

**Norwich City Council**  
**SCRUTINY COMMITTEE**

## **Item No 5**

**REPORT for meeting to be held on Thursday 20 June 2019**

### **Scrutiny committee work programme 2019-20**

- Summary:** The purpose of this report is to assist committee members in setting the work programme for the rest of the civic year 2019-20.
- Conclusions:** It is proposed that any discussion is agreed as a whole committee using 'TOPIC' criteria. This will assist members in achieving the goal of an agreed work programme that is met by consensus.
- The programme is a standing item at each committee meeting and can be adjusted as necessary.
- Recommendation:** To consider:
- (1) the scrutiny committee work programme 2019-20
  - (2) the setting up of various select committees; and
  - (3) the addition of the new Carbon Management Programme as a potential scrutiny topic
- Contact Officers:** Emma Webster, scrutiny liaison officer  
preferred contact by e-mail  
[emmawebster@norwich.gov.uk](mailto:emmawebster@norwich.gov.uk)

## **Report**

- 1.1 When the scrutiny committee considers which items to include on its work programme, it is useful to do so in the context of what the focus is for the council over the coming year and to look at how activity aligns to the council's corporate plan.
- 1.2 This is so that the scrutiny committee will be able to consider where and how it can add value to the work being carried out towards achievement of the council's priorities and ensure that resources are being focussed effectively.

### **Scope for scheduling items to the work programme**

- 1.3 Although sometimes not possible to achieve, it was previously agreed that the committee should agree as few as possible substantive topics per meeting. The main reason for this is to ensure that there is enough time for the committee to effectively consider the issues and has a fair chance of reaching sound, evidence based outcomes. Ideally, one main item per meeting would be the aim.
- 1.4 Although the future work of the committee has been set up to March 2020, members will have the opportunity on a monthly basis to revise the programme if and when required or due to changing events.
- 1.5 Along with this report, members have a copy of the cabinet forward agenda for consideration.
- 1.6 It is proposed that any discussion is as a whole committee using the TOPIC criteria. This will assist members in achieving the goal of an agreed work programme that is met by consensus.
- 1.7 During the process of informing officers which items have been agreed and when for the work programme 2019-20 it has come to the scrutiny liaison officers attention that the Council's environmental strategy team are developing a new Carbon Management Programme which would be available for scrutiny to review in December 2019.
- 1.8 Scrutiny members should consider the formation of select committees covering the following topics:
  - Universal basic income
  - Anti-social behavior including fly tipping and city council processes
  - Climate change
  - the growth of short term letting of homes in Norwich with input from the Independent Hoteliers Group (28 June 2018)

## 2. Annual work programme planning grid

| Date of meeting          | Item  |
|--------------------------|---|
| <b>Thursday at 16.30</b> |   |
| <b>2019</b>              |   |
| 20 June                  | Work programme<br>Norwich economic strategy   |
| 18 July                  | Work programme<br>Practical steps to improve air quality in Norwich and climate change update   |
| 19 September             | Work programme<br>Transforming cities fund<br>Report back from NHOSC meeting from 30 May and 25 July  |
| 17 October               | Work programme<br>Keep substantive item unallocated at present<br>Report back from NHOSC meeting from 5 September   |
| 14 November              | Work programme<br>Young people and austerity, meeting to be held offsite<br>Report back from NHOSC meeting from 10 October  |
| 12 December              | Work programme<br>Report back from NHOSC meeting from 28 November<br>New Anglia Local Enterprise Partnership (LEP)<br>Corporate plan and performance framework<br>Equality information report |
| <b>2020</b>              |   |
| 16 January               | Work programme<br>Climate mitigation and the Environmental Strategy   |
| 12 February              | Work programme<br>Pre-scrutiny of the budget 2020/21<br>Report back from NHOSC meeting from 23 January  |
| 11 March                 | Work programme<br>Universal Basic Income select committee report<br>Annual report of scrutiny<br>Annual review of the scrutiny committee  |

Reports from the Norfolk Countywide Community Safety Partnership Scrutiny sub panel to be added when dates of the meeting are known.

# FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2019 - 2020

| ALLOCATED ITEMS                     |  |  |   |                                    |                         |                 |
|-------------------------------------|--|--|---|------------------------------------|-------------------------|-----------------|
| Meeting                             | Report   | Purpose  | Portfolio holder +<br>Senior Officer +<br>Report author     | Date<br>report<br>signed<br>off by | Management<br>clearance | Exempt?         |
| <b>COUNCIL<br/>25 JUNE<br/>2019</b> | Appointments to<br>Outside Bodies  | To approve appointments to outside<br>bodies for the 2019-20 civic year  | Cllr Kendrick<br>Stuart Guthrie                             |                                    | Anton Bull              | No              |
| <b>COUNCIL<br/>25 JUNE<br/>2019</b> | Adjustment to HRA<br>capital programme –<br>Affordable Housing<br>Opportunities fund | To consider as adjustment to the HRA<br>capital programme for 2019-20 to include<br>a budget allocation for the purchase of<br>assets by the council to support the<br>provision of new council housing and to<br>support registered providers with grants<br>of right to buy receipts   | Cllr Harris<br>Andrew Turnbull                              |                                    | Dave<br>Moorcroft       | Yes<br>(para 3) |
| <b>COUNCIL<br/>25 JUNE<br/>2019</b> | Managing assets  | To approve the release of grant funding<br>to facilitate the upgrading of Churchman<br>House   | Cllr Kendrick<br>Andy Watt<br>Hannah Simpson                |                                    | Dave<br>Moorcroft       | No              |
| <b>CABINET<br/>10 JULY<br/>2019</b> | City council response<br>to the A47/A11<br>Thickthorn junction<br>consultation       | To ask cabinet to support the city<br>council's proposed response to Highways<br>England's consultation on the A47/A11<br>Thickthorn junction improvement scheme   | Cllr Stonard,<br><br>David Moorcroft<br><br>Joanne Deverick |                                    | Dave<br>Moorcroft       | NO              |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Transforming cities<br>progress update   | To inform members of the progress of the<br>work to develop a package of measures<br>to be funded by Transforming Cities and<br>update members on the new governance<br>arrangements for highway schemes that<br>are delivered under the Transport for<br>Norwich banner, including those that are<br>funded by Transforming Cities. | Cllr Stonard<br>David Moorcroft<br>Joanne Deverick          |                                    | Dave<br>Moorcroft       | No              |

| ALLOCATED ITEMS                     |  |   |   |                                    |                         |                 |
|-------------------------------------|--|---|---|------------------------------------|-------------------------|-----------------|
| Meeting                             | Report   | Purpose   | Portfolio holder +<br>Senior Officer +<br>Report author | Date<br>report<br>signed<br>off by | Management<br>clearance | Exempt?         |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Request to provide a working capital loan to the Norwich Historic Churches Trust | To consider a short term loan to the Norwich Historic Churches Trust to provide working capital to finance restoration works pending payment of a grant | Paul Kendrick<br>Karen Watling<br>Andy Watt             |                                    | Karen Watling           | Yes<br>(Para 3) |
| <b>CABINET<br/>10 JULY<br/>2019</b> | The award of contract for bus lane enforcement – <b>KEY DECISION</b>             | To seek approval to award a contract for bus lane enforcement   | Cllr Stonard<br>Dave Moorcroft<br>Jo Day                |                                    | Dave Moorcroft          | NO              |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Norwich Airport Masterplan – <b>KEY DECISION</b>                                 | To report back on revisions to the draft masterplan and to seek approval of the final masterplan document.  | Cllr Stonard<br>Graham Nelson<br>Judith Davison         |                                    | Dave Moorcroft          | NO              |
| <b>CABINET<br/>10 JULY<br/>2019</b> | HECA (Home Energy Conservation Act) report 2019 - 2021                           | To report on the energy efficiency work of Norwich City Council over the past two years, and our planned work for the next two years                    | Cllr Davies<br>Richard Willson<br>Rachel Sowerby        |                                    | Dave Moorcroft          | NO              |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Charter for Cleaner Air  | To consider signing Oxford City Council's Charter for Cleaner Air   | Cllr Maguire<br>Andy Watt                               |                                    | Dave Moorcroft          | NO              |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Managing Assets (Housing) – <b>KEY DECISION</b>                                  | To consider the disposal of the land and property assets mentioned in this report.  | Cllr Harris<br>Bob Cronk<br>Carol Marney                |                                    | Bob Cronk               | YES<br>(para 3) |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Q4 Corporate Performance report 2018/19  | To report progress against the delivery of the corporate plan priorities and key performance measures for Q4 2018/19                                    | Adam Clark<br>Josh Aldred                               |                                    |                         | NO              |

| ALLOCATED ITEMS                     |  |   |   |                                    |                                  |                 |
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| <b>CABINET<br/>10 JULY<br/>2019</b> | New Corporate Performance measures and targets for 2019/20 onwards as part of the new Corporate Plan 2019-22 | To report the new performance framework measures and their targets for the new Corporate Plan 2019-22   | Adam Clark<br>Josh Aldred                               |                                    |                                  | NO              |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Recommendations of the scrutiny committee  | To consider recommendations of the scrutiny committee   |   |                                    |                                  | NO              |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Housing development of Rayne Park sections 3 and 4 – <b>KEY DECISION</b>                                     | To recommend to Council to approve a loan and equity investment into Norwich Regeneration Limited for housing development at Rayne Park (sections 3 and 4). | Cllr Stonard<br><br>David Moorcroft<br>Karen Watling    |                                    | David Moorcroft<br>Karen Watling | NO              |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Housing development of Rayne Park sections 3 and 4 – Business case   | For Cabinet to recommend to Council to approve the Business Case for further housing development at Rayne Park by Norwich Regeneration Limited              | Cllr Stonard<br><br>David Moorcroft<br>Karen Watling    |                                    | David Moorcroft<br>Karen Watling | YES<br>(para 3) |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Managing Assets – <b>KEY DECISION</b>  | To consider the disposal of a council asset as detailed in the report.  | Cllr Kendrick<br>Karen Watling                          |                                    | Karen Watling                    | YES<br>(para 3) |
| <b>CABINET<br/>10 JULY<br/>2019</b> | Organisational development review  | To report on the review   | Cllr Waters<br>Laura McGillivray                        |                                    | Laura McGillivray                | YES<br>(para 4) |

| ALLOCATED ITEMS                     |  |   |   |                                    |                         |                 |
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| <b>COUNCIL<br/>23 JULY<br/>2019</b> | Housing development<br>of Rayne Park sections<br>3 and 4 – <b>KEY<br/>DECISION</b> | To recommend to Council to approve a<br>loan and equity investment into Norwich<br>Regeneration Limited for housing<br>development at Rayne Park (sections 3<br>and 4). | Cllr Stonard<br><br>David Moorcroft<br>Karen Watling    |                                    |                         | No              |
| <b>COUNCIL<br/>23 JULY<br/>2019</b> | Housing development<br>of Rayne Park sections<br>3 and 4 – Business<br>case        | For Cabinet to recommend to Council to<br>approve the Business Case for further<br>housing development at Rayne Park by<br>Norwich Regeneration Limited                 | Cllr Stonard<br><br>David Moorcroft<br>Karen Watling    |                                    |                         | YES<br>(para 3) |
| <b>CABINET<br/>11 SEPT<br/>2019</b> | Treasury Management<br>full year review<br>2018/19                                 | To consider and recommend to council<br>the treasury management full year<br>review 2018/19   | Cllr Kendrick<br>Karen Watling<br>Miriam Adams          |                                    | Karen<br>Watling        | NO              |
| <b>COUNCIL<br/>24 SEPT<br/>2019</b> |  |   |   |                                    |                         |                 |
| <b>COUNCIL<br/>24 SEPT<br/>2019</b> | Treasury Management<br>full year review<br>2018/19                                 | To consider the treasury management<br>full year review 2018/19   | Cllr Kendrick<br>Karen Watling<br>Miriam Adams          |                                    | Karen<br>Watling        | NO              |
| <b>CABINET<br/>9 OCT<br/>2019</b>   |  |   |   |                                    |                         |                 |

| ALLOCATED ITEMS                        |   |  |   |                                    |                         |         |
|--|---|--|---|------------------------------------|-------------------------|---------|
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| <b>CABINET<br/>13 NOV<br/>2019</b>     |   |  |   |                                    |                         |         |
| <b>COUNCIL<br/>26 NOV<br/>2019</b>     |   |  |   |                                    |                         |         |
| <b>CABINET<br/>11 DEC<br/>2019</b>     |   |  |   |                                    |                         |         |
| <b>CABINET<br/>15 JAN<br/>2020</b>     | Treasury Management<br>mid year review<br>2019/20 | To consider and recommend to council<br>the treasury management mid year<br>review 2019/20 | Cllr Kendrick<br>Karen Watling<br>Miriam Adams          |                                    | Karen<br>Watling        | NO      |
| <b>COUNCIL<br/>28 JAN<br/>DEC 2020</b> |   |  |   |                                    |                         |         |
| <b>COUNCIL<br/>28 JAN<br/>DEC 2020</b> | Treasury Management<br>mid year review<br>2019/20 | To consider the treasury management<br>mid year review 2019/20                             | Cllr Kendrick<br>Karen Watling<br>Miriam Adams          |                                    | Karen<br>Watling        | NO      |