

SCRUTINY COMMITTEE WORK PROGRAMME 2012/2013 – NORWICH CITY COUNCIL

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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:

Picc Analysis for Prioritising Topics – YOU ARE ASKED TO USE THE PICK 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
5 July 2012	Food banks	Councillor Alan Waters, Bob Cronk and the co-ordinator of the Norwich food bank network	To discuss the reasons why people are using food banks in increasing numbers and to help inform our thinking in the way we allocate resources and commission services.	Presentation to gain overview at committee that may inform further work for scrutiny
5 July 2012	Nomination of a member to the Norfolk county community safety panel	Councillor Keith Driver and Bob Cronk	To consider the resolution from cabinet that it appoints a member to the county community safety partnership scrutiny panel to represent Norwich City Council.	At committee
19 July 2012	New financial regime for local government	Councillor Alan Waters and Caroline Ryba	To receive an overview presentation of the future/New financial regime for local government and the likely implications	At committee to inform future work streams
6 Sept 2012	Q1 performance and budget monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes	Quarterly at committee
6 Sept 2012	Tenant scrutiny panels	Councillor Victoria MacDonald, Tracy John	To gain an understanding of and to comment on the new social housing regulation for tenant engagement and scrutiny and the proposals for revising the current Norwich city council tenant's involvement structure to ensure compliance.	At committee
11 Oct 2012	Night time economy	Councillor Keith Driver, Bob Cronk and Superintendent Paul Sanford	To look into the night time economy, early morning restriction notices and late night levy. And to gain an understanding of the impact of associated crime, beneficial and detrimental economic considerations and the impact on services in Norwich.	At committee
8 Nov 2012	Q2 performance and budget monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes	Quarterly at committee

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8 Nov 2012	New council tax benefit scheme	Councillor Alan Waters, Caroline Ryba	Pre – scrutiny of the report on draft proposals, as amended through the consultation.	At committee
November Date tbc	Budget and policy overview scrutiny event	Cabinet and corporate leadership team	To explore ideas around the setting of budgets while considering the pressures facing each service. This also helps provide an overview of the policy frame work.	tbc
6 Dec 2012	Role of the ward councillor	Russell O’Keefe, Bob Cronk, Nadia Harrington and Andy Emms	To consider the role of a ward councillor in the changing environment the council operates in. Review of the role of a ward councillor with in the new operating model and the opportunities provided by the council's neighbourhood model. To make recommendations on the role of a ward councillor and the supporting member development programme.	At committee
10 Jan 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 budget and policy framework in February	At committee
10 Jan 2013	Governance schemes for community right to challenge and assets of community value	Councillor Alan Waters, Anton Bull, Phil Hyde, Andy Watt and David Rogers	To focus on the proposed governance arrangements for both schemes and to consider the possible associated role for scrutiny or the ward member within such schemes	At committee
7 Feb 2013	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

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21 Feb 2013	Q3 performance and budget monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes	Quarterly at committee
7 March 2013	Lgss and the revenues and benefits service	Councillor Brenda Arthur, Councillor Alan Waters and Anton Bull	A year on look at the performance of Lgss and a progress report on the revenues & benefits service. To identify any areas for improvement and to note successes.	Annual at committee
11 April 2013	Housing benefit changes	Councillor Alan Waters, Caroline Ryba and Anton Bull	It appears that universal credit implementation may not occur until after the next election. Therefore this could represent an early opportunity for the scrutiny committee to look at any early results that may emerge from any pilot schemes around the country and consider any implications for Norwich	At committee
30 May 2013	Annual scrutiny review	Councillor Claire Stephenson and Steve Goddard	To agree the annual review of the scrutiny committee's work 2012 to 2013 and recommend it for adoption of the council	Annual at committee
30 May 2013	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 2014	Annual meeting