

**Norwich City Council**  
**SCRUTINY COMMITTEE**

## **Item No 5**

**REPORT for meeting to be held on 15 December 2016**

### **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. The work programme has been updated to include the city accessibility item going to the committee on 23 March 2017.

**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	<b>Market Consultation</b>	Adrian Akester (Head of Citywide Services)	To update members on the outcomes of the consultation on Norwich Market.
30 June 2016	<b>Grounds Maintenance Contract</b>	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	<b>Publication of Traffic Regulation Orders</b>	Phil Shreeve (Strategy manager)	To understand how the council will publicise information about Traffic Regulation Orders
30 June 2016	<b>Quarter 4 Performance Review</b>	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 <b>MEETING CANCELLED</b>	<b>Communications and Consultation</b>	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 <b>MEETING CANCELLED</b>	<b>Devolution</b>	Phil Shreeve and Cllr Wright	To discuss the council's position on the proposed East Anglian devolution plan.
14 July 2016 <b>Evidence gathering meeting</b>	<b>City Accessibility Tour</b>	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	<b>Update from 21<sup>st</sup> July meeting of the Norfolk Health and Overview Scrutiny Committee</b>	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	<b>Update from 8<sup>th</sup> September meeting of the Norfolk Health and Overview Scrutiny Committee</b>	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	<b>Academies and education attainment</b>	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	<b>Update from 13<sup>th</sup> October meeting of the Norfolk Health and Overview Scrutiny Committee</b>	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	<b>Educational outcomes for the young people of Norwich</b>	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	<b>Consultation method</b>	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	<b>Greater Norwich Growth Board and Local Enterprise Partnership</b>	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	<b>Education and Social Mobility</b>	James Wright	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	<b>Update from 8<sup>th</sup> December meeting of the Norfolk Health Overview and Scrutiny Committee</b>	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	<b>Corporate Plan Review</b>	Adam Clark (Strategy manager)	To consider amendments to corporate performance KPIs
15 December 2016	<b>Equality Information Report</b>	Adam Clark (Strategy manager)	Pre scrutiny of the report before it goes to cabinet.
15 December 2016	<b>Neighbourhood Model and ward councillors</b>	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	<b>Pre scrutiny of the proposed budget</b>	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	<b>Environmental Strategy – Yearly update on the progress statement</b>	Richard Willson (Environmental strategy manager)	Identification of any issues to consider and note successes and progress reported in the progress statement.
26 January 2017	<b>Update from 12<sup>th</sup> January meeting of the Norfolk Health Overview and Scrutiny Committee</b>	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	<b>Food Poverty</b>	Boyd Taylor (Financial inclusion manager)	For the committee to identify and address the cause and effects around food poverty in Norwich.
23 March 2017	<b>City Accessibility</b>	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.
23 March 2017	<b>Summary of Food Poverty meeting</b>	Boyd Taylor (Financial inclusion manager)	Following the first food poverty meeting, this committee meeting will aim to identify solutions and resolutions to recommend to cabinet for consideration

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23 March 2017	<b>Annual Review of the Scrutiny Committee</b>	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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11 June 2015	<b>The council's consultation process</b>	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	<b>Scrutiny Committee Work Programme 2015 – 2016</b>	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	<b>Community Space Review</b>	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	<b>*Transformation Update</b>	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: <a href="http://www.lgiu.org.uk/briefing/housing-and-planning-bill-update/">http://www.lgiu.org.uk/briefing/housing-and-planning-bill-update/</a>

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17 December 2015	<b>Quarter 2 performance monitoring 2015 – 2016</b>	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	<b>Scrutiny Committee Work Programme 2015 – 2016</b>	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	<b>Norfolk Health and Overview Scrutiny Committee</b>	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
	<b>Council policies for the control of verge parking and A boards</b>	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: <a href="\\Sfil2\Shared Folders\Transport and infrastructure\Transport planning\School Travel\School Travel Plans\School Travel Plans (2016)"><u>\\Sfil2\Shared Folders\Transport and infrastructure\Transport planning\School Travel\School Travel Plans\School Travel Plans (2016)</u></a>
		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 <sup>th</sup> )



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17 March 2016	<b>Push the Pedalways</b>	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 9<sup>th</sup> 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	<p>Benefits of 20mph zones - <a href="http://www.britac.ac.uk/policy/health_inequalities.cfm">http://www.britac.ac.uk/policy/health_inequalities.cfm</a></p>

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17 March 2016	<b>Push the Pedalways</b>	Phil Shreeve		Benefits of physical activity - <a href="http://www.ukactive.com/turningthetide/">http://www.ukactive.com/turningthetide/</a>  <a href="https://www.gov.uk/government/publications/everybody-active-every-day-a-framework-to-embed-physical-activity-into-daily-life">https://www.gov.uk/government/publications/everybody-active-every-day-a-framework-to-embed-physical-activity-into-daily-life</a>
26 May 2016	<b>Setting of the Scrutiny Committee Work Programme</b>	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	<b>Quarterly performance report</b>	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	<b>Update on the Norwich Market Consultation</b>	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	<b>Switch and Save</b>		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

# 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?
<b>CABINET 14 DEC 2016</b>	Quarter 2 2016-17 Performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2016-17	Cllr Alan Waters	30 NOV	Laura McGillivray	NO
<b>CABINET 14 DEC 2016</b>	Revenue budget monitoring 2016/17 period 7	To provide an update on the provisional financial position as at 31 October 2016, 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	30 NOV	Justine Hartley	NO
<b>CABINET 14 DEC 2016</b>	Treasury management mid-year review 2016/17	To advise of the treasury management performance for the first six months of the financial year to 30 September 2016.	Cllr Mike Stonard Justine Hartley	30 NOV	Justine Hartley	NO
<b>CABINET 14 DEC 2016</b>	Counter-fraud policies	To seek approval for updates to the anti-fraud, whistleblowing and anti-money laundering policies	Cllr Stonard Justine Hartley	30 NOV	Justine Hartley	NO
<b>CABINET 14 DEC 2016</b>	Declaration of West Earlham Woods as a local nature reserve.	To seek approval to declare West Earlham Woods as a local nature reserve.	Cllr Ryan Adrian Akester Simon Meek	30 NOV	Bob Cronk	NO
<b>CABINET 14 DEC 2016</b>	Award of event support services framework contract – <b>KEY DECISION</b>	To advise of the tender process for the event support services framework contract carried out by the events and procurement teams and seek authority to award the contract to the selected suppliers.	Cllr Roger Ryan Helen Selleck Lewis Cook	30 NOV	Nikki Rotsos	NO
<b>CABINET 14 DEC</b>	Award of contract for structural repairs to	To advise of the tender process for a contract for structural repairs and	Cllr Harris Gary Atkins	30 NOV	Dave Moorcroft	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>2016</b>	council homes - <b>KEY DECISION</b>	improvements to council homes and to consider the award of the contract	Carol Marney			
<b>CABINET 14 DEC 2016</b>	Adjustment to housing capital programme 2016-17	To seek approval for a virement of budget within the capital housing programme	Cllr Stonard Shaun Flaxman	30 NOV	Justine Hartley	NO
<b>CABINET 14 DEC 2016</b>	Appropriation of Land for Planning Purposes	To seek approval for the appropriation of housing land for planning purposes, which will enable this site to be developed for affordable housing.	Cllr Bremner Andy Watt Andrew Turnbull	30 NOV	Dave Moorcroft	YES (Para 3)
<b>CABINET 18 JAN 2017</b>	Revenue budget monitoring 2016/17 period 8	To provide an update on the provisional financial position, the forecast outturn for the year and the consequent forecast of the general fund and housing revenue account balances.	Cllr Mike Stonard Justine Hartley	4 JAN	Justine Hartley	NO
<b>CABINET 18 JAN 2017</b>	Council Tax Reduction Scheme 2017/18 (post consultation)	To follow	Cllr Mike Stonard Justine Hartley	4 JAN	Justine Hartley	NO
<b>CABINET 18 JAN 2017</b>	Risk management report	To follow	Cllr Mike Stonard Justine Hartley	4 JAN	Justine Hartley	NO
<b>CABINET 18 JAN 2017</b>	Corporate plan and performance	To consider amendments to corporate performance KPIs	Cllr Waters Adam Clark	4 JAN	Laura McGillivray	NO
<b>CABINET 18 JAN 2017</b>	Procurement of the installation of thermodynamic hot water systems to social housing properties - <b>KEY DECISION</b>	To award the contract of the installation of thermodynamic hot water systems to social housing properties	Cllr Gail Harris Jay Warnes Steve Cleveland	4 JAN	Anton Bull	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 18 JAN 2017</b>	Mutual exchange incentive – way forward	To consider a change to the current mutual exchange incentive scheme that Norwich City Council currently offers in order to make it more cost-effective and to help the most vulnerable.	Cllr Gail Harris Phyllida Molloy Grant Lockett	4 JAN	Bob Cronk	NO
<b>CABINET 18 JAN 2017</b>	CIL Neighbourhood funding	To approve CIL neighbourhood funded projects for 2017-18	Cllr Stonard Gwyn Jones	4 JAN	Dave Moorcroft	NO
<b>CABINET 18 JAN 2017</b>	Greater Norwich Investment Plan <b>KEY DECISION</b>	To agree on the inclusion of projects in the 2017-18 Greater Norwich Investment Plan	Cllr Waters Dave Moorcroft	4 JAN	Dave Moorcroft	NO
<b>CABINET 18 JAN 2017</b>	Procurement of repairs to City Hall clock tower <b>KEY DECISION</b>	To inform Cabinet of the procurement process for the repairs to City Hall clock tower and to ask for delegated approval to place the orders	Cllr Stonard Andy Watt	4 JAN	Andy Watt	NO
<b>CABINET 18 JAN 2017</b>	Review of the neighbourhood model and services.	To consider a review of the neighbourhood model and services	Cllr Harris and Kendrick	4 JAN	Bob Cronk	YES (Para 1)
	Equalities Information Report 2017 – <b>KEY DECISION</b>	To consider the annual equality information report.	Cllr Thomas Adam Clark	4 JAN	Adam Clark	NO
<b>COUNCIL 24 JAN 2017</b>	Member's allowances	To receive recommendations on member's allowances from the independent panel.	Cllr Stonard Anton Bull Andy Emms	20 JAN	Anton Bull	NO
<b>COUNCIL 24 JAN 2017</b>	Council Tax Reduction Scheme 2017/18		Cllr Mike Stonard Justine Hartley	20 JAN	Justine Hartley	
<b>COUNCIL 24 JAN 2017</b>	Municipal Bonds Agency borrowing framework		Cllr Mike Stonard Justine Hartley	20 JAN	Justine Hartley	

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<b>CABINET 8 FEB 2017</b>	Revenue budget monitoring 2016/17 period 9		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 8 FEB 2017</b>	Capital budget monitoring 2016/17 quarter 3		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 8 FEB 2017</b>	General fund revenue budget 2017/18 and capital programme 2017/18 to 2021/22		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 8 FEB 2017</b>	Housing rents and budgets 2017/18		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 8 FEB 2017</b>	Treasury management strategy 2017/18		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>COUNCIL 21 FEB 2017</b>	General fund revenue budget 2017/18 and capital programme 2017/18 to 2021/ 22		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>COUNCIL 21 FEB 2017</b>	Housing rents and budget 2017/18		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>COUNCIL 21 FEB 2017</b>	Treasury management strategy 2017/18		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>COUNCIL 21 FEB</b>	Corporate plan and performance	To consider amendments to corporate performance KPIs and corporate plan	Cllr Waters Adam Clark		Laura McGillivray	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
2017		documentation				
<b>CABINET 15 MAR 2017</b>	Revenue budget monitoring 2016/17 period 10		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 15 MAR 2017</b>	Proposed right off of bad debt		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 15 MAR 2017</b>	Grant of right to buy one for one receipts		Cllr Mike Stonard Justine Hartley		Justine Hartley	