

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

## Item No 6

REPORT for meeting to be held on Thursday 16 January

### Scrutiny committee work programme 2019-20

<b>Summary:</b>	The purpose of this report is to assist committee members in setting the work programme for the rest of the civic year 2019-20.
<b>Conclusions:</b>	<p>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.</p> <p>The programme is a standing item at each committee meeting and can be adjusted as necessary.</p>
<b>Recommendation:</b>	<p>To:</p> <ol style="list-style-type: none"><li>1) consider the scrutiny committee work programme 2019-20;</li><li>2) note the chair's response to a letter on a topic submitted by a member of the public, attached at appendix 1;</li><li>3) agree dates for the two select committees to feedback to the scrutiny committee; and</li><li>4) to agree to remove the UBI item from the work programme.</li></ol>

## Report

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.
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.
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.
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.
5. Along with this report, members have a copy of the cabinet forward agenda for consideration.
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.
7. Members are asked to agree to remove the Universal Basic Income (UBI) report from the work programme scheduled for 19 March. Members attended a briefing on UBI, on 11 November 2019 during Living Wage Week with a guest speaker from the Sheffield UBI pilot project.
8. Members are invited to see the response (attached at appendix 1) from the chair of scrutiny to a request from a member of the public for scrutiny to review the compliance of the design of cycle facilities on Rose Lane and Prince of Wales Road with the London Cycle Design Standards.
9. The Local Anglia Enterprise Partnership (LEP) are not able to attend scrutiny committee on 19 March 2020. Councillor Alan Waters, Doug Field, LEP chair and Chris Starkie, LEP chief executive officer confirmed they will be pleased to attend if a mutually convenient date is found. The scrutiny liaison officer attended the scrutiny committee at county hall on 17 December when the LEP was the topic. A list of questions directed to the LEP by Norfolk County Council Scrutiny committee members was circulated by the scrutiny liaison officer and members are reminded that the minutes from that meeting will be available on the County Council website.

10. Members agreed that the young people and wellbeing topic would be re-scheduled prior to March 2020. The scrutiny liaison officer is currently negotiating a date that the Stage 2 venue are host this.
11. Members are asked to agree dates for the report back from select committees for the topics below:
  - 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.
12. The equality information report was scheduled on the scrutiny committee agenda for 12 December 2019, this meeting was cancelled due to the General Election. Instead it was agreed that this report will be published on eCouncillor when available and a link will be sent to scrutiny members inviting questions and queries to be sent to Adam Clark, strategy manager.

## 1. Annual work programme planning grid

Annual work programme planning grid (updated 7 January 2020)

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 and 25 July
17 October	Work programme Climate mitigation and transforming cities fund Report back from NHOSC meeting from 5 September
14 November <b>MEETING CANCELLED</b>	
12 December <b>MEETING CANCELLED</b>	
<b>2020</b>	
16 January	Work programme* Visit from Lorne Green, Police and Crime Commissioner and District Senior Police Officer, lines of questions to be tabled in advance. <b>CANCELLED BY THE PCC</b> Corporate plan and performance framework.
6 February	Work programme Pre-scrutiny of the budget 2020/21 Report back from NHOSC meeting from 23 January
19 March	Work programme New Anglia Local Enterprise Partnership (LEP) Universal Basic Income (item tbc) Annual review of the scrutiny committee

Notes:

To be rescheduled: Young people and well-being topic. Dates for Jan/Feb to be canvassed.

To be circulated by e-mail:

Report back from NHOSC meeting from 10 October	
Report back from Norfolk Countywide Community Safety Partnership Scrutiny sub panel from 28 October	Done 14/11.
Report back from NHOSC meeting from 28 November	

Equality information report will be published on eCouncillor when available. A link will be circulated to scrutiny members inviting questions and queries to be sent to Adam Clark, strategy manager.

Democratic services  
City Hall  
St Peter's Street  
Norwich  
NR2 1NH

Mr R Jennings

28 November 2019

Dear Mr Jennings

Thank you for your request to scrutiny dated 23 September 2019 regarding the continued use of the London Cycle Design Standards (LCDS) for pedalways throughout the city. I have now had the opportunity to consult colleagues in the transportation and network team at Norwich City Council and am able to respond as follows;

Back in March 2016 when it was resolved at scrutiny committee that the city council would commit to continue to use the LCDS funding for the pedalway programme, it was coming directly to the city council from the Department for Transport through the City Cycle Ambition grant (CCAG). This is no longer the case. The new cycle facilities on Prince of Wales Road have been provided by Norfolk County Council and are funded through the Transforming Cities fund. The city council continues to work with the county council over the implementation of highway improvements in the city, but no longer leads this work. I understand that regular liaison meetings with the cycle campaign (and other groups) during the design and development of the CCAG programme were valued, however the question as to whether these meetings should be resurrected would be one for the county council.

Additionally, given the question was asked to the scrutiny committee I did contact the county council on your behalf for an explanation of the design process and below is the response that I received;

*"The design of the stretch of cycle track along Prince of Wales Road from St Vedast Street to Eastbourne Place was originally designed with a 1.5 metre westbound cycle lane and a 0.8 metre margin between this and the adjacent parking bays, and in accordance with the London Cycle Design Standards. However when the design was safety audited concerns were raised around collisions between pedestrians and cyclists. Specifically the 0.8 metre buffer zone was too narrow for use by wheelchair users and offered very little margin for error for all pedestrians, increasing the risk of strikes from passing cyclists. The recommendation was to increase this pedestrian margin to 1.5 metres. As a consequence, the cycle track was moved further south with pinch points of 0.7 metres to 0.9 metres where the existing trees are located.*

*These cannot be removed and new ones planted further away from the cycle track given the numerous underground utilities along Prince of Wales Road. Instead it was agreed with the Audit team that the setts around the trees would be kept flush to maximise the width available. The edge detail alongside the cycle track was also kept flush to allow cyclists to use the full width up to the kerb face (some 3.0 metres) in the knowledge that some pedestrians will inevitably walk within the cycle track, and especially given the night time economy.*

*It is recognised that no further engagement has been held with the Norwich Cycle Campaign since a meeting with representatives was held on the 28th November 2018 to discuss the detail design. At this meeting the revised plan agreed at the NHAC meeting on the 20 September 2018 was discussed. It should be noted that the plan shows one of the pinch points to the tree along the stretch of cycle lane. This was not picked up as an issue at the time. The primary concern was to have a clearer route for cyclists through the open space, and this was included in the final design.”*

The transport team at Norfolk County Council can be contacted via [Norwich.transport@norfolk.gov.uk](mailto:Norwich.transport@norfolk.gov.uk) if you have any further queries.

Yours sincerely

Councillor James Wright  
Chair of scrutiny  
Norwich City Council

<b>ALLOCATED ITEMS</b>						
<b>Meeting</b>	<b>Report</b>	<b>Purpose</b>	<b>Portfolio holder + Senior Officer + Report author</b>	<b>Date report signed off by</b>	<b>Management clearance</b>	<b>Exempt?</b>
<b>CABINET 15 JAN 2020</b>	To award a contract for replacement fire escape staircases in housing stock – <b>KEY DECISION</b>	To seek approval to award a contract for replacement fire escape staircases in housing stock.	Cllr Harris Bob Cronk		Bob Cronk	NO
<b>CABINET 15 JAN 2020</b>	To enter into a contract to enable the council to accept Housing Infrastructure Funds in relation to Anglia Square – <b>KEY DECISION</b>	To enter into a contract with Homes England to allow the council to accept up to £15m Housing Infrastructure Fund (HIF) funding to enable the redevelopment of Anglia Square.	Cllr Waters Graham Nelson		Graham Nelson	NO
<b>CABINET 15 JAN 2020</b>	To award a contract value addition – for replacement kitchens and bathrooms in housing stock - <b>KEY DECISION</b>	To seek approval to award an additional value to a contract for replacement kitchens and bathrooms in housing stock	Cllr Harris Bob Cronk John Hodson		Bob Cronk	NO
<b>CABINET 15 JAN 2020</b>	Greater Norwich Local Plan	To consider the draft regulation 18 consultation version of the plan	Cllr Stonard Graham Nelson Judith Davison		Graham Nelson	NO

**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 15 JAN 2020</b>	Legal services agreement- <b>KEY DECISION</b>	To consider entering into a new agreement for legal services with nplaw				Yes (para 3)
<b>CABINET 15 JAN 2020</b>	Managing Assets (Housing) – <b>KEY DECISION</b>	To outline the options available for the assets future within the housing stock.	Cllr Harris Lee Robson Paul Venn		Bob Cronk	YES (Para 3)
<b>COUNCIL 28 JAN DEC 2020</b>	SEV Policy	To consider the SEV Policy	Cllr Stutely Tony Shearman		Bob Cronk	NO
<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>COUNCIL 28 JAN DEC 2020</b>	Adjustment to the HRA Capital programme	To consider an adjustment to the HRA Capital programme	Shaun Flaxman			
<b>CABINET 12 FEB 2020</b>	Greater Norwich Annual Growth Programme 2020/21– <b>KEY DECISION</b>	To consider the annual growth programme for Greater Norwich for 2020/21.	Cllr Stonard Graham Nelson Gwyn Jones		Graham Nelson	NO
<b>CABINET 12 FEB 2020</b>	Corporate plan 2020-21	To identify any amendments required to the corporate priorities and performance framework for 2020-2021	Cllr Alan Waters Adam Clark		Adam Clark	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 12 FEB 2020</b>	Equalities Information Report 2020	To note the Equalities Information Report 2020	Cllr Karen Davis Adam Clark		Adam Clark	NO
<b>CABINET 12 FEB 2020</b>	Scrutiny committee recommendations	To consider recommendations from Scrutiny committee	Cllr Kendrick Adam Clark		Adam Clark	NO
<b>CABINET 12 FEB 2020</b>	Revenue and capital budget monitoring 2019/20 – Period 9	To update Cabinet on the forecast financial position of the council as at 31st December 2019.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 12 FEB 2020</b>	Budgets, Medium Term Financial Strategy, HRA Business Plan, Capital Strategy & Treasury Management Strategy 2020/21	To propose for approval the 2020/21 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 12 FEB 2020</b>	Council tax reduction scheme 2020/21	To consider and recommend to council a council tax reduction scheme for 2020/21.	Cllr Davis		Karen Watling	NO
<b>CABINET 12-02-20</b>	To award a contract for the replacement of Norwich city hall's space heating plant and controls - <b>KEY DECISION</b>	To seek <b>delegated</b> approval to award for the replacement of Norwich city hall's space heating plant and controls.	Cllr Kendrick Andy Watt Neil Watts / Brad Greeves		Andy Watt	NO

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2019 - 2020**

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<b>COUNCIL FEB 2020</b>	The council's 2020/21 budget and medium term financial strategy	To consider and approve the 2020/21 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy	Cllr Kendrick			NO
<b>COUNCIL FEB 2020</b>	Council tax reduction scheme 2020/21	To consider and approve a council tax reduction scheme for 2020/21	Cllr Davis			NO
<b>COUNCIL FEB 2020</b>	Corporate plan 2020-21	To identify any amendments required to the corporate priorities and performance framework for 2020-2021	Cllr Alan Waters Adam Clark		Adam Clark	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 11 MARCH 2020</b>	Environmental Strategy	To consider the Environmental Strategy	Cllr Maguire Richard Willson Graham Nelson		Graham Nelson	NO
<b>CABINET 11 MARCH 2020</b>	Update on potential development sites.	To seek approval for the next steps on potential development sites	Cllr Stonard Graham Nelson Gwyn Jones		Graham Nelson	NO

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<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
<b>CABINET JUNE 2020</b>	Revenue and capital budget monitoring 2019/20 – final outturn	To update on the revenue and capital outturns for the year 2019/20; 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 2020/21 capital programme.	Cllr Kendrick			NO