

Norwich City Council
SCRUTINY COMMITTEE

Item No 5

REPORT for meeting to be held on 23 February 2017

Work Programme for 2016-17

Summary: To provide information to members on the state of the scrutiny work programme.

Conclusions: The work programme is accompanied by the forward agenda and tracker to provide additional information for members.

Recommendation: For the committee to note the work programme.

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DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
30 June 2016	Market Consultation	Adrian Akester (Head of Citywide Services)	To update members on the outcomes of the consultation on Norwich Market.
30 June 2016	Grounds Maintenance Contract	Adrian Akester (Head of Citywide Services)	To gain clarification on whether efficiencies can be found in the budget regarding the Grounds Maintenance Contract.
30 June 2016	Publication of Traffic Regulation Orders	Phil Shreeve (Strategy manager)	To understand how the council will publicise information about Traffic Regulation Orders
30 June 2016	Quarter 4 Performance Review	Phil Shreeve (Strategy manager)	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data
14 July 2016 MEETING CANCELLED	Communications and Consultation	Nikki Rotsos and portfolio holder (Cllr Waters)	The strategy manager circulated a briefing paper and the committee will look at this document at the meeting on 20 October.
14 July 2016 MEETING CANCELLED	Devolution	Phil Shreeve and Cllr Wright	To discuss the council's position on the proposed East Anglian devolution plan.
14 July 2016 Evidence gathering meeting	City Accessibility Tour	Andy Watt and Cllr Wright	This scrutiny committee meeting was cancelled and instead some members took part in a tour of the city looking at accessibility around the city. Access groups were also invited to attend, including RNIB and NNAB.

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22 September 2016	Update from 21st July meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	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 September 2016	Update from 8th September meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	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 September 2016	Academies and education attainment	Cllr Wright, chair of scrutiny	To consider the current state of educational outcomes in Norwich with reference to changing school structures such as academies and free schools.
20 October 2016	Update from 13th October meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	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.
20 October 2016	Educational outcomes for the young people of Norwich	Cllr Wright, chair of scrutiny	To consider the current state of educational outcomes in Norwich with reference to changing school structures such as academies and free schools.
20 October 2016	Consultation method	Nikki Rotsos (Director of customers and culture)	That the scrutiny committee notes the consultation process of the council and considers specific ways of enhancing this.

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24 November 2016	Greater Norwich Growth Board and Local Enterprise Partnership	Dave Moorcroft (Director of regeneration and development)	A briefing paper about the 'current state of play' in regard to GNGB and LEP.
24 November 2016	Education and Social Mobility	James Wright, chair of scrutiny	To provide members the opportunity to form recommendations following the evidence gathering meetings around academies at the September and October scrutiny committee meetings.
15 December 2016	Update from 8th December meeting of the Norfolk Health Overview and Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	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.
15 December 2016	Corporate Plan Review	Adam Clark (Strategy manager)	To consider amendments to corporate performance KPIs
15 December 2016	Equality Information Report	Adam Clark (Strategy manager)	Pre scrutiny of the report before it goes to cabinet.
15 December 2016	Neighbourhood Model and ward councillors	Bob Cronk (Director of neighbourhoods)	Scrutinise the Neighbourhood Model to see how the public is engaged, how councillors are involved and how resources will be allocated

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26 January 2017	Pre scrutiny of the proposed budget	Justine Hartley (Chief finance officer)	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy.
26 January 2017	Environmental Strategy – Yearly update on the progress statement	Richard Willson (Environmental strategy manager)	Identification of any issues to consider and note successes and progress reported in the progress statement.
26 January 2017	Update from 12th January meeting of the Norfolk Health Overview and Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	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.
23 February 2017	Food Poverty	Adam Clark (Strategy manager) and Cllr Maguire	For the committee to identify and address the cause and effects around food poverty in Norwich.
23 March 2017	Summary of Food Poverty meeting	Adam Clark (Strategy manager) and Cllr Maguire	Following the first food poverty meeting, this committee meeting will aim to identify solutions and resolutions to recommend to cabinet for consideration
6 April 2017	Annual Review of the Scrutiny Committee	Beth Clark and Cllr Wright	To agree the annual review of the scrutiny committee's work 2016 to 2017 and recommend it for adoption of the council

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6 April 2017	City Accessibility	Andy Watt (Head of city development services)	To make appropriate recommendations on how the council could ensure that people with visual impairments/disabilities can access the city safely and with confidence.

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
11 June 2015	The council's consultation process	Nikki Rotsos	For a briefing paper to be circulated, for scrutiny members to gain an overview and understanding of the council's current work in this area.	This item is provisionally allocated to be reviewed by the committee on 14 July 2016
15 October 2015	Scrutiny Committee Work Programme 2015 – 2016	James Wright	Discussion of income generation led to the suggestion of involving cooperatives in this work. Idea to hold a half-day seminar for senior staff and officers to provide clarification around the way in which they work	The cooperatives item is being progressed by the strategy manager and Cllr Herries for a future scrutiny committee meeting – date tbc. It was also agreed that workshops would be held to update members.
12 November 2015	Community Space Review	Bob Cronk	It was agreed a website containing a centralised tool for room bookings across all community centres would worthwhile	A central online booking system is something that has previously been explored with the volunteer management committees/community associations that operate the council's community centres. A centralised tool would provide some positive benefits but not all of the centres use IT regularly. The new community centres website could be used as a basis for this and further development work with the centres has been proposed linking this proposal with the council's digital inclusion activity. The majority of the centres still work with a paper booking system and taking forward a web based system would require endorsement from the centres but something the council can encourage and will continue to do so, building on those centres that do use web tools.
17 December 2015	*Transformation Update	Bob Cronk	Discuss with the communications team about publishing the changes to the Housing and Planning Bill	Members can find an update on the Housing and Planning Act on the Local Government Information Unit website: http://www.lgiu.org.uk/briefing/housing-and-planning-bill-update/

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17 December 2015	Quarter 2 performance monitoring 2015 – 2016	Andy Watt	The homelessness strategy shows that Norwich is way below the average with regards to preventing homelessness by keeping people in their own homes. How does this relate to the target of preventing homelessness? Would it be worth having a new target to help increase the number of people staying in their own home?	Members can find an update on e-councillor
28 January 2016	Scrutiny Committee Work Programme 2015 – 2016	James Wright	Ask the chair to provide members with an update on the cooperatives briefing	The cooperatives item is being progressed by the strategy manager and Cllr Herries for a future scrutiny committee meeting – date tbc. It was also agreed that workshops would be held to update members.
25 February 2016	Norfolk Health and Overview Scrutiny Committee	Phil Shreeve	Ask the strategy manager to contact the chair of the CCG to see which consultations on planned changes to commissioning intentions may be able to be made available via e-councillor	A discussion has been held and further options looked at once the CCG have looked again at their consultation and engagement processes
	Council policies for the control of verge parking and A boards	Andy Watt	Contact all schools in the Norwich City Council area for a copy of their travel plan to collect data on how children travel to school	Members can find information here: \\Sfil2\Shared Folders\Transport and infrastructure\Transport planning\School Travel\School Travel Plans\School Travel Plans (2016)
		Andy Watt	Liaise with the communications team and place an article in Citizen magazine to promote best practise around verge parking	The communications team have confirmed that the article has been written, signed off and filed ready for the summer issue (which is circulated from June 6 th)

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17 March 2016	Push the Pedalways	Jo Deverick	Percentage of roads that are 20mph on the pink pedalway	<p>West area (around The Avenues), including North Park Avenue. 10763 metres (10.8 kilometres)</p> <p>- Britannia Road (includes part of Gurney Road and Vincent Road). 1284 metres (1.3 kilometres)</p> <p>- East area (Heartsease). 12401 metres (12.4 kilometres)</p> <p>Areas that have been approved and designed as part of the CCAG1 but will be installed as part of the CCAG2</p> <p>- City centre - the new areas of 20mph. This includes all new areas within the old city walls and a small area north of Barrack Street. 23738 metres (23.8 kilometres)</p> <p>More information about the benefits of 20 mph areas please look on Norwich City Council website under the Cabinet Committee papers section from March 9th meeting.</p>
		Jo Deverick	Members asked for verification of the width of the contraflow cycle path of Essex Street	Ongoing
		Phil Shreeve	Understand the health benefits of the pedalway scheme and benefits for 20mph zones	Benefits of 20mph zones - http://www.britac.ac.uk/policy/health_inequalities.cfm

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17 March 2016	Push the Pedalways	Phil Shreeve		Benefits of physical activity - http://www.ukactive.com/turningthetide/ https://www.gov.uk/government/publications/everybody-active-every-day-a-framework-to-embed-physical-activity-into-daily-life
26 May 2016	Setting of the Scrutiny Committee Work Programme	Phil Shreeve	Members asked for information about the publication of Traffic Regulation Orders	The service is looking at getting TROs online as soon as resource enables it to happen.
30 June 2016	Quarterly performance report	Phil Shreeve	With reference to measure PVC4 (number of new business start-ups) members requested further information, in particular what would happen if a new business were to close?	The Economic development officer – ‘The figure was gross, it measures new businesses which have started with support from local business support agencies. It is not a measure of active businesses which is a net figure i.e .new businesses + existing businesses – business closures. This measure is available from official statistics but is subject to a 2 year time lag which is why it is not used as a performance measure, it is not timely enough. The measure does not include business closures’
30 June 2016	Update on the Norwich Market Consultation	Adrian Akester	The scrutiny committee to explore the possibility of 1. for a bus route to take in the market place via Saint Peters Street; and, 2. to improve sign posting from existing bus stops to the market (particularly on Castle Meadow)	The head of city development responded, ‘1) is a matter for the county council as they are the passenger transport authority. From the knowledge I do have it is very unlikely to be viable and also a single bus route is only going to be of use for a small proportion of the population. As Scrutiny Committee notes the nearest main bus stops are at Castle Meadow. The market is already signed from Castle Meadow (at the junction with Davey Place). To

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				provide more signs as requested under 2) would be costly, however there is no budget for this, nor for future maintenance. Such provision could only therefore be justified based on well researched marketing advice of which I am unaware. Additional signs would also add to street clutter.
22 September 2016	Switch and Save		For members to better understand the Switch and Save process	It was agreed that the best way to implement this would for the scrutiny committee to attend an all member briefing on this topic
24 November 2016	Greater Norwich Growth Board (GNGB) and New Anglia Local Enterprise Partnership (NALEP) update	James Wright	RESOLVED that the chair would write to: a) The GNGB to request as a part of their meetings the inclusion of public questions and the publication of papers in advance of any meeting; and, b) The NALEP to request as a part of their meetings the inclusion of public questions and the publication of papers in advance of any meeting and to encourage trade union representation as a part of the group.	Ongoing
	Education and Social Mobility	Cabinet member for fairness and equality, Vaughan Thomas	Ask the cabinet member for fairness and equality to complete the government consultation entitled 'Schools that work for everyone';	Due to time constraints, the cabinet member was unable to complete the consultation before the deadline.

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24 November 2016	Education and social mobility	James Wright	Recommend to cabinet the establishment of a cooperative academy chain	Ongoing
		James Wright	Recommend to Norfolk County Council children's services that they encourage academies to engage more fully with the work of the Early Help Hub	Ongoing
		James Wright	The chair to write to the new head of children's services at Norfolk County Council, welcoming them to the role and asking that – given the state of educational outcomes in the city – what work was being planned around: i) Vulnerable families; and, ii) Lack of alternative provision	Ongoing
15 December 2016	Neighbourhood model and the role of the ward councillor	Bob Cronk	A workshop on the Neighbourhood model to answer the questions: How are councillors currently engaged and supporting local community activity? - What do members think is the role of the ward councillor in the enabling programme? - What support or training do members need to help communities do more for themselves?	This workshop took place on 10 January 2017

**FORWARD AGENDA: CABINET and COUNCIL MEETINGS
2016 – 2017**

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
COUNCIL 21 FEB 2017	General fund revenue budget 2017-18 and capital programme 2017-18 to 2021- 22	To consider the budget and budgetary requirement, council tax requirement, level of council tax for 2017-18 and the non-housing capital programme 2017-18 to 2021-22.	Cllr Mike Stonard Justine Hartley	13 FEB	Justine Hartley	NO
COUNCIL 21 FEB 2017	Housing rents and budget 2017-18	To consider the Housing Revenue Account budget for 2017-18, council housing rents for 2017-18, the prudent minimum level of HRA reserves 2017-18, and housing capital programme 2017-18 to 2022-23.	Cllr Mike Stonard Justine Hartley	13 FEB	Justine Hartley	NO
COUNCIL 21 FEB 2017	Treasury management strategy 2017-18	To outline the council's prudential indicators for 2017-18 through to 2019-20 and set out the expected treasury operations for this period.	Cllr Mike Stonard Justine Hartley	13 FEB	Justine Hartley	NO
COUNCIL 21 FEB 2017	Corporate plan and performance	To consider amendments to corporate performance KPIs and corporate plan documentation	Cllr Waters Adam Clark	13 FEB	Laura McGillivray	NO
CABINET 15 MAR 2017	Revenue budget monitoring 2016/17 period 10	To provide an update on the provisional financial position as at 31 January 2017, the forecast outturn for the year 2016-17, and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Mike Stonard Justine Hartley	1 MAR	Justine Hartley	NO
CABINET 15 MAR	Proposed right off of bad debt	To provide an update with regard to the write off of non- recoverable national non	Cllr Mike Stonard Justine Hartley	1 MAR	Justine Hartley	NO

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
2017		domestic rate (NNDR) debt and request approval for the write off of debts which are deemed irrecoverable.				
CABINET 15 MAR 2017	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.	Cllr Mike Stonard Justine Hartley	1 MAR	Justine Hartley	NO
CABINET 15 MAR 2017	Greater Norwich Development Partnership Sustainability Appraisal Scoping report	To seek approval to finalise the Greater Norwich Local Plan Sustainability Appraisal Scoping Report.	Cllr. Bremner Mike Burrell Judith Davison	1 MAR	Dave Moorcroft	NO
CABINET 15 MAR 2017	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 ask for delegated approval to place the orders	Cllr. Harris Carol Marney Brad Greeves	1 MAR	Bob Cronk	NO
CABINET 15 MAR 2017	Anglia Square policy guidance note – KEY DECISION	To seek approval to adopt the policy guidance note	Judith Davison	1 MAR	Dave Moorcroft	NO
CABINET 15 MAR 2017	Pay Policy Statement 2018-19	To consider and recommend to full council the pay policy statement for 2018-19.	Cllr Waters Dawn Bradshaw	1 MAR	Anton Bull	NO
CABINET 15 MAR 2017	Treasury management strategy 2017-18	To outline the council's prudential indicators for 2017-18 through to 2019-20 and set out the expected treasury operations for this period.	Cllr Mike Stonard Justine Hartley	1 MAR	Justine Hartley	NO
CABINET	Municipal Bonds	To seek approval for the use of the	Cllr Mike Stonard	1 MAR	Justine	NO

ALLOCATED ITEMS

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15 MAR 2017	Agency borrowing framework	Municipal Bonds Agency for future borrowing needs.	Justine Hartley		Hartley	
CABINET 15 MAR 2017	Greater Norwich Investment Plan KEY DECISION	To agree on the inclusion of projects in the 2017-18 Greater Norwich Investment Plan	Cllr Waters Dave Moorcroft	1 MAR	Dave Moorcroft	NO
CABINET 15 MAR 2017	Procurement for income generation for Norwich City Council by advertising in its three multi storey car parks – KEY DECISION	To consider the award of a contract for income generation for the city council by advertising in its three multi storey car parks.	Cllr Waters Justine Hartley Kyle Jameson	1 MAR	Anton Bull	NO
COUNCIL 21 MAR 2017	Appointment of the section 151 officer (chief finance officer)	To consider the appointment of the section 151 officer (chief finance officer)	Dawn Bradshaw	13 MAR	Laura McGillivray	NO
COUNCIL 21 MAR 2017	Pay Policy Statement 2018-19	To consider and agree the pay policy statement for 2018-19.	Cllr Waters Dawn Bradshaw	13 MAR	Anton Bull	NO
CABINET 12 APR 2017	Award of contract for provision of loft and cavity wall insulation – KEY DECISION	To award a contract to provide loft and cavity wall insulation to council owned housing assets	Cllr Gail Harris Gary Atkins Lee Robson	29 APR	Bob Cronk	NO
CABINET 8 FEB 2017	Managing assets	To consider the future of the land and property described in the report		29 APR		Yes (Para 3)