

SCRUTINY COMMITTEE WORK PROGRAMME 2013/2014 – NORWICH CITY COUNCIL ITEM 5

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The work programme for the scrutiny committee is informed by a combination of what councillors' feel are important topics, gathered from their ward work and their activities across the whole council or members of the public highlighting issues for debate. Also requests by cabinet for scrutiny to undertake 'pre-scrutiny' before policies are taken to cabinet. Council officers can also request that scrutiny investigate and consider certain issues on their behalf. When raising a possible topic for the work programme it is advisable to make a formal request by using the **Request form to raise an item for Scrutiny Review** which can be obtained from the scrutiny officer or via e-councillor. Once a topic request for scrutiny has been received the topic will usually be required to be put through the following by the committee:

Picc Analysis for Prioritising Topics – YOU ARE ASKED TO USE THE PICC ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS BEFORE INCLUDING THEM ON THE WORK PROGRAMME

TOPIC TITLE: **REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT:**

WHO/WHAT IS THE RESPONSIBLE ORGANISATION?

WHO ARE THE RESPONSIBLE CABINET PORTFOLIO COUNCILLOR(S) AND OFFICER(S)?

The council's FIVE main priorities are provided to assist members and can be used as a guide and reminder to draw links between the work of the scrutiny committee and the corporate plan:

- TO MAKE NORWICH A CITY OF CHARACTER AND CULTURE
- TO MAKE NORWICH A SAFE CLEAN CITY
- TO MAKE NORWICH A PROSPEROUS CITY
- TO PROVIDE VALUE FOR MONEY SERVICES
- TO MAKE NORWICH A CITY WITH DECENT HOUSING FOR ALL

P Public interest	
Is there sufficient public interest in the topic?	
Where is the evidence to support this?	
Is interest confined to the city or of broader interest?	
How would it be in the public interest to look at this topic?	

I Impact	
Will the topic impact community well-being?	
To what extent will the topic impact on the community?	
How will the review bring value to community well-being?	

C Council & performance	
How is the council/organisation performing in this area?	
What is the performance data showing? (direction of travel?)	
Are there other performance comparisons or bench marks?	
Is there adequate performance measurement?	

C Keeping in context	
What else is happening in this area such as recent reviews or inspections?	
How does this rank within the context of other work or priorities?	

WHEN WOULD BE THE BEST TIME TO CARRY OUT SCRUTINY OF THIS TOPIC?

WHAT METHOD(S) SHOULD BE USED TO CARRY OUT THIS SCRUTINY? (task & finish group, topic on agenda at main meeting, themed meeting, consultation etc.)

WHO ELSE SHOULD BE INVOLVED/INVITED?

VENUE? (city hall, other venue, site visit etc)

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
26 Sept 2013	Revenues and benefits performance LGSS	Councillor Alan Waters, Anton Bull and LGSS	a) review the progress of the implementation plan including overview of a case study b) the response to welfare reform and universal credit (overview of the LGSS preparedness for dealing with the implications of welfare reform)	On going
24 Oct 2013	Welfare reform	Councillors Alan Waters and Mike Sands, Phil Shreeve and Russell O'Keefe	To look at how the council may work with other bodies in addressing fairness and inequality issues in Norwich	To be determined
28 Nov 2013	City deal	Councillor Brenda Arthur and Jerry Massey	To gain an overview and to comment on the accountability aspects of the city deal	At committee
28 Nov 2013	Annual housing report and housing review	Councillor Bert Bemner, Tracy John, and tenant reps	Annual update and overview	Annual at committee
19 Dec 2013	Overview of the corporate plan	Councillor Brenda Arthur and Russell O'Keefe	For the scrutiny committee to gain an overview and refresh their knowledge of the corporate plan prior to pre scrutiny of the proposed policy and budget framework in February	Annual at committee
19 Dec 2014	Quarters 1 and 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	6 monthly overview
30 Jan 2014	Pre scrutiny of the proposed policy and budget framework	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe and Caroline Ryba	To comment on the proposed budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council	Annual at committee

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27 Feb 2014	Healthy city	Councillor Brenda Arthur, Russell O'Keefe and Phil Shreeve	Overview of the progress being made between partners and the council and consideration of possible further scrutiny options	On going
20 March 2014	Annual scrutiny review	Councillor Claire Stephenson	To agree the annual review of the scrutiny committee's work 2013 to 2014 and recommend it for adoption of the council	Annual at committee
22 May 2014				
Date TBC	Review of the work programme	Scrutiny committee, corporate leadership team, cabinet and the scrutiny officer	To identify the issues facing the work of the council for the civic year and agree the scrutiny committee work programme up to April 2015	Annual at committee
Date TBC	Quarters 3 and 4 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	6 monthly overview