

Norwich City Council
SCRUTINY COMMITTEE

Item No 5

REPORT for meeting to be held on 28 June 2018

Work Programme for 2018-19

- Summary:** The purpose of this report is to provide an update to members on the items on the scrutiny work programme for 2018-19
- Conclusions:** The work programme is appended to this report (appendix A). It is proposed that any discussion is a whole committee discussion based on this documentation, to assist members in providing a clear scope for the items on future agendas to facilitate robust scrutiny.
- Recommendation:** To agree items and how these will be scoped and prepared for the remaining meetings of 2018-19.
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Items for 2018-19

1. The attached appendix A shows the work programme as it currently stands, with items that have been assigned to future meetings. Members are encouraged to discuss the scope for outstanding items so that officers can undertake appropriate background work:
2. The cabinet forward agenda is also attached for information.

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
24 May	Setting of the work programme	Joanna Rowan (Scrutiny liaison officer), Cllr Wright	To assist committee members in setting the work programme for 2018/19
28 June	The impact of Airbnb type properties	Anton Bull, Director of business services Cllr Wright	To consider the growth of short term letting of homes, and the impact of these on both income for the council and the wellbeing of local residents.
28 June	Report of CLF inquiry for consideration	Anton Bull, Director of business services; Jo Rowan, Scrutiny liaison officer	To provide an update to members the current position of Norwich city council in relation to the recommendations made by the communities and local government committee report 'Effectiveness of local authority overview and scrutiny committees'.
19 July	The impact of universal credit on vulnerable groups of people, the impact of existing universal credit roll-out, preparation for full service of universal credit	Anton Bull, Director of Business Services; Adam Clark, Strategy Manager; Nicki Bristow, Universal Credit Team Leader	The objective of this scrutiny would be to scrutinise the plans for UC full service implementation in Norwich based on the data and learning from the live service, and experience of other areas that have already implemented UC full service. This would form the basis of recommendations relating to the council's own preparation (as outlined below), as well as how the DWP nationally and locally are implementing full UC.
20 September	The impact of operation gravity/organised crime	Bob Cronk, Director of neighbourhoods;	

Scrutiny committee work programme 2018 – 2019

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	in Norwich since 2016, the role of the council and police when dealing with communities blighted by anti-social behaviour	Jo Sapsford, Early help and community safety manager	
11 October	Good quality jobs in Norwich – the digital and emerging economy		
22 November	Responses to domestic violence in Norwich	Jo Sapsford, Early help and community safety manager	
13 December	Corporate plan and performance framework, equality information report	Adam Clark, Strategy Manager	
10 January	Pre scrutiny of the proposed budget, MTFA and transformation programme (before February cabinet)	Karen Watling, Chief finance officer; Helen Chamberlin, Head of strategy and transformation	
14 February	Scrutinise and feed into the parks and playgrounds review, its scope and approach	Adrian Akester, Head of citywide services	

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
21 March	Viability assessments and impact on delivery of affordable housing	Graham Nelson, Head of planning services	

FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2018 - 2019

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
COUNCIL 26 JUNE 2018	Annual Audit Report	To consider the annual report of the audit committee				
COUNCIL 26 JUNE 2018	Annual Scrutiny Report	To consider the annual report of the scrutiny committee				
CABINET 11 JULY 2018	Norwich Airport Industrial estate - procurement of a developer partner	To approve the brief for procurement of a developer partner	Cllr Stonard Andy Watt Gwyn Jones		Andy Watt	NO
CABINET 11 JULY 2018	Procurement of debt collection services including enforcement agents - KEY DECISION	To consider the future provision of debt collection services including enforcement agents	Cllr Kendrick Anton Bull		Anton Bull	NO
CABINET 11 JULY 2018	Broadland Northway to A47 Western Link	To respond to the County Council consultation on the options for the western link road	Cllr Stonard Andy Watts Bruce Bentley		Dave Moorcroft	NO
CABINET 11 JULY 2018	Procurement of photovoltaic panels for free on housing properties	To consider the procurement process for installing photovoltaic panels on housing properties, and to seek approval to award the contract.	Cllr Harris Bob Cronk Carol Marney	Yes	Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 11 JULY 2018	Procurement for the supply, installation and commissioning of a temporary boiler plant room and equipment at Barnard's Yard.	To consider the procurement process for installing a temporary boiler room for the district heating at Barnard Yard.	Cllr. Harris Bob Cronk Carol Marney		Bob Cronk	NO
CABINET 11 JULY 2018	Managing Assets (Housing) – KEY DECISION	To outline the options available for the assets future within the housing stock.	Cllr Harris Dave Shaw Lee Robson		Bob Cronk	Yes (Para 3)
CABINET 11 JULY 2018	Norwich Airport – expiry of the Public Private Partnership, Agreement- KEY DECISION	To consider the implications arising from the expiry of the PPP agreement on March 1 2019	Cllr Waters Karen Watling		Karen Watling	Yes (Paras 3 and 4)
COUNCIL 24 JULY 2018	Addition to 2018/19 capital programme	To seek approval to increase the capital programme to make a commercial loan to an external organisation	Cllr Kendrick Karen Watling		Karen Watling	YES (Para 3)
CABINET 12 SEPT 2018	Quarter 1 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 1 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 12 SEPT	Bethel Hospital Repairs Notice	To consider the possible service of a Repairs Notice or Notices under Section 48 of the Listed Buildings Act 1990 specifying those works considered reasonably necessary for the proper preservation of the Bethel Hospital complex of buildings	Cllr Stonard Graham Nelson		Dave Moorcroft	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 12 SEPT 2018	To write off non recoverable national non domestic rate relief	To provide an update on the position as at 18/07/2018 with regard to the write off of non- recoverable national non domestic rate (NNDR) debt and request approval for the write-off of debts totalling £169,939.27 which are deemed irrecoverable.	Cllr Kendrick Anton Bull Carole Jowett & Michelle Newell		Anton Bull	NO
CABINET 12 SEPT 2018	Procurement of Water supplies and additional services for Council sites – KEY DECISION	To inform Cabinet of the procurement process and seek approval to award the contract.	Cllr Kendrick Anton Bull Richard Buckenham		Anton Bull	NO
CABINET 12 SEPT 2018	Norwich Airport Masterplan – KEY DECISION	To report back on revisions to the draft masterplan and to seek approval of the final masterplan document.	Cllr Stonard Graham Nelson Judith Davison		Dave Moorcroft	NO
CABINET 12 SEPT 2018	Norwich Regeneration Ltd business plan – KEY DECISION	To approve the revised NRL business plan	Cllr Harris Gwyn Jones		Dave Moorcroft	NO
CABINET 12 SEPT 2018	Norwich Regeneration Ltd business plan – KEY DECISION	To consider the exempt appendix to the revised NRL business plan	Cllr Harris Gwyn Jones		Dave Moorcroft	Yes (Para 3)
COUNCIL 25 SEPT 2018						

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 10 OCT 2018						
CABINET 14 NOV 2018						
COUNCIL 27 NOV 2018						
CABINET 12 DEC 2018	Quarter 2 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 16 JAN 2019	Quarter 2 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
COUNCIL 29 JAN						

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
2019						
CABINET 06/13 FEB 2019	Corporate plan 2019-2022	To consider the corporate plan and performance framework 2019-22	Cllr Waters Adam Clark		Adam Clark	NO
COUNCIL 19/26 FEB JAN 2019						
CABINET 13 MARCH 2019	Quarter 3 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 13 MARCH 2019	An overview of external relationships, contracts and grants 2019-20 – KEY DECISION	To consider commissioned services for the period 2019-20. These are both planned and current relationships with external organisations including partnerships, grants, contracts and shared services.	Cllr Waters Adam Clark Tracy Woods		Adam Clark	NO
COUNCIL 19 MARCH 2019						