

## SCRUTINY COMMITTEE WORK PROGRAMME 2010/2011 – 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.**

<b>P</b>	<b>Public interest</b>	Is there sufficient public interest in the topic?
<b>I</b>	<b>Impact</b>	Will the review have a significant impact on community wellbeing?
<b>C</b>	<b>Council performance</b>	How is the council/organisation performing in this area?
<b>K</b>	<b>Keeping in context</b>	What else is happening in this area such as recent reviews or inspections?

<b>Date of Meeting</b>	<b>Topic</b>	<b>Organisation/ Officer/ Responsible Portfolio Holder</b>	<b>Objectives and Desired Outcomes</b>	<b>Methods and or venue</b>	<b>Timescale</b>
March 17 2011	<b>Quarterly Performance Data</b>	Cabinet, Corporate Management Team and the Policy & Performance Manager	Identification of any causes for concern and note successes	At committee	Quarterly Review
March 17 2011	<b>Exemplar first phase – Three score development; procurement process to secure a development partner</b>	Director of Regeneration & Development & the City Growth & Development Manager	<b>INFORMATION ONLY</b>  To update the committee on the recommendation to cabinet of the task & finish group set up to assist on the outcome of the process to procure a developer/partner.	delegated to a task & finish group	One meeting 2 <sup>nd</sup> of two plus a task & finish group
March 17 2011	<b>Annual Scrutiny Review</b>	Chair of Scrutiny and the Scrutiny Officer	Review of the scrutiny work carried out over the period the review covers and a forward look to the development of scrutiny. To recommend to Council.	At committee	One meeting

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May 2011	<b>Quarterly Performance Data</b>	Cabinet, Corporate Management Team and the Policy & Performance Manager	Identification of any causes for concern and note successes	At committee	Quarterly Review
June 2011	<b>Effectiveness of the revised Procurement Strategy and Ethical Procurement</b>	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	To ask; is the council adhering to the procurement strategy and what has the impact been of the revised strategy.  Are there any gaps?		
June 2011	<b>Neighbourhood Strategy</b>	Director of Regeneration & Development, Head of Local Neighbourhood Services and the cabinet portfolio member – Neighbourhood Development	To gain an overview of the strategy's impact and to learn of the next steps	At committee	One meeting
June 2011	<b>Voluntary Sector</b>	The Head of Strategy & Programme Management and the cabinet portfolio members – Neighbourhood Development and Wellbeing.	To gain an overview of the newly proposed commissioning model, the process by which it has been developed and to assess if it will deliver the council's needs.	Pre – scrutiny of new policy.	One meeting
July 2011	<b>Customer Contact Management Systems</b>	Deputy Chief Executive, the Head of Customer Servs and cabinet mbr – Res, Perf & Shared servs.	Pre – scrutiny of the new way of working and to assess what areas may need onward monitoring.	At committee	On going

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July 2011	<b>ICT benchmarking</b>	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	Consideration of the refreshed ICT strategy and to assess if the council's ICT arrangements are offering best value.	At committee	One meeting
October 2011	<b>Road conditions in Norwich</b>	Head of city development services	Monitoring of progress post scrutiny. An update on the results of the trial of new surface materials and other points raised resulting from the scrutiny of road conditions – June 2010	At committee	Follow up of 1 <sup>st</sup> meeting held June 2010
November 2011	<b>County wide Safety Partnership</b>	Responsible cabinet member(s) Director of Regeneration & Development Head of Community Services	Is the County wide Safety Partnership achieving its commitments for Norwich?	At Committee	One meeting
November 2011	<b>Budget Scrutiny Café</b>	Cabinet, chief officers and service heads	Provide those members not on the cabinet to gain an understanding the factors influencing the budget setting process	Annual event	One meeting
<b>Item on all Scrutiny agendas</b>	<b>Scrutiny Committee Work Programme</b>	<b>Chair of Scrutiny &amp; Scrutiny Officer</b>	<b>Keep the programme of topics for Scrutiny under review</b>	<b>At Committee</b>	<b>on going each month and annual review</b>

The following items have been suggested by the committee as topics for the work programme;

IT review process – Asset review process. Also, the scrutiny officer is exploring ideas of how to scrutinise a possible topic for the work programme regarding any effect the abolition of the default retirement age has had since implementation. These topics will be included in the review of the work programme after the district elections in May 2011.

## FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2010/11

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CMT	Cabinet Briefing (IC) or Portfolio Holder (PH)	TB/VH Comments
<b>COUNCIL 1 Mar</b>	Will not be convened						
<b>CABINET 16 Mar</b>	Quarter 3 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation	25 Feb	<b>PS</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Bracondale Conservation Area Appraisal	To approve the Bracondale conservation area appraisal	Dir Regeneration & Development – Ben Webster	25 Feb	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Appropriation of housing stock <b>KEY DECISION</b>	To seek approval to appropriate dwelling properties from the General Fund to the Housing Revenue Account	Dir of Regeneration and Development	25 Feb	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Heigham Grove Conservation Area Appraisal	To approve the Heigham Grove conservation area appraisal	Dir Regeneration & Development – Ben Webster	25 Feb	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Scrutiny Cycling Task & Finish Group: Recommendations to Executive	To consider Scrutiny's Cttee recommendations arising out of work by Scrutiny Cycling Task and Finish Gp.	Dir of Develop & Regen – Andy Watt	25 Feb	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Selection of Development Partner for Threescore. <b>EXEMPT REPORT</b>		Dir of Reg & Develop – Gwyn Jones	25 Feb	<b>JM</b>	<b>PH</b>	

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<b>CABINET 16 Mar</b>	Annual Review of Partnership Review		Dir of Transformation – Rachael Metson	25 Feb	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	No Recourse to Public Funds	From a motion to Council 30 March 2010. To ask the Cabinet to consider ways to work together with the Council's partners to counter the specific set of problems that such women face in Norwich.	Dir of Reg & Develop - Alison Spalding	25 Feb	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	CPO of private dwelling <b>EXEMPT REPORT</b>	To recommend the compulsory purchase of an address in Wensum Ward which is a privately owned long term empty property that generates regular complaints to the council. All other attempts to resolve this problem have failed.	Dir Regeneration & Development – Mark Siddall	25 Feb	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Constitution	To consider recommendations to Council from the Constitution working party	Head of Legal and Democratic Services	25 Feb	<b>BB</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Award of the contract for provision of bus shelters <b>EXEMPT REPORT KEY DECISION</b>	To agree a preferred contractor	Dir of Reg & Development – Clive Gristwood	25 Feb	<b>JM</b>	<b>PH</b>	

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<b>CABINET 16 Mar</b>	Financial inclusion progress report and identification of priorities for 2011-12	To report progress and impact of the implementation of the Council's financial inclusion strategy and set the priorities for 2011-12.	DCEO- Bob Cronk	25 Feb	<b>BB</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Single Status <b>EXEMPT REPORT KEY DECISION</b>	To report to members Unison's response to the proposal for implementing single status and to consider options and agree the position on compensation	DCEO – Dawn Bradshaw	25 Feb	<b>BB</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Empty homes funding	To agree to the proposed use of one-off Government funding of £120,000 to support sub-regional projects aimed at preventing homelessness.	Dir of Reg & Develop – Paul Swanborough	25 Feb	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Managing Assets – Mancroft Ward	To inform members of defects found at three properties in Mancroft Ward. The report outlines the options for the future of the three properties and seeks to gain approval to decommission the properties, to permanently resettle the affected tenants and to dispose of the properties on the open market.	Dir of Reg & Develop – Andrew Turnbull	25 Feb	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Mar</b>	Award of an interim contract for structural	This report recommends the award of an interim contract for	Dir of Reg & Dev Head of Property	25 Feb			

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	upgrades and improvements – <b>KEY DECISION</b>	<p>the provision of structural upgrades and improvements to the councils housing stock for a period of nine months.</p> <p>Decision required - The report identifies a proposed supplier who has been evaluated to offer the best Value For Money solution following a rigorous procurement exercise and approval is sought to formally award the contract.</p>	Services – Chris Rayner				
<b>CABINET 16 Mar</b>	Adoption of the Joint Core Strategy for Norwich, Broadland and South Norfolk	To endorse the adoption of the Jt Core Strategy (Council 22 March)	Dir of Reg & Develop – Graham Nelson				
<b>CABINET 16 Mar</b>	Removal of restrictive covenant at the former Canary PH	<i>Authority to discharge the restriction at no value</i>	Director of Reg & Develop – Debbie Gould/Andrew Turnball	25 Feb	<b>JM</b>	<b>PH</b>	
<b>SCRUT 17 Mar</b>	Quarterly Performance Data	Identification of any causes for concern and note successes	DECO – Phil Shreeve	9 Mar			
<b>SCRUT 17 Mar</b>	Annual Scrutiny Review	Assessment of the effectiveness of the council's scrutiny function and a forward look to the development of scrutiny. Recommend to	Chair of Scrutiny and the Scrutiny Officer	9 Mar			

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		Council					
<b>SCRUT 17 Mar</b>	Exemplar first phase – Three score development	Feedback around the infrastructure needs and wider community impact of any future development in this area of the City.	Dir of Reg & Dev – Gwyn Jones	9 Mar			
<b>AUDIT 22 Mar</b>				14 Mar			
<b>COUNCIL 22 Mar</b>	Adoption of the Joint Core Strategy for Norwich, Broadland and South Norfolk	To endorse the adoption of the Jt Core Strategy	Dir of Reg & Develop – Graham Nelson				
<b>COUNCIL 22 Mar</b>	Annual Scrutiny Review for Norwich City Council 2010/11	To consider the Annual Scrutiny Review	DCEO - Head of Legal and Dem Services – Phil Hyde/Steve Goddard				
<b>COUNCIL 22 Mar</b>	Constitution	To consider recommendations to Council from the Constitution working party	Head of Legal and Democratic Services/Report of Executive				
<b>CABINET May</b>	Greater Norwich Area Homelessness	To approve the Greater Norwich Homelessness	Dir of Reg & Develop -	21 Apr	<b>JM</b>	<b>PH</b>	



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	Strategy	Strategy	Paul Swanborough/ Chris Hancock				
<b>CABINET May</b>	Disposal of NCC land <b>EXEMPT REPORT</b>	To approve the terms of sale of future NCC sites	Dir of Regen & Develop – Debbie Gould	21 Apr	<b>JM</b>	<b>PH</b>	
<b>CABINET May</b>	Choice of contractor to deliver the installation of photovoltaic panels to council homes to enable tenants to benefit from free electricity <b>KEY DECISION</b>	To approve choice of contractor to deliver the installation of photovoltaic panels to council homes to enable tenants to benefit from free electricity	Dir of Reg & Develop - Paul Swanborough/ Chris Rayner	21 Apr	<b>JM</b>	<b>PH</b>	
<b>ANNUAL COUNCIL 17 May</b>	Appointment of LM, Sheriff, Leader and Executive, Chairs of Scrutiny, Standards and Committees, Vice Chair of Standards and NHAC, Schedule of Meetings		HLDS –A Emms	22 Apr			
<b>CABINET 18 May</b>	Quarter 1 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation				

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<b>SCRUTINY 26 May</b>	Quarter 4 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation				
<b>SCRUTINY 26 May</b>	Crime & Disorder Reduction Partnership	Compliance with the Police & Justice Act –statutory role for scrutiny. Is the Crime & Disorder Reduction Partnership achieving its commitments in its Partnership Plan? A look at the structure of the of the CRDP and the partnership plan for the year 2011/2012 and to assess if the partnership is sufficiently shaped to enable it to deliver what it is tasked to do.	Dir Regeneration & Development – Bob Cronk	10 May			
<b>SCRUTINY June</b>	Effectiveness of the revised procurement strategy and ethical procurement	To ask: is the council adhering to the procurement strategy and what has the impact been of the revised strategy	DCEO – Anton Bull	TBA			
<b>SCRUTINY June</b>	Neighbourhood Strategy	To gain an overview of the strategy's impact and to learn of the next steps	Dir of Reg & Develop – Bob Cronk	TBA			
<b>SCRUTINY June</b>	Voluntary Sector	To gain an overview of the newly proposed commissioning model, the process by which it has been developed and to assess if it will deliver the	Head of Strategy and Programme Management	TBA			

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		council's needs					
<b>SCRUTINY July</b>	Customer Contact Management Systems	Pre-scrutiny of the new way of working and to assess what areas may need onward monitoring	DCEO – Tina Bailey	TBA			
<b>SCRUTINY July</b>	ICT benchmarking	Consideration of the refreshed ICT strategy and to assess if the council's ICT arrangements are offering best value	DCEO – Anton Bull	TBA			