

SCRUTINY COMMITTEE WORK PROGRAMME 2010/2011 – 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
Jan 20 2011	Community Safety Monthly Performance Data	Responsible Executive member(s), Director of Regeneration & Development, Head of Community Services & the Strategic Partnership & Community Safety Officer.	Compliance with the Police & Justice Act – statutory role for scrutiny. Is the Crime & Disorder Reduction Partnership achieving its commitments? And update on the new county wide arrangements for community safety.	At committee	Every Six Months
Jan 20 2011	What is due diligence?	Head of Finance	For members to learn some of the theory of due diligence to assist the scoping of questions for the meeting of 17 February	At Committee	Learning & scoping exercise for the 17 February meeting
Jan 20 2011	Exemplar first phase – Three score development; Procurement of a developer partner	Director of Regeneration & Development & the City Growth & Development Manager	Update on the process re the procurement of a partner and to decide on the issues for scrutiny consideration either at the March meeting of this committee or delegated to a task & finish group to be set up to report directly to the 16 March meeting of the cabinet.	At Committee and/or task & finish group	Two meetings

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
Feb 10 2011	Budget Scrutiny	The Cabinet, the Head of Financial Services and Corporate Management Team	To gain an overview of the proposed budget in-order to assess if it is going to deliver the council's aims	At committee	One session
Feb 24 2011	Letting of the Housing Repairs and Maintenance, and Environmental Contracts - due diligence	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	Examination to assess the council's process and to see if it can be improved. What do the EU regulations allow us to do? Certain outcomes from this discussion may be carried forward to the committee's look into the effectiveness of the revised procurement strategy later in 2011.	At Committee	One meeting 2 nd of two
March 17 2011	Quarterly Performance Data	Cabinet, Corporate Management Team and the Policy & Performance Manager	Identification of any causes for concern and note successes	At committee	Quarterly Review

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
March 17 2011	Exemplar first phase – Three score development; procurement process to secure a development partner	Director of Regeneration & Development & the City Growth & Development Manager	To make a recommendation to cabinet, on the outcome of the process to procure a developer/partner. And discussion around the infrastructure needs and wider community impact of any future development in this area of the City.	At Committee Pending decision at the January meeting this may become delegated to a task & finish group	One meeting 2 nd of two
March 17 2011	Annual Scrutiny Review	Chair of Scrutiny and the Scrutiny Officer	Assessment of the effectiveness of the council's scrutiny function and a forward look to the development of scrutiny. Recommend to Council	At committee	One meeting
May 2011	Crime & Disorder Reduction Partnership	Responsible Executive member(s) Director of Regeneration & Development Head of Community Services	Compliance with the Police & Justice Act – statutory role for scrutiny. Is the Crime & Disorder Reduction Partnership achieving its commitments?	At Committee	One meeting
May 2011	Quarterly Performance Data	Cabinet, Corporate Management Team and the Policy & Performance Manager	Identification of any causes for concern and note successes	At committee	Quarterly Review

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
June 2011	Effectiveness of the revised Procurement Strategy and Ethical Procurement	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	To ask; is the council adhering to the procurement strategy and what has the impact been of the revised strategy. Are there any gaps?		
June 2011	Neighbourhood Strategy	Director of Regeneration & Development, Head of Local Neighbourhood Services and the cabinet portfolio member – Neighbourhood Development	To gain an overview of the strategy's impact and to learn of the next steps	At committee	One meeting
June 2011	Voluntary Sector	The Head of Strategy & Programme Management and the cabinet portfolio members – Neighbourhood Development and Wellbeing.	To gain an overview of the newly proposed commissioning model, the process by which it has been developed and to assess if it will deliver the council's needs.	Pre – scrutiny of new policy.	One meeting
July 2011	Customer Contact Management Systems	Deputy Chief Executive, the Head of Customer Services and the cabinet portfolio member – Resources, Performance and Shared services.	Pre – scrutiny of the new way of working and to assess what areas may need onward monitoring.	At committee	On going

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
July 2011	ICT benchmarking	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	Consideration of the refreshed ICT strategy and to assess if the council's ICT arrangements are offering best value.	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 2010/11

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Cttee Officer by:-	Management Clearance • CMT	Cabinet Briefing (IC) or Portfolio Holder (PH)	TB/VH Comments
AUDIT 17 Jan	Corporate risk Register	To update members on the results of the review of key corporate risks and mitigation actions by the council's corporate management team.	DECO - Barry Marshall	10 Jan			
AUDIT 17 Jan	Business continuity and risk management	to review the actions taken by the City Council in relation to the withdrawal of a major service supplier	Dir of Reg & Develop – Jerry Massey	10 Jan			
CABINET 19 Jan	The Localism Bill		DCEO - Russell O'Keefe	ASAP			
CABINET 19 Jan	RSG Settlement		CDCEO - Barry Marshall	ASAP			
CABINET 19 Jan	Development Management Policies Development Plan Document	To approve the DM policies DPD for public consultation	Dir of Reg and Develop – Graham Nelson	31 Dec	JM	PH	
CABINET 19 Jan	Site Allocation Development Plan Document	To approve the sites allocation DPD for public consultation	Dir of Reg and Develop – Graham Nelson	31 Dec	JM	PH	
CABINET 19 Jan	Allotments Rules Review	To approve for consultation	Head of Citywide Services – Simon Meek	31 Dec	JM	PH	

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CABINET 19 Jan	Local Enterprise Partnerships	To inform members of the latest developments in forming the New Anglia LEP (Local Enterprise Partnership)	Reg & Develop – Ellen Tilney	31 Dec	JM	PH	
SCRUT 20 Jan	Community Safety Monthly Performance Data	Compliance with the Police & Justice Act – statutory role for scrutiny. Is the Crime & Disorder Reduction Partnership achieving its commitments? And update on the new county wide arrangements for community safety.	Dir of Reg & Dev – Bob Cronk	11 Jan			
SCRUT 20 Jan	What is due diligence?	For members to learn some of the theory of due diligence to assist the scoping of questions for the meeting of 17 February	Hd of Finance	11 Jan			
SCRUT 20 Jan	Annual Scrutiny Review	Assessment of the effectiveness of the council's scrutiny function and a forward look to the development of scrutiny. Recommend to Council	DCEO – Steve Goddard	11 Jan			
SCRUT 20 Jan	Exemplar first phase – Three score development	Update on the process	Dir of Reg & Dev – Gwyn Jones	11 Jan			

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Meeting	Report	Purpose	Director & Head of Service	Final Report - to Cttee Officer by:-	Management Clearance • CMT	Cabinet Briefing (IC) or Portfolio Holder (PH)	TB/VH Comments
COUNCIL 25 Jan	Calculation of the council tax 2011/2012	To approve the calculation of the council tax base for 2010/2011.	DECO – Barry Marshall				
SCRUTINY 10 Feb	Budget Scrutiny	To gain an overview of the proposed budget in order to assess if it is going to deliver the council's aims	DCEO – Barry Marshall	1 Feb			
CABINET 16 Feb	Budget Monitoring	To update members on budget monitoring 9 mths to 31 Dec	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Budget & Policy Framework & Service Priority Plans	To set out Budget & Policy Framework	CEO	28 Jan	BB	PH	
CABINET 16 Feb	Budget 2011/12 General Fund	To recommend to Council setting of budgetary requirement level of Council Tax	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Capital Strategy	Recommend updated Capital Strategy to Council	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Non Housing Capital Plan 2010-2014 & Non Hsg Capital Prog	To review Non Capital Plan & Non Hsg Capital Prog	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	HRA Account 2011/12	HRA budgets for 2011/12	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Council Rents & Other Charges	To set options for rents & other charges	Hd of finance	28 Jan	BB	PH	

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CABINET 16 Feb	Housing Capital Programme	To review Hsg Capital Programme	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Future provision of housing repairs, maintenance and improvements. KEY DECISION	To approve the strategy for provision of housing repairs, maintenance and improvements.	DCEO – Anton Bull	28 Jan	JM	PH	
CABINET 16 Feb	Property Services update EXEMPT REPORT	To brief members on options for the future delivery of the Asset Management Service.	Dir of Reg & Develop – Anne Bonsor	28 Jan	JM	PH	
CABINET 16 Feb	Single Status EXEMPT REPORT		DCEO – Dawn Bradshaw	28 Jan	BB	PH	
CABINET 16 Feb	New Contractual Arrangements with NEWS MRF(Materials Recycling Facility) at Costessey	Cabinet has previously approved a new waste and recycling service, Maximum Landfill Diversion (MLD), which includes the weekly collection of food waste. MLD has provided new business opportunities around the collection and disposal of material for recycling and this report seeks permission to pursue these opportunities in order to maximise income.	Head of Citywide Services – Chris Eardley	28 Jan	JM	PH	
CABINET 16 Feb	Changes to car park blue badge charges	To approve changes to car park blue badge charges	Dir of Reg & Development –	28 Jan	JM	PH	

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			David Rogers				
COUNCIL 22 Feb	Non housing capital programme	To consider recommendations of Exec	Hd of Finance				
COUNCIL 22 Feb	Budget 2011-12 general fund	To consider recommendations of Exec	Hd of Finance				
COUNCIL 22 Feb	Capital strategy	To consider recommendations of Exec	Hd of Finance				
COUNCIL 22 Feb	Council housing capital plan & programme	To consider recommendations of Exec	Hd of Finance				
COUNCIL 22 Feb	HRA budget 2011-12	To consider recommendations of Exec	Hd of Finance				
COUNCIL 22 Feb	Council rents & other housing charges 2011/12	To consider recommendations of Exec	Hd of Finance				
SCRUTINY 24 Feb	Letting of the Housing Repairs and Maintenance and Environmental Contracts – due diligence	Examination to assess the council's process and to see if it can be improved. What do the EU regulations allow us to do? Certain outcomes from this discussion may be carried forward to the committee's look into the effectiveness of the revised procurement strategy later in 2011	DCEO – Anton Bull	16 Feb			

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COUNCIL 1 Mar							
CABINET 16 Mar	Quarter 3 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation	25 Feb	PS	PH	
CABINET 16 Mar	Bracondale Conservation Area Appraisal	To approve the Bracondale conservation area appraisal	Dir Regeneration & Development – Ben Webster	25 Feb	JM	PH	
CABINET 16 Mar	Heigham Grove Conservation Area Appraisal	To approve the Heigham Grove conservation area appraisal	Dir Regeneration & Development – Ben Webster	25 Feb	JM	PH	
CABINET 16 Mar	Scrutiny Cycling Task & Finish Group: Recommendations to Executive	To consider Scrutiny's Cttee recommendations arising out of work by Scrutiny Cycling Task and Finish Gp.	Dir of Develop & Regen – Andy Watt	25 Feb	JM	PH	
CABINET 16 Mar	Selection of Development Partner for Threescore. EXEMPT REPORT		Dir of Reg & Develop – Gwyn Jones	25 Feb	JM	PH	
CABINET 16 Mar	Annual Review of Partnership Review		Dir of Transformation – Rachael Metson	25 Feb	JM	PH	
CABINET 16 Mar	Delivering Affordable Housing Partnership Review	To inform members of the results following a review of the Delivering Affordable	Dir of Reg & Develop – Debbie Gould	25 Feb	JM	PH	

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		Housing Partnership, to seek approval for the appointment of the members to partnership, allocate 4 th tranche of council owned sites for development					
CABINET 16 Mar	No Recourse to Public Funds	From a motion to Council 30 March 2010. To ask the Cabinet to consider ways to work together with the Council's partners to counter the specific set of problems that such women face in Norwich.	Dir of Reg & Develop - Alison Spalding	25 Feb	JM	PH	
CABINET 16 Mar	CPO of private dwelling EXEMPT REPORT	To recommend the compulsory purchase of an address in Wensum Ward which is a privately owned long term empty property that generates regular complaints to the council. All other attempts to resolve this problem have failed.	Dir Regeneration & Development – Mark Siddall	25 Feb	JM	PH	
SCRUT 17 Mar	Quarterly Performance Data	Identification of any causes for concern and note successes	DECO – Phil Shreeve	9 Mar			
SCRUT 17 Mar	Exemplar first phase – Three score development	Discussion around the infrastructure needs and wider community impact of any	Dir of Reg & Dev – Gwyn Jones	9 Mar			

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Meeting	Report	Purpose	Director & Head of Service	Final Report - to Cttee Officer by:-	Management Clearance • CMT	Cabinet Briefing (IC) or Portfolio Holder (PH)	TB/VH Comments
		future development in this area of the City.					
AUDIT 22 Mar				14 Mar			
COUNCIL 22 Mar	Adoption of the Joint Core Strategy for Norwich, Broadland and South Norfolk	To endorse the adoption of the Jt Core Strategy	Dir of Reg & Develop – Graham Nelson				
COUNCIL 22 Mar	Annual Scrutiny Review for Norwich City Council 2010/11	To consider the Annual Scrutiny Review	DCEO - Head of Legal and Dem Services – Phil Hyde/Steve Goddard				
CABINET 11 May	Greater Norwich Area Homelessness Strategy	To approve the Greater Norwich Homelessness Strategy	Dir of Reg & Develop - Paul Swanborough/Chris Hancock	21 Apr	JM	PH	
CABINET 11 May	Disposal of NCC land (EXEMPT REPORT)	To approve the terms of sale of future NCC sites	Dir of Regen & Develop – Debbie Gould	21 Apr	JM	PH	
CABINET 11 May	Choice of contractor to deliver the installation of photovoltaic panels		Dir of Reg & Develop - Paul	21 Apr	JM	PH	

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	to council homes to enable tenants to benefit from free electricity KEY DECISION		Swanborough/ Chris Rayner				
ANNUAL COUNCIL 17 May	Appointment of LM, Sheriff, Leader and Executive, Chairs of Scrutiny, Standards and Committees, Vice Chair of Standards and NHAC, Schedule of Meetings		HLDS –A Emms	22 Apr			
SCRUTINY 19 May	Quarter 4 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation				
SCRUTINY 19 May	Crime & Disorder Reduction Partnership	Compliance with the Police & Justice Act –statutory role for scrutiny. Is the Crime & Disorder Reduction Partnership achieving its commitments in its Partnership Plan? A look at the structure of the of the CRDP and the partnership plan for the year 2011/2012 and to assess	Dir Regeneration & Development – Bob Cronk	10 May			

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Meeting	Report	Purpose	Director & Head of Service	Final Report - to Cttee Officer by:-	Management Clearance • CMT	Cabinet Briefing (IC) or Portfolio Holder (PH)	TB/VH Comments
		if the partnership is sufficiently shaped to enable it to deliver what it is tasked to do.					
CABINET	Quarter 1 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation				
SCRUTINY June	Effectiveness of the revised procurement strategy and ethical procurement	To ask: is the council adhering to the procurement strategy and what has the impact been of the revised strategy	DCEO – Anton Bull	TBA			
SCRUTINY June	Neighbourhood Strategy	To gain an overview of the strategy's impact and to learn of the next steps	Dir of Reg & Develop – Bob Cronk	TBA			
SCRUTINY July	Customer Contact Management Systems	Pre-scrutiny of the new way of working and to assess what areas may need onward monitoring	DCEO – Tina Bailey	TBA			
SCRUTINY July	ICT benchmarking	Consideration of the refreshed ICT strategy and to assess if the council's ICT arrangements are offering best value	DCEO – Anton Bull	TBA			