

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

## **Item No 5**

**REPORT for meeting to be held on Thursday 19 September**

### **Scrutiny committee work programme 2019-20**

- Summary:** The purpose of this report is to assist committee members in setting the work programme for the rest of the civic year 2019-20.
- Conclusions:** It is proposed that any discussion is agreed as a whole committee using 'TOPIC' criteria. This will assist members in achieving the goal of an agreed work programme that is met by consensus.
- The programme is a standing item at each committee meeting and can be adjusted as necessary.
- Recommendation:** To consider the scrutiny committee work programme 2019-20
- Contact Officers:** Emma Webster, scrutiny liaison officer  
preferred contact by e-mail  
[emmawebster@norwich.gov.uk](mailto:emmawebster@norwich.gov.uk)

## **Report**

- 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.

### **Scope for scheduling items to the work programme**

- 1.3 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.
- 1.4 Although the future work of the committee has been set up to March 2020, members will have the opportunity on a monthly basis to revise the programme if and when required or due to changing events.
- 1.5 Along with this report, members have a copy of the cabinet forward agenda for consideration.
- 1.6 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.
- 1.7 Members will note that the substantive item for the October 2019 meeting remains unallocated.

## 2. Annual work programme planning grid

Date of meeting	Item
<b>Thursday at 16.30</b>	
<b>2019</b>	
20 June	Work programme Norwich economic strategy
18 July	Work programme Transforming cities fund
19 September	Work programme Practical steps to improve air quality in Norwich and climate change update Report back from NHOSC meeting from 30 May
17 October	Work programme <b>Substantive item unallocated at present</b> Report back from NHOSC meeting from 25 July and 5 September
14 November	Work programme Young people and wellbeing, meeting to be held offsite Report back from NHOSC meeting from 10 October
12 December	Work programme Report back from NHOSC meeting from 28 November New Anglia Local Enterprise Partnership (LEP) Corporate plan and performance framework Equality information report
<b>2020</b>	
16 January	Work programme Climate mitigation and the Environmental Strategy
6 February	Work programme Pre-scrutiny of the budget 2020/21 Report back from NHOSC meeting from 23 January
19 March	Work programme Universal Basic Income select committee report. <i>All member briefing to be convened in advance of this.</i> Annual review of the scrutiny committee

Unallocated;

Report back from the select committees for;

- Anti-social behaviour including fly tipping and city council processes.
- The growth of short term lettings of homes in Norwich with input from the Independent Hoteliers Group.
- Reports from the Norfolk Countywide Community Safety Partnership Scrutiny sub panel to be added when dates of the meeting are known.

# FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2019 - 2020

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 11 SEPT 2019</b>	Treasury Management full year review 2018/19	To consider and recommend to council the treasury management full year review 2018/19	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO
<b>CABINET 11 SEPT 2019</b>	Quarter 1 2019/20 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 1 of 2019/20	Cllr Waters Adam Clark		Adam Clark	NO
<b>CABINET 11 SEPT 2019</b>	Norfolk Strategic Planning Framework (NSPF) revision	To endorse the revised NSPF	Cllr Stonard Graham Nelson Judith Davison		Dave Moorcroft	NO
<b>CABINET 11 SEPT 2019</b>	New Anglia LEP Local Industrial Strategy - <b>KEY DECISION</b>	To endorse the Local Industrial Strategy	Cllr Waters Dave Moorcroft Ellen Tilney		Dave Moorcroft	NO
<b>CABINET 11 SEPT 2019</b>	Replacement Tenancy & Estate Management System	To consider an increase in the Housing Revenue Account Capital Programme to fund the acquisition and implementation of new tenancy and estate management software to replace the existing Capita Housing Management (Academy) system.	Cllr Harris/ Cllr Kendrick Bob Cronk		Bob Cronk	NO
<b>CABINET 11 SEPT 2019</b>	To award a contract for replacement windows in housing stock – <b>KEY DECISION</b>	To seek approval to award a contract for replacement windows in housing stock.	Cllr Harris Bob Cronk		Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 11 SEPT 2019</b>	To award a contract for replacement kitchens and bathrooms in housing stock – <b>KEY DECISION</b>	To seek approval to award a contract for replacement kitchens and bathrooms in housing stock	Cllr Harris Bob Cronk		Bob Cronk	NO
<b>CABINET 11 SEPT 2019</b>	To award a contract for re-pointing works to housing stock – <b>KEY DECISION</b>	To seek approval to award a contract for re-pointing works to housing stock	Cllr Harris Bob Cronk		Bob Cronk	NO
<b>CABINET 11 SEPT 2019</b>	To award a contract for LED lighting upgrades to St Andrews multi storey car park – <b>KEY DECISION</b>	To seek approval to award a contract for LED lighting upgrades to St Andrews multi storey car park	Cllr Stonard Andy Watt		Andy Watt	NO
<b>CABINET 11 SEPT 2019</b>	The award of a contract for revenues and benefits remote processing resource – <b>KEY DECISION</b>	To seek approval to award a contract for Revenues and benefits remote processing resource.	Cllr Kendrick Anton Bull Adrian Mills (ARP)		Anton Bull	NO
<b>CABINET 11 SEPT 2019</b>	Budget monitoring 2019-20 P3	To provide an update on the financial position of the council as at 30 June 2019	Cllr Kendrick Adam Drane Karen Watling		Karen Watling	No
<b>CABINET 11 SEPT 2019</b>	Privately owned stalled development sites - <b>KEY DECISION</b>	To agree the next steps for re-energising stalled development sites which are currently in private ownership.	Cllr Stonard Dave Moorcroft Gwyn Jones		Dave Moorcroft	YES (Para 3)

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 11 SEPT 2019</b>	Commercial services strategy - <b>KEY DECISION</b>	To consider an update to the commercial services strategy agreed at cabinet on 12 December 2018	Cllr Harris Cllr Kendrick Cllr Maguire		Anton Bull	Yes (Para 3)
<b>CABINET 11 SEPT 2019</b>	Request to provide a working capital loan to the Norwich Historic Churches Trust – <b>KEY DECISION</b>	To consider a short term loan to the Norwich Historic Churches Trust to provide working capital to finance restoration works pending payment of a grant	Cllr Kendrick Karen Watling Andy Watt		Karen Watling	Yes (Para 3)
<b>CABINET 11 SEPT 2019</b>	Managing Assets (housing) – <b>KEY DECISION</b>	To consider the disposal of the land and property assets mentioned in this report.	Cllr Harris Bob Cronk		Bob Cronk	Yes (Para 3)
<b>COUNCIL 24 SEPT 2019</b>	Treasury Management full year review 2018/19	To consider the treasury management full year review 2018/19	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>COUNCIL 24 SEPT 2019</b>	Replacement Tenancy & Estate Management System	To consider an increase in the Housing Revenue Account Capital Programme to fund the acquisition and implementation of new tenancy and estate management software to replace the existing Capita Housing Management (Academy) system.	Cllr Harris Bob Cronk		Bob Cronk	NO
<b>COUNCIL 24 SEPT 2019</b>	Adjustment to the General Fund Capital Programme 2019/20 – Replacement Lighting at St Andrews Multi- Storey Car Park	To seek approval for a Salix Energy Efficient Loan Scheme (SEELS) funded budget of £285,000 within the General Fund Capital Programme 2019/20 to facilitate the installation of new energy efficient LED lighting at St Andrews	Cllr Kendrick Karen Watling		Karen Watling	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
		Multi-Storey Car Park.				
<b>COUNCIL 24 SEPT 2019</b>	Polling district review	To approve the polling district review 2019	Cllr Kendrick Anton Bull Stuart Guthrie		Anton Bull	NO
<b>CABINET 9 OCT 2019</b>	Recommendations from the scrutiny committee	To consider recommendations made by the scrutiny committee	Cllr Kendrick Emma Webster Anton Bull		Anton Bull	No
<b>CABINET 9 OCT 2019</b>	HRA Strategy– <b>KEY DECISION</b>	To adopt the HRA Strategy 2020-2026	Cllr Harris Lee Robson		Bob Cronk	No
<b>CABINET 9 OCT 2019</b>	Sheltered Housing Review – <b>KEY DECISION</b>	To consider the review of provision and management of sheltered housing	Cllr Harris Lee Robson		Bob Cronk	Yes (para 3)
<b>CABINET 9 OCT 2019</b>	Rechargeable repairs – <b>KEY DECISION</b>	To consider proposals regarding rechargeable repairs	Cllr Harris Lee Robson		Bob Cronk	No
<b>CABINET 9 OCT 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>CABINET 9 OCT 2019</b>	The award of contract for purchase of IT Services Infrastructure (storage and back up) <b>KEY DECISION</b>	To seek approval to delegate authority to award a contract for purchase of IT Services Infrastructure (storage and back up)	Cllr Kendrick  Nikki Rotsos  Jane Allen		Nikki Rotsos	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 9 OCT 2019</b>	The award of contract for an Income Receipting and Management System <b>KEY DECISION</b>	To see approval to award a contract for an Income Receipting and Management System	Cllr Kendrick  Nikki Rotsos  Jane Allen		Nikki Rotsos	NO
<b>CABINET 9 OCT 2019</b>	Neighbourhood Community Infrastructure Levy revised allocations process – <b>KEY DECISION</b>	To consider the revised Neighbourhood Community Infrastructure Levy revised allocations process	Cllr Jones Cllr Kendrick Bob Cronk Kate Price		Bob Cronk	no
<b>CABINET 9 OCT 2019</b>	Norfolk Business Rates Pool bids - provision in the Council's budget	To recommend to council the approval of match funding for projects for which funding from the Norfolk Business rates pool is sought in 2020.	Cllr Stonard Dave Moorcroft Gwyn Jones		Dave Moorcroft	NO Yes (Para 3)
<b>CABINET 13 NOV 2019</b>						
<b>CABINET 13 NOV 2019</b>	Transforming cities progress update	To inform members of the progress of the work to develop a package of measures to be funded by Transforming Cities and update members on the new governance arrangements for highway schemes that are delivered under the Transport for Norwich banner, including those that are funded by Transforming Cities.	Cllr Stonard David Moorcroft Joanne Deverick		Dave Moorcroft	No
<b>CABINET</b>	To award a contract	To seek approval to award a contract for	Cllr Harris		Bob Cronk	NO



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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>13 NOV 2019</b>	for a communal heating upgrade at Bradecroft Sheltered Housing Scheme – <b>KEY DECISION</b>	a communal heating upgrade at Bradecroft Sheltered Housing Scheme	Bob Cronk Neil Watts / Brad Greeves			
<b>COUNCIL 26 NOV 2019</b>						
<b>COUNCIL 26 NOV 2019</b>	Norfolk Business Rates Pool bids - provision in the Council's budget	To seek approval of match funding for projects for which funding from the Norfolk Business rates pool is sought in 2020.	Cllr Stonard Dave Moorcroft Gwyn Jones		Dave Moorcroft	NO
<b>COUNCIL 26 NOV 2019</b>	Norfolk Business Rates Pool bids - provision in the Council's budget	To seek approval of match funding for projects for which funding from the Norfolk Business rates pool is sought in 2020.	Cllr Stonard Dave Moorcroft Gwyn Jones		Dave Moorcroft	Yes (Para 3) appx
<b>CABINET 11 DEC 2019</b>						
<b>CABINET 11 DEC 2019</b>	Quarter 2 2019/20 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2019/20	Cllr Waters Adam Clark		Adam Clark	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 15 JAN 2020</b>	Treasury Management mid year review 2019/20	To consider and recommend to council the treasury management mid year review 2019/20	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO
<b>COUNCIL 28 JAN DEC 2020</b>						
<b>COUNCIL 28 JAN DEC 2020</b>	Treasury Management mid year review 2019/20	To consider the treasury management mid year review 2019/20	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO
<b>CABINET 15 JAN 2020</b>	Treasury Management mid year review 2019/20	To consider and recommend to council the treasury management mid year review 2019/20	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO
<b>CABINET 11 MARCH 2020</b>	Quarter 3 2019/20 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2019/20	Cllr Waters Adam Clark		Adam Clark	NO
<b>CABINET JUNE 2020</b>	Quarter 4 2019/20 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 4 of 2019/20	Cllr Waters Adam Clark		Adam Clark	NO