

Scrutiny committee

Date: Thursday, 16 September 2021

Time: 16:30

Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

All group pre-meeting briefing – 16:00 Council Chamber

This is for members only and is not part of the formal scrutiny committee meeting which will follow at 16:30. The pre-meeting is an opportunity for the committee to make final preparations before the start of the formal meeting. The public will not be given access to the Council Chamber before 16:30.

Committee members:

Councillors:

Wright (Chair)*
Carlo
Everett
Fulton-McAlister (M)
Galvin
Giles
Hampton
Manning
Oliver
Osborn
Stutely
Thomas (Va)
Thomas (Vi)

For further information please contact:

Committee officer: Lucy Palmer
t: (01603) 989515
e: lucypalmer@norwich.gov.uk

Democratic services
City Hall
Norwich
NR2 1NH

www.norwich.gov.uk

*Subject to appointment at annual council.

Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website

Agenda

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1 Apologies

To receive apologies for absence.

2 Public questions/petitions

To receive questions / petitions from the public submitted in line with the council's constitution.

3 Declarations of interest

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

4 Ratification of decisions taken at the meeting of the scrutiny committee held on 9 September 2021.

To ratify decisions made at the meeting of the scrutiny committee on 9 September regarding air pollution from wood burning stoves.

5 Appointment of substitute member for the NCCSPSSP 5 - 8

To appoint a substitute for the Norfolk Countywide Community Safety Partnership Scrutiny Sub-Panel.

6 Appointment of a representative to NHOSC 9 - 12

Purpose - To appoint a representative to the Norfolk Health Overview and Scrutiny Committee.

7 Setting of the scrutiny committee work programme (report to follow)

To consider items for the scrutiny committee work programme for the remainder of civic year.

Date of publication: **Wednesday, 08 September 2021**

- 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

Scrutiny committee and a protocol for those attending meetings of the scrutiny committee

- 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



Committee Name: Scrutiny

Committee Date: 09/09/2021

Report Title: Appointment to the Norfolk countywide community safety partnership scrutiny sub panel

Portfolio:	Councillor Kendrick, resources
Report from:	Executive director of corporate and commercial services
Wards:	All wards
OPEN PUBLIC ITEM	

Purpose

The purpose of this report is to seek a substitute member on the NCCSPSSP following the appointment of Councillor Oliver to Cabinet.

Recommendations:

Select a member of the scrutiny committee to be the substitute representative on NCCSPSSP and report back to the scrutiny committee.

Policy Framework

The Council has three corporate priorities, which are:

- People living well
- Great neighbourhoods, housing and environment
- Inclusive economy

This report meets all the corporate priorities

Report Details

Introduction to NCCSPSSP

- 1 Norwich City Council has a scrutiny member representative who sits on the Norfolk countywide community safety partnership scrutiny sub panel plus one substitute member. The role of the Norfolk countywide community safety partnership scrutiny sub panel is to:
 - a. Scrutinise the actions, decisions and priorities of the Norfolk countywide community safety crime and disorder partnership in respect of crime and disorder on behalf of the county council communities committee,
 - b. Scrutinise the priorities as set out in the annual countywide community safety partnership plan,
 - c. Make any reports or recommendations to the countywide community safety partnership and the county council communities committee.
- 2 The police and crime panel scrutinises the work of the police and crime commissioner. There is a protocol regarding the relationship of these two panels to encourage and exchange information and to co-operate towards the delivery of their respective responsibilities.
- 3 The current representative on the NCCSPSSP is Councillor Adam Giles and there is no change to this appointment.
- 4 A vacancy has arisen for the substitute member as both the representative and substitute member need to be current scrutiny members. The incumbent, Cllr Oliver, is now a member of cabinet.
- 5 The dates for meetings 2021-22 are outlined below but may be subject to change throughout the year.

Meeting dates for NCCSPSSP

10am

16 September 2021

16 December 2021

24 February 2021

All dates awaiting final confirmation from County Hall.

Consultation

- 6 Ward councillors, portfolio holders, the public or other stakeholders have not been consulted (statutorily or otherwise).

Implications

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2019-22 and Budget.

- 7 There are no proposals in this report that would reduce or increase resources.

Legal

- 8 There are no legal or statutory implications.

Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	Not applicable.
Health, Social and Economic Impact	Not applicable.
Crime and Disorder	The appointed member will represent the council on the NCCSPSSP.
Children and Adults Safeguarding	Not applicable.
Environmental Impact	Not applicable.

Risk Management

Risk	Consequence	Controls Required
Include operational, financial, compliance, security, legal, political or reputational risks to the council	Not applicable.	Not applicable.

Other Options Considered

- 9 An appointment from the council is needed by Norfolk County Council so there are no alternative options to consider.

Reasons for the decision/recommendation

- 10 An appointment from the council is needed by Norfolk County Council.

Background papers: None

Appendices: None

Contact Officer: Scrutiny liaison officer

Name: Emma Webster

Telephone number: 01603 989622

Email address: emmawebster@norwich.gov.uk



Committee Name: Scrutiny

Committee Date: 16/09/2021

Report Title: Appointment to the Norfolk Health Overview and Scrutiny committee

Portfolio:	Cllr Kendrick, resources
Report from:	Executive director of corporate and commercial services
Wards:	All wards
OPEN PUBLIC ITEM	

Purpose

The purpose of this report is to seek a new Norwich City Council representative on the Health Overview and Scrutiny Committee following the appointment of Councillor Oliver to Cabinet..

Recommendations:

To appoint a member of the scrutiny committee to be the representative to sit on NHOSC and report back to scrutiny committee.

Policy Framework

The Council has three corporate priorities, which are:

- People living well
- Great neighbourhoods, housing and environment
- Inclusive economy

This report meets all of the corporate priorities.

Report Details

1. A vacancy has arisen for the Council's member representative at this committee as both the representative and substitute member need to be current scrutiny members. The incumbent, Councillor Oliver, is now a member of cabinet. The current substitute representative on NHOSC is Councillor Adam Giles.

Background

2. Since the Health and Social Care Act 2012 Norfolk County Council has delegated its powers to Norfolk Health Overview and Scrutiny Committee (NHOSC). The county council has a statutory duty to run a county-wide Health and Well Being Board, to which the city council send a representative from the cabinet. It has eight county councillors and seven co-opted district council members. The scrutiny committee at Norwich appoints a member representative (plus a substitute).
3. NHOSC acts as a central point to consider and review the overall links between different parts of the broad health and well-being services and activities across Norfolk. All commissioners and providers of health services, not just NHS organisations, are included in the overview / remit of health scrutiny. It also reduces the risk of organisations needing to duplicate reports or responses across a number of councils. It defines its own role as:
 4. "A statutory Committee which considers all matters relating to the needs, health and health related-services of the population of Norfolk. It scrutinises services that have an impact on the health of Norfolk's citizens and challenges the outcomes of interventions designed to support the health of Norfolk people."
5. As the Council's representative, the appointed member is expected to report back to the Scrutiny Committee on the outcomes of meetings. In addition, the Scrutiny Committee has agreed a protocol which expects the representative to work to:
 - The representative should make it clear if they are not representing an agreed view of the council or scrutiny committee.
 - A topic for scrutiny can be placed onto the NHOSC work programme either at a meeting of NHOSC as a member of NHOSC or on behalf of the Norwich scrutiny committee or the council if they have been asked to do so.
 - The council's representative on NHOSC may submit relevant reports and recommendations of the scrutiny committee for consideration by NHOSC either if agreed by the chair of the scrutiny committee or by the committee itself or as a result of a request made by the NHOSC chair.
 - The council's representative on NHOSC cannot agree on behalf of the Norwich scrutiny committee to carry out a piece of health scrutiny work. It is for the scrutiny committee to decide if it would like to include the matter on its work programme following a report back.

- If the Norwich scrutiny committee wishes to take on an item of the NHOSC work programme, it would need to request this via the representative, through the chair of the NHOSC to seek the appropriate agreement of the county council to delegate health scrutiny powers for that item.
 - The council's representative on NHOSC must report back to the scrutiny committee on a regular basis and should liaise with the scrutiny officer on an ongoing basis. Reporting back will be scheduled onto the work programme. The summary of the NHOSC meeting provided by the county council will be attached to the agenda and the representative will give a verbal update and answer questions from the committee.
 - The council's representative on NHOSC should preferably not be a board member or governor of a local health service organisation or a member of the Health and Wellbeing Board. This is not an absolute requirement but a preference because of the risk of potential or perceived conflict of interest limiting the councillor's effectiveness on the health scrutiny committee.
6. The dates for NHOSC meetings 2021-22 are outlined below but may be subject to change throughout the year.

Meeting dates Thursdays at 10am 2 September 2021 4 November 2021 20 January 2022 10 March 2022.
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Consultation

7. Ward councillors, portfolio holders, the public or other stakeholders have not been consulted (statutorily or otherwise).

Implications

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan 2019-22 and Budget.

There are no proposals in this report that would reduce or increase resources.

Legal

8. There are no legal considerations at this stage.

Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:

Equality and Diversity	Not applicable.
Health, Social and Economic Impact	The member would represent Norwich City Council at NHOSC.
Crime and Disorder	Not applicable.
Children and Adults Safeguarding	Not applicable.
Environmental Impact	Not applicable.

Risk Management

Risk	Consequence	Controls Required
Include operational, financial, compliance, security, legal, political or reputational risks to the council	Not applicable.	

Other Options Considered

9. An appointment from the council is needed by Norfolk County Council so there are no alternative options to consider.

Reasons for the decision/recommendation

10. An appointment from the council is needed by Norfolk County Council.

Background papers: None

Appendices: None

Contact Officer: Scrutiny liaison officer

Name: Emma Webster

Telephone number: 01603 989622

Email address: emmawebster@norwich.gov.uk