

Norwich City Council
SCRUTINY COMMITTEE

Item No 6

REPORT for meeting to be held on Thursday 6 February

Scrutiny committee work programme 2019-20

Summary:	The purpose of this report is to assist committee members in setting the work programme for the rest of the civic year 2019-20.
Conclusions:	<p>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.</p> <p>The programme is a standing item at each committee meeting and can be adjusted as necessary.</p>
Recommendation:	<p>To:</p> <ol style="list-style-type: none">1) consider the scrutiny committee work programme 2019-20;2) agree dates for the two select committees to feedback to the scrutiny committee; and3) to note that scrutiny committee will be convened on Tuesday 11 February at 10am to host the Police and Crime Commissioner for Norfolk.

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 asked to agree dates for the report back from select committees for the topics below:
 - Anti-social behaviour including fly tipping and city council processes.
 - The growth of short term lettings of homes in Norwich with input from the Independent Hoteliers Group.
8. Members are asked to note the additional scrutiny committee meeting to be convened on Tuesday 11 February at 10am to host the Police and Crime Commissioner for Norfolk.
9. The Local Anglia Enterprise Partnership (LEP) are not able to attend scrutiny committee on 19 March 2020. Councillor Alan Waters, Doug Field, LEP chair and Chris Starkie, LEP chief executive officer confirmed they will be pleased to attend if a mutually convenient date is found.
10. Members agreed that the young people and wellbeing topic would be re-scheduled. The scrutiny liaison officer is currently negotiating a date that the Stage 2 venue are able to host this.
11. Members are asked to begin submitting any topics that they would like

considered for inclusion in the 2020-21 work programme to the scrutiny liaison officer using then TOPIC form available under the scrutiny area of eCouncillor.

Annual work programme planning grid

Annual work programme planning grid (updated 23 January 2020)

Date of meeting	Item
Thursday at 16.30	
2019	
20 June	Work programme Norwich economic strategy
18 July	Work programme Transforming cities fund
19 September	Work programme Practical steps to improve air quality in Norwich and climate change update Report back from NHOSC meeting from 30 May and 25 July
17 October	Work programme Climate mitigation and transforming cities fund Report back from NHOSC meeting from 5 September
14 November MEETING CANCELLED	
12 December MEETING CANCELLED	
2020	
16 January	Work programme Chair's feedback from annual national scrutiny conference Corporate plan and performance framework.
6 February	Work programme Pre-scrutiny of the budget 2020/21 Report back from NHOSC meeting from 23 January
19 March	Work programme Annual review of the scrutiny committee

Notes:

To be rescheduled: Young people and well-being topic.

*Dates for the report back from select committees for the topics to be agreed:

- Anti-social behaviour including fly tipping and city council processes.
- The growth of short term lettings of homes in Norwich with input from the Independent Hoteliers Group.

FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2019 - 2020

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 12 FEB 2020	Greater Norwich Annual Growth Programme 2020/21– KEY DECISION	To consider the annual growth programme for Greater Norwich for 2020/21.	Cllr Stonard Graham Nelson Gwyn Jones		Graham Nelson	NO
CABINET 12 FEB 2020	Corporate plan 2020-21	To identify any amendments required to the corporate priorities and performance framework for 2020-2021	Cllr Alan Waters Adam Clark		Adam Clark	NO
CABINET 12 FEB 2020	Equalities Information Report 2020	To note the Equalities Information Report 2020	Cllr Karen Davis Adam Clark		Adam Clark	NO
CABINET 12 FEB 2020	Revenue and capital budget monitoring 2019/20 – Period 9	To update Cabinet on the forecast financial position of the council as at 31st December 2019.	Cllr Kendrick Hannah Simpson		Hannah Simpson	NO
CABINET 12 FEB 2020	Budgets, Medium Term Financial Strategy, HRA Business Plan, Capital Strategy & Treasury Management Strategy 2020/21	To propose for approval the 2020/21 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy	Cllr Kendrick Hannah Simpson		Hannah Simpson	NO
CABINET 12 FEB 2020	Council tax reduction scheme 2020/21	To consider and recommend to council a council tax reduction scheme for 2020/21.	Cllr Davis		Hannah Simpson	NO

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 12 FEB 2020	To award a contract for the replacement of Norwich city hall's space heating plant and controls - KEY DECISION	To seek delegated approval to award for the replacement of Norwich city hall's space heating plant and controls.	Cllr Kendrick Andy Watt Neil Watts / Brad Greeves		Andy Watt	NO
CABINET 12 FEB 2020	To award contracts – for various housing repair and maintenance works contracts - KEY DECISION	To seek approval to award contracts for various housing repair and maintenance works	Cllr Harris Lee Robson Neil Watts John Hodson		Lee Robson	NO
CABINET 12 FEB 2020	To award a contract for structural repairs at Chipperfield Road, Millers Lane and Pearcefield – KEY DECISION	To seek approval to award a contract for structural repairs at Chipperfield Road, Millers Lane and Pearcefield.	Cllr Harris Bob Cronk		Bob Cronk	NO
CABINET 12 FEB 2020	To award a contract for structural repairs at Blocks A, B and D, Heathgate – KEY DECISION	To seek approval to award a contract for structural repairs at Blocks A, B and D, Heathgate.	Cllr Harris Bob Cronk		Bob Cronk	NO
CABINET 12 FEB 2020	NPS Norwich Business Plan 2020	To consider the NPS Norwich Business Plan 2020	Cllr Kendrick Bob Cronk		Bob Cronk	NO
CABINET 12 FEB 2020	Pay Policy Statement 2020-21	To consider and recommend the pay policy statement for 2020-21.	Cllr Waters Dawn Bradshaw			NO

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
COUNCIL FEB 2020	The council's 2020/21 budget and medium term financial strategy	To consider and approve the 2020/21 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy	Cllr Kendrick Hannah Simpson		Hannah Simpson	NO
COUNCIL FEB 2020	Council tax reduction scheme 2020/21	To consider and approve a council tax reduction scheme for 2020/21	Cllr Davis			NO
COUNCIL FEB 2020	Corporate plan 2020-21	To identify any amendments required to the corporate priorities and performance framework for 2020-2021	Cllr Alan Waters Adam Clark		Adam Clark	NO
COUNCIL FEB 2020	Pay Policy Statement 2020-21	To consider the pay policy statement for 2020-21.	Cllr Waters Dawn Bradshaw			NO
CABINET 11 MARCH 2020	Quarter 3 2019/20 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2019/20	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 11 MARCH 2020	Environmental Strategy	To consider the Environmental Strategy	Cllr Maguire Richard Willson Graham Nelson		Graham Nelson	NO
CABINET 11 MARCH 2020	Update on potential development sites.	To seek approval for the next steps on potential development sites	Cllr Stonard Graham Nelson Gwyn Jones		Graham Nelson	NO
CABINET 11 MARCH 2020	Update on potential development sites.- exempt appendix	To seek approval for the next steps on potential development sites	Cllr Stonard Graham Nelson Gwyn Jones		Graham Nelson	YES (Para 3)

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 11 MARCH 2020	Scrutiny committee recommendations	To consider recommendations from Scrutiny committee	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 11 MARCH 2020	Towns' Fund – Key decision	To inform Cabinet of Towns' Fund opportunity and governance arrangements	Cllr Waters Graham Nelson Ellen Tilney		Graham Nelson	NO
COUNCIL 17 MARCH 2020	SEV Policy					
CABINET JUNE 2020	Quarter 4 2019/20 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 4 of 2019/20	Cllr Waters Adam Clark		Adam Clark	NO
CABINET JUNE 2020	Revenue and capital budget monitoring 2019/20 – final outturn	To update on the revenue and capital outturns for the year 2019/20; the consequent General Fund and Housing Revenue Account balances; and to seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2020/21 capital programme.	Cllr Kendrick			NO
CABINET JUNE 2020	Towns' Fund - Key decision	To update Cabinet on progress of Towns' Fund, including Town Investment Plan	Cllr Waters Graham Nelson Ellen Tilney		Graham Nelson	NO