

Appendix 1

1.	SUBJECT	CHALLENGE PANEL ON HOMELESSNESS – DRAFT SCOPE
2.	COMMITTEE	Overview and Scrutiny
3.	CHALLENGE PANEL	<p>Chair – Councillor Jeff Anderson Councillors – TBC by Groups (8 members max)</p> <p>For information, Councillors who attended the scoping meeting are listed below: Jeff Anderson (Chair) Richard Almond Ameet Jogia Barry Kendler Barry Macleod-Cullinane Kairul Marikar Phillip O'Dell Christine Robson</p>
4.	AIMS/ OBJECTIVES/ OUTCOMES	<ul style="list-style-type: none"> • To understand the drivers of homelessness in Harrow • To examine whether the solutions currently being implemented effectively address these drivers • To scrutinise the supply/ land/ site issues
5.	MEASURES OF SUCCESS OF REVIEW	Recommendations to Cabinet agreed and implemented.
6.	SCOPE	(1) to examine the drivers of homelessness in Harrow (reasons, family composition, etc.); (2) to scrutinise the effectiveness of different interventions; and (3) to scrutinise the supply/land/site issues.
(1)	SERVICE PRIORITIES	Protect the Most Vulnerable and Support Families Build a Better Harrow
(2)	CHALLENGE PANEL SPONSOR	Lynne Pennington (Divisional Director of Housing)
(3)	ACCOUNTABLE MANAGER(S)	Jon Dalton (Head of Housing Needs) Alison Pegg (Head of Housing Regeneration) Paul Nichols (Divisional Director of Planning) Tobias Govert (Head of Regeneration and Design) Sunil Sahadevan (Head of Development Management)
(4)	SUPPORT OFFICER	Rebecka Steven

(5)	ADMINISTRATIVE SUPPORT	Policy Team
(6)	EXTERNAL INPUT	None anticipated at this stage
(7)	METHODOLOGY	<p>A Challenge Panel will meet for 4 hours on 12 October to hear from witnesses (officers from relevant services of the Council), discuss the issues and solutions, and form recommendations.</p> <p>Extensive work has already been undertaken by officers on the issues raised in the scope, and a briefing will be provided to members prior to the Challenge Panel.</p>
(8)	EQUALITY IMPLICATIONS	The Challenge Panel will during the course of its work, consider how equality implications have been taken into account in current policy and practice and consider the possible implications of any changes it recommends. In undertaking the Challenge Panel, members and officers will consider their practices and how it can ensure all relevant stakeholders in the borough to have their voices heard.
(9)	ASSUMPTIONS/ CONSTRAINTS	Timing will be the major constraint – officers are unsure as to whether the suggested scope will be able to be covered in one Challenge Panel meeting (see main report for options).
(10)	SECTION 17 IMPLICATIONS	None in terms of the scrutiny process.
(11)	TIMESCALE	Challenge Panel to take place in October, reporting to Overview and Scrutiny in November, and a referral to Cabinet thereafter if appropriate.
(12)	RESOURCE COMMITMENTS	The policy and housing teams will provide a briefing and support to the Challenge Panel. The policy team will produce the final report including recommendations to O&S; officers from the housing team (or appropriate Service) will provide a response to Cabinet and take forward any recommendations agreed by Cabinet.
(13)	REPORT AUTHOR	Rebecka Steven/ Meghan Zinkewich-Peotti
(14)	REPORTING ARRANGEMENTS	<p>Outline of formal reporting process:</p> <ul style="list-style-type: none"> • The relevant Divisional Director(s) and Portfolio Holder(s) will be consulted in the drafting of the final report and recommendations • Report to Overview and Scrutiny Committee • Report referred to Cabinet • Officer response to Cabinet
(15)	FOLLOW UP ARRANGEMENTS (proposals)	It is anticipated that Cabinet would consider any recommendations made (alongside the officers' response) at the Cabinet meeting on 8 December 2016.

OUTLINE PROJECT PLAN

Activity	Member Input <i>Who is involved?</i> <i>Estimated time commitment</i>	Officer Resource <i>Who is involved?</i> <i>Estimated time commitment</i>		When	Lead Person
Scope session	All members invited – 2 hours on 30 August	Policy Team (Rebecka Steven and Shumaila Dar); Housing Team (Meghan Zinkewich-Peotti, Lynne Pennington and Jon Dalton)	15 hours preparation 1 hour pre meeting 2 hour meeting	Prior to mtg 30 Aug 30 Aug	Rebecka Steven/ Meghan Zinkewich-Peotti
Finalise scope and obtain Overview and Scrutiny endorsement		Rebecka Steven/ Meghan Zinkewich-Peotti	7 hours	Prior to 8 Sept	Rebecka Steven/ Meghan Zinkewich-Peotti
Research/Preparation Period/Desk top data gathering		Rebecka Steven/ Meghan Zinkewich-Peotti	25 hours	For start October	Rebecka Steven/ Meghan Zinkewich-Peotti
Challenge Panel	Membership to be confirmed by Group offices; date to be confirmed with Chair for Challenge Panel. Challenge Panel to meet mid October.	Rebecka Steven	4 hours	ASAP	Rebecka Steven
Collation and evaluation of data/evidence and draft report		Rebecka Steven/ Meghan Zinkewich-Peotti	25 hours	Prior to 8 Sept	Rebecka Steven/ Meghan Zinkewich-Peotti

Activity	Member Input <i>Who is involved?</i> <i>Estimated time commitment</i>	Officer Resource <i>Who is involved?</i> <i>Estimated time commitment</i>		When	Lead Person
Challenge Panel members agree draft report	Members to provide comment	Rebecka Steven/ Meghan Zinkewich-Peotti	5 hours		Rebecka Steven/ Meghan Zinkewich-Peotti
Early draft report to accountable manager for confirmation of factual accuracy		Rebecka Steven/ Meghan Zinkewich-Peotti Lynne Pennington/ Jon Dalton	10 hours		Lynne Pennington/ Jon Dalton
Report submitted to Overview and Scrutiny		Rebecka Steven	1hr		
Challenge Panel's presentation of report to CMT/DMT (if appropriate)	N/A	N/A	N/A	N/A	N/A
Final report of Group to O&S/Sub-Committee for approval (if necessary)	Chair to present to O&S Committee		1hr		
Consider if there is a need to publicise report findings		Rebecka Steven/ Meghan Zinkewich-Peotti Lynne Pennington/ Jon Dalton	1 hr (plus any action agreed)		
Final report published and referred to Executive for consideration (Cabinet/Portfolio Holder/Directorate – depending on issues/recommendations)	Chair and Vice-Chair to present to Cabinet in December when Cabinet considers the officers response	Manize Talukdar	1 hr		
Evaluation of Challenge Panel process		Rebecka Steven	5 hrs		
Follow up/Monitoring of outcomes	PH to attend P&F 6-12 months post report	Rebecka Steven/Meghan Zinkewich-Peotti/ Lynne	5 hours prep plus 1 hr		

Activity	Member Input <i>Who is involved?</i> <i>Estimated time commitment</i>	Officer Resource <i>Who is involved?</i> <i>Estimated time commitment</i>		When	Lead Person
		Pennington	attendance at meeting		
TOTALS excluding scoping					

Contact: Rebecka Steven, Scrutiny team, Harrow Council