

Norwich City Council
SCRUTINY COMMITTEE
ITEM 5

REPORT for meeting to be held on

Setting of the scrutiny committee work programme for 2014/2015

Summary: The purpose of the report is to assist committee members in setting the work programme for 2014/15. A series of potential topics have been listed in the report which have either been raised by the committee in the last year or have been suggested by officers due to their strategic significance to the council.

Conclusions: Along with the presentation that will be made at the meeting, by considering this report, the committee will be able to select future topics that assist the delivery of the council's priorities.

Recommendation: To consider the options identified and agree a scrutiny committee work programme for 2014./15

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1. Developing a work programme for the scrutiny committee

- 1.1 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.
- 1.2 This means that the scrutiny committee will be able to consider where and how it can add value to the forward agenda, the work being carried out towards achievement of the council's priorities and ensure that resources are being focussed effectively.
- 1.3 The scrutiny committee has previously adopted the TOPIC flow chart as an aid to selection of scrutiny topics for its work programme. This is attached to the agenda for reference and members are encouraged to pay regard to this in ensuring that any topic that makes it onto the work programme can benefit from the scrutiny process.

2. Recurring items

- 2.1 As there are certain areas of work identified for the scrutiny committee that are of a recurring nature, there is a need to program them in as soon as the dates are known. These are pre-scrutiny of the council's draft policy framework (corporate plan) and budget and the performance and budget monitoring reports.

3. One substantive item per meeting

- 3.1 This year it is proposed that the committee should agree one substantive topic per meeting with the only exception to the rule being those meetings that already have one of the recurring reports. The main reason for one topic a meeting is to ensure that there is enough time for the committee to effectively consider the issues and to try to reach specific, measurable, achievable, and realistic and timed (Smart) outcomes.
- 3.2 Although setting the future work of the committee for up to 19 March 2015, members will have the opportunity on a monthly basis to revise the programme if and when required e.g. due to changing events. This is done via the work programme standing item on the scrutiny committee agendas.

4. Draft work programme

- 4.1 A basic draft of the scrutiny committee work programme will form part of a presentation at the meeting. This takes account of the recurring topics that the committee will be dealing with, but all dates are provisional at this stage. However, this will help to illustrate the remaining scope for accommodating topics selected as a result of member consideration of this report.

- 4.2 The scrutiny officer will liaise with the cabinet and officers to schedule the topics selected by the scrutiny committee and produce a work programme for the period 2014/15.

5. Possible scrutiny topics for consideration

- 5.1 The following topics listed have been raised as possible scrutiny topics by the scrutiny committee members in their meeting over the past year.

- 5.2 Many of the suggested topics come under the general heading of health and well-being. At the 20 March meeting of the scrutiny committee, members looked at the range of work involved around the Healthy Norwich initiative. The council's work is generally on the wider issues that affect people's health such as the external and built environment, working and living conditions, economic activities, opportunities and services available within the local community to promote physical, social, mental and economic health for people of all ages.

- 5.3 The following are the points of interest that were raised by committee members:

- **Hard to reach groups in relation to engagement with health services.**
- **Self-esteem and aspiration in certain communities**
- **Nutrition in general**
- **Nutrition in schools**
- **Alcohol**
- **Mental health**
- **Transportation planning**
- **Cycling initiatives**
- **Walking initiatives**
- **20 miles per hour initiatives**
- **Built environment planning**
- **Drug misuse**
- **Smoking**

- 5.4 From the discussion at the meeting, it was noted that the committee was also keen to see the **NHS Norwich Clinical Commissioning Group annual review and plan**, and to follow up on the discussion at previous meetings regarding the **KSI (Killed or seriously injured) in Norwich and 20 mph initiatives**.

- 5.5 With regard to the KSI matter, it is proposed that officers from the county council, police and city council attend a meeting of the committee in the autumn to provide a briefing to members on the trends in road casualties in Norwich and the work to try and reduce the number of casualties. In doing this the presentation would not only look at headline KSI data but also slight casualty trends with such

information broken down both on a geographic and road user basis; such analysis underpinning the data led approach to casualty reduction. This may then serve to assist the scrutiny committee in deciding on the potential for a more detailed scrutiny review in the future.

- 5.5 Other suggestions made were to look at the **Night time economy**. This topic also has the potential for health related issues, especially concerning alcohol abuse and the effects of anti-social behavior.
- 5.6 Other potential topics raised during the year were as follows:
- **Revenues and benefits (LGSS)** performance including bench marking,
 - **Annual housing report** (an annual update and overview presented by tenants so that the committee is able to be updated on the progress made in the past 12 months and that in gaining an overview, members comment on the 'annual report and the effectiveness of the tenant involvement process)
 - **Parking on verges and pavements** (the scrutiny committee has asked to maintain an overview; and if any issues of concern are not improved that this topic be considered as an item on a future scrutiny committee work programme)
- 5.7 In addition to the topics raised by the committee during the last year it is also proposed that the committee schedule more time to **review the council's draft policy framework (corporate plan)**. The current corporate plan runs until the end of 2014/15. As such, the council is in the process of developing a new corporate plan for the next four years. This will guide everything the council does for the city for the medium term. It is, therefore, suggested that the committee plays a full role in reviewing it through its development. This would then be considered at the following three meetings:
- 18 September – this would be to consider the draft plan when it is in an early stage of development prior to the commencement of a public consultation exercise in October.
 - 18 December – this would be to consider the draft plan again towards the end of the public consultation.
 - 29 January – this session would be considering the final draft of the plan alongside the draft budget to consider whether the draft budget is adequate to enable its delivery.

SCRUTINY COMMITTEE WORK PROGRAMME

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Setting a work programme by the **TOPIC** criteria

- List of potential topics
- **TOPIC** is a process that helps to assess the appropriateness of any topic for the scrutiny work programme
- This process was adopted by the scrutiny committee in the annual review of scrutiny 2013 – 2014

Desired outcome(s)

- For the scrutiny committee work programme to be at its most effective you need to be clear on OBJECTIVES & desired outcomes
- Why are you scrutinising this topic?
- What are you setting out to achieve?

The TOPIC analysis

- **T**ime - is this the right **TIME** to review the issue and is there sufficient officer time and resource available?
- **O**bjective – what would be the **OBJECTIVE** of the scrutiny?
- **P**erformance – can **PERFORMANCE** in this area be improved by scrutiny input?
- **I**nterest – what would be the public **INTEREST** in placing this topic onto the work programme?
- **C**orporate plan – will any activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

Final questions to think about

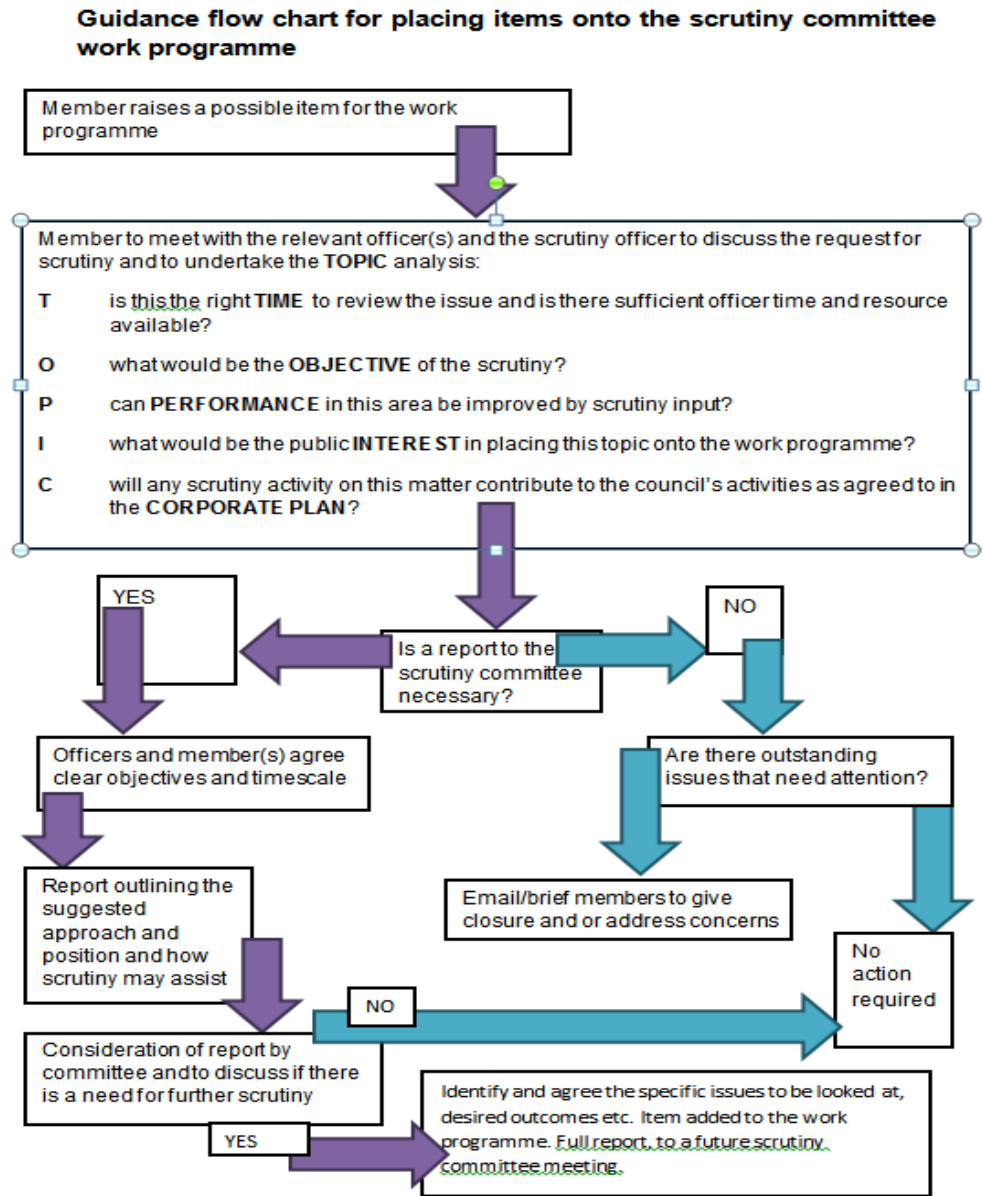
- Issue being examined elsewhere
- Issue dealt with less than 18 months ago
- New legislation or guidance expected within the year
- No scope for scrutiny to add value or make a difference
- The objective cannot be achieved in the specific timescale

Guidance flow chart for placing items onto the scrutiny committee work programme

TOPIC FLOW CHART

For the purpose of this exercise; setting the work programme, you will need to focus on the TOPIC questions themselves within the adjacent table. And use them to determine what issues raised become scrutiny topics for the 2014 – 2015 work programme.

The process below (adjacent) is for use when issues are raised in the course of the year at times when possible further topics are raised for consideration.



Work Programme topics that have been suggested by committee

Issues raised at the 20 March 2014
meeting of scrutiny regarding the
Healthy city initiative

**Hard to reach groups? (links to our
duties regarding the equality act
2010)**

- Self-esteem and aspiration in certain communities
- Nutrition
- Alcohol
- Transportation planning
- Cycling initiatives
- Walking initiatives
- 20 mph initiatives
- Built environment planning
- Drug misuse
- Smoking
- Review the Clinical Commissioning Groups healthy Norwich annual report

Work Programme topics from the 2013 – 2014 tracker

Due to being on the scrutiny tracker some of these have been progressed by officers and will be reported back on to members.

The annual housing report has been to the scrutiny committee, twice in the last two years.

- 20 mph and KSI reduction on the city's roads
- Revenues and benefits (LGSS) and benchmarking
- Annual housing report
- Parking on verges and pavements
- New corporate plan

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
18 Sept 14	Draft corporate plan – early stage development scrutiny	Councillor Brenda Arthur and Russell O’Keefe	To consider the draft plan when it is in an early stage of development prior to the commencement of a public consultation exercise in October.
16 Oct 14			
27 Nov 14			
18 Dec 14	Quarter 2 performance monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O’Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data
18 Dec 14	Draft corporate plan	Councillor Brenda Arthur and Russell O’Keefe	Ongoing scrutiny to consider the draft plan and its development towards the end of the public consultation.
29 Jan 15	Pre – scrutiny of the proposed policy and budget framework	Councillor Brenda Arthur, Russell O’Keefe, Mark Smith and the S151 officer	To make suggestions to cabinet regarding the proposed budget’s ability to deliver the council’s overarching policy framework (corporate plan).
26 Feb 15			
19 Mar 15			