Norwich City Council

SCRUTINY COMMITTEE

Item No 6

REPORT for meeting to be held on 14 December 2017

Work Programme for 2017-18

Summary: The purpose of this report is to provide an update to members on the items on the scrutiny work programme for the remainder of 2017-18 to support them in agreeing scopes for these.

Conclusions: The work programme is appended to this report. 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 2017-18.

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Items for 2017-18

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 the following items so that officers can undertake appropriate background work:

   The private rented sector: This is currently scheduled for 22 February 2018, members are invited to comment and establish what background information they require, and which officers they would like to attend for the item.

   Review of the council's enforcement service: This is currently scheduled for 22 March 2018, members are invited to comment and establish what background information they require, and which officers they would like to attend for the item.

Scrutiny committee work programme 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
13 July 2017	**Setting of the work programme**	Beth Clark (Scrutiny liaison officer), Cllr Wright	To assist committee members in setting the work programme for 2017/18
13 July 2017	**Quarterly performance report**	Adam Clark (Strategy manager)	To consider if there are any measures within report to consider for future analysis and how the committee would like to scrutinise corporate performance in the future
21 September 2017	**Update from 20th July and 7th September meetings of the Norfolk Health and Overview Scrutiny Committee**	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
21 September 2017	**Pre-scrutiny of the proposed budget consultation**	Nikki Rotsos (Director of communications and culture)	To look at the proposed approach to engaging residents and other stakeholders in the development of the council's vision and strategy for 2019-2022 as well as the 2018-19 budget and transformation programme.
21 September 2017	**The cooperative agenda in local government**	Cllr Herries	To agree areas for further review and to consider identifying a suitable time for an all members briefing/workshop about co-operatives.

Scrutiny committee work programme 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
19 October 2017	**Health inequality in Norwich**	Adam Clark (Strategy manager)	Review of health inequality in Norwich and the role of the city council
23 November 2017	**Access to justice**	Cllr Thomas	The impact of legal aid cuts, changes to tribunal fees, debt, impact of cuts to probation/prisons/courts. The city council commissions advice services which provide elements of legal advice and how these work in Norwich
23 November 2017	**Update from 26th October meeting of the Norfolk Health and Overview Scrutiny Committee**	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
14 December 2017	**Update from 7th December meeting of the Norfolk Health and Overview Scrutiny Committee**	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
14 December 2017	**Corporate plan and performance framework**	Adam Clark (Strategy manager)	Members to submit questions in advance by Monday 11 December. To consider amendments to corporate performance KPIs

Scrutiny committee work programme 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
14 December 2017	**Equality information report**	Adam Clark (Strategy manager)	Members to submit questions in advance by Monday 11 December. Pre scrutiny of the report before it goes to cabinet.
14 December 2017	**Emerging position on the 2018/19 budget and MTFS**	Karen Watling (Chief finance officer)	Members to submit questions in advance by Monday 11 December. To note latest financial forecasts, savings options and capital plans which will inform budget setting for 2018/19.
14 December 2017	**Access to justice: recommendations**	Cllr Vaughan Thomas	To agree recommendations following the evidence given at the November meeting
25 January 2018	**Update from 11th January meeting of the Norfolk Health and Overview Scrutiny Committee**	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
25 January 2018 **BELOW THE LINE**	**Scrutiny of the proposed budget, MTFS, and transformation programme**	Karen Watling (Chief finance officer), Helen Chamberlin (Head of strategy and transformation)	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy. This report is not for publication because it

Scrutiny committee work programme 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
			would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.
25 January 2018	**Environmental strategy (yearly update)**	Richard Willson (Environmental strategy manager)	Identification of any issues to consider and note successes and progress reported in the progress statement. Members to submit questions in advance by Friday 19 January.
22 February 2018	**Update from 22 February meeting of the Norfolk Health and Overview Scrutiny Committee**	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
22 February 2018	**The private rented sector**	Paul Swanborough	To be agreed
22 March 2018	**Review of the council's enforcement service**	Bob Cronk, Adrian Akester	To be agreed
22 March 2018	**Annual review of the scrutiny committee**	Adam Clark	To agree the annual review of the scrutiny committee's work 2017 to 2018 and recommend it for adoption of the council

The scrutiny committee tracker 2017 – 2018

Completed
Ongoing
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
6 April 2017	**Food poverty in Norwich**	Adam Clark, Cllr Maguire	Ask cabinet to consider;- (1) trying to access charitable trust funding to resource projects such as social supermarkets (2) developing a food poverty strategy to act as an umbrella document for existing actions (3) increasing awareness and availability of financial advice and early intervention (4) developing community led food literacy projects (5) increasing awareness of the Go4less cards which entitle residents to reduced allotment fees; and (6) linking older and socially isolated people with good food literacy skills with younger generations in need of such skills	A report was taken to cabinet on 13 September. Link to the agenda here: https://cmis.norwich.gov.uk/live/Meetingscalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/392/Committee/1/Default.aspx
22 June 2017	**City accessibility**	Bruce Bentley	Ask cabinet to formulate a city access charter and to extend consultations on such a charter to groups representing all disabilities including those with hidden disabilities.	This recommendation is part of a scrutiny report which is going to the cabinet meeting on 13 December.

The scrutiny committee tracker 2017 – 2018

Completed
Ongoing
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
13 July 2017	**Quarterly performance report**	Adam Clark	Ask the financial inclusion manager for some anecdotal evidence around timely access to debt advice,	The advice services in the FI consortium report that waiting times are variable and depend on a complex range of factors, including how urgent a case is e.g. if there are court dates or statutory time limits then these will be prioritised. However, overall, capacity is stretched within the social welfare advice sector; one proxy for this is that only around 50% of calls to the CAB advice line are currently answered, although this is improving.
13 July 2017			Ask the strategy manager to investigate why the performance target for measure FAC5 was so high; and	Response from Environmental Strategy Manger is that the 2016/17 performance above target was due to additional funding being available in 2016/17. Cosy City is fully dependent on government grants and/or funding from 3rd sector organisations. We are unlikely to see the same level of external grants and funding this year so we should not amend the target.

The scrutiny committee tracker 2017 – 2018

Completed
Ongoing
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
13 July 2017	**Quarterly performance report**		Ask the head of neighbourhood services to circulate any commentary captured around why residents felt unsafe.	Circulated to all scrutiny members by the scrutiny liaison officer.
13 July 2017			SCL05 – exceed target by 6% - what is the anomalous reason for over performance? Otherwise, should the target be raised to 96%? The committee also required why didn't expect of 100% of businesses to achieve safety compliance?	The Environmental Health Manager (Food & Safety) suggested that the target be raised to 94% to show how food businesses in Norwich compare to the National picture.
21 September 2017	**Pre-scrutiny of the proposed budget consultation**	Nikki Rotsos	Consider how best to involve members in shaping the budget consultation with an update brought back to scrutiny at appropriate time to allow changes to be considered	The members will receive a verbal update from the director of customers and culture at the 23 November meeting on the budget consultation.
21 September 2017			Include an 'easy-read' sheet to sit alongside the budget consultation	This recommendation is part of a scrutiny report which is going to the cabinet meeting on 13 December.
21 September 2017	**Cooperatives**	Bethany Clark	To ask the democratic and elections manager to arrange an all members briefing on co-operatives to include examples of how co-operatives have worked with other local authorities and what services were available to Norwich City Council.	An all members briefing will take place on Monday 19 February 2018.

The scrutiny committee tracker 2017 – 2018

Completed
Ongoing
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
21 September 2017	**Call-in of cabinet delegated decision**	Anton Bull	Ask the director of business services to liaise with the head of customer services to discuss the Councillor enquiry system	Councillor enquiry system discussed with the head of customer services. Overall enquiries are being answered within an average of 5 days. There are some outside of this. The head of customer services has this on the agenda to discuss at business management group (corporate leadership team and heads of service) to review performance.
21 September 2017			To note the work being undertaken on publishing delegated decisions and progress on motions to council	Delegated decision and motions tracker are in the process of being finalised and will be published shortly and at regular intervals thereafter.
19 October 2017	**Health inequality**	Cllr Wright	To ask the chair of scrutiny to liaise with the leader of the council around progressing accessibility charter and to acknowledge all recommendations from June scrutiny committee meeting on city access	This recommendation is part of a scrutiny report which is going to the cabinet meeting on 13 December.
		Adam Clark	To ensure provision of web information linked across organisations	With the strategy manager

The scrutiny committee tracker 2017 – 2018

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19 October 2017	**Health inequality**	Adrian Akester	To ensure health and wellbeing is taken into consideration when the review of parks and open spaces takes place	This recommendation has been forwarded to the head of citywide services.
		Cllr Wright	To scrutinise the river Wensum strategy to ensure health inequality actions are considered	This has been noted to be carried forward to the scrutiny committee's work programme 2018/19
		Cllr Wright	To scrutinise the social value and procurement framework as part of next year's work programme	This has been noted to be carried forward to the scrutiny committee's work programme 2018/19
		Adam Clark	For the strategy manager to feedback to members regarding the significantly negative outliers for Norwich from the Public Health Outcomes Framework	With the strategy manager
23 November 2017	**Work programme**	Nikki Rotsos	The director of customers and culture to circulate to all scrutiny committee members the questions to be included in the proposed budget consultation	With the strategy manager
	NHOSC	Cllr Bogelein, Cllr Brociek-Coulton	To ask the NHOSC representative to raise with the CCG the effects of the Sheltered Housing consultation on health service if that service is not provided anymore, and to ask CCG if that would fall under their	

The scrutiny committee tracker 2017 – 2018

Completed
Ongoing
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
			commission in future	
	Access to justice	Cllr Jones	Information around specific areas with an increased need of law advice and this specific demographic	

FORWARD AGENDA: CABINET and COUNCIL MEETINGS **2017 - 2018**

NORWICH City Council

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
CABINET DEC 13 2017	Norwich rough sleeping strategy 2017-22: breaking the cycle of homelessness - **KEY DECISION**	To adopt the city council's approach to tackle rough sleeping as set out in the Norwich rough sleeping strategy 2017-22: breaking the cycle of homelessness.	Cllr Maguire Andy Watt/Paul Swanborough Chris Hancock		Andy Watt	NO
CABINET DEC 13 2017	Norwich City Council – Fit for the Future	To update cabinet on the progress made during the 17/18 financial year.	Cllr Kendrick Laura McGillivray		Laura McGillivray	NO
CABINET DEC 13 2017	Emerging position on the 2018/19 budget and the Medium Term Financial Strategy (MTFS)	To consider the latest position on the 2018/19 budget for general fund revenue, housing revenue account and capital programme including the emerging proposals for budget savings and MTFS.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET DEC 13 2017	Draft Consultation Document on Greater Norwich Local Plan under Regulation 18 of the Town and Country Planning (local planning) Regulations 2012	To approve the documents for the Greater Norwich Local Plan consultation in early 2018.	Cllr Stonard Graham Nelson Mike Burrell		Dave Moorcroft	NO
CABINET DEC 13	Quarter 2 2017/18 quarterly performance	To report progress against the delivery of the corporate plan priorities and key	Councillor Waters Adam Clark		Adam Clark	NO

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
2017	report	performance measures for quarter 2 of 2017/18.				
CABINET DEC 13 2017	Report of the chair of the scrutiny committee	To consider the recommendations from the scrutiny committee.	Cllr Kendrick Adam Clark Cllr Wright		Adam Clark	NO
CABINET DEC 13 2017	Treasury management mid-year review 2017/18	To update members on the Treasury Management performance for the financial year to 30 September 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET DEC 13 2017	Procurement of a housing structural repairs contract – **Key Decision**	To consider the procurement of a housing structural repairs contract and to seek delegated authority to award the contract.	Cllr. Harris Bob Cronk		Bob Cronk	NO
CABINET DEC 13 2017	Norwich Regeneration Ltd business plans 2018-19 – **KEY DECISION**	To consider the latest business plan of Norwich Regeneration Ltd.	Cllr Harris Gwyn Jones Andy Watt		Dave Moorcroft Karen Watling	NO
CABINET DEC 13 2017	Norwich Regeneration Ltd business plan 2018-19 – **KEY DECISION**	To consider the exempt appendices to the Norwich Regeneration Ltd business plan 2018/19 report.	Cllr Harris Gwyn Jones Andy Watt		Dave Moorcroft Karen Watling	YES (Para 3)
CABINET DEC 13 2017	Managing assets (housing) – **KEY DECISION**	To seek approval for the disposal of the council owned assets described in the report.	Cllr Harris Andy Watt		Bob Cronk	YES (Para 3)
CABINET DEC 13 2017	Managing assets (non housing) – **KEY DECISION**	To seek approval for disposal of the council owned assets described in the report.	Cllr Kendrick Andy Watt		Dave Moorcroft	YES (Para 3)

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
CABINET 17 JAN 2018	Norwich Airport Industrial estate - procurement of joint venture partner	To approve the brief for procurement of a joint venture partner	Cllr Stonard Andy Watt Gwyn Jones		Andy Watt	NO
CABINET 17 JAN 2018	Council tax reduction scheme 2018-19	To consider and recommend to council a council tax reduction scheme for 2018-19	Cllr Karen Davis – social inclusion Anton Bull – Director of business services		Anton Bull	No
CABINET 17 JAN 2018	Report of the chair of the scrutiny committee	To consider the recommendations from the scrutiny committee	Cllr Kendrick Adam Clark Cllr Wright		Adam Clark	NO
CABINET 17 JAN 2018	Review of the corporate risk register and policy	To update members on the results of the key risks facing the council and the associated mitigating actions, recorded in the council's corporate risk register.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 17 JAN 2018	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	Cllrs Stonard and Herries Graham Nelson		Dave Moorcroft	NO
CABINET 17 JAN 2018	Budget monitoring 2017/18 period 8	To update Cabinet on the provisional financial position as at 30 November 2017, for the General Fund revenue budget, the Housing Revenue Account and the capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
CABINET 17 JAN 2018	Corporate plan and performance	To consider amendments to corporate performance KPIs	Cllr Waters Adam Clark		Laura McGillivray	NO
CABINET 17 JAN 2018	Equality Information Report	To consider the annual equality information report.	Cllr Davis Adam Clark		Adam Clark	NO
COUNCIL 23 JAN 2017						
COUNCIL JAN 23 2018	Treasury management mid-year review 2017/18	To update members on the Treasury Management performance for the financial year to 30 September 2017 and seek approval for changes to the policy.	Cllr Kendrick Karen Watling		Karen Watling	NO
COUNCIL 23 JAN 2017	Council tax reduction scheme 2018-19	To consider the council tax reduction scheme for 2018-19	Cllr Karen Davis – social inclusion Anton Bull – Director of business services		Anton Bull	No
COUNCIL 23 JAN 2017						
CABINET FEB 07 2018	Report of the chair of the scrutiny committee	To consider the recommendations from the scrutiny committee	Cllr Kendrick Adam Clark Cllr Wright		Adam Clark	NO
CABINET	2018/19 budget report	To recommend to council the 2018/19	Cllr Kendrick		Karen	

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
FEB 07 2018	and Medium Term Financial Strategy (MTFS).	budget and the MTFS for the general fund, housing revenue account and capital programme.	Karen Watling		Watling	
CABINET FEB 07 2018	Treasury management strategy 2018/19	To recommend to council the capital prudential indicators and limits, the borrowing strategy, the treasury prudential indicators, the minimum revenue provision.	Cllr Kendrick Karen Watling		Karen Watling	
COUNCIL 20/27 FEB 2018	2018/19 budget report and Medium Term Financial Strategy (MTFS).	To recommend to council the 2018/19 budget and the MTFS for the general fund, housing revenue account and capital programme.	Cllr Kendrick Karen Watling		Karen Watling	
COUNCIL 20/27 FEB 2018	Treasury management strategy 2018/19 (Corporate Plan update should also go if not taken earlier)	To recommend to council the capital prudential indicators and limits, the borrowing strategy, the treasury prudential indicators, the minimum revenue provision.	Cllr Kendrick Karen Watling		Karen Watling	
COUNCIL 20/27 FEB 2018	Corporate plan and performance	To consider amendments to corporate performance KPIs	Cllr Waters Adam Clark		Laura McGillivray	NO
CABINET MARCH 14 2018	Report of the chair of the scrutiny committee	To consider the recommendations from the scrutiny committee	Cllr Kendrick Adam Clark Cllr Wright		Adam Clark	NO

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
CABINET MARCH 14 2018	Budget monitoring 2017/18 period 10	To update Cabinet on the provisional financial position as at 31 January 2018, the forecast outturn for the year 2017-18, the General Fund revenue budget, the Housing Revenue Account and the capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET MARCH 14 2018	Proposed right off of bad debt (KEY DECISION)	The proposed write of debt deemed to be non recoverable.	Cllr Kendrick Karen Watling		Karen Watling	
CABINET MARCH 14 2018	Quarter 3 2017/18 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2017/18	Councillor Waters Ben Foster		Adam Clark	NO