

Norwich City Council
SCRUTINY COMMITTEE

Item No 5

REPORT for meeting to be held on Thursday 21 March

Scrutiny committee work programme 2018/19

- Summary:** The purpose of this report is to assist committee members in setting the work programme for the rest of the civic year 2018/19 (to end March 2019).
- 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 the scrutiny committee work programme 2018-19
- Contact Officers:** Emma Webster, scrutiny liaison officer
preferred contact by e-mail
emmawebster@norwich.gov.uk

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.

Scope for scheduling items to the work programme

- 1.4 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.
- 1.5 Although the future work of the committee has been set up to March 2019, 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.
- 1.6 Scrutiny members will shortly be asked to put forward topics for the work programme 2019/20. The scrutiny liaison officer will circulate a copy of the TOPIC form to allow each group to consider any items they would like to be put forward to the first meeting of the scrutiny committee in the new civic year.
- 1.7 Along with this report, members have a copy of the cabinet forward agenda for consideration.
- 1.8 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.

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.

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
1 August	Approval to Place a Bid on a Potential Asset Investment	Karen Watling, Chief Finance Officer; Andy Watt, Head of City Development Services	This report is not for publication because it 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.
20 September	The impact of operation gravity/organised crime in Norwich since 2016, the role of the council and police when dealing with communities blighted by anti-social behaviour	Bob Cronk, Director of neighbourhoods; Jo Sapsford, Early help and community safety manager	To provide members with key information on County Lines in Norfolk and the work that council officers are progressing with partners to help tackle the issue in Norwich
11 October	Norfolk county councils consultation on Early childhood and family Service - transforming our children's centres	Bob Cronk, Director of neighbourhoods	To identify where the biggest risks are for the children of Norwich so that the council can respond to the consultation.
11 October	Responses to the discussion surrounding county lines	Bob Cronk, Director of neighbourhoods	To ask members to formulate recommendations following the discussion on 20 September.

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
22 November	Responses to domestic violence in Norwich	Jo Sapsford, Early help and community safety manager, Cllr Fullman	To understand and improve the City Council response, as part of multi-agency working, to how we as an organisation respond and help citizens facing this form of abuse.
22 November	New Anglia Local enterprise partnership (LEP)	Cllr Carlo	To consider adding an item to the future work programme which explores ways of improving democratic accountability of the New Anglia LEP and public input and increasing its effectiveness
13 December	Corporate plan and performance framework	Adam Clark, Strategy Manager	To consider amendments to corporate performance KPIs.
13 December	Equality information report	Adam Clark, Strategy Manager	Pre scrutiny of the report before it goes to cabinet.
31 January	Pre Scrutiny of the council's 2019-20 budget and medium term financial strategy	Cllr Kendrick, Karen Watling, Chief finance officer	To consider and make any recommendations to cabinet on the council's 2019-20 budget and medium term financial strategy.
14 February	Insecure Jobs and Low Pay in Norwich	Cllr Fullman	To explore how the Norwich economy is changing and how our economic strategy should respond to this so that the positive opportunities can be maximised for Norwich people.
21 March	To scrutinise the decision by County's EDT Committee to end	Andy Watt	Scope to be agreed with chair of scrutiny.

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
	the joint highways agreement		
Unallocated	To agree scrutiny work programme for 2019/20 civic year		

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?
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 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 13 MARCH 2019	An overview of external relationships, contracts and grants 2019-20	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
CABINET 13 MARCH 2019	Revised supplementary planning document for affordable housing	To adopt the supplementary planning document for affordable housing	Cllr Stonard Dave Moorcroft Graham Nelson/ Judith Davison		Dave Moorcroft	NO
CABINET 13 MARCH 2019	Pay Policy Statement 2019-20	To consider and recommend to full council the pay policy statement for 2019-20.	Cllr Waters Anton Bull Dawn Bradshaw		Dawn Bradshaw	NO
CABINET 13 MARCH 2019	The award of contract for an early intervention rental income management tool – KEY DECISION	To seek approval to delegate authority to award a contract for an early intervention rental income management tool.	Cllr Harris Bob Cronk Grant Lockett		Bob Cronk	NO

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 13 MARCH 2019	The award of contract for housing mechanical and electrical repairs and maintenance of common areas – KEY DECISION	To seek approval to award a contract for housing mechanical and electrical repairs and maintenance of common areas.	Cllr Harris Bob Cronk		Bob Cronk	NO
CABINET 13 MARCH 2019	The award of contract for Winchester Tower - Replacement of the electrical power distribution system and communal lighting – KEY DECISION	To seek approval to award a contract for the electrical power distribution system and communal lighting at Winchester Tower and to seek approval to award the contract	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	NO
CABINET 13 MARCH 2019	The award of contract for architectural services for a full viability exercise to be undertaken for a potential leisure development at mile cross – KEY DECISION	To seek approval to delegate authority to award a contract architectural services for a full viability exercise to be undertaken for a potential leisure development at mile cross	Cllr Stonard Dave Moorcroft Richard Carden		Dave Moorcroft	NO
CABINET 13 MARCH 2019	Managing Assets (Housing) – KEY DECISION	To consider the disposal of the land and property assets mentioned in this report.	Cllr Harris Bob Cronk Steven Cleveland		Bob Cronk	YES (para 3)
CABINET 13 MARCH 2019	Procurement of postal collection and delivery services – KEY DECISION	To seek approval to delegate authority to award a contract for postal collection and delivery services	Cllr. Packer Nikki Rotsos Helen Beeson Dan Howes		Nikki Rotsos	NO

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 13 MARCH 2019	Safer neighbourhoods initiative	To seek the views of Cabinet on proposals to respond to the increased levels of crime and disorder occurring in some areas of the city including those relating to county lines	Cllr. Harris, Cllr Maguire Bob Cronk		Bob Cronk	No
CABINET 13 MARCH 2019	Grant of right to buy one for one receipts	To consider the granting of right to buy one for one receipts to support the provision of new homes by registered providers	TBC - Cllr Paul Kendrick Resources or Cllr Gail Harris Karen Watling Andrew Turnbull		Karen Watling	YES (para 3)
CABINET 13 MARCH 2019	Future provision of contracted services	To consider the future provision of contracted services	Cllr Kendrick Anton Bull		Anton Bull	YES (para 3) + (para 4)
CABINET 13 MARCH 2019	Managing Assets	To consider the disposal of the land and property assets mentioned in this report.	Cllr Kendrick Dave Moorcroft Andy Watt		Bob Cronk	YES (para 3)
COUNCIL 19 MARCH 2019	Pay Policy Statement 2019-20	To consider the pay policy statement for 2019-20.	Cllr Waters Anton Bull Dawn Bradshaw			NO
CABINET 12 JUNE 2019	Revenue and capital budget monitoring 2017/18 – final outturn	To update Cabinet on the revenue and capital outturns for the year 2017/18; the consequent General Fund and Housing Revenue Account balances; and to seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2018-19 capital	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?
		programme.				
CABINET 12 JUNE 2019	Economic strategy 2019-2024 - KEY DECISION	To approve for publication the economic strategy 2019-2024	Cllr Waters Dave Moorcroft Ellen Tilney		Dave Moorcroft	No
CABINET 12 JUNE 2019	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 JUNE 2019	Warden call replacement in Sheltered Housing – KEY DECISION	To inform Cabinet of the procurement process for the replacement of the warden call systems in sheltered housing and to seek retrospective approval to award the contract	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	NO
CABINET 12 JUNE 2019	Managing Assets (Housing)	To consider the disposal of the land and property assets mentioned in this report.	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	YES (para 3)
CABINET 12 JUNE 2019	Managing Assets	To consider the disposal of the land and property assets mentioned in this report.	Cllr Kendrick Dave Moorcroft Andy Watt		Bob Cronk	YES (para 3)
COUNCIL 25 JUNE 2019						
CABINET 10 JULY 2019						

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
COUNCIL 23 JULY 2019						
CABINET 11 SEPT 2019	Treasury Management full year review 2018/19	To consider and recommend to council the treasury management full year review 2018/19	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO
COUNCIL 24 SEPT 2019						
COUNCIL 24 SEPT 2019	Treasury Management full year review 2018/19	To consider the treasury management full year review 2018/19	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO
CABINET 9 OCT 2019						
CABINET 13 NOV 2019						
COUNCIL 26 NOV 2019						

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 11 DEC 2019						
CABINET 15 JAN 2020	Treasury Management mid year review 2019/20	To consider and recommend to council the treasury management mid year review 2019/20	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO
COUNCIL 28 JAN DEC 2020						
COUNCIL 28 JAN DEC 2020	Treasury Management mid year review 2019/20	To consider the treasury management mid year review 2019/20	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO