeting is required the Labour Group will make its nominations at that time.</i></p>
14.	<p>Crawley Town Twinning Association (CTTA)</p> <p><i>(Link Officer = Hayley Thorne)</i></p>	<p>C R Eade T Rana R Sharma B A Smith</p> <p><i>The Association is willing to make 4 places available</i></p>
15.	<p>Friends of Broadfield Park</p> <p><i>(Link Officer = Janet Rose)</i></p>	<p>I T Irvine</p>
16.	<p>Friends of Goffs Park (FoGP)</p> <p><i>(Link Officer = Christian Threader and Peter Harsum)</i></p>	<p>C J Mullins R Sharma</p> <p><i>FoGP is willing to make 2 places available and has advised that other Members can still become a Friend of Goffs Park through other ways.</i></p>
17.	<p>Gatwick Airport Community Trust (GACT)</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>B J Quinn <i>(Trustee – 2 years remain of a 4 year term)</i></p> <p><i>Only 1 Representative invited – 4 year appointment.</i></p>
18.	<p>Relate - North & South West Sussex Trustee Board</p> <p><i>(Link Officer = Craig Downs)</i></p>	<p>K Sudan</p> <p><i>Only 1 representative invited</i></p>

	Name of Organisation	Group Nominations 2017/18
19.	Court of the University of Sussex <i>(Link Officer = Clem Smith)</i>	M G Jones <i>Only 1 representative invited.</i>
20.	West Sussex Health and Adult Social Care Select Committee * <i>(Link Officer = Heather Girling)</i>	OSC to decide. <i>Must be a Member of the OSC</i>
21.	West Sussex Joint Scrutiny Steering Group* <i>(Link Officer = Heather Girling)</i>	B A Smith <i>Should be the Chair of the OSC</i>
22.	West Sussex Joint Scrutiny Housing Provision for Care Leavers Task and Finish Group * <i>(Link Officer = Nikki Hargrave)</i>	OSC to decide. <i>Must be a Member of the OSC</i>
23.	West Sussex Mediation Service Management Committee <i>(Link Officer = Tony Baldock & Craig Downs)</i>	C A Cheshire (main representative) K Sudan (deputy) <i>The Mediation Service is willing to make 2 main and 2 deputy places available</i>

* These appointments are made/ratified by the Overview and Scrutiny Commission