

Scrutiny committee

Date: Thursday, 14 February 2019

Time: 16:30

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

All group pre-meeting briefing – 16:00 Mancroft Room

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 Mancroft room before 16:30.

Committee members:

Councillors:

Wright (Chair)
Fullman (Vice-chair)
Carlo
Coleshill
Fulton-McAlister (M)
Hampton
Manning
Raby
Sands (S)
Smith
Stewart
Thomas (Va)
Thomas (Vi)

For further information please contact:

Committee officer: Lucy Palmer
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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

Page nos

1 Apologies

To receive apologies for absence

2 Public questions/petitions

To receive questions / petitions from the public

Please note that all questions must be received by the committee officer detailed on the front of the agenda by **10am on Monday 11 February 2019.**

Petitions must be received must be received by the committee officer detailed on the front of the agenda by **10am on Wednesday 13 February 2019.**

For guidance on submitting public questions or petitions please see appendix 1 of 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 Scrutiny committee work programme for 2018-19

5 - 18

Purpose - To note the scrutiny committee work programme 2018-19

5 Insecure Jobs and Low Pay in Norwich - Employment Practice Research

19 - 20

Purpose - To note the study findings and policy recommendations

Date of publication: **Wednesday, 06 February 2019**

- 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

Norwich City Council
SCRUTINY COMMITTEE

Item No 4

REPORT for meeting to be held on Thursday 14 February

Scrutiny committee work programme 2018/19

- Summary:** The purpose of this report is to assist committee members in setting the work programme for the rest of the civic year 2018/19 (to end March 2019).
- Conclusions:** It is proposed that any discussion is agreed as a whole committee using 'TOPIC' criteria. This will assist members in achieving the goal of an agreed work programme that is met by consensus.
- The programme is a standing item at each committee meeting and can be adjusted as necessary
- Recommendation:** To consider the scrutiny committee work programme 2018-19
- Contact Officers:** Emma Webster, scrutiny liaison officer
preferred contact by e-mail
emmawebster@norwich.gov.uk

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 is so that the scrutiny committee will be able to consider where and how it can add value to 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 has an agreed scope and may benefit from the scrutiny process.

Scope for scheduling items to the work programme

- 1.4 Although sometimes not possible to achieve, it was previously agreed that the committee should agree as few as possible substantive topics per meeting. The main reason for this is to ensure that there is enough time for the committee to effectively consider the issues and has a fair chance of reaching sound, evidence based outcomes. Ideally, one main item per meeting would be the aim.
- 1.5 Although the future work of the committee has been set up to March 2019, members will have the opportunity on a monthly basis to revise the programme if and when required or due to changing events. This is done via the work programme standing item on the scrutiny committee agendas.
- 1.6 Along with this report, members have a copy of the cabinet forward agenda for consideration.
- 1.7 It is proposed that any discussion is as a whole committee using the TOPIC criteria. This will assist members in achieving the goal of an agreed work programme that is met by consensus.

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
24 May	Setting of the work programme	Joanna Rowan (Scrutiny liaison officer), Cllr Wright	To assist committee members in setting the work programme for 2018/19
28 June	The impact of Airbnb type properties	Anton Bull, Director of business services Cllr Wright	To consider the growth of short term letting of homes, and the impact of these on both income for the council and the wellbeing of local residents.
28 June	Report of CLF inquiry for consideration	Anton Bull, Director of business services; Jo Rowan, Scrutiny liaison officer	To provide an update to members the current position of Norwich city council in relation to the recommendations made by the communities and local government committee report 'Effectiveness of local authority overview and scrutiny committees'.
19 July	The impact of universal credit on vulnerable groups of people, the impact of existing universal credit roll-out, preparation for full service of universal credit	Anton Bull, Director of Business Services; Adam Clark, Strategy Manager; Nicki Bristow, Universal Credit Team Leader	The objective of this scrutiny would be to scrutinise the plans for UC full service implementation in Norwich based on the data and learning from the live service, and experience of other areas that have already implemented UC full service. This would form the basis of recommendations relating to the council's own preparation (as outlined below), as well as how the DWP nationally and locally are implementing full UC.

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
1 August	Approval to Place a Bid on a Potential Asset Investment	Karen Watling, Chief Finance Officer; Andy Watt, Head of City Development Services	This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.
20 September	The impact of operation gravity/organised crime in Norwich since 2016, the role of the council and police when dealing with communities blighted by anti-social behaviour	Bob Cronk, Director of neighbourhoods; Jo Sapsford, Early help and community safety manager	To provide members with key information on County Lines in Norfolk and the work that council officers are progressing with partners to help tackle the issue in Norwich
11 October	Norfolk county councils consultation on Early childhood and family Service - transforming our children's centres	Bob Cronk, Director of neighbourhoods	To identify where the biggest risks are for the children of Norwich so that the council can respond to the consultation.
11 October	Responses to the discussion surrounding county lines	Bob Cronk, Director of neighbourhoods	To ask members to formulate recommendations following the discussion on 20 September.

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
22 November	Responses to domestic violence in Norwich	Jo Sapsford, Early help and community safety manager, Cllr Fullman	To understand and improve the City Council response, as part of multi-agency working, to how we as an organisation respond and help citizens facing this form of abuse.
22 November	New Anglia Local enterprise partnership (LEP)	Cllr Carlo	To consider adding an item to the future work programme which explores ways of improving democratic accountability of the New Anglia LEP and public input and increasing its effectiveness
13 December	Corporate plan and performance framework	Adam Clark, Strategy Manager	To consider amendments to corporate performance KPIs.
13 December	Equality information report	Adam Clark, Strategy Manager	Pre scrutiny of the report before it goes to cabinet.
31 January	Pre Scrutiny of the council's 2019-20 budget and medium term financial strategy	Cllr Kendrick, Karen Watling, Chief finance officer	To consider and make any recommendations to cabinet on the council's 2019-20 budget and medium term financial strategy.
14 February	Insecure Jobs and Low Pay in Norwich	Cllr Fullman	To explore how the Norwich economy is changing and how our economic strategy should respond to this so that the positive opportunities can be maximised for Norwich people.
21 March	Viability assessments and impact on delivery of affordable housing	Graham Nelson, Head of planning services	This item will be discussed at the meeting on 7 February 2019

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
unallocated	To agree scrutiny work programme for 2019/20 civic year		

FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2018 - 2019

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 06 FEB 2019	Revenue and capital budget monitoring 2018/19 – Period 9	To update Cabinet on the forecast financial position of the council as at 31st December 2018.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 06 FEB 2019	Council tax reduction scheme 2019-20	To consider and recommend to council a council tax reduction scheme for 2019-20.	Cllr Davis Cllr Kendrick		Anton Bull	NO
CABINET 6 Feb 2019	Business rate relief for certain retail business premises with a rateable value below £51,000	To consider the policy for business rate relief for certain retail business premises with a rateable value below £51,000	Cllr Kendrick Carole Jowett		Anton Bull	NO
CABINET 06 FEB 2019	Risk management report	To provide an update on the review of key risks facing the council, and the associated mitigating actions, and the council's Risk management policy.	Cllr Kendrick Anton Bull		Anton Bull	NO
CABINET 06 FEB 2019	Procurement of various housing upgrade and maintenance contracts – KEY DECISION	To inform Cabinet of the procurement of various housing upgrades and to seek approval/delegated authority to approve to place the orders	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	NO
CABINET 06 FEB 2019	Procurement of a housing structural repairs contract – KEY DECISION	To inform Cabinet of the procurement process for a housing structural repairs contract and to seek approval to award the contract.	Cllr Harris Bob Cronk		Bob Cronk	NO

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 06 FEB 2019	Write off of non-recoverable national non domestic rate debts – KEY DECISION	To provide an update on the position as at 11 January 2019 with regard to the write off of non-recoverable national non domestic rate (NNDR) debt and request approval for the write off of various matters which are deemed irrecoverable.	Anton Bull Carole Jowett Michelle Newell		Anton Bull	NO
CABINET 06 FEB 2019	The award of contract for insurance – KEY DECISION	To seek approval to delegate authority to award a contract for insurance.	Cllr Kendrick Anton Bull Tracy Woods		Anton Bull	NO
CABINET 06 FEB 2019	Risk Based Verification Policy	Policy to determine verification standards for Housing Benefit and Council Tax Support claims	Cllr Karen Davies Anton Bull Adrian Mills (ARP)		Anton Bull	Yes (para. 3)
CABINET 13 FEB 2019	Employment Practice Research	To advise cabinet of the results of the Employment Practice research project which was generated by a council resolution in March 2018.	Cllr Waters Dave Moorcroft Sharon Cousins-Clarke		Dave Moorcroft	NO
CABINET 13 FEB 2019	Norwich Highways Agency Agreement	To consider the Norwich Highways Agreement report.	Cllr Stonard Andy Watt Jo Deverick		Dave Moorcroft	NO
CABINET 13 FEB 2019	Corporate plan 2019-2022	To consider the corporate plan and performance framework 2019-22	Cllr Waters Adam Clark		Adam Clark	NO

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 13 FEB 2019	The council's 2019-20 budget and medium term financial strategy	<p>To propose for approval the 2019-20 budget and medium term financial strategy for the revenue, HRA and capital budgets along with the capital investment and treasury management strategies.</p> <p>Section 1: Local government finance – economic and regulatory context Section 2: General Fund 2019/20 budget and medium term financial strategy Section 3: Housing Revenue Account 2019/20 budget and business plan Section 4: Capital Strategy Section 5: Non-financial investment (commercial) strategy Section 6: Treasury Management Strategy Section 7: Chief Finance Officer's Statement Section 8: Financial Glossary</p>	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 13 FEB 2019	Norwich Regeneration Ltd – approval of business plan	To recommend to council to approve the business plan for NRL	Cllr Stonard Dave Moorcroft/ Karen Watling Dave Shaw		Dave Moorcroft/ Karen Watling	NO
CABINET 13 FEB 2019	Norwich Regeneration Ltd –approval of business plan	To recommend to council to approve the business plan for NRL (exempt appendix)	Cllr Stonard Dave Moorcroft/ Karen Watling Dave Shaw		Dave Moorcroft/ Karen Watling	Yes (Para 3)

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
COUNCIL 26 FEB 2019	Corporate plan 2019-2022	To consider the corporate plan and performance framework 2019-22	Cllr Waters Adam Clark		Adam Clark	NO
COUNCIL 26 FEB 2019	The council's 2019-20 budget and medium term financial strategy	<p>To approve the 2019-20 budget and medium term financial strategy for the revenue, HRA and capital budgets along with the capital investment and treasury management strategies.</p> <p>Section 1: Local government finance – economic and regulatory context Section 2: General Fund 2019/20 budget and medium term financial strategy Section 3: Housing Revenue Account 2019/20 budget and business plan Section 4: Capital Strategy Section 5: Non-financial investment (commercial) strategy Section 6: Treasury Management Strategy Section 7: Chief Finance Officer's Strategy Section 8: Financial Glossary</p>	Cllr Kendrick Karen Watling		Karen Watling	NO
COUNCIL 26 FEB 2019	Council tax reduction scheme 2019-20	To consider a council tax reduction scheme for 2019-20.	Cllr Davis Cllr Kendrick			NO
CABINET 13 MARCH 2019	Quarter 3 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 13 MARCH 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 13 MARCH 2019	An overview of external relationships, contracts and grants 2019-20 – KEY DECISION	To consider commissioned services for the period 2019-20. These are both planned and current relationships with external organisations including partnerships, grants, contracts and shared services.	Cllr Waters Adam Clark Tracy Woods		Adam Clark	NO
CABINET 13 MARCH 2019	Revised supplementary planning document for affordable housing	To adopt the supplementary planning document for affordable housing	Cllr Stonard Dave Moorcroft Graham Nelson/ Judith Davison		Dave Moorcroft	NO
CABINET 13 MARCH 2019	Norwich Airport Masterplan – KEY DECISION	To report back on revisions to the draft masterplan and to seek approval of the final masterplan document.	Cllr Stonard Graham Nelson Judith Davison		Dave Moorcroft	NO
CABINET 13 MARCH 2019	Pay Policy Statement 2019-20	To consider and recommend to full council the pay policy statement for 2019-20.	Cllr Waters Anton Bull Dawn Bradshaw		Dawn Bradshaw	NO
CABINET 13 MARCH 2019	Gender pay gap reporting	To consider the gender pay gap report.	Cllr Waters Anton Bull Dawn Bradshaw		Dawn Bradshaw	NO
CABINET 13 MARCH 2019	Procurement of an early intervention rental income management tool – KEY DECISION	To seek approval to delegate authority to award a contract for an early intervention rental income management tool.	Cllr Harris Bob Cronk Grant Lockett		Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 13 MARCH 2019	Procurement of housing mechanical and electrical repairs and maintenance of common areas – KEY DECISION	To inform Cabinet of the procurement process and to seek approval to award the contract.	Cllr Harris Bob Cronk		Bob Cronk	NO
CABINET 13 MARCH 2019	Winchester Tower - Replacement of the electrical power distribution system and communal lighting – KEY DECISION	To inform Cabinet of the procurement process to replace the electrical power distribution system and communal lighting at Winchester Tower and to seek approval to award the contract	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	NO
CABINET 13 MARCH 2019	Procurement of supply, installation and maintenance of stair-lifts – KEY DECISION	To seek approval to delegate authority to award a contract for the supply, installation and maintenance of stair-lifts.	Cllr Jones Dave Moorcroft Kevin Ayers		Dave Moorcroft	NO
CABINET 13 MARCH 2019	Managing Assets (Housing) – KEY DECISION	To consider the disposal of the land and property assets mentioned in this report.	Cllr Harris Bob Cronk Steven Cleveland		Bob Cronk	YES (para 3)
CABINET 13 MARCH 2019	Managing Assets	To consider the disposal of the land and property assets mentioned in this report.	Cllr Kendrick Dave Moorcroft Andy Watt		Bob Cronk	YES (para 3)
COUNCIL 19 MARCH 2019	Pay Policy Statement 2019-20	To consider the pay policy statement for 2019-20.	Cllr Waters Anton Bull Dawn Bradshaw			NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
COUNCIL 19 MARCH 2019	The 2018-19 treasury management annual report	To consider and recommend to council the 2018-19 treasury management annual report	Cllr Kendrick Karen Watling Miriam Adams		Karen Watling	NO
CABINET 12 JUNE 2019	Revenue and capital budget monitoring 2017/18 – final outturn	To update Cabinet on the revenue and capital outturns for the year 2017/18; the consequent General Fund and Housing Revenue Account balances; and to seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2018-19 capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 12 JUNE 2019	Economic strategy 2019-2024 - KEY DECISION	To approve for publication the economic strategy 2019-2024	Cllr Waters Dave Moorcroft Ellen Tilney		Dave Moorcroft	No
CABINET 12 JUNE 2019	Managing Assets (Housing)	To consider the disposal of the land and property assets mentioned in this report.	Cllr Harris Bob Cronk Carol Marney		Bob Cronk	YES (para 3)
CABINET 12 JUNE 2019	Managing Assets	To consider the disposal of the land and property assets mentioned in this report.	Cllr Kendrick Dave Moorcroft Andy Watt		Bob Cronk	YES (para 3)

Norwich City Council
SCRUTINY COMMITTEE
ITEM 5

REPORT for meeting to be held on 14 February 2019

**Insecure Jobs and Low Pay in Norwich - Employment Practice
Research**

Summary: The employment practice research was undertaken in response to a resolution in March 2018 by full council. The market research company DJS Research carried out the study to look at the impact of employment practices such as zero hour contracts and low wages on affected Norwich residents, and the rationale underlying employers' use of such practices.

Conclusions: Residents and employers have differing views about zero hour contracts and low wages. Residents on zero hour contracts firmly believe they should have some of the same employee protection as those on permanent contracts. Employers tend to focus on the advantages of zero-hour contracts. Low pay has a damaging effect on family life and the emotional health of workers. Employers offering the Real Living Wage rate feel that it motivates staff, helps them to retain talent and is simply fair. The Real Living Wage is welcomed by residents who believe that it will motivate and retain talent and help with recruitment.

Recommendation: To note the study findings and policy recommendations.

Contact Officer: Sharon Cousins-Clarke
Phone: 01603 212457
Email: SharonCousins-Clarke@norwich.gov.uk

Report

1. This report is identical to that being considered by cabinet at its meeting on 13 February 2019.
2. As scrutiny committee members receive cabinet papers as a matter of course, the report will not be reproduced in this agenda. Members are asked to refer to their copy of the cabinet agenda or the published cabinet report which can be found at this link:

[Employment practice research cabinet report](#)