



SCRUTINY COMMITTEE

Date: **Thursday 17 July 2014**

Time: **4.30pm**

Venue: **Mancroft room, City Hall**

COMMITTEE MEMBERS:

Councillors:

Wright (chair)
Maxwell (vice chair)
Barker
Bogelein
Carlo
Galvin
Haynes
Herries
Howard
Manning
Packer
Ryan
Woollard

FOR FURTHER INFORMATION PLEASE CONTACT -

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Tel. No: (01603) 212416

Email: lucygreen@norwich.gov.uk

Democratic services,
City Hall,
Norwich,
NR2 1NH

AGENDA

All group pre-meeting briefing – 4pm Mancroft room

This is for members only and is not part of the formal scrutiny meeting which will follow at 4:30pm

The pre meeting is an opportunity for the committee to make final preparations before the start of the scrutiny committee meeting. The public will not be given access to the Mancroft room before 4:30pm

1. Apologies

2. Public questions

To receive questions from the public (notice to be given to the committee officer by 10am on Monday 14 July 2014).

3. Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to an item if they arrive late for the meeting)

4. Minutes 5

To approve the accuracy of the minutes of the meeting held on 19 June 2014

5. Setting of the scrutiny committee work programme for 2014-15 13 (Report of the Scrutiny officer)

Purpose – To consider the options identified and agree a scrutiny committee work programme for 2014-15

6. Equalities and scrutiny topics Presentation

Purpose – a look at the links that can be made with scrutiny and issues around equality

7. Exclusion of the public

Consideration of exclusion of the public.

9 July 2014



If you would like this agenda in large print, audio, Braille, alternative format or in a different language, please call Lucy Green, Senior committee officer on 01603 212416 or email lucygreen@norwich.gov.uk

Access



Ramps and automatic entrance doors are provided for wheelchairs and mobility scooters at the Bethel Street entrance for access to the main reception and lifts to other floors.

There are two lifts available in City Hall giving access to the first floor committee rooms and the council chamber where public meetings are held. The lifts accommodate standard sized wheelchairs and smaller mobility scooters, but some electric wheelchairs and mobility scooters may be too large. There is a wheelchair available if required.



A hearing loop system is available.

Please call Lucy Green, Senior committee officer on 01603 212416 or email lucygreen@norwich.gov.uk in advance of the meeting if you have any queries regarding access requirements.



SCRUTINY COMMITTEE

4.35pm to 6.15pm

19 June 2014

Present: Councillors Wright (chair) Barker, Bogelein, Bradford (substitute for Maxwell) Carlo, Galvin, Gayton (substitute for Herries), Haynes, Howard, Manning, Packer, Ryan and Woollard

Also present: Councillor Arthur

Apologies: Councillors Herries and Maxwell

1. APPOINTMENT OF VICE CHAIR

RESOLVED to appoint councillor Maxwell as the vice chair.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES

RESOLVED to approve the minutes of the meetings held on 20 March 2014 and 8 April 2014 subject to the last sentence of the twelfth paragraph being amended to read "...he said that stakeholders were partners in developing the strategy..."

4. APPOINTMENT OF A REPRESENTATIVE AND A SUBSTITUTE FOR THE NORFOLK HEALTH OVERVIEW SCRUTINY COMMITTEE

RESOLVED to appoint councillor Woollard as the representative and councillor Bogelein as the substitute.

5. APPOINTMENT OF A REPRESENTATIVE AND A SUBSTITUTE FOR THE COMMUNITY SAFETY SCRUTINY PANEL

RESOLVED to appoint councillor Galvin as the representative and councillor Carlo as the substitute.

6. GROWTH BOARD BUSINESS PLAN

The leader of the council presented the report.

Discussion ensued in which the city growth and development manager answered member's questions.

She explained that the Community Infrastructure Levy (CIL) money was not the only source of funding for the identified projects. As the process evolved, funding streams would be taken advantage of as they arose. As the majority of the infrastructure would be needed once development had begun, the CIL funding would have already been received. This helped to add resilience to the plan. There was a smaller amount of CIL funding pooled in the 2013 – 14 budget than in the 2014-15 projected budget as CIL had only been introduced in July of 2013. A percentage of the CIL money would be held by Norwich City Council to fund local schemes for development and this would be a community driven process.

The list of projects identified were those which were ready to start, subject to funding being received. There was a need to ensure that briefs were prepared in anticipation of funding becoming available as there were only short timescales for delivery. The deputy chief executive (operations) explained that these projects had been developed over a number of years and explained that the Norwich Area Transportation Strategy (NATS) identified transport projects needed and the joint core strategy identified support for growth measures including green infrastructure and utilities.

Members expressed concerns about the accessibility of the document with regards to the abbreviations used and the presentation of the information. The deputy chief executive (operations) apologised for the use of abbreviations within the document. Members were keen to ensure that the document was accessible and understandable. The leader of the council highlighted that some changes to the document would be able to be made straightaway but others would be taken into consideration when the next business plan was compiled.

The scrutiny officer reminded members that if they had any further questions about the document, they could email these to him by 27 June to be circulated to the relevant officer.

RESOLVED to ask the deputy chief executive (operations) to:-

- 1) Amend the report to include:
 - a) a glossary and live links to background documents,
 - b) a short summary at the beginning of the document,
 - c) table names within the document to allow these to be standalone pieces of information; and
 - d) an explanation of the reasons why any given project was selected; and
- 2) To update on the projects identified as part of the six monthly performance data scrutiny.

7. PERFORMANCE MONITORING

The leader of the council presented the report.

The executive head of strategy people and democracy answered member's questions on the performance data.

He explained the process followed by the council when someone presented themselves as homeless, including the work of the home options team, the rough sleep co-ordinator and the advice services provided. He also explained the procedure for collecting the quarterly customer satisfaction information.

The deputy chief executive (operations) explained the reasons for the underspend in the hardship fund as well as other overheads in the housing capital programme. Any works not completed would be rolled over into the next financial year. The impact of the spare room subsidy had not been as severe as anticipated which meant there was an underspend in the hardship fund.

The executive head of strategy, people and democracy reminded members that teams were only encouraged to spend the minimum needed to deliver the priorities of the council and not spend to budget if unnecessary.

RESOLVED :

- a) to ask the relevant officer to circulate mapping showing the problem hotspots for street cleaning; and
- b) To ask the relevant officer to circulate the percentage of those who presented as homeless to the council but were unable to be provided with any assistance.

CHAIR

Working style of the scrutiny committee and a protocol for those attending scrutiny

- All scrutiny committee meetings will be carried out in a spirit of mutual trust and respect
- Members of the scrutiny committee will not be subject to whipping arrangements by party groups
- Scrutiny committee members will work together and will attempt to achieve evidence based consensus and recommendations
- Members of the committee will take the lead in the selection of topics for scrutiny
- The scrutiny committee operates as a critical friend and offers constructive challenge to decision makers to support improved outcomes
- Invited attendees will be advised of the time, date and location of the meeting to which they are invited to give evidence
- The invited attendee will be made aware of the reasons for the invitation and of any documents and information that the committee wish them to provide
- Reasonable notice will be given to the invited attendee of **all** of the committees requirements so that these can be provided for in full at the earliest opportunity (there should be no nasty surprises at committee)
- Whenever possible it is expected that members of the scrutiny committee will share and plan questioning with the rest of the committee in advance of the meeting
- The invited attendee will be provided with copies of **all relevant** reports, papers and background information
- Practical arrangements, such as facilities for presentations will be in place. The layout of the meeting room will be appropriate
- The chair of the committee will introduce themselves to the invited attendee before evidence is given and; all those attending will be treated with courtesy and respect. The chair of the committee will make sure that all questions put to the witness are made in a clear and orderly manner

- T is this, the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O what would be the **OBJECTIVE** of the scrutiny?
- P can **PERFORMANCE** in this area be improved by scrutiny input?
- I what would be the public **INTEREST** in placing this topic onto the work programme?
- C will any scrutiny activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

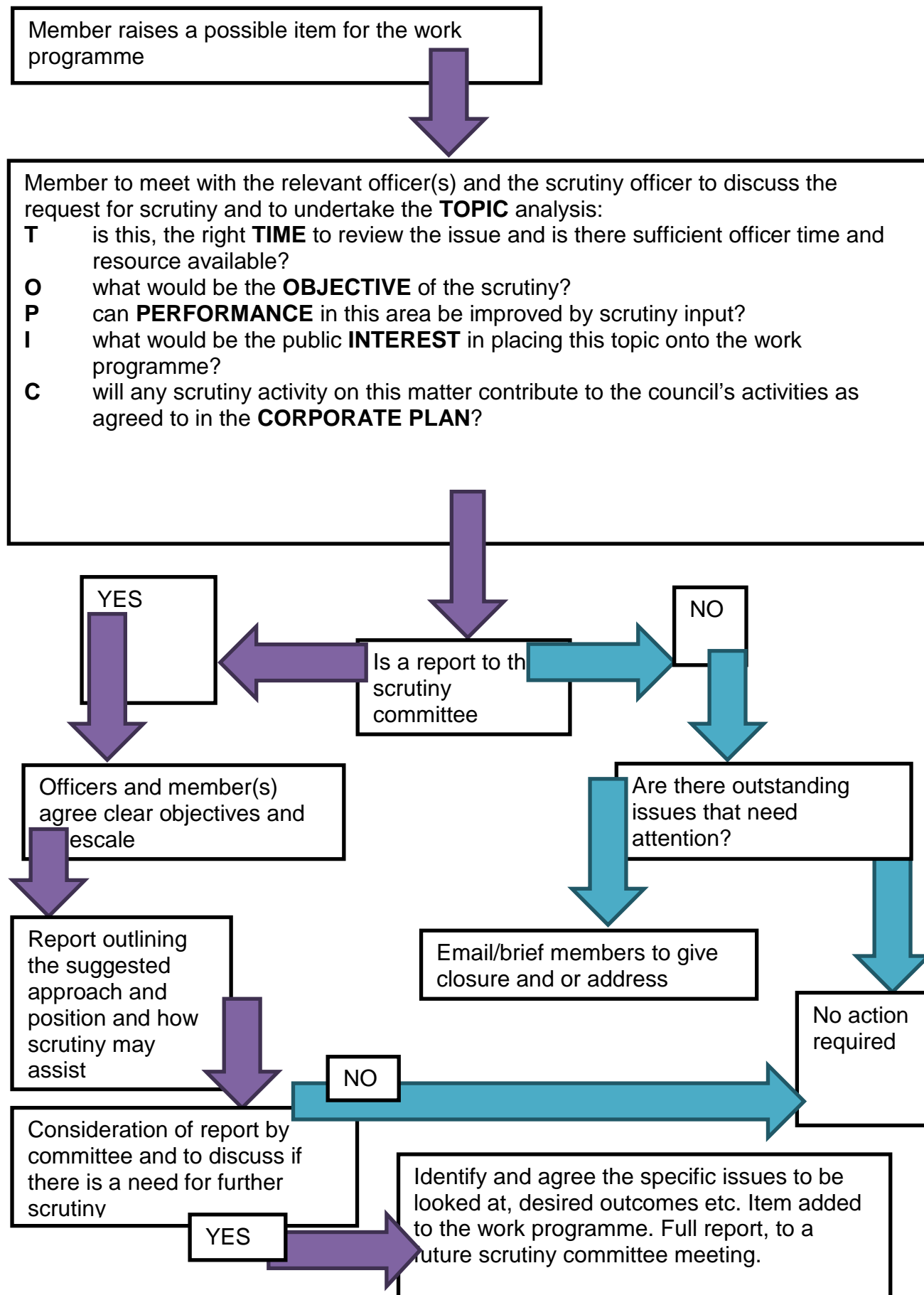
Once the TOPIC analysis has been undertaken, a joint decision should then be reached as to whether a report to the scrutiny committee is required. If it is decided that a report is not required, the issue will not be pursued any further. However, if there are outstanding issues, these could be picked up by agreeing that a briefing email to members be sent, or other appropriate action by the relevant officer.

If it is agreed that the scrutiny request topic should be explored further by the scrutiny committee a short report should be written for a future meeting of the scrutiny committee, to be taken under the standing work programme item, so that members are able to consider if they should place the item on to the work programme. This report should outline a suggested approach if the committee was minded to take on the topic and outline the purpose using the outcome of the consideration of the topic via the TOPIC analysis. Also the report should provide an overview of the current position with regard to the topic under consideration.

By using the flowchart, it is hoped that members and officers will be aided when giving consideration to whether or not the item should be added to the scrutiny committee work programme. This should help to ensure that the scope and purpose will be covered by any future report. The outcome of this should further assist the committee and the officers working with the committee to be able to produce informed outcomes that are credible, influential with SMART recommendations.

Specific, Measurable, Attainable, Relevant and Time-bound

Guidance flow chart for placing items onto the scrutiny committee work programme



Norwich City Council
SCRUTINY COMMITTEE
ITEM 5

REPORT for meeting to be held on

Setting of the scrutiny committee work programme for 2014/2015

Summary: The purpose of the report is to assist committee members in setting the work programme for 2014/15. A series of potential topics have been listed in the report which have either been raised by the committee in the last year or have been suggested by officers due to their strategic significance to the council.

Conclusions: Along with the presentation that will be made at the meeting, by considering this report, the committee will be able to select future topics that assist the delivery of the council's priorities.

Recommendation: To consider the options identified and agree a scrutiny committee work programme for 2014./15

Contact Officer: Steve Goddard, Scrutiny officer
Phone: 01603 212491
Email: stevegoddard@norwich.gov.uk

1. 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 means that the scrutiny committee will be able to consider where and how it can add value to the forward agenda, 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 can benefit from the scrutiny process.

2. Recurring items

- 2.1 As there are certain areas of work identified for the scrutiny committee that are of a recurring nature, there is a need to program them in as soon as the dates are known. These are pre-scrutiny of the council's draft policy framework (corporate plan) and budget and the performance and budget monitoring reports.

3. One substantive item per meeting

- 3.1 This year it is proposed that the committee should agree one substantive topic per meeting with the only exception to the rule being those meetings that already have one of the recurring reports. The main reason for one topic a meeting is to ensure that there is enough time for the committee to effectively consider the issues and to try to reach specific, measurable, achievable, and realistic and timed (Smart) outcomes.
- 3.2 Although setting the future work of the committee for up to 19 March 2015, members will have the opportunity on a monthly basis to revise the programme if and when required e.g. due to changing events. This is done via the work programme standing item on the scrutiny committee agendas.

4. Draft work programme

- 4.1 A basic draft of the scrutiny committee work programme will form part of a presentation at the meeting. This takes account of the recurring topics that the committee will be dealing with, but all dates are provisional at this stage. However, this will help to illustrate the remaining scope for accommodating topics selected as a result of member consideration of this report.

- 4.2 The scrutiny officer will liaise with the cabinet and officers to schedule the topics selected by the scrutiny committee and produce a work programme for the period 2014/15.

5. Possible scrutiny topics for consideration

- 5.1 The following topics listed have been raised as possible scrutiny topics by the scrutiny committee members in their meeting over the past year.

- 5.2 Many of the suggested topics come under the general heading of health and well-being. At the 20 March meeting of the scrutiny committee, members looked at the range of work involved around the Healthy Norwich initiative. The council's work is generally on the wider issues that affect people's health such as the external and built environment, working and living conditions, economic activities, opportunities and services available within the local community to promote physical, social, mental and economic health for people of all ages.

- 5.3 The following are the points of interest that were raised by committee members:

- **Hard to reach groups in relation to engagement with health services.**
- **Self-esteem and aspiration in certain communities**
- **Nutrition in general**
- **Nutrition in schools**
- **Alcohol**
- **Mental health**
- **Transportation planning**
- **Cycling initiatives**
- **Walking initiatives**
- **20 miles per hour initiatives**
- **Built environment planning**
- **Drug misuse**
- **Smoking**

- 5.4 From the discussion at the meeting, it was noted that the committee was also keen to see the **NHS Norwich Clinical Commissioning Group annual review and plan**, and to follow up on the discussion at previous meetings regarding the **KSI (Killed or seriously injured) in Norwich and 20 mph initiatives**.

- 5.5 With regard to the KSI matter, it is proposed that officers from the county council, police and city council attend a meeting of the committee in the autumn to provide a briefing to members on the trends in road casualties in Norwich and the work to try and reduce the number of casualties. In doing this the presentation would not only look at headline KSI data but also slight casualty trends with such

information broken down both on a geographic and road user basis; such analysis underpinning the data led approach to casualty reduction. This may then serve to assist the scrutiny committee in deciding on the potential for a more detailed scrutiny review in the future.

- 5.5 Other suggestions made were to look at the **Night time economy**. This topic also has the potential for health related issues, especially concerning alcohol abuse and the effects of anti-social behavior.
- 5.6 Other potential topics raised during the year were as follows:
- **Revenues and benefits (LGSS)** performance including bench marking,
 - **Annual housing report** (an annual update and overview presented by tenants so that the committee is able to be updated on the progress made in the past 12 months and that in gaining an overview, members comment on the 'annual report and the effectiveness of the tenant involvement process)
 - **Parking on verges and pavements** (the scrutiny committee has asked to maintain an overview; and if any issues of concern are not improved that this topic be considered as an item on a future scrutiny committee work programme)
- 5.7 In addition to the topics raised by the committee during the last year it is also proposed that the committee schedule more time to **review the council's draft policy framework (corporate plan)**. The current corporate plan runs until the end of 2014/15. As such, the council is in the process of developing a new corporate plan for the next four years. This will guide everything the council does for the city for the medium term. It is, therefore, suggested that the committee plays a full role in reviewing it through its development. This would then be considered at the following three meetings:
- 18 September – this would be to consider the draft plan when it is in an early stage of development prior to the commencement of a public consultation exercise in October.
 - 18 December – this would be to consider the draft plan again towards the end of the public consultation.
 - 29 January – this session would be considering the final draft of the plan alongside the draft budget to consider whether the draft budget is adequate to enable its delivery.

SCRUTINY COMMITTEE WORK PROGRAMME

Steve Goddard – scrutiny officer
Norwich city council

stevegoddard@norwich.gov.uk

Setting a work programme by the **TOPIC** criteria

- List of potential topics
- **TOPIC** is a process that helps to assess the appropriateness of any topic for the scrutiny work programme
- This process was adopted by the scrutiny committee in the annual review of scrutiny 2013 – 2014

Desired outcome(s)

- For the scrutiny committee work programme to be at its most effective you need to be clear on OBJECTIVES & desired outcomes
- Why are you scrutinising this topic?
- What are you setting out to achieve?

The TOPIC analysis

- **T**ime - is this the right **TIME** to review the issue and is there sufficient officer time and resource available?
- **O**bjective – what would be the **OBJECTIVE** of the scrutiny?
- **P**erformance – can **PERFORMANCE** in this area be improved by scrutiny input?
- **I**nterest – what would be the public **INTEREST** in placing this topic onto the work programme?
- **C**orporate plan – will any activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

Final questions to think about

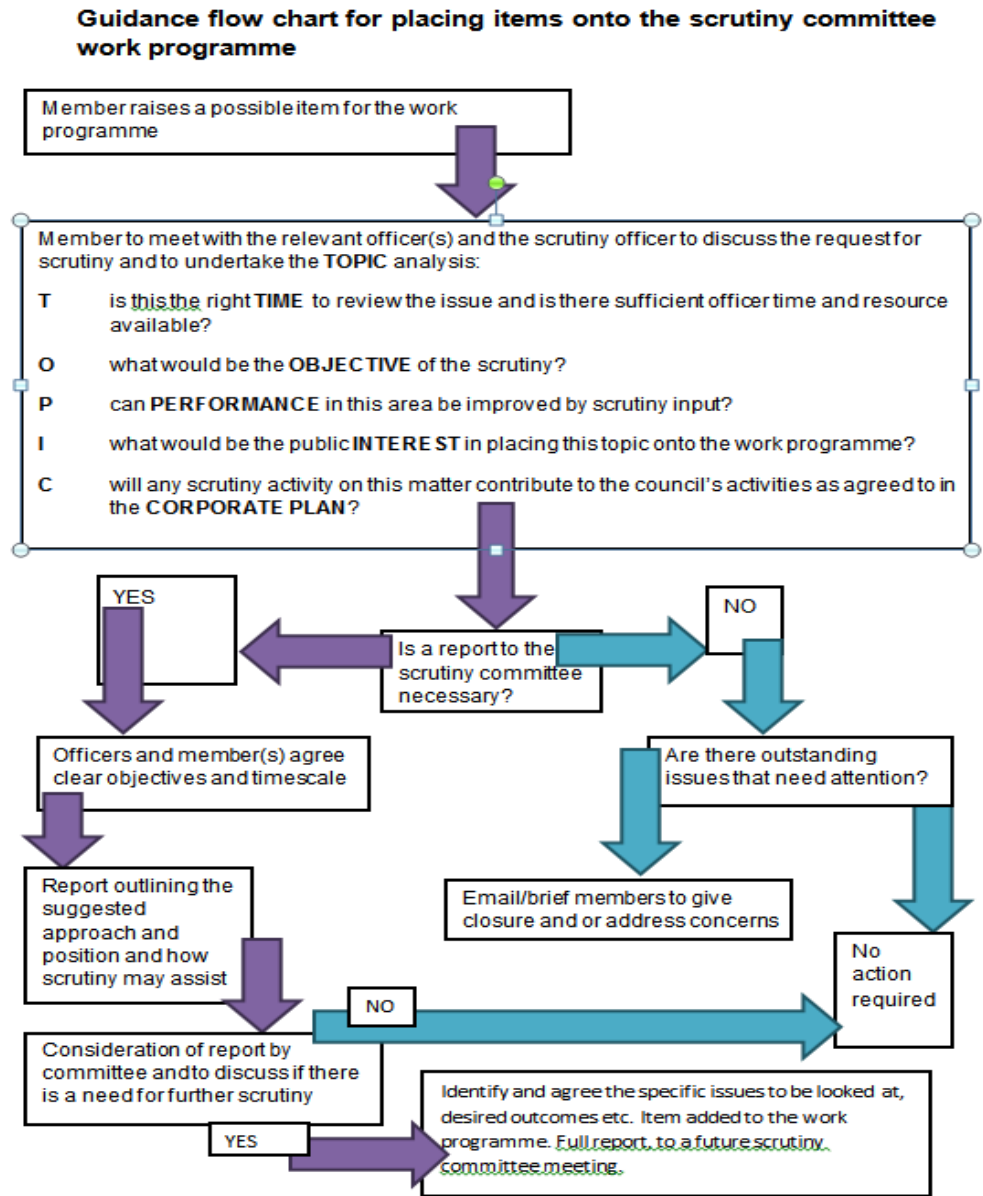
- Issue being examined elsewhere
- Issue dealt with less than 18 months ago
- New legislation or guidance expected within the year
- No scope for scrutiny to add value or make a difference
- The objective cannot be achieved in the specific timescale

Guidance flow chart for placing items onto the scrutiny committee work programme

TOPIC FLOW CHART

For the purpose of this exercise; setting the work programme, you will need to focus on the TOPIC questions themselves within the adjacent table. And use them to determine what issues raised become scrutiny topics for the 2014 – 2015 work programme.

The process below (adjacent) is for use when issues are raised in the course of the year at times when possible further topics are raised for consideration.



Work Programme topics that have been suggested by committee

Issues raised at the 20 March 2014
meeting of scrutiny regarding the
Healthy city initiative

**Hard to reach groups? (links to our
duties regarding the equality act
2010)**

- Self-esteem and aspiration in certain communities
- Nutrition
- Alcohol
- Transportation planning
- Cycling initiatives
- Walking initiatives
- 20 mph initiatives
- Built environment planning
- Drug misuse
- Smoking
- Review the Clinical Commissioning Groups healthy Norwich annual report

Work Programme topics from the 2013 – 2014 tracker

Due to being on the scrutiny tracker some of these have been progressed by officers and will be reported back on to members.

The annual housing report has been to the scrutiny committee, twice in the last two years.

- 20 mph and KSI reduction on the city's roads
- Revenues and benefits (LGSS) and benchmarking
- Annual housing report
- Parking on verges and pavements
- New corporate plan

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
18 Sept 14	Draft corporate plan – early stage development scrutiny	Councillor Brenda Arthur and Russell O’Keefe	To consider the draft plan when it is in an early stage of development prior to the commencement of a public consultation exercise in October.
16 Oct 14			
27 Nov 14			
18 Dec 14	Quarter 2 performance monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O’Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data
18 Dec 14	Draft corporate plan	Councillor Brenda Arthur and Russell O’Keefe	Ongoing scrutiny to consider the draft plan and its development towards the end of the public consultation.
29 Jan 15	Pre – scrutiny of the proposed policy and budget framework	Councillor Brenda Arthur, Russell O’Keefe, Mark Smith and the S151 officer	To make suggestions to cabinet regarding the proposed budget’s ability to deliver the council’s overarching policy framework (corporate plan).
26 Feb 15			
19 Mar 15			