

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

## **Item No 5**

**REPORT for meeting to be held on Thursday 4 February**

### **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  
emmawebster@norwich.gov.uk

## 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 on the work programme for the remainder of the civic year.
9. As agreed at the last meeting of scrutiny there will be a discussion at the meeting today on the work programme item for the March meeting of the scrutiny committee.

## Annual work programme planning grid

Date of meeting	Item
<b>Thursday at 16.30</b>	
<b>2020</b>	
<b>10 June</b>	Covid-19 recovery report
<b>16 July</b>	Work programme Annual scrutiny report
<b>17 September</b>	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)
<b>15 October</b>	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)
<b>19 November</b>	Work programme Agree recommendations for Local Enterprise Partnership Maximising opportunities to achieve zero rough sleeping following Covid-19, Chris Hancock.
<b>17 December</b>	Work programme Report back from NHOSC meeting from 26 November (Cllr Oliver) Report back from Community Safety partnership meeting from 24 November (Cllr Giles) Equality information report, Adam Clark
<b>2021</b>	
<b>21 January</b>	Work programme Corporate performance and KPI framework – confirmed Ruth Newton and Kirsty Howard.
<b>4 February</b>	Work programme 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.
<b>18 March</b>	Work programme Report back from NHOSC meeting from 4 February and 18 March.



# FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2020 - 2021

Meeting	Report	Purpose	Exempt?
<b>CABINET 10 FEBRUARY 2021</b>	Local Development Scheme	To consider the updated Local Development Scheme	NO
<b>CABINET 10 FEBRUARY 2021</b>	The award of contract for multidisciplinary professional advice in respect of the East Norwich Masterplan – <b>KEY DECISION</b>	To seek approval to award a contract for multidisciplinary professional advice - East Norwich Masterplan	NO
<b>CABINET 10 FEBRUARY 2021</b>	The award of contract for multidisciplinary professional advice in respect of the East Norwich Masterplan – <b>KEY DECISION</b>	To consider the exempt appendix	YES (Para 3)
<b>CABINET 10 FEBRUARY 2021</b>	Greater Norwich Infrastructure Investment Fund and Neighbourhood CIL – <b>KEY DECISION</b>	To consider the draft Greater Norwich Joint Five Year Infrastructure Investment Plan 2021-2026.	NO
<b>CABINET 10 FEBRUARY 2021</b>	Corporate plan and performance framework 2021-22	To consider the corporate plan priorities and performance framework for 2021-2022	NO
<b>CABINET 10 FEBRUARY 2021</b>	Revenue and capital budget monitoring 2020/21 – Q3	To update Cabinet on the forecast financial position of the council as at 31st December 2020.	NO
<b>CABINET 10 FEBRUARY 2021</b>	Budgets, Medium Term Financial Strategy, HRA	To propose for approval the 2021/22 budgets,	NO

Meeting	Report	Purpose	Exempt?
	Business Plan, Capital Strategy & Treasury Management Strategy 2021/22	medium term financial strategy and capital programme, along with capital strategy and treasury management strategy	
<b>CABINET 10 FEBRUARY 2021</b>	Council tax reduction scheme 2021/22	To consider and recommend to council a council tax reduction scheme for 2021/22.	NO
<b>CABINET 10 FEBRUARY 2021</b>	To award a contract for Domestic Heating Upgrading of council dwellings – <b>KEY DECISION</b>	To consider awarding a contract for Domestic Heating Upgrading of council dwellings	NO
<b>CABINET 10 FEBRUARY 2021</b>	To award a contract Domestic Rewiring of council dwellings – <b>KEY DECISION</b>	To consider awarding a contract for Domestic Heating Upgrading of council dwellings	NO
<b>CABINET 10 FEBRUARY 2021</b>	Managing assets (general fund) - – <b>KEY DECISION</b>	To consider the future of two council property interests	YES (Para 3)
<b>COUNCIL 23 FEBRUARY 2021</b>	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	NO
<b>COUNCIL 23 FEBRUARY 2021</b>	Council tax reduction scheme 2021/22	To consider and approve a council tax reduction scheme for 2021/22	NO
<b>CABINET 10 MARCH 2021</b>	NCLS Business Plan 2021-21	To consider the NCLS business plan	YES (Para 3)

Meeting	Report	Purpose	Exempt?
<b>CABINET 10 MARCH 2021</b>	Procurement strategy 2021-2024	To consider the procurement strategy for the period 2021 to 2024	NO
<b>CABINET 10 MARCH 2021</b>	Scrutiny recommendations	To consider recommendations from scrutiny committee	NO
<b>CABINET 10 MARCH 2021</b>	Improving the diversity of the Norwich City Council workforce	To consider an action plan aimed at increasing the diversity of the council's workforce over time	No
<b>CABINET 10 MARCH 2021</b>	The award of contract for Replacement Oil Boilers at Normandie Tower– <b>KEY DECISION</b>	To consider awarding a contract for replacement oil boilers at Normandie Tower	NO
<b>CABINET 10 MARCH 2021</b>	To award of contract for new district heating plant room and dwelling systems at Alnwick Court sheltered housing scheme – <b>KEY DECISION</b>	To seek approval to award a contract for new district heating plant room and dwelling systems at Alnwick Court sheltered housing scheme	NO
<b>CABINET 10 MARCH 2021</b>	To award a contract for a Kitchen and Bathrooms Upgrade programme to council dwellings – <b>KEY DECISION</b>	To consider awarding a contract for the Kitchen and Bathrooms upgrade programme to of council dwellings	NO
<b>CABINET 10 MARCH 2021</b>	Norwich Regeneration Ltd: Business Plan	To consider the business plan for NRL for 2021/22	NO
<b>CABINET 10 MARCH 2021</b>	Norwich Regeneration Ltd: Business Plan – exempt appendix	To consider the exempt appendix to the report	YES (Para 3)