Norwich City Council

SCRUTINY COMMITTEE

Item No 4

REPORT for meeting to be held on Thursday 14 February

Scrutiny committee work programme 2018/19

Summary: The purpose of this report is to assist committee members in setting the work programme for the rest of the civic year 2018/19 (to end March 2019).

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 2018-19

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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.

Scope for scheduling items to the work programme

1.4 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.

1.5 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.

1.6 Along with this report, members have a copy of the cabinet forward agenda for consideration.

1.7 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	**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.

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	**Approval to Place a Bid on a Potential Asset Investment**	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	**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	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	**Norfolk county councils consultation on Early childhood and family Service - transforming our children's centres**	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	**Responses to the discussion surrounding county lines**	Bob Cronk, Director of neighbourhoods	To ask members to formulate recommendations following the discussion on 20 September.

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
22 November	**Responses to domestic violence in Norwich**	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	**New Anglia Local enterprise partnership (LEP)**	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	**Corporate plan and performance framework**	Adam Clark, Strategy Manager	To consider amendments to corporate performance KPIs.
13 December	**Equality information report**	Adam Clark, Strategy Manager	Pre scrutiny of the report before it goes to cabinet.
31 January	**Pre Scrutiny of the council's 2019-20 budget and medium term financial strategy**	Cllr Kendrick, Karen Watling, Chief finance officer	To consider and make any recommendations to cabinet on the council's 2019-20 budget and medium term financial strategy.
14 February	**Insecure Jobs and Low Pay in Norwich**	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	**Viability assessments and impact on delivery of affordable housing**	Graham Nelson, Head of planning services	This item will be discussed at the meeting on7 February 2019

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
unallocated	**To agree scrutiny work programme for 2019/20 civic year**		

FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2018 - 2019

NORWICH City Council

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
CABINET 06 FEB 2019	Revenue and capital budget monitoring 2018/19 – Period 9	To update Cabinet on the forecast financial position of the council as at 31st December 2018.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 06 FEB 2019	Council tax reduction scheme 2019-20	To consider and recommend to council a council tax reduction scheme for 2019-20.	Cllr Davis Cllr Kendrick		Anton Bull	NO
CABINET 6 Feb 2019	Business rate relief for certain retail business premises with a rateable value below £51,000	To consider the policy for business rate relief for certain retail business premises with a rateable value below £51,000	Cllr Kendrick Carole Jowett		Anton Bull	NO
CABINET 06 FEB 2019	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 Anton Bull		Anton Bull	NO
CABINET 06 FEB 2019	Procurement of various housing upgrade and maintenance contracts – **KEY DECISION**	To inform Cabinet of the procurement of various housing upgrades and to seek approval/delegated authority to approve to place the orders	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	NO
CABINET 06 FEB 2019	Procurement of a housing structural repairs contract – **KEY DECISION**	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		Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
CABINET 06 FEB 2019	Write off of non-recoverable national non domestic rate debts – **KEY DECISION**	To provide an update on the position as 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.	Anton Bull Carole Jowett Michelle Newell		Anton Bull	NO
CABINET 06 FEB 2019	The award of contract for insurance – **KEY DECISION**	To seek approval to delegate authority to award a contract for insurance.	Cllr Kendrick Anton Bull Tracy Woods		Anton Bull	NO
CABINET 06 FEB 2019	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)
CABINET 13 FEB 2019	Employment Practice Research	To advise cabinet of the results of the Employment Practice research project which was generated by a council resolution in March 2018.	Cllr Waters Dave Moorcroft Sharon Cousins-Clarke		Dave Moorcroft	NO
CABINET 13 FEB 2019	Norwich Highways Agency Agreement	To consider the Norwich Highways Agreement report.	Cllr Stonard Andy Watt Jo Deverick		Dave Moorcroft	NO
CABINET 13 FEB 2019	Corporate plan 2019-2022	To consider the corporate plan and performance framework 2019-22	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?**
CABINET 13 FEB 2019	The council's 2019-20 budget and medium term financial strategy	To propose for approval the 2019-20 budget and medium term financial strategy for the revenue, HRA and capital budgets along with the capital investment and treasury management strategies. Section 1: Local government finance – economic and regulatory context Section 2: General Fund 2019/20 budget and medium term financial strategy Section 3: Housing Revenue Account 2019/20 budget and business plan Section 4: Capital Strategy Section 5: Non-financial investment (commercial) strategy Section 6: Treasury Management Strategy Section 7: Chief Finance Officer's Statement Section 8: Financial Glossary	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 13 FEB 2019	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
CABINET 13 FEB 2019	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)

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
COUNCIL 26 FEB 2019	Corporate plan 2019-2022	To consider the corporate plan and performance framework 2019-22	Cllr Waters Adam Clark		Adam Clark	NO
COUNCIL 26 FEB 2019	The council's 2019-20 budget and medium term financial strategy	To approve the 2019-20 budget and medium term financial strategy for the revenue, HRA and capital budgets along with the capital investment and treasury management strategies. Section 1: Local government finance – economic and regulatory context Section 2: General Fund 2019/20 budget and medium term financial strategy Section 3: Housing Revenue Account 2019/20 budget and business plan Section 4: Capital Strategy Section 5: Non-financial investment (commercial) strategy Section 6: Treasury Management Strategy Section 7: Chief Finance Officer's Strategy Section 8: Financial Glossary	Cllr Kendrick Karen Watling		Karen Watling	NO
COUNCIL 26 FEB 2019	Council tax reduction scheme 2019-20	To consider a council tax reduction scheme for 2019-20.	Cllr Davis Cllr Kendrick			NO
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 2018/19	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?**
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
CABINET 13 MARCH 2019	Revised supplementary planning document for affordable housing	To adopt the supplementary planning document for affordable housing	Cllr Stonard Dave Moorcroft Graham Nelson/ Judith Davison		Dave Moorcroft	NO
CABINET 13 MARCH 2019	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 13 MARCH 2019	Pay Policy Statement 2019-20	To consider and recommend to full council the pay policy statement for 2019-20.	Cllr Waters Anton Bull Dawn Bradshaw		Dawn Bradshaw	NO
CABINET 13 MARCH 2019	Gender pay gap reporting	To consider the gender pay gap report.	Cllr Waters Anton Bull Dawn Bradshaw		Dawn Bradshaw	NO
CABINET 13 MARCH 2019	Procurement of an early intervention rental income management tool – **KEY DECISION**	To seek approval to delegate authority to award a contract for an early intervention rental income management tool.	Cllr Harris Bob Cronk Grant Lockett		Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
CABINET 13 MARCH 2019	Procurement of housing mechanical and electrical repairs and maintenance of common areas – **KEY DECISION**	To inform Cabinet of the procurement process and to seek approval to award the contract.	Cllr Harris Bob Cronk		Bob Cronk	NO
CABINET 13 MARCH 2019	Winchester Tower - Replacement of the electrical power distribution system and communal lighting – **KEY DECISION**	To inform Cabinet of the procurement process to replace the electrical power distribution system and communal lighting at Winchester Tower and to seek approval to award the contract	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	NO
CABINET 13 MARCH 2019	Procurement of supply, installation and maintenance of stair-lifts – **KEY DECISION**	To seek approval to delegate authority to award a contract for the supply, installation and maintenance of stair-lifts.	Cllr Jones Dave Moorcroft Kevin Ayers		Dave Moorcroft	NO
CABINET 13 MARCH 2019	Managing Assets (Housing) – **KEY DECISION**	To consider the disposal of the land and property assets mentioned in this report.	Cllr Harris Bob Cronk Steven Cleveland		Bob Cronk	YES (para 3)
CABINET 13 MARCH 2019	Managing Assets	To consider the disposal of the land and property assets mentioned in this report.	Cllr Kendrick Dave Moorcroft Andy Watt		Bob Cronk	YES (para 3)
COUNCIL 19 MARCH 2019	Pay Policy Statement 2019-20	To consider the pay policy statement for 2019-20.	Cllr Waters Anton Bull Dawn Bradshaw			NO

ALLOCATED ITEMS						
Meeting	**Report**	**Purpose**	**Portfolio holder + Senior Officer + Report author**	**Date report signed off by**	**Management clearance**	**Exempt?**
COUNCIL 19 MARCH 2019	The 2018-19 treasury management annual report	To consider and recommend to council the 2018-19 treasury management annual report	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO
CABINET 12 JUNE 2019	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
CABINET 12 JUNE 2019	Economic strategy 2019-2024 - **KEY DECISION**	To approve for publication the economic strategy 2019-2024	Cllr Waters Dave Moorcroft Ellen Tilney		Dave Moorcroft	No
CABINET 12 JUNE 2019	Managing Assets (Housing)	To consider the disposal of the land and property assets mentioned in this report.	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	YES (para 3)
CABINET 12 JUNE 2019	Managing Assets	To consider the disposal of the land and property assets mentioned in this report.	Cllr Kendrick Dave Moorcroft Andy Watt		Bob Cronk	YES (para 3)