

# **SCRUTINY COMMITTEE WORK PROGRAMME 2008/2009 – NORWICH CITY COUNCIL**

## **Pick Analysis for Prioritising Topics**

**Public interest – Impact - Council performance - Keeping in context**

- P** Is there sufficient public interest in the topic?
- I** Will the review have a significant impact on community wellbeing?
- C** How is the council/organisation performing in this area?
- K** What else is happening in this area such as recent reviews or inspections?

**\* Headline Priorities of the Corporate Plan – Strong & Prosperous City, Safe & Healthy Neighbourhoods and Opportunities for all.**

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder/Member	Impact on The City & Community	*Links with the Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
13/11/08	<b>Economic Development Partnership Working with the UEA</b>	Cllr Morpew & The Chief Executive Head of Economic Development	Encouraging business growth in high value knowledge jobs/encouraging people to access education, training & skills/working with local businesses, colleges, schools & Universities	Strong & Prosperous City – Forward Agenda	Consideration of a request for partnership funding (EEDA, County & SNDC) in support of a Science research facility at NRP and to assist delivery of the UEA Master Plan.	Pre – Scrutiny at Committee	One meeting

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13/11/08	<b>Quarterly Performance Data</b>	Cllrs Morpew and Waters CMT & Policy & Performance Mgr	Helping the City Reach Its Full Potential & Imp Servs	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
13/11/08	<b>Collection of Rents</b>	Head of Landlord Services Cllrs Arthur and Waters	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	To note work undertaken to improve the collection of rents and identify any remaining causes for concern	At Committee	Ongoing
13/11/08	<b>Impact of Choice Based Lettings on Voids</b>	Head of Landlord Services Cllr Arthur	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	To inform the Committee on the impact of choice based lettings on voids performance	At Committee	Ongoing

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13/11/08 (Prvsnl)	<b>Safer Norwich Partnership Plan (&amp; future role of scrutiny in receiving SNP performance data)</b>	Cllr Bremner Director of Regeneration & Development Head of Community Services	Safe, active & secure City	Safe and Healthy Neighbourhoods	Compliance with the Police & Justice Act –statutory role for scrutiny	At Committee	Cyclical
11/12/08	<b>Castle Gardens</b>	Cllr Blakeway and Cllr Bremner Director of Regeneration & Development Head of Community Services	Safe, active & secure City	All 3 Headline Priorities	Initial briefing and scoping of a review	At Committee poss lead to task & fin/ public/partner consultation etc	To be determined when scoped
11/12/08	<b>Equality Strategy- Level 2</b>	Cllr Waters Director of Transformation	Aiming for Excellence	All 3 Headline Priorities	Consideration of the draft document and to make any further suggestions to Executive	Pre – Scrutiny at Committee	One meeting
08/01/09	<b>Financial Inclusion, Debt Advisory Services and Credit Unions</b>	Cllr Blakeway The Director of Regeneration & Development, the Head of Economic Development & the Head of Community Services	Strengthening of money advice services and expansion of Credit Unions	Opportunities for all	Initial briefing post South Norfolk Council meeting - NB SNC Scrutiny is considering problem debt issues. If deemed appropriate, possible joint work or panel	Initial discussion at committee	To be determined at meeting

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12/02/09	<b>Quarterly Performance Data</b>	Cllrs Morpew and Waters CMT & Policy & Performance Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
21/05/09	<b>Innovative Delivery of Council Services</b>	Cllr Brociek-Coulton and Strategic Director – Corporate Resources & The Head of Customer Contact	Service improvement/ development	Aiming for Excellence	Initial briefing towards consideration of ways by which Council Services could be delivered remotely via a variety of viable means.	At Committee	To be determined after this initial breifing
21/05/09	<b>Quarterly Performance Data</b>	Cllrs Morpew and Waters CMT & Policy & Performance Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
11/06/09	<b>Future Burial Provision for Norwich</b>	Cllrs Bremner and Brociek-Coulton The Head of Legal & Democratic Services and the Regulatory Services Manager	For communities to access services provided by the Council	Opportunities for all & Service Plan Priority	Identification of options for meeting future needs to recommend to the Executive.	To be agreed at Committee	To be determined by Committee

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10/09/09	<b>Bus Services Performance Monitoring</b>	Cllr Morrey The Head of Transportation & Landscape Cllr Gunson Nfk CC and Head of Passenger Transport Nfk CC	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes and to make recommendations accordingly	At Committee	Yearly review of Performance
08/10/09	<b>Heartsease Academy – follow up</b>	Cllr Monbiot Nfk CC Deputy Director – Early Yrs, Schools & Community Nfk CC and the Academy Head	Helping the City Reach Its Full Potential & Improving Services/ working with local businesses, colleges, schools & Universities	Opportunities for all	Identification of any causes for concern and note successes and to make recommendations accordingly	At Committee	One meeting
14/01/10	<b>City Wide Parking Permits &amp; Blue Badge Provision</b>	Cllr Morrey The Head of Transportation & Landscape	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Scoping of possible review	Invite Officers to help inform and scope possible T&F Group	To be determined by Committee
<b>Item on all Scrutiny agendas</b>	<b>Scrutiny Committee Work Programme</b>	<b>Cllr Stephenson &amp; Scrutiny Officer</b>	<b>Helping the City Reach Its Full Potential &amp; Improving Services</b>	<b>All 3 Headline Priorities</b>	<b>Keep the programme of topics for Scrutiny under review</b>	<b>At Committee</b>	<b>on going each month</b>

## Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director Approved	Rec'd	Mangement Clearance <ul style="list-style-type: none"> <li>• CMT</li> <li>• Capital Mang Board</li> <li>• DMY</li> <li>• PiMB</li> <li>• Growth Board</li> </ul>	Informal Executive Briefing (IE) or Portfolio Holder (PH)	Final Approval
Items for next Civic Year							
<b>EXEC 26 Nov</b>	Quarter 2 2008/09 Performance Monitoring	To provide monitoring information on performance	Director of Transformation			<b>PH</b>	
<b>Exec 26 Nov</b>	Norwich Needs Gap Analysis – Taking it Forward	To provide an update on how the findings of the Norwich Needs Gap Analysis are being taken forward with the Council and within the City of Norwich Partnership (as requested by Exec at their meeting 25th June 2008)	Director of Transformation Rachael Metson			<b>PH</b>	
<b>EXEC 26 Nov</b>	Community Engagement Strategy	To consider & approve the draft Community Engagement Strategy	Neighbourhood Devpt – Bob Cronk			<b>PH</b>	

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	<b>Key Decision</b>						
<b>Exec 26 Nov</b>  <i>Moved from 15 Oct</i>	Economic Development Partnership Working with the UEA  <b>Key decision EXEMPT REPORT</b>	To consider a request for: (A) Partnership funding (with EEDA, the County Council and South Norfolk) to support a Science Research Facility at NRP;and (B) The use of Earlham Hall to assist in the delivery of the UEA Master Plan.	Dir Reg & Dev Jerry Massey  Para 3	<b>Exec 15 Oct</b>	Economic Development Partnership Working with the UEA	<b>PH</b>	Dir Reg & Dev Jerry Massey
<b>EXEC 10 Dec</b>  <i>Moved from 29 Oct</i> <i>Moved from 12</i>	Improvements to S106 Processes and Practices	To seek agreement & funding to produce a guide for developers and case officers on s.106 priorities and mechanisms to streamline working practices	Corporate Working Group – Gwyn Jones			<b>PH</b>	

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<i>Nov</i>							
<b>EXEC 10 Dec</b> <i>Moved from 26 Nov</i>	Annual Monitoring Report	To report on spatial planning indicators, & approve the report for submission to the Sec of State as a statutory requirement of the plan-making system.	Director of Regeneration & Development  Paul Rao			<b>PH</b> LDF 10 Nov	
<b>EXEC 10 Dec</b> <i>Moved from 29 Oct 26 Nov</i>	Property Asset Management Plan	To report on the housing and non-housing property asset portfolios	Regeneration and Devpt - Chris Dady			<b>PH</b>	
<b>EXEC 10 Dec</b>	Chantry Car Park <b>Key decision</b>	To approve the disposal of this car park  Exempt report	Regeneration and Development – Chris Dady			<b>IE 19 Nov</b>	



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		Moved from 28 Nov Moved from 6 Feb Moved from 28 May Moved from 23 July Moved from 1 Oct Moved from 26 Nov					
<b>EXEC 7 Jan</b>	Equalities' Standard		Hd of Transformation Phil Shreeve			<b>PH</b>	
<b>EXEC 21 Jan</b>	Calculation of Council Tax Base 2009/10	To approve calculation of council tax base for 2009/10	Hd of Finance			<b>PH</b>	
<b>EXEC 21 Jan</b>	GNDP Economic Strategy	To sign off the strategy	Regeneration & Development – Sharon Quantrell			<b>PH</b>	
<b>EXEC 21 Jan</b>	Evaluation of the Neighbourhood	To report the results of the evaluation of the two	Neigh/Dev Hd of			<b>PH</b>	

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	Management Pilots	neighbourhood management pilot programme	Community Services/ Bob Cronk				
<b>EXEC 4 Feb</b>	Budget Monitoring	To update members on budget monitoring 9 mths to 31 Dec 08	Hd of Finance			<b>PH</b>	
<b>EXEC 4 Feb</b>	Budget & Policy Framework & Service Plans	To set out Budget & Policy Framework	CEO			<b>PH</b>	
<b>EXEC 4 Feb</b>	Budget 2009/10 General Fund	To recommend to Council setting of budgetary requirement level of Council Tax	Hd of Finance			<b>PH</b>	
<b>EXEC 4 Feb</b>	Capital Strategy	Recommend updated Capital Strategy to Council	Hd of Finance			<b>PH</b>	
<b>EXEC 4 Feb</b>	Non Housing Capital Plan 2009-2013 & Non	To review Non Capital Plan & Non Hsg Capital Prog	Hd of Finance			<b>PH</b>	

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	Hsg Capital Prog						
<b>EXEC 4 Feb</b>	HRA Account 2009/10	HRA budgets for 2009/10	Hd of Finance			<b>PH</b>	
<b>EXEC 4 Feb</b>	Council Rents & Other Charges	To set options for rents & other charges	Ass Dir – Comm Neigh			<b>PH</b>	
<b>EXEC 4 Feb</b>	Housing Capital Programme	To review Hsg Capital Programme	Hd of Finance			<b>PH</b>	
<b>EXEC 18 Feb</b>	Housing Rents: Legislation and Financial Issues	To set rents	Ass Dir Neighbourhood Development			<b>IE 11 Feb</b>	
<b>EXEC 4 March</b>							
<b>EXEC 18 March</b>							

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EXEC 8 April						PH	
EXEC 27 April						PH	
EXEC 27 May	Quarter 4 2008/09 Performance Monitoring	To provide monitoring information on performance	Director of Transformation			PH	

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Affordable Housing SPD	To consider response to consultation and adopt the SPD	Regeneration & Development - LDF Working Party- Mike Burrell/Kris Reeve

## Executive Forward Agenda

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Regeneration Framework	Seeking approval to produce regeneration framework as basis for co-ordinating regeneration activity across the Council	Regeneration & Development Anne Bonsor
EXEC	Mary Chapman Court	Options relating to the redevelopment of Mary Chapman Court	Regeneration Development
EXEC	Review of Garage Stack	To inform members of the garage stock review	Regeneration Development
EXEC	Wild Road	Options for Wild Road	Regeneration Development
EXEC	Joint Core Strategy	Joint meeting with BDC & SNDC Cabinets to sign off strategy	
EXEC	Medium Term Financial Strategy	To approve the MTFS	Head of Finance Executive
EXEC	Business Plan		Neigh Develop
EXEC	Hsg Improvement		Neigh Develop

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Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
<b>EXEC</b>	Community Justice Panel		Neigh Develop Bob Cronk
<b>EXEC</b>	Single Status		Deputy CEO
<b>EXEC &amp; SCRUT Mar?</b>	Staff Survey		Deputy CEO
<b>EXEC</b>	Flood Risk & Development SPD – LDF Working Party	To agree a revised draft SPD for consultation (Currently reviewing the need for SPD pending discussions with Environmental Agency and the need for further studies)	Regeneration & Development LDF Working Party
<b>Exec</b>	Earlham Marsh Local Nature Reserve	To request that Members consider the declaration of Earlham Marsh as a Local Nature Reserve under section 21 of the National Parks and Access to the Countryside Act 1949	Comm & Neigh Bob Cronk
<b>EXEC Post May</b>	Visit Norwich Ltd – Progress	Report on Progress	Communications and Cultural Services – Nikki Rotsos

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Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Whitlingham Link		Regeneration and Development - Andy Watt