

**Norwich City Council**  
**SCRUTINY COMMITTEE**

## **Item 5**

**REPORT for meeting to be held on 20 June 2013**

### **Scrutiny committee draft work programme 2013 - 2014**

- Purpose**      The committee is requested to comment on the emerging work programme which is attached and agree on the final scope of topics.
- Conclusion**   The topics that were selected by members at the 6 June meeting are provisionally timetabled as per the attached work programme. This programme is currently being discussed with officers to ensure that each topic is timetabled at the optimum time for scrutiny involvement and to fit with the cabinet's forward agenda and strategic planning of the council. Initial consultation has suggested the scheduling as laid out on the draft work programme.
- Recommendations** that the scrutiny committee;
- a)      notes the progress being made with the work programme
  - b)      agrees the final scope of the topics on the work programme
  - c)      to decide which of the two options for welfare reform scrutiny to undertake in October.

**Contact Officer:**      Steve Goddard – **scrutiny officer**  
                                 [stevegoddard@norwich.gov.uk](mailto:stevegoddard@norwich.gov.uk)  
                                 01603 212491

# **1 Scrutiny topics agreed at 6 June meeting for the 2013 – 2014 work programme, provisional scheduling and purpose of scrutiny**

- 1.1 The work programme has a reason for the topic request and outcome sought column. This column provides the scope of the topic and is used by officers to ensure that their reports address the issues that the scrutiny committee wishes to look at. The wording is based upon the initial discussions when topics were raised.
- 1.2 The provisional suggestions, purpose of the scrutiny and scheduling of topics is as follows:
- 1.3 **July - Switch and save;** any lessons learned for switch and save moving forward.
- 1.4 **September - Revenues and benefits performance;** to review the progress of the implementation plan; the response to welfare reform and universal credit and consider a case study.
- 1.5 **October - Welfare reform;** at the 11 April meeting of the scrutiny committee members resolved to agree the scope of the scrutiny of welfare reform at a work shop arranged for the purpose which was held before the 6 June meeting of the committee.

The work shop was attended by Councillors Storie, Galvin, Brociek – Coulton, Stephenson, Howard and Brimblecombe.

The outcome of the work shop was that the scrutiny committee should consider looking at either

- overview of the council's preparedness for dealing with the implications of welfare reform
- Or
- how the council may work with other bodies in addressing fairness and inequality issues in Norwich. In doing so, invite Norfolk Community Advice Network (NCAN)

NCAN is a registered charity that offers welfare benefits representation, debt advice, domestic abuse advice and support, advice and representation for migrant workers on their employment and benefit rights, and free legal advice.

- 1.6 **November - City deal;** to gain an overview and to comment on the accountability aspects of the city deal. It is thought that November sits between ministerial sign off of the proposal and the subsequent detailed negotiation with government departments to agree the detail.

Also; **Annual housing report and housing review**; annual update/overview with the annual report being presented by tenant representatives.

- 1.7 **December - Quarters 1 and 2 performance monitoring**; in line with the decision made at the 6 June meeting of the scrutiny committee where it was decided that performance monitoring data be taken on a 6 monthly basis. Purpose – identification of any causes for concern and to note successes.

Also; **annual overview of the corporate plan**; 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.

- 1.8 **January – pre scrutiny of the proposed policy and budget framework**; to comment on the proposed budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council.

- 1.9 **February - Healthy city**; In November 2012, the scrutiny committee held a discussion on inequality and deprivation in Norwich. As part of the discussion members requested a future overview of progress being made between partners and the council and resolved that it should be considered within the Healthy City Programme the council continues to look at how it can support with partners evidence based solutions to address health inequalities in Norwich. Officers were also requested to look at how the scrutiny committee could scrutinize the Norwich 'healthy city' programme as it develops and in the longer term.

This work area for scrutiny could dovetail in with the welfare reform work suggested above at 1.5, second bullet point.

- 1.10 **March** - Free at this stage

# 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](mailto: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

<b>P Public interest</b>	
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?	

<b>I      Impact</b>	
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?	

<b>C      Council &amp; performance</b>	
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?	

<b>C      Keeping in context</b>	
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
20 June 2013	<b>Q4 performance and budget monitoring</b>	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
20 June 2013	<b>Normandie tower lifts</b>	Councillor Alan Waters, Councillor Bert Bremner, Jerry Massey and Chris Rayner (NPS)	Follow up to a member request for scrutiny of the process and the contract for the installation and ongoing maintenance of the lifts and the outcome of consideration of the issue at the Norfolk property service liaison group	At committee
18 July 2013	<b>Switch and Save</b>	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	<b>Revenues and benefits performance</b>	Councillor Alan Waters, Anton Bull and LGSS	To review the progress of the implementation plan. Also, the response to welfare reform and universal credit and to consider a case study	On going
24 Oct 2013	<b>Welfare reform</b>	Councillors Alan Waters and Mike Sands and Phil Shreeve (others to be determined depending on scope being agreed)	Scope to be agreed – refer to 1.5 of work programme scrutiny report 20 June 2013	To be determined
28 Nov 2013	<b>City deal</b>	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	<b>Annual housing report and housing review</b>	Councillor Bert Bemner, Jerry Massey, Tracy John, Andy Watt and tenant reps	Annual update and overview	Annual at committee
19 Dec 2013	<b>Overview of the corporate plan</b>	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

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
19 Dec 2014	<b>Quarters 1 and 2 performance monitoring</b>	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
30 Jan 2014	<b>Pre scrutiny of the proposed budget and policy framework</b>	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	<b>Healthy city</b>	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	<b>Annual scrutiny review</b>	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	<b>Review of the work programme</b>	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	<b>Quarters 1 and 2 performance monitoring</b>	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