

SCRUTINY COMMITTEE WORK PROGRAMME 2012/2013 – NORWICH CITY COUNCIL

Pick Analysis for Prioritising Topics – MEMBERS ARE ASKED TO USE THE PICK ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS FOR THE POSSIBLE INCLUSION ON TO THE WORK PROGRAMME.

P	Public interest	Is there sufficient public interest in the topic?
I	Impact	Will the review have a significant impact on community wellbeing?
C	Council performance	How is the council/organisation performing in this area?
K	Keeping in context	What else is happening in this area such as recent reviews or inspections?

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
26 Jan 2012	Asset management strategy	Responsible cabinet member, the director of regeneration & development and the head of city development services	To test the investment strategy criteria for capital fund investment	At committee	First of two meetings. 2 nd to focus on the improvement plan (March meeting)
26 Jan 2012	Report back on the performance of the benefits service	The deputy chief executive, the revenues & benefits manager and the responsible cabinet member	Presentation to the Scrutiny Committee to give members a broader overview of the service and the opportunity to ask questions on the performance of the service	At committee	One meeting
9 Feb 2012	Consideration of the draft budget report	Cabinet and corporate leadership team	To comment on the draft budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council.	At committee	Annual

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
23 February 2012	Quarterly Performance Data	Cabinet, corporate leadership team and the policy & performance manager	Identification of any causes for concern and note successes	At committee	Quarterly Review
22 March 2012	Asset management improvement plan	Responsible cabinet member, the director of regeneration & development and the head of city development services	To monitor the progress of the work being undertaken with Norfolk property services on the service improvement plan	At committee	One meeting
May 2012	Setting a new scrutiny work programme	Scrutiny committee, scrutiny officer & corporate leadership team	This exercise should enable the scrutiny committee to ensure that the work of the committee is relevant and achievable	Facilitated exercise at committee	Re – set annually and revised monthly
Nov 2012	Budget scrutiny Café	Cabinet, chief officers and service heads	To provide members with an overview and answers to questions regarding the budget, performance and policy framework.	Annual event	One meeting
TBA	Channel migration	Responsible cabinet member, the deputy chief executive, the head of communications & cultural services and the head of customer contact	To monitor the effectiveness/effect of any new methods of working on the public.	At committee	Further meetings to monitor the effect of channel migration.
TBA	Community safety partnership update	Responsible cabinet member, director of regeneration and development and the head of local neighbourhood services	To monitor the progress of the partnership with particular focus on the creation of the police and crime panels	At committee	One meeting
Item on all Scrutiny agendas	Scrutiny Committee Work Programme	Chair of Scrutiny & Scrutiny Officer	Keep the programme of topics for Scrutiny under review	At Committee	on going each month and annual review

FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2011/2012

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
SCRUTINY 26 Jan	Report back on the performance of the benefits service	Presentation to the Scrutiny Committee to give members a broader overview of the service and the opportunity to ask questions on the performance of the service	The deputy chief executive, the revenues & benefits manager and the responsible cabinet member				
SCRUTINY 26 Jan	Asset management strategy	To test the investment strategy criteria for capital fund investment	Responsible cabinet member, the director of regeneration & development and the head of city development services				
COUNCIL 31 Jan	Interim Report of the Monitoring Officer		Head of law & governance Steve Goddard and Steve Dowson	23 Jan			Moved from Nov council

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
COUNCIL 31 Jan	Calculation of the Council tax base 2012/2013	To agree the council tax base for 2012/13	Head of finance (Jan Ferguson)	23 Jan	BM		
COUNCIL 31Jan	Community Infrastructure Levy – the results of the consultation undertaken on a preliminary draft charging schedule in October/November, 2011, and next steps	to recommend to Council that these documents should be published to invite formal representations which would be considered at a public examination.	Dir of reg & dev – Gwyn Jones	23 Jan			
SCRUTINY 9 Feb	Consideration of the draft budget report	To comment on the draft budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council.	CLT				
CABINET 15 Feb	Budget Monitoring 2011-12 Period 8	To update cabinet on the current financial position	HoF – Barry Marshall/Mark Smith	27 Jan	BM	PH	

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
CABINET 15 Feb	Disposal of HRA land for development for new affordable housing KEY DECISION		Dir of reg & dev – Debbie Gould (email 28.10.11)	27 Jan	JM	PH	
CABINET 15 Feb	Norwich Rough Sleeper Outreach Service KEY DECISION	To appoint the selected supplier for the Norwich Rough Sleeper Outreach Service	Dir of reg & dev – Chris Hancock (email 28.10.11)	27 Jan	JM	PH	
CABINET 15 Feb	Bowthorpe Threescore- Outline Planning Application KEY DECISION EXEMPT?	To consider changes to the outline planning application submitted by the Council which will need to be reconsidered by the Council's planning applications committee in due course	Dir of reg & dev Gwyn Jones	27 Jan	JM	PH	
CABINET 15 Feb	Local Development Order		Dir of reg & dev Graham Nelson	27 Jan	JM	PH	Sust dev 25 Jan
COUNCIL 21 Feb	Budget council (incl localism bill - pay accountability)		HoF – Barry Marshall	13 Feb			
SCRUTINY 23 Feb	Quarterly performance data	Identification of any causes for concern and note successes	CLT				

Allocated Items							
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CABINET 14 Mar	Budget Monitoring 2011-12 Period 9	To update cabinet on the current financial position	HoF – Barry Marshall/Mark Smith	24 Feb	BM	PH	
CABINET 14 Mar	Quarter 3 Performance data		CLT – Phil Shreeve	24 Feb	BB	PH	
CABINET 14 Mar	Annual Review of Partnerships Register		Head of strategy and programmes -Rachel Metson	24 Feb	RO		
CABINET 14 Mar	Norfolk Housing and Support Strategy For People Who Misuse Substances	Requesting Cabinet approval to adopt the Norfolk Housing and Support Strategy For People Who Misuse Substances	Director of reg and Development – Andy Watt	24 Feb	JM	PH	
CABINET 14 Mar	Community Infrastructure Levy (CIL) Draft Charging schedule-Submission of documents and information to the examiner	To ask Cabinet to recommend to Council to submit CIL documents and information to the examiner	Director of reg and dev – Gwyn Jones X2364	24 Feb	JM	PH	
CABINET 14 Mar	Management of the Riverside Leisure Centre from March 2013		Head of comms & cultural svcs Martine Holden X2114	24 Feb	NR	PH	
AUDIT 20 Mar							

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SCRUTINY 22 Mar	Asset management improvement plan	To monitor the progress of the work being undertaken with Norfolk property services on the service improvement plan	Responsible cabinet member, the director of regeneration & development and the head of city development services				
COUNCIL 20 Mar	Community Infrastructure Levy (CIL) Draft Charging schedule-Submission of documents and information to the examiner	To ask Council to agree to submit CIL documents and information to the examiner	Dir of reg & dev Gwyn Jones	12 Mar	JM	PH	

Item 5 - Appendix B
Scrutiny committee
26 January 2012

Scrutiny committee recommendation & request tracking

Date	Topic	Responsible officer	Scrutiny recommendation/request	Progress	Outcome
21 July 2011	Commissioning Framework	Russell O'Keefe	The scrutiny committee members be sent a link to the officer guidance tool kit for commissioning	The document is still draft and will be finalised once the commissioning framework has been approved. The document will then be circulated to scrutiny committee members as requested	
21 July 2011	Commissioning Framework	Russell O'Keefe	A similar tool kit be developed for members	Work is underway to develop a member's toolkit. Once the commissioning framework has been formally approved this will be completed	
21 July 2011	Commissioning Framework	Russell O'Keefe	A link to the Norfolk voluntary service Norfolk compact be emailed to the scrutiny committee members	This has been circulated to members	complete
21 July 2011	Commissioning Framework	Russell O'Keefe	The scrutiny committee be provided with a link to the service delivery options matrix and the lean blue print	This has been circulated to members	complete
21 July 2011	Commissioning Framework	Russell O'Keefe	Consideration be given to the use of a hierarchy of options to commissioning, that included consideration of internal and local sector provision and co-operatives	This recommendation will be put to cabinet on 9 November alongside other comments on the commissioning framework	

Date	Topic	Responsible officer	Scrutiny recommendation/request	Progress	Outcome
21 July 2011	Commissioning Framework	Andy Emms Russell O'Keefe	A member briefing on procurement be organised	To be confirmed	
21 July 2011	Commissioning Framework	Russell O'Keefe	The council considers the appropriateness of setting local multipliers for the purposes of commissioning and or procurement when appropriate	This recommendation will be put to cabinet on 9 November alongside other comments on the commissioning framework	
21 July 2011	Commissioning Framework	Russell O'Keefe	The use of ward members be considered for the process of area based commissioning exercises	This recommendation will be put to cabinet on 9 November alongside other comments on the commissioning framework	
3 November 2011	Environmental strategy 2011 - 2014	Russell O'Keefe	Scrutiny suggestion that a copy of the environmental strategy be sent to the Norwich independent climate change commission for comment	To be confirmed	
6 December 2011	Community safety and policing in Norwich	Andy Emms Bob Cronk	A member briefing updating on the new policing structure be held with the police commander in February / March 2012, to allow time for the new structure to embed.	To be confirmed	