

# ITEM 5

## Initial work programme Scrutiny Committee

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
30 June 2016	<b>Market Consultation</b>	Adrian Akester	To update members on the outcomes of the consultation on Norwich market.
30 June 2016	<b>Grounds Maintenance Contract</b>	Adrian Akester	To gain clarification on whether efficiencies can be found in the budget regarding the Grounds Maintenance Contract.
30 June 2016	<b>Publication of Traffic Regulation Orders</b>	Phil Shreeve	
30 June 2016	<b>Quarter 4 Performance Review</b>	Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data
14 July 2016	<b>Communications and Consultation</b>	Nikki Rotsos and Cllr Ryan (Cllr Ryan)	
14 July 2016	<b>Devolution</b>	Phil Shreeve and James Wright	
22 September 2016	<b>Update from 21<sup>st</sup> July meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Maguire and Beth Clark	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.

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22 September 2016	<b>Update from 8<sup>th</sup> September meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Maguire and Beth Clark	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
22 September 2016	<b>Academies and education attainment</b>		
20 October 2016	<b>Update from 13<sup>th</sup> October meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Maguire and Beth Clark	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
24 November 2016	<b>Greater Norwich Growth Board/Local Enterprise Partnership</b>	Dave Moorcroft	
24 November 2016	<b>Employability and young people</b>	Dave Moorcroft and Phil Shreeve	
15 December 2016	<b>Equality Report</b>	Phil Shreeve	
15 December 2016	<b>Neighbourhood Model and ward councillors</b>	Bob Cronk	

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26 January 2016			
26 January 2016			
23 February 2016			
23 February 2016			
23 March 2016	<b>Food Poverty and Community Supermarkets</b>		
23 March 2016	<b>Annual Review of the Scrutiny Committee</b>		

**Initial work programme Scrutiny Committee**

UNALLOCATED ITEMS

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION</b>	<b>SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT</b>
TBC – at county meeting?	Care Act		
TBC	Housing and Planning Act		
TBC	Transformation/Budget/Efficiency Plan		
Summer – tbc	City accessibility tour		

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
11 June 2015	<b>The council's consultation process</b>	Nikki Rotsos	For a briefing paper to be circulated, for scrutiny members to gain an overview and understanding of the council's current work in this area.	This item is provisionally allocated to be reviewed by the committee on 14 July 2016
15 October 2015	<b>Scrutiny Committee Work Programme 2015 – 2016</b>	James Wright	Discussion of income generation led to the suggestion of involving cooperatives in this work. Idea to hold a half-day seminar for senior staff and officers to provide clarification around the way in which they work	The cooperatives item is being progressed by the strategy manager and Cllr Herries for a future scrutiny committee meeting – date tbc. It was also agreed that workshops would be held to update members.
12 November 2015	<b>Community Space Review</b>	Bob Cronk	It was agreed a website containing a centralised tool for room bookings across all community centres would worthwhile	A central online booking system is something that has previously been explored with the volunteer management committees/community associations that operate the council's community centres. A centralised tool would provide some positive benefits but not all of the centres use IT regularly. The new community centres website could be used as a basis for this and further development work with the centres has been proposed linking this proposal with the council's digital inclusion activity. The majority of the centres still work with a paper booking system and taking forward a web based system would require endorsement from the centres but something the council can encourage and will continue to do so, building on those centres that do use web tools.
17 December 2015	<b>*Transformation Update</b>	Bob Cronk	Discuss with the communications team about publishing the changes to the Housing and Planning Bill	Ongoing

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
17 December 2015	<b>Quarter 2 performance monitoring 2015 – 2016</b>	Andy Watt	The homelessness strategy shows that Norwich is way below the average with regards to preventing homelessness by keeping people in their own homes. How does this relate to the target of preventing homelessness? Would it be worth having a new target to help increase the number of people staying in their own home?	Members can find an update on e-cllr
28 January 2016	<b>Scrutiny Committee Work Programme 2015 – 2016</b>	James Wright	Ask the chair to provide members with an update on the cooperatives briefing	The cooperatives item is being progressed by the strategy manager and Cllr Herries for a future scrutiny committee meeting – date tbc. It was also agreed that workshops would be held to update members.
25 February 2016	<b>Norfolk Health and Overview Scrutiny Committee</b>	Phil Shreeve	Ask the strategy manager to contact the chair of the CCG to see which consultations on planned changes to commissioning intentions may be able to be made available via e-councillor	A discussion has been held and further options looked at once the CCG have looked again at their consultation and engagement processes
	<b>Council policies for the control of verge parking and A boards</b>	Andy Watt	Contact all schools in the Norwich City Council area for a copy of their travel plan to collect data on how children travel to school	Members can find information here: <a href="\\Sfil2\Shared Folders\Transport and infrastructure\Transport planning\School Travel\School Travel Plans\School Travel Plans (2016)">\\Sfil2\Shared Folders\Transport and infrastructure\Transport planning\School Travel\School Travel Plans\School Travel Plans (2016)</a>
			Liaise with the communications team and place an article in Citizen magazine to promote best practise around verge parking	The communications team have confirmed that the article has been written, signed off and filed ready for the summer issue (which is circulated from June 6 <sup>th</sup> )

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
17 March 2016	<b>Push the Pedalways</b>	Jo Deverick	Percentage of roads that are 20mph on the pink pedalway	<p>West area (around The Avenues), including North Park Avenue. 10763 metres (10.8 kilometres)</p> <p>- Britannia Road (includes part of Gurney Road and Vincent Road). 1284 metres (1.3 kilometres)</p> <p>- East area (Heartsease). 12401 metres (12.4 kilometres)</p> <p>Areas that have been approved and designed as part of the CCAG1 but will be installed as part of the CCAG2</p> <p>- City centre - the new areas of 20mph. This includes all new areas within the old city walls and a small area north of Barrack Street. 23738 metres (23.8 kilometres)</p>
			Members asked for verification of the width of the contraflow cycle path of Essex Street	Ongoing
		Phil Shreeve	Understand the health benefits of the pedalway scheme and benefits for 20mph zones	<p>Benefits of 20mph zones - <a href="http://www.britac.ac.uk/policy/health_inequalities.cfm">http://www.britac.ac.uk/policy/health_inequalities.cfm</a></p> <p>Benefits of physical activity - <a href="http://www.ukactive.com/turningthetide/">http://www.ukactive.com/turningthetide/</a></p> <p><a href="https://www.gov.uk/government/publications/everybody-active-every-day-a-framework-to-embed-physical-activity-into-daily-life">https://www.gov.uk/government/publications/everybody-active-every-day-a-framework-to-embed-physical-activity-into-daily-life</a></p>

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
26 May 2016	<b>Setting of the Scrutiny Committee Work Programme</b>	Phil Shreeve	Publication of Traffic Regulation Orders	Strategy manager and head of city development service to provide verbal update at future meeting – date tbc.



**FORWARD AGENDA: CABINET, COUNCIL, SCRUTINY AND COMMITTEES and MEMBER BRIEFINGS 2016 – 2017**

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 13 JULY 2016</b>	Norwich Regeneration Ltd business plan 2016/17 - <b>KEY DECISION</b>	To approve the Business Plan for Norwich Regeneration Ltd for 2016/17.	Cllr Stonard Gwyn Jones	29 June	Dave Moorcroft	NO
<b>CABINET 13 JULY 2016</b>	Award of contract for housing development at Goldsmith Street – <b>KEY DECISION</b>	To confirm the award of a contract and funding relating to the construction of 105 houses at the Goldsmith Street site	Cllr Bremner Andrew Turnbull Andy Watt	29 June	Dave Moorcroft	NO
<b>CABINET 13 JULY 2016</b>	Phone masts on council buildings <b>KEY DECISION</b>	To review the council's moratorium on the placing of phone masts on council owned land and buildings	Cllr Stonard Andy Watt Dave Moorcroft	29 June	Dave Moorcroft	NO
<b>CABINET 13 JULY 2016</b>	Land development in the South City Centre <b>KEY DECISION</b>	To consider a land development proposal in the South City Centre area	Cllr Stonard Dave Moorcroft Andy Watt	29 June	Dave Moorcroft	YES (Para 3)
<b>CABINET 13 JULY 2016</b>	Lease surrender <b>KEY DECISION</b>	To consider the council's interest in land identified in this report	Cllr Stonard Andy Watt Dave Moorcroft	29 June	Dave Moorcroft	Yes (Para 3)
<b>CABINET 13 JULY 2016</b>	Working with the Norwich Preservation Trust	To consider the proposals for the Norwich Preservation Trust to lease four properties from the council	Cllr Stonard Andy Watt/Ben Webster Dave Moorcroft	29 June	Dave Moorcroft	Yes (Para 3)
<b>CABINET 13 JULY 2016</b>	Managing assets	To consider the disposal of property assets outlined in the report	Cllr Stonard Debbie Gould/David Rogers Andy Watt	29 June	Dave Moorcroft	YES (Para 3)
<b>CABINET 13 JULY 2016</b>	Grant of right to buy one for one receipts – <b>KEY DECISION</b>	To consider the granting of right to buy one for one receipts to support the provision of new homes by registered	Cllr Bremner Cllr Stonard Andy Watt	29 June	Justine Hartley	YES (para. 3)

Document up to date as at 10:31 Thursday, 16 June 2016 – please note that this is a live document. Always consult the electronic copy for the latest version.

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
		providers	Head of city development services EXT 2691 Andrew Turnbull senior development officer (enabling) EXT 2778 Justine Hartley Chief finance officer EXT 2440			
<b>CABINET 13 JULY 2016</b>	Procurement of loft and cavity wall insulation for social housing properties – <b>KEY DECISION</b>	To award a contract above threshold for the procurement of loft and cavity wall insulation for social housing properties	Cllr Harris Steve Cleveland NPS	29 June	Bob Cronk	NO
<b>CABINET 13 JULY 2016</b>	Houses in Multiple Occupation – <b>KEY DECISION</b>	To consider the introduction of an Article 4 Direction to regulate the conversion of dwellings into Houses in Multiple Occupation.	Lara Emerson, Planner (Policy)	29 June		NO
<b>CABINET 13 JULY 2016</b>	Annual scrutiny review	To consider the work and progress that has been made by the scrutiny committee for the civic year 2015 – 16.	Cllr Waters Phil Shreeve, Strategy manager	29 June	Phil Shreeve	NO
<b>CABINET 13 JULY 2016</b>	Review of management and delivery of push the pedalways	To consider the recommendations made by the scrutiny committee on 17 March 2016	Cllr Bremner Andy Watt	29 June	Dave Moorcroft	NO
<b>CABINET 13 JULY 2016</b>	Proposed Norfolk Syrian refugee resettlement	To seek the views of Cabinet members on the financial implications of the proposed Norfolk Syrian refugee	Cllr Harris Bob Cronk	29 June	Bob Cronk	NO

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	programme	resettlement scheme				
<b>CABINET 13 JULY 2016</b>	Revenue outturn report	To update cabinet on the revenue outturn for the year and the consequent general fund and housing revenue account balances.	Cllr Stonard Justine Hartley, Chief finance officer	29 June	Justine Hartley	NO
<b>CABINET 13 JULY 2016</b>	Capital outturn report	To update cabinet on the outturn of the housing and non-housing capital programmes.	Cllr Stonard Justine Hartley, Chief finance officer	29 June	Justine Hartley	NO
<b>CABINET 13 JULY 2016</b>	Asset acquisition <b>KEY DECISION</b>	To approve a process for the acquisition of assets.	Dave Moorcroft David Rogers Client Property and Parking Manager 2463	29 June		YES (Para 3)
<b>CABINET 13 JULY 2016</b>	Grant of right to buy one for one receipts – <b>KEY DECISION</b>	To consider the granting of right to buy one for one receipts to support the provision of new homes by registered providers	Cllr Bremner Cllr Stonard Andy Watt Head of city development services EXT 2691 Andrew Turnbull senior development officer (enabling) EXT 2778 Justine Hartley Chief finance officer EXT 2440	29 June	Justine Hartley	NO
<b>CABINET 13 JULY 2016</b>	Pedalways – appropriation of council-owned land for adoption as highway <b>KEY DECISION</b>	To consider the appropriation of several sections of pathway and associated infrastructure on City Council-owned land for adoption as public highway to form part of the pedalway network.	Ben Webster, Design Conservation and Landscape Manager Andy Watt, Head of City Development Services	29 June	Dave Moorcroft	NO

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<b>CABINET 13 JULY 2016</b>	Procurement of a printing service framework <b>KEY DECISION</b>	To delegate the power to award a contract above threshold	Cllr Stonard Richard Balls, Communications Manager Gillian Newton Contracts Officer	29 June	Anton Bull	NO
<b>CABINET 13 JULY 2016</b>	Joint venture business plans	To seek approval for the business plans for NPS Norwich Limited, Norwich Norse Building Limited and Norwich Norse Environmental Limited	Cllr Stonard Cllr Harris Cllr TBC Anton Bull Bob Cronk Dave Moorcroft	29 June	Anton Bull	NO