

Norwich City Council
SCRUTINY COMMITTEE

Item No 7

REPORT for meeting to be held on Thursday 17 December

Scrutiny committee work programme 2020-21

Summary: The purpose of this report is to assist committee members in setting the work programme for the rest of the civic year 2020-21.

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 2020-21.

Contact officer: Emma Webster, scrutiny liaison officer
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Report

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.
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 focused effectively.
3. 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.
4. Members will have the opportunity on a monthly basis to revise the work programme if and when required or due to changing events.
5. Along with this report, members have a copy of the cabinet forward agenda for consideration.
6. 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.
7. Members are reminded that any items placed on the work programme should be considered within the council's COVID-19 recovery framework.
8. Members are asked to note the items currently on the work programme for the remainder of the civic year.

Annual work programme planning grid

Date of meeting	Item
Thursday at 16.30	
2020	
10 June	Covid-19 recovery report
16 July	Work programme Annual scrutiny report
17 September	Work programme Report back from NHOSC meeting from 30 July and 3 September Report back from Short Term Lets select committee Local Enterprise Partnership (LEP)
15 October	Work programme Report back from NHOSC meeting from 8 October Enhancing community development following Covid-19 - Citizen Participation blueprint, Kate Price. Follow up from the LEP (30 mins max)
19 November	Work programme Agree recommendations for Local Enterprise Partnership Maximising opportunities to achieve zero rough sleeping following Covid-19, Chris Hancock.
17 December	Work programme Report back from NHOSC meeting from 26 November (Cllr McCartney-Gray) Report back from Community Safety partnership meeting from 24 November (Cllr Giles) Equality information report
2021	
21 January	Work programme Corporate performance and KPI framework – confirmed Ruth Newton and Kirsty Howard. To consider the 2021/22 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy Cllr Kendrick. Hannah Simpson, Shaun Flaxman, Adam Drane
4 February	Work programme Further scrutiny of the budget 2021/22
18 March	Work programme Report back from NHOSC meeting from 4 February and 18 March.

Norwich City Council
SCRUTINY COMMITTEE

Recommendations tracker

civic year 2020/21

(Completed items are shaded)

<p style="text-align: center;">19 November 2020 Opportunities to achieve zero rough sleeping post COVID-19</p>	
<p>ask cabinet to:</p> <ul style="list-style-type: none"> • look at how the council communicates the risk of becoming intentionally homeless to tenants, to clarify that the council is giving information and to reduce the perception of threat. • provide a demographic of those who have received such communications to the scrutiny committee members. • review council policies around intentional homelessness. • ask the housing partnerships officer to provide online training to members on approaching people on the street and how to give advice. • support landlords in how to deal with tenants who will have change in circumstances over the coming months. • contacting tenants who the council had previously contacted with improvement notices and also use rogue landlord databases as an exercise in early intervention. • work with county and advice agencies to map where to refer people who need early intervention services. • lobby central government for increased funding. 	<p>on cabinet agenda for meeting on 16 December 2020</p>
<ul style="list-style-type: none"> • to thank officers for their work in this area and to acknowledge the good work the council is undertaking regarding tackling homelessness 	<p>completed</p>

<p align="center">19 November 2020</p> <p align="center">New Anglia Local Enterprise partnership recommendations</p>	
<ul style="list-style-type: none"> • that the Leader of the Council requests from the LEP a clear plan and commitments for how they are going to meet the minimum target of reducing emissions by 13% year on year. • ask cabinet through the scrutiny committee or CEEEP as appropriate to consider investment opportunities within Norwich that would generate the best results in reducing emissions and providing community benefit, so that these can be fed into the new Norfolk & Suffolk Investment Plan. • the LEP written answers refer to “Developing a dedicated vehicle for generating local energy in a way which benefits communities, and consider where targeted pilots could help us explore initiatives and learn from other leading areas/schemes”. The council is due a report on solar financing from the cabinet member for safe and sustainable city environment, therefore the committee proposes that the cabinet member meets with local community energy groups and the LEP to discuss a pilot in Norwich. • ask cabinet to promote grants from the LEP by including details in communication with businesses when sending out business rates letters. • ask the LEP to provide information on the self employed grant scheme and lobby government to provide more targeted support for those who are self employed. • LEP has details of its grants programmes on the website, but it's not clear what the impact of these is. Therefore the committee asks for a report on benefits delivered: impact on social mobility and local jobs • ask the Leader of the Council to push for unions to be represented on the LEP board. • ask the leader of the council as the council's representative on the LEP to ask that it considers: <ul style="list-style-type: none"> • including clean growth and protection/enhancement biodiversity as key criteria for project applications. • regularly assessing the net impact of its activities (policies/programmes/funding) on carbon emissions and extent to which the LEP is meeting legal targets. • review its strategic approach to transport planning 	<p>on cabinet agenda for meeting on 16 December 2020</p>

<p>which is currently dominated by major road building schemes and to bring its policies and funding contributions into line with net zero carbon target.</p> <ul style="list-style-type: none"> • assist WildEast in helping to meet its goal of dedicating 20% of all land in East Anglia to biodiversity by 2030. • build on the goodwill and acknowledgement of climate emergency to press for carbon accounting. Chris Starkie acknowledged that - not enough was being done to meet the Climate Change Act's requirements. Small acts of carbon reduction need to be weighed against, and scaled up to exceed actual ongoing emissions and the first step is measurement. Tyndall report gives 13% annual reduction of Norwich emissions to meet targets in Climate Change Act. This is an engine of economic renewal and offers genuine opportunities to the many in high carbon jobs who will need alternative employment. The sooner this transition is managed, the more manageable it will be. • to recommend to the LEP that they lobby government for Universal Basic Income pilot scheme in Norwich to boost local demand. • to push for meetings to be held in public in order to increase accountability, transparency, public awareness and trust. 	
<p align="center">15 October 2020 New Anglia Local Enterprise Partnership</p>	
<ul style="list-style-type: none"> • ask members to email the scrutiny liaison officer with any recommendations to be considered at the November meeting of the scrutiny committee. 	<p>received and published in papers for scrutiny on 19.11.20</p>
<p align="center">15 October 2020 Norwich City Council response to enhancing community development following Covid-19</p>	
<ul style="list-style-type: none"> • ask the neighbourhood and community enabling manger to consider the following recommendations when developing the Citizen Participation Blueprint • to draft a council / councillor / citizen compact with participation and transparency at its heart to improve interactions with residents and influence and shape council culture. • ensure that issues are followed through, by looking at the most effective way of doing so for residents. 	<p>to be included in the citizen participation blueprint and this document will ultimately be considered by cabinet next year.</p>

<ul style="list-style-type: none"> ensuring that services are delivered to build and maintain trust with residents 	
<ul style="list-style-type: none"> for ward councillors to have a better understanding of internal council processes in order to identify improvements through an all member briefing and for this information to be made available to residents. make it clear to residents that councillors are a first point of contact within the council and to highlight other contact means such as online forms and the customer contact centre and to investigate barriers to people contacting the council. 	democratic services to take forward
<ul style="list-style-type: none"> ask cabinet to commission a piece of work to refresh the constitution so that it more accurately reflects the collaborative nature of the council, for example, in discussions with councillors to include a rationale on why a project can or cannot be taken forward. 	on cabinet agenda
<p align="center">15 October 2020 Work programme</p>	
<ul style="list-style-type: none"> ask Councillor McCartney-Gray to take work on safe drug consumption rooms to NHOSC for consideration, not take any select committees forward at this time ask the chair to work with the strategy manager to refine the scope for the item on social inclusion following Covid-19 for the December meeting. 	all completed
<p align="center">17 September 2020 Work programme</p>	
<ul style="list-style-type: none"> note the inclusion of New Anglia LEP on the work programme for the October meeting; ask the scrutiny liaison officer to email members of the committee to gauge interest in serving on select committees for fly-tipping and antisocial behaviour; ask the scrutiny liaison officer to review the topics voted on at the July meeting and make recommendations to the committee at its next meeting as to which topics to select. 	all completed
<p align="center">17 September 2020 Short term lets</p>	
<ul style="list-style-type: none"> thank the members of the short term lets select committee, Councillors Carlo, Giles, McCartney-Gray and Oliver, and the following officers: Emma Webster, scrutiny liaison officer Carole Jowett, revenues and benefits operations manager 	all completed

<ul style="list-style-type: none"> • David Parkin, area development manager (inner), Adam Clark, strategy manager. • submit the recommendations as set out in the report to cabinet for consideration at its meeting on 14 October; • ask the chair to write to both Norwich MPs with a copy of the report to seek their views on the subject; • ask the scrutiny liaison officer to draft a full response to the comments made by a member of the public to the scrutiny select committee for sign off by the select committee. 	
<p align="center">17 September 2020 LEP visit</p>	
<ul style="list-style-type: none"> • thank Chris Starkie and Lisa Roberts, of New Anglia Local Enterprise Partnership (LEP), and Councillor Alan Waters for attending the meeting and answering questions on the LEP; • ask Lisa Roberts of the LEP to provide responses to questions 10, 12 -19, 22 and 23 (as set out in the appendix) • consider the information received at this meeting, together with the responses to the outstanding questions at the next meeting of the committee, with a view to making recommendations to cabinet; • ask members to promote the LEP's Job Support Programme to residents and local businesses. 	all completed
<p align="center">16 July 2020 Work programme</p>	
<ul style="list-style-type: none"> • At the September meeting of the scrutiny committee to receive a report from the select committee on short term lets and ask the scrutiny liaison officer to approach the LEP to attend the meeting to pick up the work that the committee was due to undertake in March 2020 • ask the scrutiny liaison officer to add the following items to the scrutiny committee work programme <ul style="list-style-type: none"> a) Sustainable and inclusive economy following the impact of Covid-19 b) Enhancing community development following the impact of Covid-19 c) Maximising opportunities to achieve zero rough sleeping following Covid-19 d) The social inclusion agenda following Covid-19 	all completed

10 June 2020
COVID-19 Recovery report

- amending bullet point 2 under section 7, Climate change and the green economy' in the recovery themes and key actions summary on p31 of the report to reflect the recommendation of the Tyndall centre to reduce carbon emissions of Norwich by 13 % annually
- amending bullet point 4, under section 4 'business and the local economy' section, in the recovery themes and key actions summary on p30 of the report, from 'consider the opportunities to further promote sustainable travel in the city, building on the already well-advanced measures already in place' to 'consider the opportunities to further promote sustainable travel *on whole route approaches*, building on the already well-advanced measures already in place'
- lobbying the LGA and central government for all district councils to be given some of the powers and financial resources that the Health and Safety Executive has, to allow the city council to enforce social distancing if employers are not complying.
- at section 8.4, include trade unions to the list of groups to be consulted on this document.
- redoubling efforts with Norfolk County Council to ensure social distancing measures around the city centre are in place as soon as possible.
- including further references to the impact of Covid-19 on the insurance industry regarding aviation, and families and young people, particularly in reference to education, including local universities.
- revising the Commercial Property Investment Strategy to reflect the changes in the economy due to Covid-19 and how this could drive a green economy.
- investigating the use of purchasing powers to undertake a retrofit programme on housing as a key part of driving the economic recovery.
- looking at alternative sources of income to car parks in the city.-
- looking at the experience of other local authorities which are pursuing a circular economy to take advantage of the fact that Norwich has two recycling centres in development.

all recommendations taken to Cabinet on 10 June 2020; Response: Councillor Waters, leader of the council, thanked the scrutiny committee for its recommendations and said that they would be noted by cabinet and would form part of the thinking around future revisions to the blueprint as it evolved.

FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2020 - 2021

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 16 DECEMBER 2020	Treasury management mid- year review 2020/21	To update members on the Treasury Management performance for the financial year to 30 September 2020	Cllr Kendrick Annabel Scholes Hannah Simpson Caroline Knott		Annabel Scholes	NO
CABINET 16 DECEMBER 2020	Emerging 2021/22 Budget, Medium Term Financial Strategy (MTFS) and HRA Business Plan	To update members on the emerging position, as currently known, for the General Fund revenue budget, the HRA Business Plan, and the Council's capital programme.	Cllr Kendrick Annabel Scholes Hannah Simpson Shaun Flaxman Adam Drane		Annabel Scholes	NO
CABINET 16 DECEMBER 2020	Corporate Performance and risk report	To consider Q2 20/21 Corporate performance and risk report	Cllr Waters Adam Clark Ruth Newton		Adam Clark	NO
CABINET 16 DECEMBER 2020	C19 recovery plan progress report	To consider the progress of and the update to the C19 recovery plan	Cllr Waters Stephen Evans		Stephen Evans	NO

CABINET 16 DECEMBER 2020	Consultation response to draft Local Transport Plan	To seek approval for the City Council's response to the County Council's consultation on the draft Local Transport Plan	Cllr Stonard Graham Nelson Ben Webster		Graham Nelson	NO
CABINET 16 DECEMBER 2020	Scrutiny recommendations	To consider recommendations from scrutiny committee	Cllr Kendrick Lucy Palmer		Annabel Scholes	NO
CABINET 16 DECEMBER 2020	The award of contract for the provision for emergency accommodation for rough sleepers – KEY DECISION	To consider awarding a contract for the emergency provision of accommodation to rough sleepers and to delegate the award of future contracts	Cllr Maguire Louise Rawsthorne Chris Haystead		Louise Rawsthorne	NO
CABINET 16 DECEMBER 2020	The award of contract for the provision for emergency accommodation for rough sleepers	To consider the exempt appendix to the report	Cllr Maguire Louise Rawsthorne Chris Haystead		Louise Rawsthorne	NO
CABINET 16 DECEMBER 2020	Norwich Regeneration Limited: Business plan 2020/21 and 6 month review	To consider the update and review of the Norwich Regeneration Limited business plan 2020/21	Cllr Stonard Graham Nelson Dave Shaw		Graham Nelson	NO

CABINET 20 JANUARY 2021	Greater Norwich Local Plan: Regulation 19 consultation	To approve the Regulation 19 draft plan for public consultation	Cllr Stonard Graham Nelson		Graham Nelson	NO
CABINET 20 JANUARY 2021	Norwich Town Deal Bid – KEY DECISION	To consider the project budget and spend profile associated with the project	Cllr Waters Graham Nelson Ellen Tilney		Graham Nelson	NO
CABINET 20 JANUARY 2021	Equalities Information Report 2021	To consider the Equalities Information Report 2021	Cllr Davis Louise Rawsthorne/Nikki Rotsos			NO
CABINET 20 JANUARY 2021	Scrutiny recommendations	To consider recommendations from scrutiny committee	Cllr Kendrick Lucy Palmer		Annabel Scholes	NO
CABINET 20 JANUARY 2021	Write off of irrecoverable national non domestic rate debt	To consider the position in relation to the write off of non-recoverable national non domestic rate (NNDR) debt and the write off of debts which are deemed irrecoverable.	Cllr Kendrick Annabel Scholes Carole Jowett		Annabel Scholes	NO

CABINET 20 JANUARY 2021	IT contract extension – Northgate Housing Management system - KEY DECISION	To seek approval to delegate authority for the extension of the contract for the new Housing Management system.	Cllr Kendrick Nikki Rotsos Paul Gooch		Nikki Rotsos	NO
CABINET 20 JANUARY 2021	Managing Assets (General Fund) - KEY DECISION	To approve the disposal of the land identified in this report	Cllr Kendrick Graham Nelson Andy Watt		Graham Nelson	Yes (Para 3)
CABINET 20 JANUARY 2021	Norwich Town Deal Bid – exempt appendix	To consider the exempt appendix	Cllr Waters Graham Nelson Ellen Tilney		Graham Nelson	Yes (Para 3)
COUNCIL 26 JANUARY 2021	Treasury Management Mid-year Review Report 2020/21	To set out the Treasury Management performance for the first six months the financial year 2020/21	Cllr Kendrick Annabel Scholes Hannah Simpson Caroline Knott		Annabel Scholes	NO
COUNCIL 26 JANUARY 2021	Members allowance scheme	To consider recommendations from the independent panel on the scheme of members allowances from April 2021	Cllr Kendrick Annabel Scholes Stuart Guthrie		Annabel Scholes	NO

CABINET 10 FEBRUARY 2021	Revision to the Norwich Local Development Scheme	To approve the updated Local Development Scheme	Cllr Stonard Graham Nelson Judith Davison		Graham Nelson	NO
CABINET 10 FEBRUARY 2021	The award of contract for multidisciplinary professional advice in respect of the East Norwich Masterplan – KEY DECISION	To seek approval to award a contract for multidisciplinary professional advice - East Norwich Masterplan	Cllr Stonard Graham Nelson Judith Davison		Graham Nelson	NO
CABINET 10 FEBRUARY 2021	Greater Norwich Infrastructure Investment Fund and Neighbourhood CIL – KEY DECISION	To consider the draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2020-2025.	Cllr Waters Graham Nelson Tony Jones		Graham Nelson	NO
CABINET 10 FEBRUARY 2021	Revenue and capital budget monitoring 2020/21 – Q3	To update Cabinet on the forecast financial position of the council as at 31 December 2020.	Cllr Kendrick Annabel Scholes Hannah Simpson Adam Drane		Annabel Scholes	NO
CABINET 10 FEBRUARY 2021	Budgets, Medium Term Financial Strategy, HRA Business Plan, Capital Strategy & Treasury Management	To propose for approval the 2021/22 budgets, medium term financial strategy and capital programme, along with capital	Cllr Kendrick Annabel Scholes Hannah Simpson Shaun Flaxman Adam Drane		Annabel Scholes	NO

	Strategy 2021/22	strategy and treasury management strategy				
CABINET 10 FEBRUARY 2021	Council tax reduction scheme 2021/22	To consider and recommend to council a council tax reduction scheme for 2021/22.	Cllr Davis Cllr Kendrick Annabel Scholes		Annabel Scholes	NO
CABINET 10 FEBRUARY 2021	Norwich Regeneration Ltd: Business Plan	To consider the business plan for NRL for 2021/22	Cllr Waters Graham Nelson Dave Shaw		Graham Nelson	NO
CABINET 10 FEBRUARY 2021	Norwich Regeneration Ltd: Business Plan – exempt appendix	To consider the exempt appendix to the report	Cllr Waters Graham Nelson Dave Shaw		Graham Nelson	YES (Para 3)
COUNCIL 23 FEBRUARY 2021	The council's 2021/22 budget and medium term financial strategy	To consider and approve the 2021/22 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy	Cllr Kendrick Annabel Scholes Hannah Simpson Shaun Flaxman Adam Drane		Annabel Scholes	NO
COUNCIL 23 FEBRUARY 2021	Council tax reduction scheme 2021/22	To consider and approve a council tax reduction scheme for	Cllr Davis Cllr Kendrick Annabel Scholes		Annabel Scholes	NO

		2021/22				
CABINET 10 MARCH 2021	Scrutiny recommendations	To consider recommendations from scrutiny committee	Cllr Kendrick Lucy Palmer		Annabel Scholes	NO
CABINET 10 MARCH 2021	The award of contract for Replacement Oil Boilers at Normandie Tower– KEY DECISION	To seek approval to delegate authority for replacement oil boilers at Normandie Tower	Gail Harris Louise Rawsthorne Bradley Greeves/Neil Watts		Louise Rawsthorne	NO
CABINET 10 MARCH 2021	To award of contract for new district heating plant room and dwelling systems at Alnwick Court sheltered housing scheme – KEY DECISION	To seek approval to award a contract for new district heating plant room and dwelling systems at Alnwick Court sheltered housing scheme	Cllr Harris Lee Robson			NO
CABINET JUNE 2021	Revenue and capital budget monitoring 2020/21 – final outturn	To update Cabinet on the revenue and capital outturns for the year 2020/21; the consequent General Fund and Housing Revenue	Cllr Kendrick Annabel Scholes Hannah Simpson Adam Drane		Annabel Scholes	NO

		Account balances; and to seek approval to delegate to officers the approval of carry- forward unspent capital budgets into the 2021/22 capital programme.				
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