

### **Scrutiny committee**

**Date:** Thursday, 26 May 2016

**Time:** 16:30

**Venue:** Mancroft room

City Hall, St Peters Street, Norwich, NR2 1NH

**For further information please contact:**

**COMMITTEE MEMBERS:**

(Subject to confirmation following annual council)

**Councillors:**

Bogelein  
Bradford  
Coleshill  
Davis  
Fullman  
Grahame  
Haynes  
Maguire  
Malik  
Manning  
Packer  
Peek  
Wright

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## **Information for members of the public**

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## Agenda

### 1 **Appointment of vice chair**

To appoint the vice chair for the upcoming civic year

### 2 **Apologies**

To receive apologies for absence

### 3 **Public questions/petitions**

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)

### 4 **Declarations of interest**

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

### 5 **Minutes**

**9 - 14**

To approve the accuracy of the minutes of the meeting held on 17 March 2016

### 6 **Norfolk Health Overview and Scrutiny Committee**

**15 - 18**

**Purpose** - To note the agreed protocol and to appoint a representative and substitute for the Norfolk Health Overview Scrutiny Committee.

### 7 **Appointment of representative and substitute for the Norfolk Countywide Community Safety Partnership Scrutiny sub panel**

**19 - 20**

**Purpose** - To appoint a representative and substitute for the Community Safety Scrutiny Panel

### 8 **Setting of the scrutiny committee work programme for 2016 2017**

**21 - 28**

**Purpose** - To assist committee members in setting the work programme for 2016/17

Date of publication: **Wednesday, 18 May 2016**

- T** is this, the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O** what would be the **OBJECTIVE** of the scrutiny?
- P** can **PERFORMANCE** in this area be improved by scrutiny input?
- I** what would be the public **INTEREST** in placing this topic onto the work programme?
- C** will any scrutiny activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

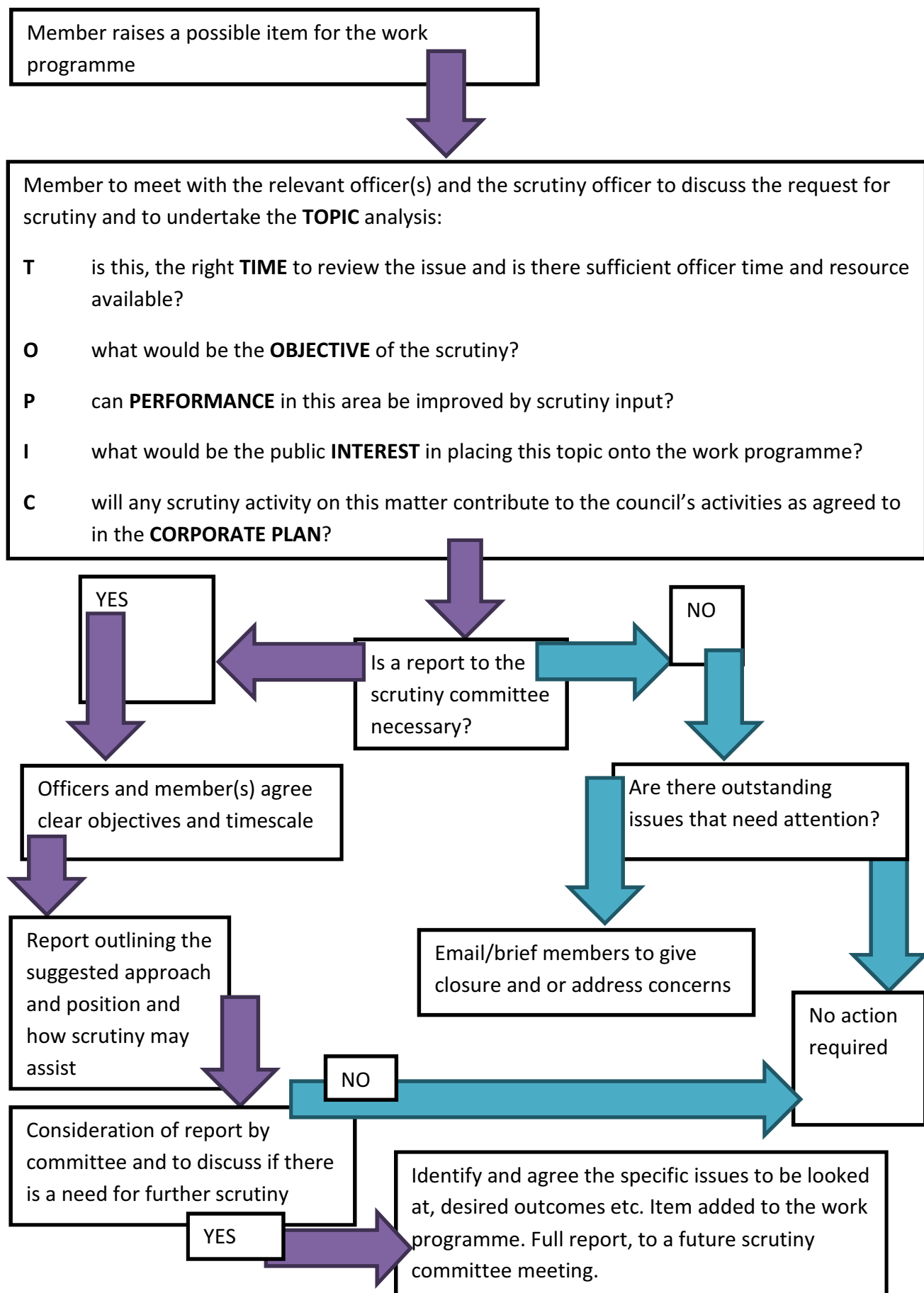
Once the TOPIC analysis has been undertaken, a joint decision should then be reached as to whether a report to the scrutiny committee is required. If it is decided that a report is not required, the issue will not be pursued any further. However, if there are outstanding issues, these could be picked up by agreeing that a briefing email to members be sent, or other appropriate action by the relevant officer.

If it is agreed that the scrutiny request topic should be explored further by the scrutiny committee a short report should be written for a future meeting of the scrutiny committee, to be taken under the standing work programme item, so that members are able to consider if they should place the item on to the work programme. This report should outline a suggested approach if the committee was minded to take on the topic and outline the purpose using the outcome of the consideration of the topic via the TOPIC analysis. Also the report should provide an overview of the current position with regard to the topic under consideration.

By using the flowchart, it is hoped that members and officers will be aided when giving consideration to whether or not the item should be added to the scrutiny committee work programme. This should help to ensure that the scope and purpose will be covered by any future report. The outcome of this should further assist the committee and the officers working with the committee to be able to produce informed outcomes that are credible, influential with SMART recommendations.

**Specific, Measurable, Attainable, Relevant and Time-bound**

## Guidance flow chart for placing items onto the scrutiny committee work programme



## Scrutiny committee and a protocol for those attending scrutiny

- All scrutiny committee meetings will be carried out in a spirit of mutual trust and respect
- Members of the scrutiny committee will not be subject to whipping arrangements by party groups
- Scrutiny committee members will work together and will attempt to achieve evidence based consensus and recommendations
- Members of the committee will take the lead in the selection of topics for scrutiny
- The scrutiny committee operates as a critical friend and offers constructive challenge to decision makers to support improved outcomes
- Invited attendees will be advised of the time, date and location of the meeting to which they are invited to give evidence
- The invited attendee will be made aware of the reasons for the invitation and of any documents and information that the committee wish them to provide
- Reasonable notice will be given to the invited attendee of **all** of the committees requirements so that these can be provided for in full at the earliest opportunity (there should be no nasty surprises at committee)
- Whenever possible it is expected that members of the scrutiny committee will share and plan questioning with the rest of the committee in advance of the meeting
- The invited attendee will be provided with copies of **all relevant** reports, papers and background information
- Practical arrangements, such as facilities for presentations will be in place. The layout of the meeting room will be appropriate
- The chair of the committee will introduce themselves to the invited attendee before evidence is given and; all those attending will be treated with courtesy and respect. The chair of the committee will make sure that all questions put to the witness are made in a clear and orderly manner





**SCRUTINY COMMITTEE****16:05 to 18:50****17 March 2016**

Present: Councillors Wright (chair), Maxwell (vice chair), , Coleshill, Grahame, Haynes, Jackson (substitute for Bogelein, Manning, Peek, Packer, Raby, Ryan, Sands (M) (substitute for Sands (S)) and Schmierer

Apologies: Councillors Bogelein and Sands (S)

Also present: Councillor Bremner (cabinet member for environment and sustainable development) and Stonard (cabinet member for resources and income generation)  
Tracy Jessop (Norfolk County Council, assistant director, travel and transport services)  
Jon Barnard (Norfolk County Council, major projects manager)  
David Alfrey (Norfolk County Council, NATS manager)

**1. Public questions / petitions**

The chair said that public questions would be taken during item 6 below.

**2. Declarations of interest**

There were no declarations of interest

**3. Minutes**

**RESOLVED** to agree the accuracy of the minutes of the meeting held on 25 February 2016

**4. Scrutiny committee work programme 2015 -2016**

**RESOLVED** to note the scrutiny committee work programme 2015-2016

**5. Annual scrutiny review**

The chair presented the annual review.

**RESOLVED** to recommend the annual scrutiny review for approval at the next available meeting of full council.

## **6. Review of management and delivery of Push the Pedalways**

The chair welcomed the stakeholders and public in attendance.

He said that the item would begin with officer presentations, followed by stakeholder presentations, questions from members of the public and then the discussion by the scrutiny committee. A summary of responses received from the public was circulated to members (a copy is attached as an appendix to these minutes.)

The executive head of regeneration and development presented the report. He stressed that investment in cycling is the cornerstone of the Transport for Norwich strategy and reminded members that the funding for the pedalways was provided by government and was ring-fenced for cycling improvements – it could not be used for any other purposes.

The conservation and design manager gave an overview of the implementation of the scheme with the aid of a presentation (appended to these minutes) He said that after consultation and gaining committee approval, the city centre area would be a 20mph zone. Signage for the pedalways was being installed showing distances and destinations. Redundant street furniture was being removed to reduce maintenance costs.

The transportation and network manager explained the challenges faced by officers. She said that there had been extensive consultation with the public. The focus in the original designs had been very much on cyclists and she said that more consideration could have been given to all road users. There was a very short time period to put the bid together and the programme had to constantly be reshaped. She said that lessons had been learnt from the challenges.

The head of city development services said that external advice had been commissioned and lessons learnt from the pink pedalway would be applied to the next phase of the programme with the blue and yellow pedalways. He said the going forward, there would be greater feasibility work to inform bids and there would only be consultation on what was buildable and affordable. There needed to be a balance between ambition and pragmatism.

Edward Bates, on behalf of the Norfolk and Norwich Association for the Blind (NNAB), said he was happy with the communications with the NNAB and a good working relationship had developed between the council and the NNAB. Where it was possible to accommodate small changes, the officers had been happy to do so. However, the NNAB found that it was more difficult to persuade officers to accept the more significant suggestions it made. For example, the use of shared spaces caused problems for the visually impaired and three signal crossings had been removed which had a significant impact. The NNAB submitted a report on the removal of a signal crossing on Ber Street which would have been different had they known about the removal of a crossing on Westlegate. He said that this brought the transparency of some decisions into question. If a project had a detrimental effect, it should not be considered a success and he did not feel that Push the Pedalways was delivered successfully.

Paul Burrell, on behalf of the Norwich Society, said that it recognised that an unfortunate timescale had been imposed but the scheme would have benefited from much more early stage design, consultation and planning. The Norwich Society

were disappointed that Tombland had not been designed as a whole, so that when money became available, the northern part of the area could be redesigned. Palace Street was impossible to use at busy times as it was too narrow. He suggested looking to other European countries such as Denmark for successful cycling schemes.

Margaret Todd, on behalf of the Norwich Cycling Campaign., said that its members wished to congratulate the city council for wanting to improve cycling in the city but had been disappointed with the outcome. The consultation had been good until late changes needed to be made to the project and at this point, it felt that the focus on cycling had been lost. It had frustrations over short, shared spaces and considered that piecemeal provision would not encourage more cycling. There had been some good improvements in the north of the city but believed that Tombland only catered for small groups and the needs of busses had been put before cyclists. She put forward three proposals for the committee to consider in its discussions:-

- As there was no national policy on cycling infrastructure, perhaps Norwich City Council could lead on this
- In the future, it may be better not to build compromised options
- Build into the process, that as projects came up for their safety audits, these came to the scrutiny committee or the Norwich Highways Agency committee (NHAC) for consideration.

The Chair said that two public questions had been received. The first public question was from Mrs. Chris Gough (this question was asked by Mr Jolyon Gough as her proxy).

"The Avenues between Colman Road and College Road is a major route for pedestrians, cyclists and commercial/private vehicles. Major traffic congestion has led to serious road safety issues and extensive degradation to the grass verges and trees.

Why was £ ¾ million spent on road and verge side improvements either end of the sections and not one penny between Colman Road and College Road?"

The head of city development services replied:

"We are aware that during school drop off and collection times this section of The Avenues can be congested, particularly around the Recreation Road and Christchurch Road junctions. However throughout the rest of the day traffic levels are light. The surveys we commissioned in November 2013 showed that over 3000 vehicles a day used the section of The Avenues between Bluebell Road and Colman Road, compared to less than 2000 that used the section between Colman Road and College Road.

National guidance recommends the introduction of traffic calming and 20 mph speed limits to help cyclists in areas with lower traffic volumes. Given that all of these elements are in place between Colman Road and College Road there is no need for any additional provision

With regard to the verge improvements that were carried out, these were targeted to the outer section of The Avenues as it was in this area that the problems were more widespread."

Mr Gough asked the following supplementary question:

“Almost 2000 children attend schools along the roads in question and the volume of traffic from the UEA to the city is extremely heavy. The pedalway to the UEA brings pressures from all road users on that road and there needs to be some investment. We submitted a report on this matter, on which we have yet to receive a response.”

The head of city development services replied:

“We will be responding formally to your report. Although volumes of traffic are high at peak periods, this has to be compared with other areas of the city. The volumes of school children have changed over the years with the expansion of local schools. We have done as much as we can within the pedalways scheme and would look at other options in the future if funding became available.”

The second public question was received from Mr Richard Bearman:

“I understand that The Avenues Pedalways project for hybrid cycle lanes, was unable to be delivered as designed, due to problems encountered with tree roots during construction. Will the committee recommend that if any future pedalways project encounters similar issues during construction, that instead of going ahead with a radically modified scheme, that the council will halt construction and re-consult with the stakeholders and the public, to prevent building an expensive scheme that neither benefits cyclists, pedestrians nor motor vehicle users?”

The head of city development services replied:

“Obviously I cannot speak on behalf of the committee, it will be up to them to decide at the end of the meeting what recommendations they wish to make. You will hear this evening that we have learnt many lessons from the delivery of the first round of cycle ambition funding (CCAG1) however to help ensure that we never find ourselves in a similar position. The implemented scheme contains the safety improvements at the Colman Road & George Borrow Road junctions, alongside the vastly improved pedestrian crossing at Bunnett Square which were part of the original scheme. I would also point out that the scheme that has been ultimately implemented in The Avenues was one of the 3 options that we originally consulted on in May 2014, and at the time it was the most popular. Looking back at the consultation 25% wanted a full closure on The Avenues 23% wanted a bus gate and 44% wanted the advisory cycle lane option (The other 8% did not express a preference). At the time officers believed that there was a better solution than the advisory cycle lanes which is why the hybrid lane idea was progressed. Unfortunately this proved not to be the case.”

Mr Bearman asked the following supplementary question:

“In future, can officers and the committee consider spending more money on education and signage in the next scheme, so that cyclists and the visually impaired can use the roads more safely?”

The head of city development services replied:

“This was capital investment, therefore it was difficult to produce an education programme for cyclists and road users on new schemes.”

Discussion ensued around the push the pedalways scheme. In response to member's questions and comments, the following responses were provided:-

The head of city development services said that the council needed to work with the community to ensure that newly restored verges were maintained appropriately and Traffic Regulation Orders were in place to enforce against parking on these.

The transportation and network manager said that cycling contraflows were new to Norwich and the contraflow on Essex Street was being carefully monitored. The data collected from this would be analysed in due course which should highlight whether any additional speed measures were needed.

The assistant director of travel and transport services (Norfolk County Council) said that any expenditure incurred by Norwich City Council or Norfolk County Council, with regard to the resurfacing issues, would be refunded by TARMAC.

The cabinet member for resources and income generation said that the Push the Pedalways executive board had arranged dedicated meetings with ward councillors to discuss proposals for their ward in detail which provided a level of scrutiny and feedback.

The transport and network manager said that it had been envisioned that signage would be the first aspect to be completed but as the route changed, it could not be signed until the final course was implemented.

Members raised concerns around the consultation, including the lack of traffic data at the start of the consultation, the idea that larger changes felt likely to go ahead no matter what the public opinion and going forward, the plans to involve residents at an earlier stage of the project. The transport and network manager guaranteed that traffic data would be available from the beginning of any future consultations. She said that for the next stage of the pedalways project, residents in the Eaton, Cringleford and Colney areas were invited to complete an online survey with their views on problems in this area and what they would like to see happen next. This survey informed the design brief for the next stage of the pedalways. Any changes to the design of the pink pedalway had been summarised in reports to NHAC but conceded that maybe these changes could have been communicated to the public in a different way.

The cabinet member for resources and income generation challenged the idea that larger changes went ahead without considering the views of public. The plans to close Park Lane were not progressed after listening to public opinion.

Members discussed the improvements in public health that an increased uptake in cycling could bring. The strategy manager said that national data sets from the National Health Service would already be in progress and he would circulate this information to members along with information on air quality and active travel.

## **RESOLVED:**

- 1) To promote the vision for Transport for Norwich to gain a better understanding of what the vision is,
- 2) To continue to support and facilitate the active engagement of stakeholders,

- 3) In the absence of a national strategy, to continue to use the London Design Standard,
- 4) That all junctions would be reviewed for cycle – proofing when being worked on,
- 5) To bring the independent report, referred to at paragraph 42 of the report, to the scrutiny committee for consideration,
- 6) To look at options around working with partners to develop a cycling education programme,
- 7) To consider commissioning research into the long term health benefits of the pedalways scheme; and
- 8) To bring the post implementation safety audits of any new highways projects to the relevant committee.

CHAIR

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

## **Item No 6**

**REPORT for meeting to be held on 26 May 2016**

### **Norfolk Health Overview and Scrutiny Committee**

**Summary:**

This report provides a brief introduction to health scrutiny, the county council's role, the city council's role and an explanation of how the city council's representative on the Norfolk Health Overview and Scrutiny Committee (NHOSC) role is undertaken. The scrutiny committee is also requested to select a representative and substitute to sit on the Norfolk County Health Overview and Scrutiny Committee for 2016/2017

**Conclusions:**

Since the Health and Social Care Act 2012 came into effect in 2013, health scrutiny powers lie with the county council rather than directly with the Norfolk Health Overview and Scrutiny Committee. County and district councils have different service responsibilities, but both have a significant impact on health and wellbeing. By adoption of a way of working provided by the suggested protocol, the city council and its representative on NHOSC will be able to continue to work in partnership towards positive outcomes on behalf of residents.

**Recommendation:**

- a) Agree to continue with the protocol agreed last year
- b) Select a member of the scrutiny committee to be the representative to sit on NHOSC
- c) Select a member of the scrutiny committee to be the substitute representative on NHOSC

**Contact Officer:**

Phil Shreeve  
Strategy Manager  
[philshreeve@norwich.gov.uk](mailto:philshreeve@norwich.gov.uk)  
01603 212356

What follows is the text from the protocol and reporting agreements agreed by last year's Scrutiny Committee. It is recommended that this approach is continued and the dates noted of the planned meetings for 2016 / 17. A suggested report back timetable is outlined in the main work programme document

## **1 Introduction to health overview and scrutiny**

1.1 Since the Health and Social Care Act 2012 Norfolk County Council has delegated its powers to Norfolk Health Overview and Scrutiny Committee (NHOSC). The county council has a statutory duty to run a county-wide Health and Well Being Board, to which the city council send a representative from the cabinet. It has eight county councillors and seven co-opted district council members. The scrutiny committee at Norwich appoints a member representative (plus a substitute).

1.2 The Norfolk County Health Overview and scrutiny committee acts as a central point to consider and review the overall links between different parts of the broad health and well-being services and activities across Norfolk. All commissioners and providers of health services, not just NHS organisations, are included in the overview / remit of health scrutiny. It also reduces the risk of organisations needing to duplicate reports or responses across a number of councils. It [defines](#) its own role as:

*"The Norfolk Health Overview and Scrutiny Committee is a statutory Committee which considers all matters relating to the needs, health and health related-services of the population of Norfolk. It scrutinises services that have an impact on the health of Norfolk's citizens and challenges the outcomes of interventions designed to support the health of Norfolk people."*

1.3 County and district councils have different service responsibilities, but both have a significant impact on health and wellbeing. For example the county have social care, education and public health roles and districts have planning and housing roles.

1.4 Overall the challenges for health scrutiny can fall between taking a strategic approach and a more local focus. With this comes an importance of understanding of how the county and district councils can complement each other and add value when scrutinizing local health and wellbeing matters.

1.5 Norwich City Council has a scrutiny member representative who sits on the NHOSC plus one substitute member.

## **2. A protocol for a good working practice between the City Council Scrutiny Committee and the Norfolk County Health Overview Committee**

2.1 All NHOSC members have the opportunity to suggest items and the chair and the full committee decides whether or not to put them onto



the forward work programme. NHOSC has the ability to delegate health scrutiny powers to district councils for review of specific local subjects

- 2.2 Following each meeting members are given a brief note of the outcomes and actions from the meeting to enable them to report back to their councils. At the 26 February 2015 meeting of the city council scrutiny committee it was agreed that regular updates from the NHOSC representatives should be reported back to.
- 2.3 It is therefore suggested that scrutiny committee agree a protocol for the representative of the council to work to:
- **The representative should make it clear if they are not representing an agreed view of the council or scrutiny committee**
  - **A topic for scrutiny can be placed onto the NHOSC work programme either at a meeting of NHOSC as a member of NHOSC or on behalf of the Norwich scrutiny committee or the council if they have been asked to do so.**
  - **The council's representative on NHOSC may submit relevant reports and recommendations of the scrutiny committee for consideration by NHOSC either if agreed by the chair of the scrutiny committee or by the committee itself or as a result of a request made by the NHOSC chair.**
  - **The council's representative on NHOSC cannot agree on behalf of the Norwich scrutiny committee to carry out a piece of health scrutiny work. It is for the scrutiny committee to decide if it would like to include the matter on its work programme following a report back.**
  - **If the Norwich scrutiny committee wishes to take on an item of the NHOSC work programme, it would need to request this via the representative, through the chair of the NHOSC to seek the appropriate agreement of the county council to delegate health scrutiny powers for that item.**
  - **The council's representative on NHOSC must report back to the scrutiny committee on a regular basis and should liaise with the scrutiny officer on an ongoing basis. Reporting back will be scheduled onto the work programme. The summary of the NHOSC meeting provided by the county council will be attached to the agenda and the representative will give a verbal update and answer questions from the committee.**

The following dates have been agreed for 2016 / 17:

- 21 July 2016
- 8 September 2016
- 13 October 2016
- 8 December 2016
- 12 January 2017
- 23 February 2017



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

## **Item No 7**

**REPORT for meeting to be held on 26 May 2016**

### **Appointment of representative and substitute for the Norfolk Countywide Community Safety Partnership Scrutiny sub panel**

- Summary:** To appoint a representative and substitute for the community safety scrutiny panel.
- Conclusions:** To appoint a representative and substitute for the community safety scrutiny panel.
- Recommendation:** To appoint a representative and substitute and that they report back at the earliest next Scrutiny Committee, subject to meetings being organised.
- Contact Officer:** Phil Shreeve  
Strategy Manager  
[philshreeve@norwich.gov.uk](mailto:philshreeve@norwich.gov.uk)  
01603 212356

Norwich City Council has a scrutiny member representative who sits on the Norfolk countywide community safety partnership scrutiny sub panel plus one substitute member. The role of the Norfolk countywide community safety partnership scrutiny sub panel is to:

- Scrutinise the actions, decisions and priorities of the Norfolk Countywide community Safety Crime and Disorder Partnership in respect of crime and disorder on behalf of the county council communities committee
- Scrutinise the priorities as set out in the annual countywide community safety partnership plan
- Make any reports or recommendations to the countywide community safety partnership and the county council communities committee.

While the scrutiny sub panel has the duty of scrutinising the work of the CCSP, the police and crime panel scrutinises the work of the police and crime commissioner. There is a protocol regarding the relationship of these two panels to encourage and exchange information and to cooperate towards the delivery of their respective responsibilities. The community safety partnership meets once or twice a year at County Hall.

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

## **Item No 8**

**REPORT for meeting to be held on Thursday 26 May 2016**

### **Setting of the scrutiny committee work programme for 2016/2017**

**Summary:**

The purpose of the report is to assist committee members in setting the work programme for 2016/17. A series of potential topics have been listed in the report which have either been raised by the committee in the last year or have been suggested by officers due to their strategic significance to the council.

**Conclusions:**

Along with this report, the accompanying draft work programme (appendix A) and any further suggested topics, the committee will be able to select future items for the scrutiny committee work programme that assist the delivery of the council's priorities.

It is proposed that any discussion is a whole committee discussion using the TOPIC criteria (attached). This will assist members in achieving the goal of an agreed work programme that is met by consensus.

**Recommendation:**

To consider the options and agree a realistic and deliverable scrutiny committee work programme for 2016/17. The programme is a standing item at each committee meeting and can be adjusted as necessary

**Contact Officers:**

**Phil Shreeve** - Strategy Manager  
Telephone (01603) 212356  
Email [philshreeve@norwich.gov.uk](mailto:philshreeve@norwich.gov.uk)

## **1. Developing a work programme for the scrutiny committee**

- 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.
- 1.3 The scrutiny committee has previously adopted the TOPIC flow chart as an aid to selection of scrutiny topics for its work programme. This is attached to the agenda for reference and members are encouraged to pay regard to this in ensuring that any topic that makes it onto the work programme has an agreed scope and may benefit from the scrutiny process.

## **2. Recurring items**

- 2.1 There are certain areas of work identified for the scrutiny committee that are of a recurring nature. Presently, these are pre-scrutiny of the council's draft policy framework (corporate plan) and budget and the performance monitoring reports. The scrutiny committee has also requested that it receives the draft equality information report on an annual basis. This latter item is usually in draft for the December meeting.
- 2.2 Last year, members requested that they receive a periodic update from the representative sitting on the Norfolk County Health and Overview Committee. The proposed dates after this meeting for NHOSC along with suggested scrutiny report dates are:
  - 21 July 2016 (22 Sep 2016)
  - 08 September 2016 (22 Sep 2016)
  - 13 October 2016 (20 Oct 2016)
  - 08 December 2016 (15 Dec 2016)
  - 12 January 2017 (26 Jan 2016)
  - 23 February 2017 (either verbal update 23 Feb or 23 March 2017)
- 2.3 Last year quarterly performance reports were submitted every six months (quarters 2 and 4). These are already circulated with cabinet papers and recently detailed service questions have usually been added to the regular scrutiny tracker and referred to service heads for comment. Detailed responses are often not available at meetings as they require specialist input.

- 2.4 Scrutiny committee may wish to consider if biannual quarterly reports are still the best way to scrutinise performance and priorities. Based upon the meeting schedules the current timetable would probably only enable quarter 2 to come to scrutiny committee after it had gone to cabinet. Alternative options could include a themed or service analysis or consideration of measures showing consistent cause for concern.
- 2.5 In addition cabinet has indicated a desire to refresh the Corporate Plan targets and priorities in the light of changing financial and regulatory circumstances as well as the option to submit a four year “efficiency plan” to government. At this stage this could mean reports coming to scrutiny committee in September or October and the usual budget reporting framework changing to reflect these needs. Details will be agreed by cabinet.
- 2.6 Scrutiny committee may wish to keep some space free to be able to move these items on and off the work programme as required

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

- 3.1 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.
- 3.2 Although setting the future work of the committee for up to 23 March 2017, members will have the opportunity on a monthly basis to revise the programme if and when required or due to changing events. This is done via the work programme standing item on the scrutiny committee agendas. Appendix A details some of the proposed or previous patterns of reports, which can be amended as committee agrees

### **4. Draft work programme**

- 4.1 A basic draft of the scrutiny committee work programme is attached to this report. This takes account of the recurring topics that the committee will be dealing with. All dates are provisional at this stage. However, this will help to illustrate the remaining scope for accommodating topics selected as a result of member consideration of this report.
- 4.2 The strategy manager and the scrutiny liaison officer will liaise with the cabinet and officers to schedule the topics selected by the scrutiny committee and produce a work programme for the period 2016/17

## **5. Possible scrutiny topics for consideration**

5.1 The following topics listed were raised as possible scrutiny topics by the previous scrutiny committee or carried forward for consideration:

- **Academies**
- **Grounds maintenance contract**
- **Workshop or information on co-operatives (follow up to a topic from 2015 / 16)**
- **Request by a member of the public to look at the advertising of a traffic regulation order (see attached – insufficient time last year to consider) – see Appendix B**

5.2 Each topic ought to have a defined purpose, although these can be refined in consultation with the chair as necessary as events dictate



DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET PORTFOLIO COUNCILLOR or ORGANISATION	SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
26 May 2016	<b>Annual work programme for 2016 / 17</b>	Chair, Strategy Manager	To consider the options identified and agree a scrutiny committee work programme for 2016/17
30 June 2016	<b>Quarter 4 performance monitoring (15/16)</b>	Leader and Strategy Manager	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data (subject to agreement as part of the work programme setting)
14 July 2016			
22 Sep 2016	<b>Update from the Norfolk county health overview and scrutiny committee</b>	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
22 Sep 2016	<b>Transformation and Efficiency Plan</b>		Suggest hold for possible four efficiency plan and revisions to the Corporate Plan
20 Oct 2016	<b>Update from the Norfolk county health overview and scrutiny committee</b>	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
20 Oct 2016	<b>Transformation and Efficiency Plan</b>		Suggest hold for possible four efficiency plan and revisions to the Corporate Plan – subject to September date

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET PORTFOLIO COUNCILLOR or ORGANISATION	SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
24 Nov 2016	<b>Quarter 4 performance monitoring (16/17)</b>	Leader and Strategy Manager	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data (subject to agreement as part of the work programme setting) – likely to be after the report goes to cabinet
15 Dec 2016	<b>Annual equality information report</b>	Portfolio holder and Strategy Manager	Pre scrutiny of the report before it goes to cabinet
15 Dec 2016	<b>Update from the Norfolk county health overview and scrutiny committee</b>	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
15 Dec 2016	<b>Transformation</b>		Possible update on transformation and savings” processes subject to September, October and January schedules and cabinet deadlines
26 Jan 2017	<b>Update from the Norfolk county health overview and scrutiny committee</b>	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
26 Jan 2017	<b>Transformation / Budget</b>		Suggest hold for possible budget pre-scrutiny

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET PORTFOLIO COUNCILLOR or ORGANISATION	SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
23 Feb 2017			
23 Mar 2017	<b>Update from the Norfolk county health overview and scrutiny committee</b>	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
23 Mar 2017	<b>Annual review of scrutiny</b>	Chair and Scrutiny Liaison Officer	To agree the annual review of the scrutiny committee's work 2016 to 2017 and recommend it for adoption of the council



## Request form to raise an item for Scrutiny Review

Councillors should be asked to carry out the following scrutiny review:

Online publications
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Please give your reasons (continue on a separate sheet if necessary)

<p>A planning Notice was published ,regarding the expansion of the car club, on the 6th February, which states that objections can be made until the 29th February. On the 19th February, the Forum Trust contacted me to say that they could not find the information regarding the Car Club Notice on-line.</p>
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<p>Whilst there may be no legal requirement to advertise the information on the website, surely it would be helpful to publish such information online and to engage with social media?</p>
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<p>That would be my question to Scrutiny</p>
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Name:

Address:

Daytime telephone:

Email:

Signature:

Date:

**Please return this form to Lucy Palmer, Senior committee officer,**

**Norwich City Council, City Hall, St Peters Street, Norwich NR2 1NH**

**Email: [lucypalmer@norwich.gov.uk](mailto:lucypalmer@norwich.gov.uk)**