

Norwich City Council
SCRUTINY COMMITTEE

Item No 5

REPORT for meeting to be held on Thursday 19 July 2018

Setting of the scrutiny committee work programme for 2018/19

- Summary:** The purpose of the report is to assist committee members in setting the work programme for 2018/19. A series of potential items have been listed in this report, which have been raised by the committee throughout the last civic year.
- Conclusions:** It is proposed that any discussion is as a whole committee using the TOPIC criteria. This will assist members in achieving the goal of an agreed work programme that is met by consensus.
- Recommendation:** To consider the options and agree a realistic and deliverable scrutiny committee work programme for 2018/19. The programme is a standing item at each committee meeting and can be adjusted as necessary
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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 is so that the scrutiny committee will be able to consider where and how it can add value to 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 has an agreed scope and may benefit from the scrutiny process.

2. Recurring items

- 2.1 There are certain areas of work identified for the scrutiny committee that are of a recurring nature. Presently, these are pre-scrutiny of the council's draft policy framework (corporate plan) and budget and the performance monitoring reports, as well as a yearly update on the environmental strategy. The scrutiny committee has also requested that it receives the draft equality information report on an annual basis. This latter item is usually in draft for the December meeting.
- 2.2 Update from the representative sitting on the Norfolk County Health and Overview Committee. The proposed dates after this meeting for NHOSC along with suggested scrutiny report dates are:
 - 24 May 2018 (28 June 2018)
 - 12 July 2018 (19 July 2018)
 - 6 September 2018 (20 September 2018)
 - 18 October 2018 (22 November 2018)
 - 6 December 2018 (13 December 2018)
 - 17 January 2019 (31 January 2019)
 - 28 February (21 March 2019)
 - 11 April 2019 (TBC)
- 2.3 Scrutiny committee may wish to keep some space free to be able to move items on and off the work programme as required.

3. Scope for scheduling items to the work programme

- 3.1 Although sometimes not possible to achieve, it was previously agreed that the committee should agree as few as possible substantive topics per meeting. The main reason for this is to ensure that there is enough time for the committee to effectively consider the issues and has a fair chance of reaching sound, evidence based outcomes. Ideally, one main item per meeting would be the aim.
- 3.2 Although the future work of the committee has been set up to March 2019, members will have the opportunity on a monthly basis to revise the programme if and when required or due to changing events. This is done via the work programme standing item on the scrutiny committee agendas.
- 3.3 Along with this report, members have a copy of the cabinet forward agenda for consideration.
- 3.5 It is proposed that any discussion is as a whole committee using the TOPIC criteria. This will assist members in achieving the goal of an agreed work programme that is met by consensus.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
24 May	Setting of the work programme	Joanna Rowan (Scrutiny liaison officer), Cllr Wright	To assist committee members in setting the work programme for 2018/19
28 June	The impact of Airbnb type properties	Anton Bull, Director of business services Cllr Wright	To consider the growth of short term letting of homes, and the impact of these on both income for the council and the wellbeing of local residents.
28 June	Report of CLF inquiry for consideration	Anton Bull, Director of business services; Jo Rowan, Scrutiny liaison officer	To provide an update to members the current position of Norwich city council in relation to the recommendations made by the communities and local government committee report 'Effectiveness of local authority overview and scrutiny committees'.
19 July	The impact of universal credit on vulnerable groups of people, the impact of existing universal credit roll-out, preparation for full service of universal credit	Anton Bull, Director of Business Services; Adam Clark, Strategy Manager; Nicki Bristow, Universal Credit Team Leader	The objective of this scrutiny would be to scrutinise the plans for UC full service implementation in Norwich based on the data and learning from the live service, and experience of other areas that have already implemented UC full service. This would form the basis of recommendations relating to the council's own preparation (as outlined below), as well as how the DWP nationally and locally are implementing full UC.
20 September	The impact of operation gravity/organised crime	Bob Cronk, Director of neighbourhoods;	

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	in Norwich since 2016, the role of the council and police when dealing with communities blighted by anti-social behaviour	Jo Sapsford, Early help and community safety manager	
11 October	The impact of operation gravity/organised crime in Norwich since 2016, the role of the council and police when dealing with communities blighted by anti-social behaviour	Bob Cronk, Director of neighbourhoods; Jo Sapsford, Early Help and community safety manager	
22 November	Responses to domestic violence in Norwich	Jo Sapsford, Early help and community safety manager	
13 December	Corporate plan and performance framework, equality information report	Adam Clark, Strategy Manager	
10 January	Pre scrutiny of the proposed budget, MTFA and transformation programme (before	Karen Watling, Chief finance officer; Helen Chamberlin, Head of strategy and transformation	

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	February cabinet)		
10 January	Budgets, Medium Term Financial Strategy and HRA Business Plan 2019-20	Cllr Kendrick, Karen Watling, Chief finance officer	To propose for approval the 2019-20 budgets, medium term financial strategy and capital programme.
10 January	Capital Strategy 2019-20	Cllr Kendrick, Karen Watling, Chief finance officer	To propose for approval the 2019-20 capital strategy.
14 February	Scrutinise and feed into the parks and playgrounds review, its scope and approach	Adrian Akester, Head of citywide services	
21 March	Viability assessments and impact on delivery of affordable housing Good quality jobs in Norwich – the digital and emerging economy	Graham Nelson, Head of planning services	

FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2018 - 2019

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 11 JULY 2018	Capital Budget Carry-Forwards	To seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2018-19 capital programme.	Councillor Kendrick Karen Watling Shaun Flaxman		Karen Watling	NO
CABINET 11 JULY 2018	Norwich, a sharing city	To ask approval from cabinet for Norwich to become a formally recognised member of the <i>shareN</i> , the alliance of Sharing Cities.	Cllr Waters Nikki Rostos		Nikki Rostos	NO
CABINET 11 JULY 2018	Scrutiny committee recommendations	To consider the recommendations from the scrutiny committee held on 28 June 2018.	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 11 JULY 2018	Broadland Northway to A47 Western Link	To respond to the County Council consultation on the options for the western link road	Cllr Stonard Andy Watts Bruce Bentley		Dave Moorcroft	NO
CABINET 11 JULY 2018	Procurement of photovoltaic panels for free on housing properties	To consider the procurement process for installing photovoltaic panels on housing properties, and to seek approval to award the contract.	Cllr Harris Bob Cronk Carol Marney	Yes	Bob Cronk	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 11 JULY 2018	Procurement for the supply, installation and commissioning of a temporary boiler plant room and equipment at Barnard's Yard.	To consider the procurement process for installing a temporary boiler room for the district heating at Barnard Yard.	Cllr. Harris Bob Cronk Carol Marney		Bob Cronk	NO
CABINET 11 JULY 2018	Managing Assets (Housing) – KEY DECISION	To outline the options available for the assets future within the housing stock.	Cllr Harris Lee Robson		Bob Cronk	Yes (Para 3)
CABINET 11 JULY 2018	Norwich Airport – expiry of the Public Private Partnership, Agreement- KEY DECISION	To consider the implications arising from the expiry of the PPP agreement on March 1 2019	Cllr Waters Karen Watling		Karen Watling	Yes (Paras 3 and 4)
COUNCIL 24 JULY 2018	Local Government Boundary review	To consider draft recommendations on the new electoral arrangements for Norwich City Council from the Local Government Boundary Commission for England	Cllr Kendrick Stuart Guthrie		Anton Bull	NO
COUNCIL 24 JULY 2018	Members allowances and expenses	To consider calling the members' expenses panel together to consider the expenses element of councillors allowances	Cllr Kendrick Cllr Davis Stuart Guthrie		Anton Bull	No
COUNCIL 24 JULY 2018	Amendment to the minimum revenue provision policy statement	To approve an amendment to the existing MRP policy	Cllr Kendrick Karen Watling		Karen Watling	No

ALLOCATED ITEMS						
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CABINET 12 SEPT 2018	Quarter 1 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 1 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 12 SEPT 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 12 SEPT	Bethel Hospital Repairs Notice	To consider the possible service of a Repairs Notice or Notices under Section 48 of the Listed Buildings Act 1990 specifying those works considered reasonably necessary for the proper preservation of the Bethel Hospital complex of buildings	Cllr Stonard Graham Nelson		Dave Moorcroft	NO
CABINET 12 SEPT 2018	To write off non recoverable national non domestic rate relief	To provide an update on the position as at 18/07/2018 with regard to the write off of non- recoverable national non domestic rate (NNDR) debt and request approval for the write-off of debts totalling £169,939.27 which are deemed irrecoverable.	Cllr Kendrick Anton Bull Carole Jowett & Michelle Newell		Anton Bull	NO
CABINET 12 SEPT 2018	Norwich Airport Industrial estate - procurement of a developer partner	To approve the brief for procurement of a developer partner	Cllr Stonard Andy Watt Gwyn Jones		Andy Watt	NO
CABINET 12 SEPT 2018	Procurement of debt collection services including enforcement agents - KEY	To consider the future provision of debt collection services including enforcement agents	Cllr Kendrick Anton Bull		Anton Bull	NO

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	DECISION					
CABINET 12 SEPT 2018	Procurement of Water supplies and additional services for Council sites – KEY DECISION	To inform Cabinet of the procurement process and seek approval to award the contract.	Cllr Kendrick Anton Bull Richard Buckenham		Anton Bull	NO
CABINET 12 SEPT 2018	Norwich Airport Masterplan – KEY DECISION	To report back on revisions to the draft masterplan and to seek approval of the final masterplan document.	Cllr Stonard Graham Nelson Judith Davison		Dave Moorcroft	NO
CABINET 12 SEPT 2018	Norwich Regeneration Ltd business plan – KEY DECISION	To approve the revised NRL business plan	Cllr Harris Gwyn Jones		Dave Moorcroft	NO
CABINET 12 SEPT 2018	Norwich Regeneration Ltd business plan – KEY DECISION	To consider the exempt appendix to the revised NRL business plan	Cllr Harris Gwyn Jones		Dave Moorcroft	Yes (Para 3)
CABINET 12 SEPT 2018	Proposed ban of sky lantern and mass balloon releases from council owned land	To consider a ban of sky lantern and mass balloon releases from council owned land	Cllr Maguire Adrian Akester		Dave Moorcroft	No
COUNCIL 25 SEPT 2018						
CABINET 10 OCT 2018						

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 10 OCT 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 10 OCT 2018	Greater Norwich Local Plan Consultation draft on New, Small and Revised sites	To consider whether to approve an additional stage of consultation on the emerging Greater Norwich Local Plan focussed on new, small and revised suggested site allocations.	Cllr Stonard Graham Nelson		Dave Moorcroft	NO
CABINET 14 NOV 2018						
COUNCIL 27 NOV 2018						
CABINET 27 NOV 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 12 DEC 2018	Quarter 2 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 12 DEC 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO

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CABINET 16 JAN 2019	Quarter 2 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 16 JAN 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
COUNCIL 29 JAN 2019						
CABINET 06/13 FEB 2019	Corporate plan 2019- 2022	To consider the corporate plan and performance framework 2019-22	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 06/13 FEB 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
COUNCIL 19/26 FEB JAN 2019						
CABINET 13 MARCH 2019	Quarter 3 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of	Cllr Waters Adam Clark		Adam Clark	NO

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		2018/19				
CABINET 13 MARCH 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 13 MARCH 2019	An overview of external relationships, contracts and grants 2019-20 – KEY DECISION	To consider commissioned services for the period 2019-20. These are both planned and current relationships with external organisations including partnerships, grants, contracts and shared services.	Cllr Waters Adam Clark Tracy Woods		Adam Clark	NO
COUNCIL 19 MARCH 2019						