NORWICH
City Council

Scrutiny committee

Date: Thursday, 19 July 2018
Time: 16:30
Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

All group pre-meeting briefing – 16:00 Mancroft Room

This is for members only and is not part of the formal scrutiny committee meeting which will follow at 16:30. The pre-meeting is an opportunity for the committee to make final preparations before the start of the formal meeting. The public will not be given access to the Mancroft room before 16:30.

Committee members:

Councillors:
Wright (Chair)
Fullman (Vice-chair)
Carlo
Coleshill
Fulton-McAlister (M)
Hampton
Manning
Raby
Sands (S)
Smith
Stewart
Thomas (Va)
Thomas (Vi)

For further information please contact:

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Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website

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communication for all

If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

Agenda

Page nos

1 Apologies

To receive apologies for absence

2 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)

3 Public questions/petitions

To receive questions / petitions from the public

Please note that all questions must be received by the committee officer detailed on the front of the agenda by **10am on Monday 16 July 2018**

Petitions must be received must be received by the committee officer detailed on the front of the agenda by **10am on Wednesday 18 July 2018**

For guidance on submitting public questions or petitions please see appendix 1 of the council's constutition.

4 Minutes **7 - 10**
To approve the accuracy of the minutes of the meeting held on 28 June 2018

5 Work programme 2018-19 **11 - 24**
Purpose - To consider the scrutiny committee work programme 2018-19

6 Update of the Norfolk Health Overview and Scrutiny Committee representative (verbal update)
Purpose - To receive the update of the NHSOC representative

7 The impact of universal credit on vulnerable groups of people **25 - 32**
Purpose - To scrutinise the plans for the Universal Credit full service implementation in Norwich.

Date of publication**: Wednesday, 11 July 2018**

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, **M**easurable, **A**ttainable, **R**elevant and **T**ime-bound

Scrutiny committee and a protocol for those attending meetings of the scrutiny committee

- 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