

Norwich City Council
SCRUTINY COMMITTEE

Item 5

REPORT for meeting to be held on 3 November 2011

Scrutiny Committee Work Programme Update

Summary: This report updates the committee on progress with topics in its agreed work programme and the scrutiny committee recommendations and tracking record (to be circulated prior to the meeting) and informs on potential future scrutiny work.

Conclusions: While the priorities of the council and the scrutiny committee remain constant from when the work programme was set, in order to achieve the best outcomes from the scrutiny process it is sometimes necessary to re-valuate detail and timings of some reviews. In considering the work programme members are asked to pay regard to the cabinet forward plan and the scrutiny committee recommendations & tracking record.

Recommendation:

1. to use the PICK analysis to considering the suggested items inclusion on to the scrutiny work programme:
 - a) asset management strategy and review of community centers
 - b) police strategy and potential impact on wards in Norwich

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1. Items suggested for PICK analysis at the last meeting

- 1.1 At the 29 September meeting of the scrutiny committee the following items were suggested for potential inclusion on the scrutiny work programme but that before becoming scrutiny items on the work programme, they be assessed against the criteria of the PICK analysis.
- 1.2 The scrutiny officer advises that for this process to be at its most effective that this be done by members in consultation with relevant lead officers.
- 1.3 Members are also reminded that the scrutiny committee work programme is already well populated with items and while topics may be important, members need to remain realistic in terms of their own capacity and that of officers supporting the process.
- 1.4 The following items were suggested at the last meeting of the scrutiny committee for the PICK analysis:
 - Asset management strategy and review of community centres
 - Police strategy and potential input on wards within Norwich

1.5 The PICK analysis:

Members are asked to use the PICK analysis as a filter to assess the appropriateness for scrutiny topics suggested for inclusion on the scrutiny committee work programme.

Public interest; is there sufficient public interest in the topic?

Impact; will the review have a significant impact on community wellbeing?

Council performance; how is the council/organisation performing in this area?

Keeping in context; what else is happening in this area such as recent reviews or inspections?

- 1.6 In addition to the PICK analysis, members should be clear about any objective before undertaking a scrutiny review.

2. Delivering Jobs and Homes - regeneration of two sites in the City.

- 2.1 At the request of members at the last meeting, the cabinet report on the regeneration of two sites in the city is on the agenda for this meeting at item 9. The director for regeneration and development has suggested that if members wish to make any comments or suggestions on the report, these could be fed into the cabinet at its next meeting.

SCRUTINY COMMITTEE WORK PROGRAMME 2011/2012 – 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
3 Nov 2011	Future priorities & shape of the council	Cabinet and corporate leadership team	Update on progress, the council's budget position and to comment on issues arising	At committee	On going (Budget scrutiny and policy framework)
24 Nov 2011	Budget scrutiny Café	Cabinet, chief officers and service heads	To provide members with an overview and answers to questions regarding the budget, performance and policy framework.	Annual event	One meeting
06 Dec 2011	Quarterly performance data	Cabinet, corporate leadership team and the policy & performance manager	Identification of any causes for concern and note successes	At committee	Quarterly Review
Jan/Feb TBA	Consideration of the draft budget report	Cabinet and corporate leadership team	To comment on the draft budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council.	At committee	Annual
23 February 2012	Quarterly Performance Data	Cabinet, corporate leadership 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
May 2012	Setting a new scrutiny work programme	Scrutiny committee, scrutiny officer & corporate leadership team	This exercise should enable the scrutiny committee to ensure that the work of the committee is relevant and achievable	Facilitated exercise at committee	Re – set annually and revised monthly
TBA	ICT review/strategy	Responsible cabinet member, head of strategy & programme management, the head of Procurement & Service Improvement and the deputy chief executive	To focus on the ICT strategy and to provide members with information in order to assist with future scrutiny work in this topic area	At committee	Further meetings to assess ICT costs, efficiencies and savings.
TBA	Channel migration	Responsible cabinet member, the deputy chief executive, the head of communications & cultural services and the head of customer contact	To monitor the effectiveness/effect of any new methods of working on the public.	At committee	Further meetings to monitor the effect of channel migration.
TBA	Community safety partnership update	Responsible cabinet member, director of regeneration and development and the head of local neighbourhood services	To monitor the progress of the partnership with particular focus on the creation of the police and crime panels	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 2011/2012

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
SCRUTINY 3 Nov	Future priorities and shape of the council	Update on progress, the council's budget position and to comment on issues arising	Cabinet and CLT	26 Oct	RO		
CABINET 9 Nov	Revenue Budget Monitoring 2011-12 Period 5	To update cabinet on the current financial position	HoF – Barry Marshall/Mark Smith	21 Oct	BM	PH	
CABINET 9 Nov	Green waste disposal KEY DECISION	To approve award of contract.	Dir of reg & dev – Adrian Akester	21 Oct	JM	PH Sus Dev Panel	
CABINET 9 Nov	Equality Policy	To approve, this is the corporate policy statement which outlines our commitment to equalities and is due to be published on the website.	Head of strategy and programme improvement- Nadia Aman	21 Oct	LMC	PH	
CABINET 9 Nov	Future priorities in shaping the council	To consider the response to the consultation response on the future priorities of shaping the council	CEO and Head of strategy and programme management	21 Oct	LMC	IC	
CABINET 9 Nov	Air quality management area declaration KEY DECISION	To confirm declaration of air quality management area	Dir R &D, Andy Watt/Adrian Akester	21 Oct	JM	IC	
CABINET 9 Nov	Options for future use and development of the Mile Cross Depot site	To consider options for future use and development of the Mile Cross depot site	Dir of regeneration & development – Gwyn Jones	21 Oct	JM	PH	

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
	EXEMPT						
CABINET 9 Nov	Schools considering converting to Academy status	To call on schools in Norwich thinking about converting to academy status to ballot parents and staff.	Alan Waters	21 Oct		PH	
AUDIT 22 Nov							
SCRUTINY 24 Nov	Budget scrutiny cafe	To provide members with an overview and answers to questions regarding the budget, performance and policy framework.	CLT and heads of service				
COUNCIL 29 Nov	Interim Report of the Monitoring Officer		Head of law & gov				
SCRUTINY 6 Dec	Quarter 2 performance data		CLT	-	-	-	
COUNCIL 13 Dec							
CABINET	Budget Monitoring	To update cabinet on the	HoF – Barry	25 Nov	BM	PH	

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
14 Dec	2011-12 Period 6	current financial position	Marshall/Mark Smith				
CABINET 14 Dec	Quarter 2 Performance data		CLT – Phil Shreeve	25 Nov	BB		
CABINET 14 Dec	Risk management strategy	To approve the council's revised risk management strategy	B Buttinger B Marshall	21 Oct	BM	PH	
CABINET 14 Dec	Review of corporate risk register	To update members on the key risks facing the council and the associated mitigating actions, as shown in the council's corporate risk register	B Buttinger B Marshall	21 Oct	To CLT in June. To members of CLT in Sept	PH	BB has agreed can go to cabinet without going back to CLT
CABINET 14 Dec	Norfolk Housing and Support Strategy For People Who Misuse Substances	Requesting Cabinet approval to adopt the Norfolk Housing and Support Strategy For People Who Misuse Substances	Director of Reg and Development – Andy Watt	25 Nov	JM	PH	
CABINET 14 Dec	Review of collection agreement for water charges for council tenants KEY DECISION	To inform members of the revised contract negotiated with Anglian Water for the collection of water charges from council tenants.	Dir of Reg & Dev – Tracy John (Paul Sutton)	25 Nov		PH	
CABINET 14 Dec	Award of responsive repairs and maintenance contract	To approve the award of a new five year term contract for responsive repairs and	Dir of Reg & Dev – Chris Rayner and Anton Bull	25 Nov	JM	IC	

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
	for housing works KEY DECISION EXEMPT	maintenance to housing properties					
CABINET 14 Dec	Refresh of the Financial Assistance Policy KEY DECISION	To inform members of the refreshed policy on financial assistance and to seek approval to adopt the policy as part of the council's policy framework.	Dir of Reg & Dev - Andy Watt	25 Nov	JM		
CABINET 14 Dec	Home Improvement Agency contract extension KEY DECISION	To inform members of the Home Improvement Agency contract extension negotiated with Orbit Care & Repair for the provision of the Council's Home Improvement responsibilities under The Housing Grants, Construction & Regeneration Act 1996 as amended by The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002; and to seek approval for delegated authority to extend the contract.	Dir of Reg & Dev - Andy Watt	25 Nov	JM		
CABINET 14 Dec	Deal Ground and Utilities site- Access	to agree that the Council should be a party to the	Dir of regeneration &	25 Nov	JM		

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
	agreement.	proposed access agreement for the Deal Ground and Utilities sites in East Norwich	development – Gwyn Jones				
CABINET 14 Dec	Implementing HRA Self-Financing	To seek approval for the arrangements made for the implementation of HRA Self-Financing	HoF – Barry Marshall/Mark Smith	25 Nov	BM	PH	
CABINET 14 Dec	Compensation policy for Council tenants KEY DECISION	To approve a policy for the award of compensation for Council tenants in the event of service failure on the part of the Council or it's service providers	Dir of regeneration & development – Chris Rayner 01603 213208	25 Nov	JM	PH	
CABINET 14 Dec	Interim statement on provision of affordable housing.	To seek approval for interim approach to accepting payment to allow provision of affordable housing off-site where this will increase rate of provision of open market and affordable housing.	Dir of Reg and Dev - Graham Nelson/Andrew Turnbull	25 Nov	JM	PH	
CABINET 9 Nov	Housing new tenant decoration scheme contract KEY DECISION	To seek delegated authority to award contract for new tenant decoration scheme	Dir of regeneration & development – Tracey Fordham	21 Oct	JM	PH	
CABINET 14 Dec	Support for phase 2 of the YMCA reprovision KEY DECISION	The purpose of this report is: to inform cabinet of the funds available through sales of	Dir of Reg & Dev – Debbie Gould (email 11.05.11)	21 Oct	JM	PH	

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		housing land and recommend that cabinet approve the allocation of funds to the development of the second phase of the YMCA re-provision.					
AUDIT 17 Jan							
CABINET 18 Jan	Budget Monitoring 2011-12 Period 7	To update cabinet on the current financial position	HoF – Barry Marshall/Mark Smith	30 Dec	BM	PH	
CABINET 18 Jan	Award of structural consultancy contract to advise on structural repairs and improvements to council housing properties. KEY DECISION	To approve the award of a contract for structural consultancy	Dir of reg & dev Chris Rayner	21 Oct	JM	PH	
SCRUTINY 26 Jan	Consideration of the draft budget report	To comment on the draft budget and make suggestions to cabinet regarding the proposed budget's ability to	CLT				

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
		deliver the priorities of the council.					
COUNCIL 31 Jan	Localism Bill - pay accountability		Head of HR Dawn Bradshaw and Head of Law & Governance Philip Hyde				
CABINET 8 Feb	Budget Monitoring 2011-12 Period 8	To update cabinet on the current financial position	HoF – Barry Marshall/Mark Smith	20 Jan	BM	PH	
SCRUTINY 9 Feb							
SCRUTINY 23 Feb	Quarterly performance data	Identification of any causes for concern and note successes	CLT				
COUNCIL 28 Feb							
CABINET 14 Mar	Budget Monitoring 2011-12	To update cabinet on the current financial position	HoF – Barry Marshall/Mark	24 Feb	BM	PH	

Allocated Items							
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	Periods 9		Smith				
CABINET 14 Mar	Quarter 3 Performance data		CLT – Phil Shreeve	24 Feb	BB	PH	
CABINET 14 Mar	Annual Review of Partnerships Register		Head of Strategy and programmes -Rachel Metson	24 feb	RO		
AUDIT 20 Mar							
SCRUTINY 22 Mar							
COUNCIL 27 Mar							