

SCRUTINY COMMITTEE WORK PROGRAMME 2013/2014 – NORWICH CITY COUNCIL

Please contact the scrutiny officer; Steve Goddard, Scrutiny officer, Norwich city council, Room 333, City Hall, Norwich NR2 1NH

Phone: 01603 212491 email: stevegoddard@norwich.gov.uk

The work programme for the scrutiny committee is informed by a combination of what councillors' feel are important topics, gathered from their ward work and their activities across the whole council or members of the public highlighting issues for debate. Also requests by cabinet for scrutiny to undertake 'pre-scrutiny' before policies are taken to cabinet. Council officers can also request that scrutiny investigate and consider certain issues on their behalf. When raising a possible topic for the work programme it is advisable to make a formal request by using the **Request form to raise an item for Scrutiny Review** which can be obtained from the scrutiny officer or via e-councillor. Once a topic request for scrutiny has been received the topic will usually be required to be put through the following by the committee:

Picc Analysis for Prioritising Topics – YOU ARE ASKED TO USE THE PICC ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS BEFORE INCLUDING THEM ON THE WORK PROGRAMME

TOPIC TITLE: **REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT:**

WHO/WHAT IS THE RESPONSIBLE ORGANISATION?

WHO ARE THE RESPONSIBLE CABINET PORTFOLIO COUNCILLOR(S) AND OFFICER(S)?

The council's FIVE main priorities are provided to assist members and can be used as a guide and reminder to draw links between the work of the scrutiny committee and the corporate plan:

- TO MAKE NORWICH A CITY OF CHARACTER AND CULTURE
- TO MAKE NORWICH A SAFE CLEAN CITY
- TO MAKE NORWICH A PROSPEROUS CITY
- TO PROVIDE VALUE FOR MONEY SERVICES
- TO MAKE NORWICH A CITY WITH DECENT HOUSING FOR ALL

P Public interest	
Is there sufficient public interest in the topic?	
Where is the evidence to support this?	
Is interest confined to the city or of broader interest?	
How would it be in the public interest to look at this topic?	

I Impact	
Will the topic impact community well-being?	
To what extent will the topic impact on the community?	
How will the review bring value to community well-being?	

C Council & performance	
How is the council/organisation performing in this area?	
What is the performance data showing? (direction of travel?)	
Are there other performance comparisons or bench marks?	
Is there adequate performance measurement?	

C Keeping in context	
What else is happening in this area such as recent reviews or inspections?	
How does this rank within the context of other work or priorities?	

WHEN WOULD BE THE BEST TIME TO CARRY OUT SCRUTINY OF THIS TOPIC?

WHAT METHOD(S) SHOULD BE USED TO CARRY OUT THIS SCRUTINY? (task & finish group, topic on agenda at main meeting, themed meeting, consultation etc.)

WHO ELSE SHOULD BE INVOLVED/INVITED?

VENUE? (city hall, other venue, site visit etc)

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
20 March 2014	Healthy city	Councillor Brenda Arthur, Russell O'Keefe and Phil Shreeve	Overview of the progress being made between partners and the council and consideration of possible further scrutiny options	On going
20 March 2014	Annual scrutiny review	Councillor Claire Stephenson	To agree the annual review of the scrutiny committee's work 2013 to 2014 and recommend it for adoption of the council	Annual at committee
Date TBC	20 MPH limits	Councillor Mike Stonard, Andy Watt and Joanne Deverick	To gain an overview and comment upon a progress report on the work being undertaken regarding 20 MPH limits and cycle city ambition	At committee
Date TBC	Review of the work programme	Scrutiny committee, corporate leadership team, cabinet and the scrutiny officer	To identify the issues facing the work of the council for the civic year and agree the scrutiny committee work programme up to April 2015	Annual at committee
Date TBC	Performance monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data	6 monthly overview

**FORWARD AGENDA: CABINET, COUNCIL, SCRUTINY AND
AUDIT COMMITTEES, and ALL MEMBER BRIEFINGS (AMB) 2013/2014**



NORWICH
City Council

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 18 MAR	Pay policy statement	Section 38 of the Localism Act 2011 requires the council to produce a pay policy statement each financial year, which must be approved by full council by 31 March. The pay policy statement is submitted to cabinet prior to being considered at full council on 18 March 2014 for cabinet to recommend to full council whether to approve the policy.	Cllr Waters Dawn Bradshaw Head of HR and learning EXT 2434	7 Mar	Russell O'Keefe	PH	No
CABINET 18 MAR	Greater Norwich Growth Board: Governance - KEY DECISION	To consider the governance arrangements for the Greater Norwich Growth Board. A partnership with the New Anglia LEP, Norfolk County Council, Broadland and South Norfolk District Councils	Cllr Arthur Jerry Massey Deputy Chief Executive (Operations) EXT 2225 Gwyn Jones	7 Mar	Jerry Massey	PH	No
COUNCIL 18 MAR	Review of the constitution	To endorse proposed changes to the constitution and recommend that council adopts the changes.	Cllr Waters Russell O'Keefe Exec head of policy, people and democracy Jackie Rodger Ext 2033	19 Feb	Russell O'Keefe	PH	No
COUNCIL 18 MAR	Code of Conduct – Criteria to assess complaints	To consider adopting criteria to assess complaints	Cllr Waters Pamela Cary	19 Feb	Russell O'Keefe	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
COUNCIL 18 MAR	Returning officer	To consider the implications of the temporary senior management support provided to Great Yarmouth Borough Council on the role of returning officer at Norwich City Council	Cllr Arthur Andy Emms Democratic services manager EXT 2459	19 Feb	Laura McGillivray	PH	No
COUNCIL 18 MAR	Pay policy statement 2014-15	To consider and agree the pay policy statement 2013-14	Cllr Waters Dawn Bradshaw Head of HR and learning EXT 2434	19 Feb	Russell O'Keefe	PH	No
SCRUTINY 20 MAR	Healthy city	Overview of the progress being made between partners and the council and consideration of possible further scrutiny options					
SCRUTINY 20 MAR	Annual scrutiny review	To agree the annual review of the scrutiny committee's work 2013 to 2014 and recommend it for adoption of the council					
CABINET 26 MAR	Quarter 3, 2013-14 Performance Report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2013 - 14	Cllr Arthur Russell O'Keefe, Executive head of strategy, people and democracy Phil Shreeve, policy and performance manager EXT 2356	12 Mar	Cllr Waters Caroline Ryba	PH	No
CABINET 26 MAR	Revenue budget monitoring 2013-14 P10	To provide an update on the financial position and the forecast outturn for the year	Cllr Waters Caroline Ryba Chief finance officer (S151	12 Mar	Caroline Ryba	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
			Officer) 01223 699292 Mark Smith EXT 2561				
CABINET 26 MAR	Review of partnerships, business relationships and grants	To consider the review of partnerships, business relationships and grants	Cllr Arthur Russell O'Keefe, Executive head of strategy, people and democracy	12 Mar	Russell O'Keefe	PH	No
CABINET 26 MAR	Award of two contracts to advise on structural repairs and improvements to council housing properties - KEY DECISION	To consider the award of the new contract for housing responsive structural advice & the extension of the current contract for housing planned structural advice	Cllr Bremner Andy Watt, Head of City Development Services EXT 2691	12 Mar	Jerry Massey	PH	No
CABINET 26 MAR	Award of three contracts for housing communal heating upgrades - KEY DECISION	To consider the award of three contracts for housing communal heating upgrades	Cllr Bremner, Andy Watt Head of City Development Services EXT 2691 Carol Marney, NPS Norwich EXT 7904	12 Mar	Jerry Massey	PH	No
CABINET 26 MAR	Push the pedalways - access to housing land east of Hassett Close	To agree the use of council owned land in the vicinity of Heathgate for the construction of a cycle and pedestrian path and to be adopted as public	Cllrs Stonard and Bremner Andy Watt Head of City Development	12 Mar	Jerry Massey	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
		highway as part of the Push the Pedalways programme.	Services EXT 2691 Andrew Turnbull/Ben Webster				
CABINET 26 MAR	Heritage Investment Strategy	To consider and endorse the draft plan following engagement with consultees	Cllr Waters Graham Nelson Head of Planning Services EXT 2530	12 Mar	Jerry Massey	PH	No
CABINET 26 MAR	Managing assets (housing land)	To consider the freehold disposal of an area of land in the housing revenue account to facilitate future housing development	Cllr Bremner Andy Watt Head of city development services EXT 2691	12 Mar	Jerry Massey	PH	No
CABINET 26 MAR	NPS Norwich Business Plan: 2014/15 - KEY DECISION	To consider the annual Business Plan for NPS Norwich Ltd	Cllr Waters Andy Watt Head of City Development Services EXT 2691	12 Mar	Jerry Massey	PH	No
CABINET 26 MAR	Managing assets (housing land)	To consider the freehold disposal of an area of land in the housing revenue account to facilitate future housing development	Cllr Bremner Andy Watt Head of City Development Services EXT 2691	12 Mar	Jerry Massey	PH	Yes – Para 3
CABINET 26 MAR	Insurance procurement - KEY	To consider placement of the council's insurances	Cllr Waters Caroline Ryba	12 Mar	Anton Bull	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
	DECISION		Chief finance officer 01223 699292 Mark Greenhall				
CABINET 26 MAR	Managing assets (non-housing land)	To consider the acquisition of small areas of land to facilitate future development	Cllr Alan Waters Andy Watt Head of City Development Services EXT 2691	12 Mar	Jerry Massey	PH	No
CABINET 26 MAR	The night time economy	To consider a range of actions that will be progressed or which require further investigation to help mitigate the impacts of the night time economy	Cllr Stonard Jerry Massey Deputy Chief Executive (Operations) EXT 2225 Andy Watt Adrian Akester Michael Stephenson Bob Cronk Head of local neighbourhood services EXT 2373	12 Mar	Jerry Massey	PH	No
CABINET 26 MAR	Norwich Northern Distributor Rd – KEY DECISION	To seek authority to make formal comments on the application under the Nationally Significant Infrastructure Projects process	Cllr Stonard Graham Nelson Head of Planning Services EXT 2530	12 Mar	Jerry Massey	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
			Andy Watt, Head of city development services EXT 2691				
CABINET 26 MAR	Corporate risk register	To consider the updated corporate risk register	Cllr Waters Steve Dowson Audit manager EXT 2575	12 Mar	Caroline Ryba	PH	No
CABINET 26 MAR	Coastshare	To consider joining Coastshare	Cllr Waters Russell O'Keefe, Executive head of strategy, people and democracy EXT 2908	12 Mar	Russell O'Keefe	PH	No
CABINET 26 MAR	Environmental statement	To consider the council's environmental statement	Cllr Stonard Russell O'Keefe, Executive head of strategy, people and democracy EXT 2908	12 Mar	Russell O'Keefe	PH	No
CABINET 26 MAR	Discretionary business rate relief policies: Retail Relief and New Build Empty Property Relief – KEY DECISION	To consider the policy and implementation of the two new temporary business rate reliefs	Cllr Alan Waters, Anton Bull Anton Bull Executive head of service, business	12 Mar	Anton Bull	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
			relationship management EXT 2326				
CABINET 26 MAR	Discretionary business rate relief policy (excluding mandatory and not for profit) – KEY DECISION	To consider the policy	Cllr Alan Waters Anton Bull Executive head of service, business relationship management EXT 2326	12 Mar	Anton Bull	PH	No
MEMBER TRAINING 15 APRIL	Speed reading skills (External provider)						

DATE TO BE CONFIRMED

CABINET	Local Development Scheme	To consider an update to the currently published Local Development Scheme	Cllr Stonard Graham Nelson Head of Planning Services EXT 2530		Jerry Massey	PH	No
CABINET	Replacement finance system - KEY DECISION	To approve a replacement to the existing finance system.	Cllr Alan Waters, Anton Bull Executive head of service, business relationship management EXT 2326		Anton Bull	PH	No
CABINET	Northern Distributor Road application procedures.	To ensure adequate delegated powers are in place to respond to the requirements of the application process.	Cllr Stonard Graham Nelson, Head of planning services Ext 2530 Ian Whittaker Planning development manager Ext 2528		Jerry Massey	PH	No
CABINET	Private sector financial assistance policy	To seek cabinet approval of the financial assistance policy	Cllr Stonard Andy Watt, Head of city development services EXT 2691		Jerry Massey	PH	No
CABINET JUNE 2014	Managing assets (non-housing) – KEY DECISION	To approve the award of a design and build contract	Cllr Stonard Andy Watt, head of city development		Jerry Massey	PH	Yes - para. 3

			services EXT 2691 David Rogers client property and parking manager EXT 2463				
CABINET JUNE 2014	Greater Norwich Growth Board: 2014/15 Business Plan – KEY DECISION	To consider the annual Business Plan for the Greater Norwich Growth Board	Cllr Arthur Jerry Massey Deputy chief executive (operations) EXT 2225	12 Mar	Jerry Massey	PH	No