

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
21 July 2011	Commissioning framework	Responsible cabinet member, head of strategy & programme management and the partnerships manager	To gain an overview of the newly proposed commissioning framework and make any initial recommendations on its further development and refinement	At committee	Further meeting(s) on this theme to assess whether the commissioning outcomes and funding are delivering the council's priorities
29 Sept 2011	ICT review & channel migration	Responsible cabinet member, head of strategy & programme management 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 and, the affect on the public and to monitor the effectiveness of any new methods of working due to channel migration.
29 Sept 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

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29 Sept 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)
20 Oct 2011	County wide safety partnership	Responsible cabinet member, director of regeneration and development and the head of community services	Explanation of the role and operation of the county wide safety partnership, and how data will be made available in the future.	At committee	To be agreed
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
15 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
15 Dec 2011	The highways agency agreement	Responsible cabinet member, director of regeneration and development and head of city development services	To gain an overview of the options for highways works provision in Norwich	At committee	One meeting
26 Jan 2011	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
22 March 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

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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
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 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
CABINET 13 July	Greater Norwich Area Homelessness Strategy KEY DECISION	To approve the Greater Norwich Homelessness Strategy	Dir of Reg & Develop - Paul Swanborough/Chris Hancock	24 June	JM	PH	
CABINET 13 July	Bracondale and Heigham Grove Conservation Areas – Article 4 notices	To confirm the Article 4 Directions within Bracondale, Heigham Grove and the City Centre Conservation areas previously agreed by Cabinet on 17 March, following the statutory period for representation	Dr of Reg and Development – Graham Nelson	24 June	JM	PH	
CABINET 13 July	HMO Licensing - updates to conditions and licence fees KEY DECISION	To update licence conditions and fees for Houses in Multiple Occupation falling within the statutory national HMO licensing scheme	Dir Reg and Dev – Andy Watt	24 June	JM	PH	
CABINET 13 July	Site allocations development plan document (DPD) - Additional consultation for major amendments/new	The reports seeks members approval of consultation on additional sites in the Site allocations DPD. The site allocations DPD has gone through its second stage	Dir Reg & Dev – Graham Nelson	24 June	JM	PH	

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	sites	consultation under Town and Country Planning Regulation 25 during January and March. As a result of the consultation, there are some sites involves significant change of details and circumstances therefore will require additional consultation. This cabinet report will include the consultation document which will include detailed sites information with the supporting documents					
CABINET 13 July	For members to consider and approve a revised management fee for the councils 2500 HRA leaseholders.	For members to consider and approve a revised methods of calculation and apportionment for these service charges	Dir of Reg & Dev – Tracy John	24 June	JM		
CABINET 13 July	Norwich and HCA Strategic Partnership Business Plan	To approve the business plan for 2011/12 for the Norwich and HCa Strategic Partnership.	Dir of Reg & Dev – Gwyn Jones	24 June	JM		
CABINET 13 July	Asset management framework	The council adopted an asset management strategy for non housing property in September	Dir of Reg & Development - Andy Watt	24 Jun	JM	PH	

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	KEY DECISION	2007 covering the period 2007 to 2011. The council therefore needs to adopt a new strategy, which reflects the present circumstances and opportunities facing it.					
CABINET 13 July	Office accommodation strategy KEY DECISION	The purpose of this report is to establish an office accommodation strategy for the City Council and, based on that strategy, to agree an implementation programme for the rationalisation of the existing portfolio	Dr of Reg and Development – Chris Rayner	24 Jun	JM	PH	
CABINET 13 July	Property Services update EXEMPT REPORT	To brief members on options for the future delivery of the Asset Management Service.	Dir of Reg & Development – Andy Watt	24 Jun	JM	PH	
CABINET 13 July	General revenue fund budget 2011/12	To recommend council to approve changes to the 2011/12 general revenue fund budget	DCEO – Barry Marshall	24 Jun	BB	IC	
CABINET 13 July	Housing improvement board – year 3 work plan		Dir of Reg and Dev – Tracy John	24 Jun	JM	PH	
CABINET 13 July	Q4 Performance Report		CEO – Russell O’Keefe	24 Jun	LM	PH	
CABINET	Managing Assets	To seek approval for the	Dir Reg and Dev	24 Jun	JM	PH	

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13 July		decommissioning of seven council owned properties following the principles agreed in the Managing Assets executive report of 24 February 2010. This will provide additional funds for the housing capital programme and have the best possible outcomes relating to Norwich City Council's Corporate Plan strategic objectives and 30 year plan. In addition this report seeks approval to apply to the Secretary of State for Communities and Local Government for approval to dispose of identified assets where necessary."	– Andrew Turnbull				
CABINET 13 July	Contracts for works and services for housing properties KEY DECISION	To seek approval from cabinet for the strategy for the procurement of services for housing, extension of the current contracts to allow continued service provision until new contracts are in place and to use consortium	Dir of Reg & Develop - Head of procurement and service improvement and Head of property services	24 Jun	JM	PH	

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		contracts					
CABINET 21 Sep	Planning Applications - Local Fee Setting	To decide on the introduction of locally set planning fees	Dir of Reg and Development – Graham Nelson	2 Sep	JM	PH	
CABINET 21 Sep	Car Park Fees and Charges		Dir of Reg and Development – David Rogers	2 Sep	JM	PH	
CABINET 21 Sep	Choice of contractor to deliver the installation of photovoltaic panels to council homes to enable tenants to benefit from free electricity KEY DECISION	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	2 Sep	JM	PH	
CABINET 21 Sep	Refresh of the Decommissioning Policy	To inform members of the refreshed policy on decommissioning council housing and to seek approval	Dir Reg and Dev – Andrew Turnbull	2 Sep[JM	PH	

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		to adopt the policy as part of the council's policy framework.					
CABINET 21 Sep	Disposal of individual council housing assets	To inform members of the policy for the disposal of individual council housing assets and to seek approval to adopt the policy as part of the council's policy framework	Dir Reg and Dev – Andrew Turnbull	2 Sep	JM	PH	
CABINET 21 Sep	CIL Charging schedule	To seek approval for the draft CIL charging schedule for consultation purposes	Dir of Reg & Dev – Gwyn Jones	2 Sep	JM	PH	
CABINET 21 Sep	YMCA funding request.	The purpose of this report is: to inform cabinet of the funds available through sales of housing land and recommend that cabinet approve the allocation of funds to the development of the second phase of the YMCA re-provision.	Dir of Reg & Dev – Debbie Gould (email 11.05.11)	2 Sep	JM	PH	
CABINET 21 Sep	The transfer of £1m within the HRA to facilitate the completion of bin		Dir of Reg and Dev – Chris Rayner	2 Sep	JM	PH	

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	stores to flat blocks						
CABINET 12 Oct	Greater Norwich Hostel Strategy	To approve the Greater Norwich Hostel Strategy	Dir of Reg & Develop – Paul Swanborough	23 Sep	JM	PH	
CABINET 9 Nov	Housing Fraud Policy	Requesting Cabinet approval to adopt the Housing Fraud Policy The corporate fraud policy does not cover housing fraud. A new policy is being developed to detail the council's position when instances of housing and tenancy related fraud occur.	Dir of Reg and Development – Tracy John	21 Oct	JM	PH	
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	