

**Norwich City Council**  
**SCRUTINY COMMITTEE**

## **Item No 5**

**REPORT for meeting to be held on Thursday 13 December 2018**

### **Scrutiny committee work programme 2018/19**

- Summary:** The purpose of the report is to assist committee members in setting the work programme for 2018/19.
- 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 note the work programme for 2018-19. The programme is a standing item at each committee meeting and can be adjusted as necessary
- Contact Officers:** Lucy Palmer, democratic team leader  
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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. Scope for scheduling items to the work programme**

- 2.1 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.
- 2.2 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.
- 2.3 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.

## Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
24 May	<b>Setting of the work programme</b>	Joanna Rowan (Scrutiny liaison officer), Cllr Wright	To assist committee members in setting the work programme for 2018/19
28 June	<b>The impact of Airbnb type properties</b>	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	<b>Report of CLF inquiry for consideration</b>	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	<b>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</b>	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.

## Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
1 August	<b>Approval to Place a Bid on a Potential Asset Investment</b>	Karen Watling, Chief Finance Officer; Andy Watt, Head of City Development Services	This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.
20 September	<b>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</b>	Bob Cronk, Director of neighbourhoods; Jo Sapsford, Early help and community safety manager	To provide members with key information on County Lines in Norfolk and the work that council officers are progressing with partners to help tackle the issue in Norwich
11 October	<b>Norfolk county councils consultation on Early childhood and family Service - transforming our children's centres</b>	Bob Cronk, Director of neighbourhoods	To identify where the biggest risks are for the children of Norwich so that the council can respond to the consultation.
11 October	<b>Responses to the discussion surrounding county lines</b>	Bob Cronk, Director of neighbourhoods	To ask members to formulate recommendations following the discussion on 20 September.

## Scrutiny committee work programme 2018 – 2019

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,</b>	<b>SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT</b>
22 November	<b>Responses to domestic violence in Norwich</b>	Jo Sapsford, Early help and community safety manager, Cllr Fullman	To understand and improve the City Council response, as part of multi-agency working, to how we as an organisation respond and help citizens facing this form of abuse.
22 November	<b>New Anglia Local enterprise partnership (LEP)</b>	Cllr Carlo	To consider adding an item to the future work programme which explores ways of improving democratic accountability of the New Anglia LEP and public input and increasing its effectiveness
13 December	<b>Corporate plan and performance framework</b>	Adam Clark, Strategy Manager	To consider the draft Corporate Plan 2019 - 2022 and agree any recommendations
13 December	<b>Equality information report</b>	Adam Clark, Strategy Manager	Pre scrutiny of the report before it goes to cabinet.
31 January <b>BELOW THE LINE</b>	<b>Pre scrutiny of the proposed budget, MTFA and transformation programme (before February cabinet)</b>	Karen Watling, Chief finance officer; Helen Chamberlin, Head of strategy and transformation	<p>To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy.</p> <p>This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.</p>
31 January	<b>Budgets, Medium Term</b>	Cllr Kendrick, Karen Watling, Chief finance officer	To propose for approval the 2019-20 budgets, medium term financial strategy and capital

## Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
	<b>Financial Strategy and HRA Business Plan 2019-20</b>		programme.
31 January	<b>Capital &amp; Investment Strategy 2019-20</b>	Cllr Kendrick, Karen Watling, Chief finance officer	To propose for approval the 2019-20 capital & investment strategy.
31 January	<b>Treasury Management Strategy 2019-20</b>	Cllr Kendrick, Karen Watling, Chief finance officer	To recommend to council the capital prudential indicators and limits, the borrowing strategy, the treasury prudential indicators and the minimum revenue provision.
14 February	<b>Good quality jobs in Norwich – the digital and emerging economy</b>	Cllr Fullman,	To explore how the Norwich economy is changing and how our economic strategy should respond to this so that the positive opportunities can be maximised for Norwich people.
21 March	<b>Viability assessments and impact on delivery of affordable housing</b>	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?
<b>CABINET 12 DEC 2018</b>	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
<b>CABINET 12 DEC 2018</b>	Revenue and capital budget monitoring 2018/19 – Period 7	To update Cabinet on the forecast financial position of the council as at 31 October 2018	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 12 DEC 2018</b>	Treasury management mid-year review 2018/19	To update members on the Treasury Management performance for the financial year to 30 September 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 12 DEC 2018</b>	Emerging 2019/20 Budget, Medium Term Financial Strategy (MTFS) and HRA Business Plan	To update members on the emerging position, as currently known, for the General Fund revenue budget, the HRA Business Plan, and the Council's capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 12 DEC 2018</b>	Norwich City Council – Fit for the Future Update	To update cabinet on the progress made during 18/19 financial year	Cllr Waters Laura McGillivray		Laura McGillivray	NO
<b>CABINET 12 DEC 2018</b>	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
<b>CABINET 12 DEC 2018</b>	Procurement of a housing structural repairs contract – <b>KEY DECISION</b>	To inform cabinet of the procurement process for a housing structural repairs contract and to seek approval to award the contract.	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 12 DEC 2018</b>	Procurement of district heating works at Meadowsweet sheltered housing scheme – <b>KEY DECISION</b>	To inform cabinet of the procurement process and to seek approval to delegate authority to award the contract.	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	NO
<b>CABINET 12 DEC 2018</b>	Commercial property investment strategy – <b>KEY DECISION</b>	To review and adopt revised guidance for the purchase of new investment property. To delegate authority to the director of service for regeneration and development, in consultation with the section 151 officer, the Leader, deputy leader, portfolio holder for resources and portfolio holder for sustainable and inclusive growth, to invest in income generating assets up to the limit in value described in the report and as budgeted for in the council's capital programme.	Cllr Stonard Karen Watling Andy Watt		Karen Watling	Yes (Para 3)
<b>CABINET 12 DEC 2018</b>	Procurement of demolition and remediation of the former Mile Cross depot – <b>KEY DECISION</b>	To inform cabinet of the procurement process and to seek approval to delegate authority to award the contract.	Cllr Kendrick Dave Moorcroft Carol Marney / Neil Watts		Dave Moorcroft	NO
<b>CABINET 12 DEC 2018</b>	Establishment of a new council owned company to manage private sector rental	To seek agreement to establish a new council owned company to manage private sector rental income collection	Cllr Stonard Karen Watling Miriam Adams		Karen Watling	NO



ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
	income collection					
<b>CABINET 12 DEC 2018</b>	Commercial services strategy	To review and approve the council's commercial services strategy	Cllr Kendrick Anton Bull		Anton Bull	NO
<b>CABINET 12 DEC 2018</b>	Commercial services strategy	To review and approve the exempt elements of the council's commercial services strategy	Cllr Kendrick Anton Bull		Anton Bull	Yes (Para 3)
<b>CABINET 12 DEC 2018</b>	Establishment of a new council owned company to manage private sector rental income collection	To seek agreement to establish a new council owned company to manage private sector rental income collection (exempt appendix)	Cllr Stonard Karen Watling Miriam Adams		Karen Watling	Yes (Para 3)
<b>CABINET 16 JAN 2019</b>	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
<b>CABINET 16 JAN 2019</b>	Risk management report	To provide an update on the review of key risks facing the council, and the associated mitigating actions, and the council's Risk management policy.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 16 JAN 2019</b>	Norwich Western Link	To consider shortlisted options for the route of the proposed Norwich Western Link road	Cllr Stonard Dave Moorcroft Andy Watt		Dave Moorcroft	NO
<b>CABINET 16 JAN 2019</b>	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
<b>CABINET 16 JAN 2019</b>	Employment Practice Research	To advise cabinet of the results of the Employment Practice research project which was generated by a council	Cllr Waters Dave Moorcroft Sharon Cousins-Clarke		Dave Moorcroft	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
		resolution in March 2018.				
<b>CABINET 16 JAN 2019</b>	Greater Norwich Growth Board 5 year investment plan	To consider whether to endorse the 5 year investment plan	Cllr Stonard Dave Moorcroft Graham Nelson		Dave Moorcroft	NO
<b>CABINET 16 JAN 2019</b>	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
<b>CABINET 16 JAN 2019</b>	Norwich Airport Masterplan – <b>KEY DECISION</b>	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
<b>COUNCIL 29 JAN 2019</b>	Council approval for additional lending to NRL		Miriam Adams Snr Technical Accountant (Interim) LGSS Norwich			
<b>CABINET 06/13 FEB 2019</b>	Corporate plan 2019- 2022	To consider the corporate plan and performance framework 2019-22	Cllr Waters Adam Clark		Adam Clark	NO
<b>CABINET 06/13 FEB 2019</b>	Revenue and capital budget monitoring 2018/19 – Period 9	To update cabinet on the forecast financial position of the council as at 31 December 2018.	Cllr Kendrick Karen Watling		Karen Watling	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 06/13 FEB 2019</b>	Budgets, Medium Term Financial Strategy and HRA Business Plan 2019-20	To propose for approval the 2019-20 budgets, medium term financial strategy and capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 06/13 FEB 2019</b>	Capital Strategy 2019- 20	To propose for approval the 2019-20 capital strategy.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 06/13 FEB 2019</b>	Treasury Management Strategy 2019-20	To recommend to council the capital prudential indicators and limits, the borrowing strategy, the treasury prudential indicators and the minimum revenue provision.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 06/13 FEB 2019</b>	Council tax reduction scheme 2019-20	To consider and recommend to council a council tax reduction scheme for 2019-20.	Cllr Davis Cllr Kendrick			NO
<b>CABINET 06/13 FEB 2019</b>	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
<b>CABINET 06/13 FEB 2019</b>	Procurement of housing mechanical and electrical repairs and maintenance of common areas – <b>KEY DECISION</b>	To inform cabinet of the procurement process and to seek approval to award the contract.	Cllr Harris Bob Cronk		Bob Cronk	NO
<b>CABINET</b>	Write off of non-	To provide an update on the position as	Anton Bull		Anton Bull	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>06/13 FEB 2019</b>	recoverable national non domestic rate debts	at 11 January 2019 with regard to the write off of non- recoverable national non domestic rate (NNDR) debt and request approval for the write off of various matters which are deemed irrecoverable.	Carole Jowett Michelle Newell			
<b>CABINET 06/13 FEB 2019</b>	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 David Parkin		Dave Moorcroft	NO
<b>CABINET 06/13 FEB 2019</b>	Risk Based Verification Policy	Policy to determine verification standards for Housing Benefit and Council Tax Support claims	Cllr Karen Davies Anton Bull Adrian Mills (ARP)		Anton Bull	Yes (para. 3)
<b>CABINET 06/13 FEB 2019</b>	Norwich Regeneration Ltd – approval of business plan	To recommend to council to approve the business plan for NRL	Cllr Stonard Dave Moorcroft/ Karen Watling Dave Shaw		Dave Moorcroft/ Karen Watling	NO
<b>CABINET 06/13 FEB 2019</b>	Norwich Regeneration Ltd –approval of business plan	To recommend to council to approve the business plan for NRL (exempt appendix)	Cllr Stonard Dave Moorcroft/ Karen Watling Dave Shaw		Dave Moorcroft/ Karen Watling	Yes (Para 3)
<b>COUNCIL</b>	Revenue and capital	To update council on the revenue and	Cllr Kendrick		Karen	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>19/26 FEB 2019</b>	budget monitoring 2017/18 – final outturn	capital outturns for the year 2017/18; the consequent General Fund and Housing Revenue Account balances; and to seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2018-19 capital programme.	Karen Watling		Watling	
<b>COUNCIL 19/26 FEB 2019</b>	Budgets, Medium Term Financial Strategy and HRA Business Plan 2019-20	To propose for approval the 2019-20 budgets, medium term financial strategy and capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>COUNCIL 19/26 FEB 2019</b>	Capital and investment Strategy 2019-20	To propose for approval the 2019-20 capital strategy.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>COUNCIL 19/26 FEB 2019</b>	Treasury Management Strategy 2019-20	To recommend to council the capital prudential indicators and limits, the borrowing strategy, the treasury prudential indicators and the minimum revenue provision.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>COUNCIL 19/26 FEB 2019</b>	Council tax reduction scheme 2019-20	To consider and recommend to council a council tax reduction scheme for 2019-20.	Cllr Davis Cllr Kendrick			NO
<b>COUNCIL 19/26 FEB 2019</b>	Norwich Regeneration Ltd – approval of business plan	To approve the business plan for NRL	Cllr Stonard Dave Moorcroft/ Karen Watling Dave Shaw		Dave Moorcroft/ Karen Watling	NO
<b>COUNCIL 19/26 FEB 2019</b>	Norwich Regeneration Ltd –approval of business plan	To approve the business plan for NRL (exempt appendix)	Cllr Stonard Dave Moorcroft/ Karen Watling Dave Shaw		Dave Moorcroft/ Karen Watling	Yes (Para 3)

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 13 MARCH 2019</b>	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 2018/19	Cllr Waters  Adam Clark		Adam Clark	NO
<b>CABINET 13 MARCH 2018</b>	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
<b>CABINET 13 MARCH 2019</b>	An overview of external relationships, contracts and grants 2019-20 – <b>KEY DECISION</b>	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
<b>CABINET 13 MARCH 2019</b>	Economic strategy 2019-2024 - <b>KEY DECISION</b>	To approve for publication the economic strategy 2019-2024	Cllr Waters Dave Moorcroft Ellen Tilney		Dave Moorcroft	No
<b>CABINET 13 MARCH 2019</b>	Revised supplementary planning document for affordable housing	To endorse the supplementary planning document for affordable housing	Cllr Stonard Dave Moorcroft Graham Nelson/ Judith Davison		Dave Moorcroft	NO
<b>CABINET 13 MARCH 2019</b>						
<b>COUNCIL 19 MARCH 2019</b>						

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET JUNE 2019</b>	Revenue and capital budget monitoring 2017/18 – final outturn	To update Cabinet on the revenue and capital outturns for the year 2017/18; the consequent General Fund and Housing Revenue Account balances; and to seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2018-19 capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO