

SCRUTINY COMMITTEE WORK PROGRAMME 2009/2010 – NORWICH CITY COUNCIL

Pick Analysis for Prioritising Topics

Public interest – Impact - Council performance - Keeping in context

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

* **Headline Priorities of the Corporate Plan** – Strong & Prosperous City, Safe & Healthy Neighbourhoods and Opportunities for all.

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder/Member	Impact on The City & Community	*Links with the Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
18/06/09	Safer Norwich Partnership Six Monthly Performance Data (provisional)	Cllr Bremner Director of Regeneration & Development Head of Community Services	Safe, active & secure City	Safe and Healthy Neighbourhoods	Compliance with the Police & Justice Act –statutory role for scrutiny - Is the SNP achieving its commitments in its Partnership Plan?	At Committee	Every Six Months
18/06/09	Corporate Improvement & Efficiency	Cllr Waters and the Director of Transformation	Helping the City Reach Its Full Potential & Improving Services	Strong & Prosperous City, Safe & Healthy Neighbourhoods and Opportunities for all	For Scrutiny to offer a critical friend assessment of the work that is being done towards Improvement & Efficiency	At Committee	To be determined

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Impact on City & Community	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
18/06/09	Annual Scrutiny Report	Cllr Stephenson and the Scrutiny Officer	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	To endorse the Report for adoption by the Council	At Committee	Annual
16/07/09	Housing Improvement – Scrutiny	Cllr Arthur, Director of Regeneration & Development, the Tenancy Support Manager and the Unitary Programme Manager	Neighbourhoods where people feel safe & streets are clean/maintained. Quality hsg & amenities & active communities and Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	For Scrutiny to offer a critical friend assessment of the work that is being undertaken to improve the Council's housing service.	At Committee	Bi Monthly
10/09/09	Annual Review of the Scrutiny Work Programme	Cllr Stephenson and the Scrutiny Officer	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	To set a forward work programme for Scrutiny for the next 12 months	Using the Pick Analysis as a guide at Committee	Annual
10/09/09	Housing Improvement – Scrutiny	Cllr Arthur, Director of Regeneration & Development, the Tenancy Support Manager and the Unitary Programme Manager	Neighbourhoods where people feel safe & streets are clean/maintained. Quality hsg & amenities & active communities and Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	For scrutiny to offer a critical friend assessment of the work that is being undertaken to improve the council's housing service.	At Committee	Bi Monthly

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Impact on City & Community	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
10/09/09	Quarterly Performance Data	Cllrs Morpew and Waters CMT & Policy & Performance Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
15/10/09	Bus Services Performance Monitoring	Cllr Morrey The Head of Transportation & Landscape Cllr Gunson Nfk CC and Head of Passenger Transport Nfk CC	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes and to make recommendations accordingly	At Committee	Yearly review of Performance
15/10/09	Safer Norwich Partnership Six Monthly Performance Data (provisional)	Cllr Bremner Director of Regeneration & Development Head of Community Services	Safe, active & secure City	Safe and Healthy Neighbourhoods	Compliance with the Police & Justice Act –statutory role for scrutiny - Is the SNP achieving its commitments in its Partnership Plan?	At Committee	Every Six Months

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Impact on City & Community	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
15/10/09	Heartsease Academy – follow up	Cllr Monbiot Nfk CC Deputy Director – Early Yrs, Schools & Community Nfk CC and the Academy Head	Helping the City Reach Its Full Potential & Improving Services/ working with local businesses, colleges, schools & Universities	Opportunities for all	Identification of any causes for concern and note successes and to make recommendations accordingly	At Committee	One meeting
12/11/09	Castle Gardens	Cllr Blakeway and Cllr Bremner Director of Regeneration & Development Head of Community Services	Safe, active & secure City	All 3 Headline Priorities	Follow up of the work that has been carried out towards mitigating issues around ASB in the Castle Gardens	At Committee and a site visit	Follow up of the assessment/ site visit and meeting of partners and Young People held March 09
12/11/09	Housing Improvement – Scrutiny	Cllr Arthur, Director of Regeneration & Development, the Tenancy Support Manager and the Unitary Programme Manager	Neighbourhoods where people feel safe & streets are clean/maintained. Quality hsg & amenities & active communities and Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priority	For scrutiny to offer a critical friend assessment of the work that is being undertaken to improve the council's housing service.	At Committee	Bi Monthly

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Impact on City & Community	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
12/11/09	Quarterly Performance Data	Cllrs Morpew and Waters CMT & Policy & Performance Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
14/01/10	City Wide Parking Permits & Blue Badge Provision	Cllr Morrey The Head of Transportation & Landscape	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Scoping of possible review	Invite Officers to help inform and scope possible T&F Group	To be determined by Committee
14/01/10	Annual Partnership Review	Cllr Morpew, and the Partnerships Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Pre – scrutiny of the Annual Review and opportunity to look into and comment on the effectiveness of partnerships	At Committee	Yearly Review

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Impact on City & Community	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
14/01/10	Community Engagement Strategy – Monitoring of Progress	Cllr Blakeway, The Director of Regeneration and Development & the Head of Com Services	Neighbourhoods where people feel safe & streets are clean/maintained. Quality hsg & amenities & active communities	Safe & Healthy Neighbourhoods	Identification of any causes for concern and note successes. And Evaluation of the Strategy's impact	At Committee	Review one year on from initial Scrutiny
14/01/10	Housing Improvement – Scrutiny	Cllr Arthur, Director of Regeneration & Development, the Tenancy Support Manager and the Unitary Programme Manager	Neighbourhoods where people feel safe & streets are clean/maintained. Quality hsg & amenities & active communities and Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	For scrutiny to offer a critical friend assessment of the work that is being undertaken to improve the council's housing service.	At Committee	Bi Monthly
11/02/10	Pre-Budget Scrutiny	Cllr Waters, Head of Financial Services and Deputy CE	Plans and strategies that are deliverable and beneficial for the City	All 3 Headline Priorities	That the Draft Budget is consistent with strategies, priorities and spending plans	Pre – Scrutiny at Committee	Annually
11/03/10	Quarterly Performance Data	Cllrs Morpew and Waters CMT & Policy & Performance Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Impact on City & Community	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
20/05/10	Quarterly Performance Data	Cllrs Morpew and Waters CMT & Policy & Performance Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
Deferred	Innovative Delivery of Council Services	Cllr Brociek-Coulton and Strategic Director – Corporate Resources & The Head of Customer Contact	Service improvement/ development	Aiming for Excellence	Initial briefing towards consideration of ways by which Council Services could be delivered remotely via a variety of viable means.	At Committee	To be determined after this initial briefing
Item on all Scrutiny agendas	Scrutiny Committee Work Programme	Cllr Stephenson & Scrutiny Officer	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Keep the programme of topics for Scrutiny under review	At Committee	on going each month

Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance <ul style="list-style-type: none"> • CMT • Capital Man Board • DMY • PiMB • Growth Board 	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
EXEC 24 June	CityCare Services Contract Re-let-Evaluation Criteria, Contract Conditions, Specifications & Pension	To approve the Evaluation Criteria	DCEO – Head of Procurement & Service Improvement – Anton Bull			PH	
EXEC 24 June	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer			PH	
EXEC 8 July	Options for Supporting a Car Club Scheme in Norwich	To consider business proposal to continue the financial support for a car club in Norwich.	Dir of Regeneration & Development – Bruce Bentley	27 April		IE 25 March	
EXEC 8 July	Extension of Highways Agency Agreement to 1 April 2011	To seek Executive's approval to extend the current Highways Agency Agreement with	Dir of Regeneration & Development –			IE 3 June	

Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT • Capital Man Board • DMY • PiMB • Growth Board	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
		Norfolk County Council for additional years to 1 April 2011	Andy Watt				
EXEC 8 July	Planning Responses to Recession	To agree approach to planning policy in light of current economic circumstances	Dir of Regeneration & Development – Paul Rao		CMT	PH/LDF	
EXEC 8 July	Development Framework for UEA	To approve governance arrangements in support of the emerging work on the development framework for UEA	Dir of Regeneration & Development- Graham Nelson			PH/LDF	
EXEC 8 July	Interim Planning Service Standards	As part of the Planning Improvement Plan to agree interim planning service standards and to consider charging arrangements for pre-application advice	Dir Regeneration & Development – Graham Nelson			PH	
EXEC 8 July	Norwich Airport Airspace Consultation	To consider the Council's response to the consultation about expanding the area of controlled airspace around Norwich Airport	Dir Regeneration & Development – Graham Nelson			PH	

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EXEC 8 July	Response to Consultation on Possible Changes to the Administration of Concessionary Travel	To consider response to consultation about changes to administration of concessionary travel.	Dir Regeneration & Development – Andy Watt			IE 3 June	
EXEC 8 July	Single Status	To approve Single Status	DCEO – Glenda Bennett			PH	
EXEC 22 July	Site Allocations Development Plan Document	To approve the initial draft consultation document seeking views on sites put forward for identification in the DPD.	Dir Regeneration & Development – Paul Rao			PH	
EXEC 22 July	Affordable Housing Supplementary Planning Document	To approve a revised SPD regarding the Council's policies towards the provision of affordable housing.	Dir Regeneration & Development – Paul Rao			PH	
EXEC 22 July	Amendments to the Private Sector Renewals Policy	To amend the private sector renewal policy to reflect changes in legislation and current good practice.	Dir Regeneration & Development – Paul Swanborough			PH	

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EXEC 22 July	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				
EXEC 2 Sept							
EXEC 16 Sept	Quarter 1 2009/10 Performance Monitoring	To provide monitoring information on performance	Director of Transformation			PH	
EXEC 16 Sept	Regeneration Framework	Seeking approval to produce regeneration framework as basis for co-ordinating regeneration activity across the Council	Regeneration & Development Anne Bonsor			PH	
EXEC 16 Sept	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				

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EXEC 30 Sept	Local Development Scheme	To approve revision to the Council's LDS (statutory work programme for forward planning work).	Dir Regeneration & Development – Paul Rao			PH	
EXEC 30 Sept	Statement of Community Involvement	To approve consultation document considering changes to the SCI (policies towards community engagement on planning matters)	Dir Regeneration & Development – Paul Rao			PH	
EXEC 30 Sept	Joint Core Strategy	To endorse the draft Joint Core Strategy for public consultation prior to formal submission	Dir Regeneration & Development – Graham Nelson			PH	
EXEC 14 Oct	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				

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EXEC 28 Oct							
EXEC 11 Nov	Local Development Framework Annual Monitoring Report	To approve and consider the Annual Monitoring Report	Dir Regeneration & Development – Paul Rao			PH	
EXEC 11 Nov	Free Home Insulation Scheme	Executive to explore ways of providing a free insulation scheme	Dir Regeneration & Development – Paul Swanborough			PH	
EXEC 11 Nov	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				
EXEC 25 Nov	Quarter 2 2009/10 Performance Monitoring	To provide monitoring information on performance	Director of Transformation			PH	

Executive Forward Agenda

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Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT • Capital Man Board • DMY • PiMB • Growth Board	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
EXEC 9 Dec	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				
EXEC 23 DEC							
EXEC 13 Jan	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				
EXEC 27 Jan	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				
EXEC 10 Feb							

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Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT • Capital Man Board • DMY • PiMB • Growth Board	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
EXEC 24 Feb	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				
EXEC 10 March							
EXEC 24 March	Quarter 3 2009/10 Performance Monitoring	To provide monitoring information on performance	Director of Transformation			PH	
EXEC 24 March	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				
EXEC 7 April							

Executive Forward Agenda

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Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT • Capital Man Board • DMY • PiMB • Growth Board	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
EXEC 21 April	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer				
EXEC 19 May							

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC COUNCIL	Joint Core Strategy	To endorse formal submission of Joint Core Strategy to Secretary of State (likely Jan 2010)	Dir Regeneration & Development – Graham Nelson
EXEC COUNCIL	Northern City Centre Area Action Plan	To endorse approved plan (likely Feb 2010)	Dir Regeneration & Development – Graham Nelson

Executive Forward Agenda

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Statement of Community Involvement	To changes to the SCI (policies towards community engagement on planning matters) following consultation (likely Dec 2009)	Dir Regeneration & Development – Paul Rao
EXEC	Site Allocations Development Plan Document	To approve the draft consultation document proposing sites for allocation in the DPD. (likely Dec 2009)	Dir Regeneration & Development – Paul Rao
EXEC	Sewell Conservation Area Appraisal	To approve the Sewell conservation area appraisal (likely October 09)	Dir Regeneration & Development – Ben Webster
EXEC	Sewell Conservation Area Appraisal	To approve the Heigham Grove conservation area appraisal (likely March 2010)	Dir Regeneration & Development – Ben Webster
EXEC	St Stephen's Masterplan Phase 1	To approve the results of phase 1 of the Masterplan and consider how to take forward phase 2.	Dir Regeneration & Development – Ben Webster
EXEC	Planning Service Standards	To consider revisions to the previous endorsed interim planning service standards following customer engagement (likely Jan 2010)	Dir Regeneration & Development – Graham Nelson
EXEC	Integrated Single Regional Strategy	To consider Council comments on single integrated regional strategy (successor document to regional spatial strategy and regional economic strategy (timing dependent on external factors)	Dir Regeneration & Development – Graham Nelson/Chris Popplewell
EXEC	Gypsies and Travellers	To consider Council strategy towards making provision for Gypsies and Travellers in the light of single issue review to Regional Spatial Strategy	Dir Regeneration & Development – Graham Nelson/Alison Spalding

Executive Forward Agenda

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Potential Redevelopment South of City EXEMPT REPORT	To inform members of the conditions of properties	Regeneration and Development – Jerry Massey Andrew Turnbull
EXEC	Decent Work Day (from a motion-30 Sept)	To ask Executive to put plans and time into	Corporate Resources – Bridget Buttinger, Glenda Bennett
EXEC	Local Advice Services (from a motion-30 Sept)	To ask Executive to review support	Corporate Resources – Nikki Rotsos
EXEC	Social Housing Motion (from a motion-25 Nov)	To ask Executive to action	Regeneration and Development – Alison Spalding
EXEC	Pre-Payment Meters (from motion-25 Nov)	To welcome the Executive's intention to respond to Ofgem's current consultation and strongly voices this council's opposition to the additional charges levied on prepay customers; And ask the Executive to look into the options offered by the energy provider Ebico, and other non profit energy suppliers."	Regeneration and Development – Chris Rayner
EXEC	Campus Norwich (from motion to Council 27 Jan 09)	Referral from motion to Council on 27 Jan 09	Paul Spencer, Director of Transformation

Executive Forward Agenda

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Fuel Poverty (from motion to Council on 3 March 2009)	Executive to consider how to implement the recommendation set out in the Independent Commission for Older People report to use its financial inclusion initiative as a means to improve access to information for older people; Executive to explore ways of providing a free insulation scheme for all households in Norwich including private sector housing, as a way of reducing fuel poverty, heating bills and CO ₂ emissions and consult with the Head of Finance and with officers of Kirklees Council where such a scheme is already in operation and is partly funded through prudential borrowing	Bob Cronk – (Improving Access to information for older people) Paul Swanborough – (Free Insulation Scheme)
EXEC	Proposed Re-development north side of City (MC)	Options relating to the redevelopment	Regeneration & Development
EXEC	Proposed Re-development north side of City (WR)	Options for re development	Regeneration & Development
EXEC & SCRUT	Participatory Democracy (from 29 Jan 08)		Matter on future Scrutiny Work Programme – Steve Goddard, Scrutiny Officer
EXEC	Engaging Young People	Referral from Council 18 March 2008. Council to explore creation of Youth Scrutiny Gp to work alongside Scrutiny Cttee in area of policy formation, during approach to New Unitary Council	Steve Goddard/Paul Spencer/Bob Cronk/CMT