

Scoping document and Terms of Reference

Review Topic	Assessment and Review of Croydon Council's governance arrangements
Governance Review Panel membership	To appoint an independent external Chairperson and maximum of 7 councillors (4 Labour 3 Conservative) and 1 independent member at full council on 8 October 2018 (together with such other independent experts external to the Council as the Panel may wish to co-opt in a non-voting and advisory capacity) to a cross party governance assessment and review panel.
Officer support	Head of Corporate Law and Head of Democratic services support, legal services support, comms and communities teams.
Terms of reference (key tasks)	<p>To conduct an independent assessment and review of the Council's governance structure that will:</p> <ul style="list-style-type: none"> i) Hear the views of councillors and other stakeholders including , residents, community and voluntary groups, business, MPs and other participants in local democracy; ii) Hear the views and seek advice from experts on participation in local democracy; iii) Identify those aspects of the council's governance that works well and identify opportunities to enhance councillor and other stakeholder participation in the local democratic processes; iv) Benchmark good practice from areas with higher levels of participation and consider how this can be delivered in Croydon; v) Identify the cost and value for money implications of any recommendations that it makes. <p>In order to make recommendations to the Cabinet and full Council on options for improvements to the Council's governance arrangements.</p>
Indicators of success/desired outcomes	<p>A successful review will lead to:</p> <ul style="list-style-type: none"> i) the council can fully exploiting those areas of its governance arrangements that encourage participation in decision making;

		<p>ii) Stakeholders being more engaged in decision making and feeling a greater power to influence;</p> <p>iii) The council being at the forefront of participation in its governance arrangements.</p>	
Methodology/Approach		<p>An initial work programme will be devised for the panel to agree that will include:</p> <p>i) A communication and consultation programme that will describe the use of questionnaires, interview sessions, focus groups and workshops to seek the views of councillors and a broad range of stakeholders and experts; and</p> <p>ii) A timetable for gathering and considering evidence, consulting experts, reaching conclusions and testing potential options in time for consideration at Annual Council in May 2019.</p>	
Specify witnesses/experts		To be determined by the governance review panel.	
Specify site visits		Potential visits to other local authorities and expert organisations such as the LGA.	
Resource requirements		<ul style="list-style-type: none"> • Person days • Expenditure 	
		<p>Minimum of 10 x day time meetings (plus site visits).</p> <p>Modest expenses for expert witnesses/advisors/Chair/Independent members.</p> <p>Other support costs to the review such as legal advice.</p>	
Barriers / risks		<p>The tight timescale within which the review is to be conducted.</p> <p>The number of stakeholders in democracy in Croydon is large and varied. There will likely be a diversity of views and the panel may not always reach full agreement on its conclusions or recommendations.</p>	
Projected start date	October 2018	Draft report deadline	Cabinet 25 March 2019 – 1 April Council 2019
Meeting frequency	Fortnightly	Projected completion date	April 2019