

SCRUTINY COMMITTEE WORK PROGRAMME 2012/2013 – NORWICH CITY COUNCIL

Pick Analysis for Prioritising Topics – MEMBERS ARE ASKED TO USE THE PICK ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS FOR THE POSSIBLE INCLUSION ON TO THE WORK PROGRAMME.

P	Public interest	Is there sufficient public interest in the topic?
I	Impact	Will the review have a significant impact on community wellbeing?
C	Council performance	How is the council/organisation performing in this area?
K	Keeping in context	What else is happening in this area such as recent reviews or inspections?

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
22 March 2012	Asset management improvement plan	Responsible cabinet member, the director of regeneration & development and the head of city development services	To monitor the progress of the work being undertaken with Norfolk property services on the service improvement plan	At committee	One meeting
May 2012	Setting a new scrutiny work programme	Scrutiny committee, scrutiny officer & corporate leadership team	This exercise should enable the scrutiny committee to ensure that the work of the committee is relevant and achievable	Facilitated exercise at committee	Re – set annually and revised monthly
November 2012	Budget scrutiny Café	Cabinet, chief officers and service heads	To provide members with an overview and answers to questions regarding the budget, performance and policy framework.	Annual event	One meeting
TBA	LGSS and the Revenues & Benefits Services	Responsible cabinet member, the director of regeneration and development and the Revenues & Benefits Manager	To monitor the progress of the Local Government Shared Service and the impact of the revenues and benefits service.	At committee	One meeting

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TBA	Sheltered Housing	Responsible cabinet member and the director of regeneration and development	To pre scrutinise the cabinet report on the sheltered housing review	At committee	One meeting
TBA	Channel migration	Responsible cabinet member, the deputy chief executive, the head of communications & cultural services and the head of customer contact	To monitor the effectiveness/effect of any new methods of working on the public.	At committee	Further meetings to monitor the effect of channel migration.
TBA	Community safety partnership update	Responsible cabinet member, director of regeneration & development and the head of local neighbourhood services	To monitor the progress of the partnership with particular focus on the creation of the police and crime panels	At committee	One meeting
February to September 2012	Task & Finish Group – review of community space (and associated curtilage)	Responsible cabinet member, director of regeneration & development, the head of local neighbourhood services and the scrutiny officer	To report recommendations to the scrutiny committee regarding the distribution, social benefit and the council's role in the provision of community space; and assist in the drawing up of assessment criteria	Monthly meetings, consultative approach with partners and on site meetings	Monthly meetings
Item on all Scrutiny agendas	Scrutiny Committee Work Programme	Chair of Scrutiny & Scrutiny Officer	Keep the programme of topics for Scrutiny under review	At Committee	on going each month and annual review

Appendix A

FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2011/2012

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
CABINET 14 Mar	Budget Monitoring 2011-12 Period 9	To update cabinet on the current financial position	HoF – Barry Marshall/Mark Smith	24 Feb	BM	PH	
CABINET 14 Mar	Quarter 3 Performance data		CLT – Phil Shreeve	24 Feb	BB	PH	
CABINET 14 Mar	Annual Review of Partnerships Register		Head of strategy and programmes -Rachel Metson	24 Feb	RO		
CABINET 14 Mar	Community Infrastructure Levy (CIL) Draft Charging schedule-Submission of documents and information to the examiner	To ask Cabinet to recommend to Council to submit CIL documents and information to the examiner	Director of reg and dev – Gwyn Jones X2364	24 Feb	JM	PH	
CABINET 14 Mar	Delivery of Affordable Housing KEY DECISION	To consider the funding options and mechanisms available to support affordable housing delivery and to seek approval for the disposal of HRA land for the development for new affordable housing	Dir of reg & dev – Debbie Gould (email 28.10.11) & Andrew Turnbull (email 6.2.12)	24 Feb	JM	PH	
CABINET 14 Mar	Award the contract for the provision of	To award a contract to provide temporary workers to those	Head of HR – Chris Maitland	24 Feb	BB	PH	

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
	temporary agency workers KEY DECISION	areas that have VMP approval to cover a vacant post on a temporary basis					
CABINET 14 Mar	Queen Elizabeth II Fields Challenge	To approve nomination of sites to become Queen Elizabeth II Fields	Dir of reg & dev Simon Meek	24 Feb	JM	PH	
CABINET 14 Mar	Norwich city council housing allocations policy	To agree a new housing allocations policy	Dir of reg & dev Chris Haystead x2936	24 Feb	JM	PH	
CABINET 14 Mar	Procurement of vehicles - Pool car and other vehicle requirements KEY DECISION	To obtain alternative vehicles to our current pool car fleet and other vehicles on long term hire. This will be a three year contract.	Dir of reg & dev – Chris Rayner	24 Feb	JM	PH	
CABINET 14 Mar	Tenancy Policy KEY DECISION	To seek cabinet approval to adopt the Tenancy Policy	Dir of reg & dev - Tracy John	24 Feb	JM	PH	
CABINET 14 Mar	Extension of contract for corporate repairs and maintenance KEY DECISION	To approve an extension of three years to the contract, commencing 1 April 2013	Dir of reg & dev - Chris Rayner	24 Feb	JM	PH	
CABINET 14 Mar	Award of contract for phase 1 refurbishment of City Hall	To award of contract for phase 1 refurbishment of City Hall Purpose: To delegate to the director of regeneration and development, in consultation with the portfolio holder, authority to award the contract for phase 1 refurbishment of City Hall	Dir reg & dev, Chris Rayner	24 Feb	JM	PH	

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
CABINET 14 Mar	Award of the contract for housing improvements and upgrades	To advise cabinet of the tender process for the housing improvements and upgrades contract carried out by Eastern Procurement Consortium (EPC) and seek authority to award the contract.	Dir of reg & dev Chris Rayner 01603 213208	24 Feb	JM	PH	
CABINET 14 Mar	Localism Act	To consider the approach to the implementation of parts of the localism act.	Head of strategy and programme management	24 Feb	LM	PH	
CABINET 14 Mar	Commissioning framework	To approve the grants to voluntary and community organisations for 2012-13	Head of strategy and programme management	24 Feb	LM	PH	
CABINET 14 Mar	Equality objectives	To approve the council's equality objectives	Head of strategy and programme management	24 Feb	LM	PH	
CABINET 14 Mar	Improving the service delivery of the property services function	To advise cabinet of the outline proposals for a review of both the housing and non-housing property services teams	Dir of reg & dev Chris Rayner 01603 213208	24 Feb	JM	PH	
COUNCIL 20 Mar	To receive nominations for Lord Mayor and Sheriff						
COUNCIL 20 Mar	Long service awards						
COUNCIL 20 Mar	Pay policy statement	To agree the councils pay policy statement for 2012/13	Head of HR Services	12 Mar	BB		

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Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
COUNCIL 20 Mar	Treasury Management Strategy 2012/13	To outline the Council's prudential indicators for 2012/13 through to 2014/15 and sets out the expected treasury operations for this period.	Head of Finance	12 Mar	BB		
AUDIT 20 Mar							
SCRUTINY 22 Mar	Asset management improvement plan	To monitor the progress of the work being undertaken with Norfolk property services on the service improvement plan	Responsible cabinet member, the director of regeneration & development and the head of city development services				
COUNCIL 22 May							
SCRUTINY May							
SCRUTINY Jun							
AUDIT							

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
Jun							
CABINET 13 Jun	To award printing contract KEY DECISION	To award the contract to provide printing services	Head of Comms & culture – Richard Balls	TBC	NR		
CABINET 13 Jun	Award the contract for the Home Improvement Agency service KEY DECISION	To award the contract to provide the Home Improvement Agency service; and to seek approval for delegated authority to extend the contract.	Dir of reg & dev – Andy Watt	TBC	JM		
CABINET 13 Jun	Norwich BID KEY DECISION? - check	To agree the Norwich City Council vote in the ballot for the BID	Di of Reg & Dev – Stefan Gurney	TBC	JM		
CABINET 13 Jun	Award of the contracts for housing structural repairs and improvements	To advise cabinet of the tender process for housing structural repairs and improvements and seek authority to award the contract	Dir of reg & dev Chris Rayner 01603 213208	TBC	JM	PH	

Date to be confirmed			
Meeting	Report	Purpose/Comments	Directorate
CABINET	White Ribbon Status	To ask cabinet to consider seeking white ribbon status for the city	Dir of Reg & Dev – Bob Cronk

Scrutiny committee recommendation & request tracking

Date	Topic	Responsible officer	Scrutiny recommendation/request	Progress	Outcome
21 July 2011	Commissioning Framework	Russell O'Keefe	The scrutiny committee members be sent a link to the officer guidance tool kit for commissioning	The document has had to be reshaped in line with new statutory guidance. This is now completed and it will be circulated alongside the member toolkit to scrutiny committee members at the end of February.	
21 July 2011	Commissioning Framework	Russell O'Keefe	A similar tool kit be developed for members	The members toolkit is being finalised in line with the new statutory guidance and will be circulated alongside the officer toolkit at the end of February.	
21 July 2011	Commissioning Framework	Russell O'Keefe	A link to the Norfolk voluntary service Norfolk compact be emailed to the scrutiny committee members	This has been circulated to members	Completed
21 July 2011	Commissioning Framework	Russell O'Keefe	The scrutiny committee be provided with a link to the service delivery options matrix and the lean blue print	This has been circulated to members	Completed

Date	Topic	Responsible officer	Scrutiny recommendation/request	Progress	Outcome
21 July 2011	Commissioning Framework	Russell O'Keefe	Consideration be given to the use of a hierarchy of options to commissioning, that included consideration of internal and local sector provision and co-operatives	This recommendation will be put to cabinet on 9 November alongside other comments on the commissioning framework	An assessment of the different options is already part of the council's service delivery options matrix which is a supporting document to the commissioning framework.
21 July 2011	Commissioning Framework	Andy Emms	A member briefing on procurement be organised	To be confirmed	
21 July 2011	Commissioning Framework	Russell O'Keefe	The council considers the appropriateness of setting local multipliers for the purposes of commissioning and or procurement when appropriate	This recommendation will be put to cabinet on 9 November alongside other comments on the commissioning framework	This would not comply with procurement law and so could not be included within the commissioning framework. However, most applications for grants are from local organisations.
21 July 2011	Commissioning Framework	Russell O'Keefe	The use of ward members be considered for the process of area based commissioning exercises	This recommendation will be put to cabinet on 9 November alongside other comments on the commissioning framework	The framework allows for this approach where appropriate.

Date	Topic	Responsible officer	Scrutiny recommendation/request	Progress	Outcome
3 November 2011	Environmental strategy 2011 - 2014	Russell O'Keefe	Scrutiny suggestion that a copy of the environmental strategy be sent to the Norwich independent climate change commission for comment	This has been carried out.	Completed
6 December 2011	Community safety and policing in Norwich	Andy Emms Bob Cronk	A member briefing updating on the new policing structure be held with the police commander in February / March 2012, to allow time for the new structure to embed.	To be confirmed	
26 January 2012	Asset Management list	Jerry Massey	Publication of a comprehensive list of the assets associated with Asset Management be published on the council's web-site	Norfolk property services to undertake to do this within 3 months	
26 January 2012	Direct payments	Roger Burnett and Councillors Claire Stephenson and Mike Sands	That on behalf of the scrutiny committee a letter be drafted and sent to the local MPs to raise their concerns regarding direct payments to housing associations	To be confirmed	
9 February 2012	Section 106	Jerry Massey	That members be given information of the likely funding available to the council resulting from S106 monies out of already agreed developments yet to be commenced	Information on e-councillor	
23 February 2012	Planning applications performance	Ian Whittaker	To circulate to members details regarding planning applications performance	On e-councillor	
23 February 2012	Sheltered housing	Nigel Andrews	To circulate to members the total number of council owned sheltered housing units; % occupied; % vacant; and average length of voids	To be confirmed	

Date	Topic	Responsible officer	Scrutiny recommendation/request	Progress	Outcome
23 February 2012	Voids information	Nigel Andrews	to record future void information in the categories a) sheltered housing b) all other c) total for all dwellings;	To be confirmed	
23 February 2012	Localism & scrutiny	Steve Goddard	scrutiny officer to present a report on the Localism Act and how it may affect the role of scrutiny	To be confirmed	
23 February 2012	Performance measure definition	Russell O'Keefe	circulate to members, the definition used to measure voids; and prepare a document for the new corporate plan, setting out how performance measures would be measured	To be confirmed	
23 February 2012	Email responses	Bridget Buttinger	to circulate to members; the last quarter performance data for email responses, including how long it took to respond and how many responses were outstanding	To be confirmed	
23 February 2012	Integrated customer contact system	Bridget Buttinger	Update members on the introduction of the integrated customer contact system	To be confirmed	