

REPORT 5

SCRUTINY COMMITTEE WORK PROGRAMME 2013/2014 – NORWICH CITY COUNCIL

Please contact the scrutiny officer; Steve Goddard, Scrutiny officer, Norwich city council, Room 333, City Hall, Norwich NR2 1NH

Phone: 01603 212491 email: stevegoddard@norwich.gov.uk

The work programme for the scrutiny committee is informed by a combination of what councillors' feel are important topics, gathered from their ward work and their activities across the whole council or members of the public highlighting issues for debate. Also requests by cabinet for scrutiny to undertake 'pre-scrutiny' before policies are taken to cabinet. Council officers can also request that scrutiny investigate and consider certain issues on their behalf. When raising a possible topic for the work programme it is advisable to make a formal request by using the **Request form to raise an item for Scrutiny Review** which can be obtained from the scrutiny officer or via e-councillor. Once a topic request for scrutiny has been received the topic will usually be required to be put through the following by the committee:

Picc Analysis for Prioritising Topics – YOU ARE ASKED TO USE THE PICC ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS BEFORE INCLUDING THEM ON THE WORK PROGRAMME

TOPIC TITLE:

REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT:

WHO/WHAT IS THE RESPONSIBLE ORGANISATION?

WHO ARE THE RESPONSIBLE CABINET PORTFOLIO COUNCILLOR(S) AND OFFICER(S)?

The council's FIVE main priorities are provided to assist members and can be used as a guide and reminder to draw links between the work of the scrutiny committee and the corporate plan:

- TO MAKE NORWICH A CITY OF CHARACTER AND CULTURE
- TO MAKE NORWICH A SAFE CLEAN CITY
- TO MAKE NORWICH A PROSPEROUS CITY
- TO PROVIDE VALUE FOR MONEY SERVICES
- TO MAKE NORWICH A CITY WITH DECENT HOUSING FOR ALL

P Public interest	
Is there sufficient public interest in the topic?	
Where is the evidence to support this?	
Is interest confined to the city or of broader interest?	

How would it be in the public interest to look at this topic?	

I Impact	
Will the topic impact community well-being?	
To what extent will the topic impact on the community?	
How will the review bring value to community well-being?	

C Council & performance	
How is the council/organisation performing in this area?	
What is the performance data showing? (direction of travel?)	
Are there other performance comparisons or bench marks?	
Is there adequate performance measurement?	

C Keeping in context	
What else is happening in this area such as recent reviews or inspections?	
How does this rank within the context of other work or priorities?	

WHEN WOULD BE THE BEST TIME TO CARRY OUT SCRUTINY OF THIS TOPIC?

WHAT METHOD(S) SHOULD BE USED TO CARRY OUT THIS SCRUTINY? (task & finish group, topic on agenda at main meeting, themed meeting, consultation etc.)

WHO ELSE SHOULD BE INVOLVED/INVITED?

VENUE? (city hall, other venue, site visit etc)

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
18 July 2013	Switch and Save	Councillor Bert Bremner, Russell O'Keefe and Richard Willson	Identification of any lessons learned for switch and save moving forward	At committee
26 Sept 2013	Revenues and benefits performance	Councillor Alan Waters, Anton Bull, Russell O'Keefe and LGSS	a) review the progress of the implementation plan including overview of a case study b) the response to welfare reform and universal credit (overview of the council's preparedness for dealing with the implications of welfare reform)	On going
24 Oct 2013	Welfare reform	Councillors Alan Waters and Mike Sands and Phil Shreeve (others to be determined depending on scope being agreed)	To look at how the council may work with other bodies in addressing fairness and inequality issues in Norwich	To be determined
28 Nov 2013	City deal	Councillor Brenda Arthur and Jerry Massey	To gain an overview and to comment on the accountability aspects of the city deal	At committee
28 Nov 2013	Annual housing report and housing review	Councillor Bert Bemner, Jerry Massey, Tracy John, Andy Watt and tenant reps	Annual update and overview	Annual at committee
19 Dec 2013	Overview of the corporate plan	Councillor Brenda Arthur and Russell O'Keefe	For the scrutiny committee to gain an overview and refresh their knowledge of the corporate plan prior to pre scrutiny of the proposed policy and budget framework in February	Annual at committee
19 Dec 2014	Quarters 1 and 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	6 monthly overview

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
30 Jan 2014	Pre scrutiny of the proposed budget and policy framework	Councillor Brenda Arthur, Councillor Alan Waters, Laura McGillivray, Jerry Massey, Russell O'Keefe, Caroline Ryba and Mark Smith	To comment on the proposed budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council	Annual at committee
27 Feb 2014	Healthy city	Councillor Brenda Arthur, Russell O'Keefe and Rachael Metson	Overview of the progress being made between partners and the council and consideration of possible further scrutiny options	On going
20 March 2014				
22 May 2014	Annual scrutiny review	Councillor Claire Stephenson	To agree the annual review of the scrutiny committee's work 2013 to 2014 and recommend it for adoption of the council	Annual at committee
22 May 2014	Review of the work programme	Scrutiny committee, corporate leadership team, cabinet and the scrutiny officer	To identify the issues facing the work of the council for the civic year and agree the scrutiny committee work programme up to April 2015	Annual at committee
Date TBC	Quarters 1 and 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	6 monthly overview

**FORWARD AGENDA: CABINET, COUNCIL, SCRUTINY AND
AUDIT COMMITTEES, and ALL MEMBER BRIEFINGS (AMB) 2013/2014**



NORWICH
City Council

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 10 JULY	Scrutiny review of community space	To consider the recommendations from the scrutiny committee review of community space	Cllr Kendrick Bob Cronk Head of local neighbourhood services Ext 2373	24 June	Jerry Massey	PH	No
CABINET 10 JULY	Statement of Community Involvement 2013 – KEY DECISION	To approve the revised Statement of Community Involvement for adoption	Cllr Stonard Graham Nelson Head of planning service Ext 2530	24 June	Jerry Massey	PH	No
CABINET 10 JULY	Housing Strategy 2013-2018 – KEY DECISION	To seek cabinet approval of the Housing Strategy 2013-2018	Cllr Stonard Andy Watt Head of city development services EXT 2691	24 June	Jerry Massey	PH	No
CABINET 10 JULY	Review of housing repairs policies – KEY DECISION	To seek approval of the council's revised housing responsive and planned maintenance policies	Cllr Bremner Chris Rayner, head of property services EXT 3208	24 June	Jerry Massey	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 10 JULY	NPS Norwich Ltd business plan	To agree the 2013/14 NPS Norwich Ltd business plan	Cllr Waters Andy Watt Ext 2691	24 June	Jerry Massey	PH	No
CABINET 10 JULY	Assets of Community Value	a) To seek approval to change the method of notification for councillors of listed assets; and b) To seek approval to formalise the procedure for internal review of decisions to list assets.	Cllr Mike Stonard Graham Nelson, head of planning service EXT 2530	24 June	Jerry Massey	PH	No
CABINET 10 JULY	Award of housing structural repairs contracts – KEY DECISION	To ask Cabinet to delegate power to the Deputy chief executive in liaison with the Housing portfolio holder to award structural repairs contracts A & B and the staircase renewal phase 3 contract.	Cllr Bremner Chris Rayner Head of property services EXT 3208	24 June	Jerry Massey	PH	No
CABINET 10 JULY	Outcomes of formal consultation with sheltered housing tenants – KEY DECISION	The purpose of this report is to advise Members of the outcomes to the formal consultation with tenants at Lakenfields and Britannia Court, regarding the future use of the schemes, following	Cllr Bremner and Tracy John, Head of housing services EXT 2939	24 June	Jerry Massey	PH	Yes – Para 3



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
		Members approval to consult with tenants on the 20 March 2013					
CABINET 10 JULY	Repossession of shed leaseholds on an area of land in the housing revenue account.	To approve the repurchase of seven derelict leasehold sheds from leaseholders, bought with flats under the right to buy, to enable the demolition of all sheds on the site to prevent further vandalism and anti social behaviour.	Cllr Waters Paul Sutton Housing income services manager EXT 2785	24 June	Jerry Massey	PH	Yes – Para 3
CABINET 10 JULY	The award of contract for mixed dry recyclables processing service – KEY DECISION	To advise cabinet of the procurement process and to ask for approval of award for the mixed dry recyclables processing contract	Cllr Stonard Adrian Akester Head of Citywide Services Ext 2331	24 June	Jerry Massey	PH	Yes – Para 3
CABINET 10 JULY	Access agreement with Norwich City FC	To seek Cabinet approval to enter into a legal agreement with Norwich City to permit construction of a cycle / footpath on land within their ownership	Cllr Stonard, Tony Jones City Growth & Development Coordinator EXT 2234	24 June	Jerry Massey	PH	No
CABINET 10 JULY	Consideration of the Local Transport Body's long list of	To inform members that the Local Transport Body is seeking comments on the	Cllr Stonard Andy Watt Head of city	24 June	Jerry Massey	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
	transport improvement projects – KEY DECISION	proposed long list of transport improvement schemes and suggestions for additional schemes that could be included in that list.	development services Ext 2691				
CABINET 10 JULY	ICT Desktop refresh – KEY DECISION	To seek approval to delegate authority to award a contract for the provision of ICT desktop software and hardware.	Cllr Waters Anton Bull Executive head of business relationship management EXT 2326	24 June	Jerry Massey	PH	No
CABINET 10 JULY	Managing assets (housing) 1 – KEY DECISION	To inform members of defects found at two properties within the city (one of which is currently void). The report outlines the options for the future of these council owned properties and seeks to gain approval to decommission the properties, to permanently resettle the affected tenant and to dispose of the properties on the open market.	Cllr Bremner Chris Rayner NPS Property Services EXT 3208	24 June	Jerry Massey	PH	Yes – Para 3
CABINET 10 JULY	Managing assets (housing) 2 – KEY DECISION	To inform members of defects found at a property in the city. The report outlines the options for the future of these council owned properties and seeks to	Cllr Bremner Chris Rayner NPS Property Services EXT 3208	24 June	Jerry Massey	PH	Yes – Para 3



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
		gain approval to decommission the properties, to permanently resettle the affected tenant and dispose of the properties on the open market.					
CABINET 10 JULY	Flexible retirement request	To consider a request for flexible retirement.	Cllr Waters David Langston HR partner EXT 2934	24 June	Jerry Massey	PH	Yes – Para 3
AMB 16 JULY							
SCRUTINY 18 JULY							
AUDIT 23 JULY	Statement of Accounts for the year ended 31 March 2013	To update the audit committee on the Statement of Accounts for the year ended 31 March 2013	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) Mark Smith Ext 2561		Caroline Ryba	PH	No
CABINET 11 SEPT	Award of contract for corporate cash collection service	To advise Cabinet of the procurement process for the corporate cash collection service contract , and seek approval to award the contract to the selected supplier for a	Councillor Waters Robin Hare, Strategic contract and procurement		Anton Bull	PH	YES - Para 7 of Schedule 12A to the Local Governmen



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
		five year period from 1 November 2013	manager EXT 2412				t Act 1972
CABINET 11 SEPT	Treasury Management Annual Report 2012/13	To update cabinet on the Treasury Management Annual Report 2012/13	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Mark Smith Ext 2561		Caroline Ryba	PH	No
CABINET 11 SEPT	Managing Assets – KEY DECISION	For members to consider a business case and recommendations for the construction of a proposed new commercial asset	Cllr Stonard Andy Watt Head of city development services Ext 2691 David Rogers		Jerry Massey	PH	Yes – Para 3
CABINET 11 SEPT	Norwich and HCA Strategic Partnership- Business Plan 2013- 14	To approve the Business Plan for the Norwich and HCA Strategic Partnership for 2013- 14	Cllr Stonard Andy Watt Head of city development services EXT 2691 Gwyn Jones City Growth and Development Manager EXT 2364		Jerry Massey	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
AMB 17 SEPT							
AUDIT 24 SEPT							
COUNCIL 24 SEPT	Treasury Management Annual Report 2012/13	To update cabinet on the Treasury Management Annual Report 2012/13	Cllr Waters Mark Smith Ext 2561		Caroline Ryba	PH	No
SCRUTINY 26 SEPT							
CABINET 09 OCT	Quarter 1, 2013-14 Performance Report						
CABINET 09 OCT	Proposed car park fees and charges	To seek approval for tariff changes to off-street car parks	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers		Jerry Massey	PH	
CABINET 09 OCT	Bowthorpe conservation area appraisal	To approve the conservation area appraisal for Bowthorpe.	Cllr Stonard Ben Webster Design, Conservation and Landscape Manager EXT 2518		Jerry Massey	PH	No



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
AMB 22 OCT							
SCRUTINY 24 OCT							
AMB 12 NOV							
CABINET 13 NOV							
AUDIT 19 NOV							
COUNCIL 26 NOV							
SCRUTINY 28 NOV							
AMB 10 DEC							
CABINET 11 DEC	Quarter 2, 2013-14 Performance Report						
SCRUTINY 19 DEC							
AMB							



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
14 JAN							
CABINET 15 JAN							
AUDIT 21 JAN							
COUNCIL 28 JAN							
SCRUTINY 30 JAN							
CABINET 05 FEB							
AMB 11 FEB							
COUNCIL 18 FEB							
SCRUTINY 27 FEB							
AMB 04 MAR							
AUDIT 11 MAR							



ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 12 MAR	Quarter 3, 2013-14 Performance Report						
COUNCIL 18 MAR							
SCRUTINY 20 MAR							
AMB 22 APR							
ANNUAL COUNCIL 20 MAY							
SCRUTINY 20 MAR							

DATE TO BE CONFIRMED

CABINET	Desktop hardware and software award of contract KEY DECISION	To seek approval for the award of contract for desktop hardware and software	Cllr Waters Anton Bull		Anton Bull	PH	No
CABINET	Phone masts on council buildings and land KEY DECISION	To review and agree the council's policy for placing phone masts on council buildings and land	Cllr Waters Andy Watt		Jerry Massey	PH	No
CABINET	Northern Distributor Road application procedures.	To ensure adequate delegated powers are in place to respond to the requirements of the application process.	Cllr Stonard Graham Nelson, Head of planning services Ext 2530 Ian Whittaker Planning development manager Ext 2528		Jerry Massey	PH	
CABINET	Learning, Employment, Accommodation project (LEAP) continuity and social enterprise plan	To decide upon the future structure and direction of LEAP	Cllr Bremner Tracy John Head of housing EXT: 2939 Barry Allard 627841		Jerry Massey	PH	No
CABINET	Mobility scooter; use, charging and storage policy	To set out the council's policy and guidelines with regard to the use, charging & storage of mobility scooters on council housing land	Cllr Bremner Tracy John, Head of housing EXT 2939		Jerry Massey	PH	No
CABINET	Private sector financial assistance policy	To seek cabinet approval of the financial assistance policy	Councillor Stonard,				

			Portfolio holder for development / Andy Watt, Head of city development services ext 2691				
CABINET	Transformation programme	To consider the next steps on the transformation programme	Cllr Waters Russell O'Keefe, Executive head of strategy, people and democracy EXT 2908		Russell O'Keefe	PH	Yes – Para 1
CABINET	Goldsmith Street redevelopment – KEY DECISION	To seek approval of the business case for the redevelopment of Goldsmith Street.	Cllr Stonard Andy Watt Head of city development services Ext 2691		Jerry Massey	PH	Yes – Para 3
CABINET	Capital Outturn Report 2012/13	To update cabinet on the Capital Outturn Report 2012/13	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Mark Smith		Caroline Ryba	PH	No
CABINET	Alternative Giving: A different approach to begging in Norwich	To inform and seek approval of the Cabinet	Cllr Bremner - Housing Tracy John Head of housing EXT: 2939 Ermir Prendi EXT: 2787		Jerry Massey	PH	No

Scrutiny committee recommendation & request tracking

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
20 June 2013	Q4 performance; satisfaction measures	Roger Denton	There had previously been, circulated to scrutiny a document showing how each of the performance measures within the corporate plan was calculated. Following the discussion on satisfaction measures scrutiny requested that this document be re circulated.	Completed	C:\\Sfil2\\Shared folders\\Information management\\Research service\\Performance\\Corporate Plan KPIs 2012-13\\CP 2012-13 PIs methods.xls
20 June 2013	Q4 performance; Reducing the number of people killed or seriously injured on our roads	Andy Watt	That a note be circulated outlining the legislative context regarding the aspiration of 20 mph limits throughout the city	To be completed	
20 June 2013	Integrated transport budget	Steve Goddard and Andy Watt	To inform members on the possible options for scrutiny	To be completed	
20 June	Q4 performance; Recycling rates	Adrian Akester	To ensure minimal contamination with recycling, that it be looked into, to use local estate agents to disseminate information on local recycling practices to private tenants	To be completed	

Request form to raise an item for Scrutiny Review

Councillors should be asked to carry out the following scrutiny review:

What are the barriers to this council achieving 20 mph zones as stated in its corporate plan?

Please give your reasons (continue on a separate sheet if necessary)

I have been repeatedly told that finance is the main barrier to achieving 20 mph speed limits in our residential streets. However there is evidence that without costly traffic engineering such as road humps there could be savings to not only the council's budgets but those of the NHS (would the clinical commissioning group be prepared to finance speed reduction initially?)

The scrutiny committee is to look at the 'Healthy city' programme; 20 mph limits are very relevant to a healthy city.

Name: Councillor Lubbock

Address: 422 Unthank Road
NR4 7QH

Daytime Tel No 01603 504126

Email: nlubbock@paston.co.uk

Signature

Date 25/06/13

Please return this form to Steve Goddard, Scrutiny Officer, Norwich City Council, City Hall, St Peters Street, Norwich NR2 1NH

Email: stevegoddard@norwich.gov.uk