



**Committee Name: Scrutiny**

**Committee Date: 15/07/2021**

**Report Title: Scrutiny committee work programme for 2021/22**

<b>Portfolio:</b>	<b>Cllr Kendrick, resources</b>
<b>Report from:</b>	<b>Chief executive/Executive Director</b>
<b>Wards:</b>	<b>All wards</b>
<b>OPEN PUBLIC ITEM</b>	

### **Purpose**

The purpose of this report is to assist scrutiny committee members in setting the scrutiny committee work programme for 2021/22.

### **Recommendation**

It is recommended that members review the annual work programme plan and agree a realistic and deliverable scrutiny committee work programme for 2021/22.

### **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

This report addresses all the strategic actions in the Corporate Plan

This report helps to meet all adopted policies of the Council

This report helps to meet all the objectives of the COVID-19 Recovery Plan

## **Developing a work programme for the scrutiny committee**

1. When the scrutiny committee considers which items to include on the 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, policies and the COVID-19 recovery plan.
2. Due to ongoing work around the forward plan for cabinet and potentially getting some input from directorates on upcoming pieces of work that the scrutiny committee might be interested in, the committee have set topics for this meeting and July only. An additional work programming meeting has been set for 9 September. TOPIC forms for this meeting should be submitted by Friday 27 August for publication on Wednesday 1 September.

## **Scope for scheduling items onto the work programme.**

3. It has been 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.
4. Members will still 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 agenda.

## **Training**

5. Scrutiny training was delivered via zoom by Dr Dave McKenna from the Centre for Governance and Scrutiny on Thursday 1 July. Eight councillors attended and early feedback suggests the training met the members needs with comments such as best scrutiny training ever!' and also 'excellent use of IT' referring to the interactive nature of the session. Feedback from all members has been requested and will be used to influence the content for future sessions. The slides used are available on eCllr.
6. The three key development points from the training for discussion on how to progress are;
  - a. How can we work more effectively 'cross party'?
  - b. How can we have a more productive relationship with cabinet?
  - c. How can we better involve the public in our scrutiny work?

## **Air pollution from woodburning**

7. The substantive item for the meeting on 15 July is pollution from woodburning. In addition to the officer report invitations for expert witnesses to submit evidence were sent to;
  - a. Professor C Reeves, University of East Anglia
  - b. Mums for lungs campaign group
  - c. Mr T Gleave, Norwich Fireplaces and Woodburners Ltd.

## **Consultation**

8. Ward councillors, portfolio holders, the public or other stakeholders have not been consulted (statutorily or otherwise). However the public are encouraged to submit topics for scrutiny via an interactive form on the council's website.

## **Implications**

### **Financial and Resources**

9. 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.
10. Any impact on resources resulting from this report will be accommodated within existing budgets.

## **Legal**

11. There are no specific legal considerations at this stage.

## **Statutory Considerations**

<b>Consideration:</b>	<b>Details of any implications and proposed measures to address:</b>
Equality and Diversity	None at this stage.
Health, Social and Economic Impact	None at this stage.
Crime and Disorder	None at this stage.
Children and Adults Safeguarding	None at this stage.
Environmental Impact	None at this stage.

## Risk Management

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

## Other Options Considered

12. There have been no other options of setting the work programme considered.

## Reasons for the decision/recommendation

13. This report will result in a work programme being set for the scrutiny committee.

## Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	Hannah Simpson 07/07/21
Monitoring Officer (or Deputy)	
Relevant Executive Director	
Legal opinion	Kat Hulatt 7.7.21

**Background papers:** none

### Appendices:

Appendix A Annual work programme planning grid 2021-22

Appendix B Recommendations tracker

### Contact Officer: scrutiny liaison officer

Name: Emma Webster

Telephone number: 01603 989622

Email address: [emmawebster@norwich.gov.uk](mailto:emmawebster@norwich.gov.uk)

## Annual work programme planning grid 2021-22

## APPENDIX A.

Date of meeting	Item
<b>Thursday at 16.30</b>	
<b>2021</b>	
<b>27 May</b>	Work programme. Appointment to Norfolk Health Overview and Scrutiny committee (NHOSC). Appointment to Norfolk Countywide Community Safety Partnership Scrutiny sub panel (NCCSPSSP).
<b>24 June</b>	Work programme. Bins on pavements, communal bins and fly-tipping - Andy Summers.
<b>1 July</b>	Scrutiny training – via zoom
<b>15 July</b>	Work programme. Verbal update from the NHOSC meeting held on 15 July (am). Air pollution from woodburning – Lesley Oldfield.
<b>9 September</b>	Second work programme setting meeting. TOPIC forms to be submitted by Friday 27 August please.
<b>16 September</b>	Update from the NCCSPSSP meeting held on 20 July and a verbal update from the NCCSPSSP held 16 September (am). Update from the NHOSC meeting held on 2 September.
<b>21 October</b>	Work programme.
<b>4 November</b>	Scrutiny of the business plans for Norwich City Services Limited and Norwich Regeneration Limited.
<b>18 November</b>	Work programme. Update from the NHOSC meeting held on 4 November.
<b>16 December</b>	Work programme. Pre-scrutiny of the corporate plan and performance framework. Equality information report. Verbal update from the NCCSPSSP meeting held on 16 December (am).
<b>2022</b>	
<b>20 January</b>	Work programme. Update from the NHOSC meeting held on 20 January (am). Potential topic tbc: green financing
<b>3 February</b>	Work programme. To consider the 2022-23 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy.
<b>17 March</b>	Work programme Annual review of scrutiny committee. Update from the NCCSPSSP meeting held on 24 February. Update from the NHOSC meeting held on 10 March. Potential topic tbc: Social Inclusion

## Recommendations tracker

### civic year 2020/21

(Completed items are shaded)

<b>24 June 2021</b>	
<b>Fly tipping, communal bins and bins left on pavements</b>	
To ask the scrutiny liaison officer to:	completed.
1. Circulate a deadline for submission of TOPIC forms to the September work programming meeting of the committee; and	
2. Approach the UEA, a local air pollution campaign group, someone from the licensed trade and a supplier of woodburning stoves to attend the July scrutiny committee to give evidence.	
convene a select committee on fly-tipping and communal bins comprised of three Labour members, one Green Party member and one Liberal Democrat member	
ask that names for the select committee be emailed to the scrutiny liaison officer by Monday 28 June.	
<b>27 May 2021</b>	
<b>Appointments to committees and setting of the work programme</b>	
3. To appoint Cllr Oliver as the representative and Cllr Giles as the substitute for the Norfolk Health Overview and Scrutiny Committee.	completed.
4. To appoint Cllr Giles as the representative and Cllr Oliver as the substitute for the County-wide Community Safety Partnership Scrutiny Sun Panel.	completed.
5. Add the topic of bins on pavements and communal bins, including fly-tipping to the scrutiny committee work programme for June.	completed.
6. Add the topic of air pollution from wood-burning to the scrutiny committee work programme for July.	completed.
7. Note the dates of the additional meetings on 9 September and 4 November and scrutiny training – subsequently amended to 1 July.	added to annual work programme forward plan.
<b>18 March 2021</b>	
<b>Pre-scrutiny of draft procurement and contract management strategy 2021-24</b>	

<p>To make the following recommendations to cabinet:</p> <ul style="list-style-type: none"> <li>• Following the recommendation of the committee on climate change ensure that net zero-carbon pathways are built into contracts.</li> <li>• To consider a 20% social value weighting in the procurement assessment criteria and when going out to tender.</li> <li>• Set a minimum standard for expected net zero-carbon reduction pathways.</li> <li>• Ensure standards of service are maintained for the life of the contract.</li> <li>• To record whether or not a company is able to offer to apprenticeships and other social value elements such as biodiversity and if not, why not.</li> </ul>	
<b>4 February 2021 Budget</b>	
<ul style="list-style-type: none"> <li>• to add pre-scrutiny of the Procurement Strategy to the scrutiny committee work programme 2020-21</li> </ul>	On scrutiny agenda for 18 March.
<ul style="list-style-type: none"> <li>• to ask cabinet to ask the council's treasury management advisors to research and investigate the addition of 'social value' as a fourth criteria of the treasury management investment policies.</li> </ul>	
<b>21 January 2021 Corporate Plan performance framework 2021-22</b>	
<ul style="list-style-type: none"> <li>• To prepare a schedule of removed KPIs to include the rationale for removal and where the data can be found.</li> </ul>	Strategy team to take forward
<ul style="list-style-type: none"> <li>• under the 'people living well' priority to ask cabinet to consider including;</li> <li>• a metric around satisfaction with estates management; and</li> <li>• response times to antisocial behavior complaints.</li> </ul>	Strategy team to take forward
<ul style="list-style-type: none"> <li>• under the 'great neighbourhoods, housing and environment' priority to ask cabinet to consider including a metric on the number of council houses approved for construction, built and retrofitted to a high environmental standard.</li> </ul>	Strategy team to take forward
<ul style="list-style-type: none"> <li>• Under the 'inclusive economy' priority to ask cabinet to consider including metrics to measure;</li> </ul>	Strategy team to take forward

<ul style="list-style-type: none"> <li>the percentage of not for profit organisations that receive discretionary business rates relief</li> <li>council owned shop occupancy rates; and</li> <li>Norwich market occupancy rates.</li> </ul>	
<ul style="list-style-type: none"> <li>Under the 'healthy organisation' priority to ask cabinet to consider including metrics on staff welfare levels such as attendance statistics.</li> </ul>	Strategy team to take forward
<b>17 December 2020</b> <b>Scrutiny committee work programme 2020-21</b>	
<ul style="list-style-type: none"> <li>note the scrutiny committee work programme 2020-21.</li> </ul>	completed
<ul style="list-style-type: none"> <li>agree in principle to add the insourcing of the Joint Ventures to the work programme, subject to a scope being considered at the January meeting of the scrutiny committee.</li> </ul>	on scrutiny agenda for 21 January
<b>17 December 2020</b> <b>Draft equality information report</b>	
<ul style="list-style-type: none"> <li>note the draft equalities information report.</li> </ul>	completed
<ul style="list-style-type: none"> <li>ask for a member's briefing to be arranged on the council's approach to working as an anchor institution in the city.</li> </ul>	Democratic services to take forward
<b>17 December 2020</b> <b>Norfolk health and overview scrutiny committee report (NHOSC)</b>	
<ul style="list-style-type: none"> <li>note the update of the NHOSC representative.</li> </ul>	completed
<ul style="list-style-type: none"> <li>to ask the representative on NHOSC if there was any evaluation of how smooth the handover of service for patients being treated for ear clearance from the hospital to the community was, especially with regard to patient follow-up.</li> </ul>	Cllr McCartney-Gray to take forward. Response received.
<b>19 November 2020</b> <b>Opportunities to achieve zero rough sleeping post COVID-19</b>	
ask cabinet to: <ul style="list-style-type: none"> <li>look at how the council communicates the risk of becoming intentionally homeless to tenants, to clarify that the council is giving information and to reduce the perception of threat.</li> <li>provide a demographic of those who have received such communications to the scrutiny committee members.</li> <li>review council policies around intentional homelessness.</li> <li>ask the housing partnerships officer to provide online training to members on approaching people on the street and how to give advice.</li> </ul>	Taken to cabinet on 16 December 2020, response; In response to the recommendations on rough sleeping the deputy leader and cabinet member for social housing said she would look with the department to provide the information requested where possible and noted that members were to receive training on working with individuals



<ul style="list-style-type: none"> <li>• support landlords in how to deal with tenants who will have change in circumstances over the coming months.</li> <li>• contacting tenants who the council had previously contacted with improvement notices and also use rogue landlord databases as an exercise in early intervention.</li> <li>• work with county and advice agencies to map where to refer people who need early intervention services.</li> <li>• lobby central government for increased funding.</li> </ul>	<p>experiencing homelessness in January.</p> <p><b>RESOLVED</b> to note the recommendations made at the meeting of scrutiny.</p>
<ul style="list-style-type: none"> <li>• to thank officers for their work in this area and to acknowledge the good work the council is undertaking regarding tackling homelessness</li> </ul>	<p>completed</p>
<p><b>19 November 2020</b>  <b>New Anglia Local Enterprise partnership recommendations</b></p>	
<ul style="list-style-type: none"> <li>• that the Leader of the Council requests from the LEP a clear plan and commitments for how they are going to meet the minimum target of reducing emissions by 13% year on year.</li> <li>• ask cabinet through the scrutiny committee or CEEEP as appropriate to consider investment opportunities within Norwich that would generate the best results in reducing emissions and providing community benefit, so that these can be fed into the new Norfolk &amp; Suffolk Investment Plan.</li> <li>• the LEP written answers refer to “Developing a dedicated vehicle for generating local energy in a way which benefits communities, and consider where targeted pilots could help us explore initiatives and learn from other leading areas/schemes”. The council is due a report on solar financing from the cabinet member for safe and sustainable city environment, therefore the committee proposes that the cabinet member meets with local community energy groups and the LEP to discuss a pilot in Norwich.</li> <li>• ask cabinet to promote grants from the LEP by including details in communication with businesses when sending out business rates letters.</li> <li>• as the LEP to provide information on the self employed grant scheme and lobby government to</li> </ul>	<p>Taken to cabinet on 16 December 2020, response;  The leader noted that a number of the recommendations from the report were questions and some had been asked before.</p> <p><b>RESOLVED</b> to note the recommendations made at the meeting of scrutiny.</p>

provide more targeted support for those who are self employed.

- LEP has details of its grants programmes on the website, but it's not clear what the impact of these is. Therefore the committee asks for a report on benefits delivered: impact on social mobility and local jobs
- ask the Leader of the Council to push for unions to be represented on the LEP board.
- ask the leader of the council as the council's representative on the LEP to ask that it considers:
  - including clean growth and protection/enhancement biodiversity as key criteria for project applications.
  - regularly assessing the net impact of its activities (policies/programmes/funding) on carbon emissions and extent to which the LEP is meeting legal targets.
  - review its strategic approach to transport planning which is currently dominated by major road building schemes and to bring its policies and funding contributions into line with net zero carbon target.
  - assist WildEast in helping to meet its goal of dedicating 20% of all land in East Anglia to biodiversity by 2030.
  - build on the goodwill and acknowledgement of climate emergency to press for carbon accounting. Chris Starkie acknowledged that - not enough was being done to meet the Climate Change Act's requirements. Small acts of carbon reduction need to be weighed against, and scaled up to exceed actual ongoing emissions and the first step is measurement. Tyndall report gives 13% annual reduction of Norwich emissions to meet targets in Climate Change Act. This is an engine of economic renewal and offers genuine opportunities to the many in high carbon jobs who will need alternative employment. The sooner this transition is managed, the more manageable it will be.

<ul style="list-style-type: none"> <li>• to recommend to the LEP that they lobby government for Universal Basic Income pilot scheme in Norwich to boost local demand.</li> <li>• to push for meetings to be held in public in order to increase accountability, transparency, public awareness and trust.</li> </ul>	
<b>15 October 2020</b> <b>New Anglia Local Enterprise Partnership</b>	
<ul style="list-style-type: none"> <li>• ask members to email the scrutiny liaison officer with any recommendations to be considered at the November meeting of the scrutiny committee.</li> </ul>	completed
<b>15 October 2020</b> <b>Norwich City Council response to enhancing community development following Covid-19</b>	
<ul style="list-style-type: none"> <li>• ask the neighbourhood and community enabling manager to consider the following recommendations when developing the Citizen Participation Blueprint</li> <li>• to draft a council / councillor / citizen compact with participation and transparency at its heart to improve interactions with residents and influence and shape council culture.</li> <li>• ensure that issues are followed through, by looking at the most effective way of doing so for residents.</li> <li>• ensuring that services are delivered to build and maintain trust with residents</li> </ul>	to be included in the citizen participation blueprint and this document will ultimately be considered by cabinet next year.
<ul style="list-style-type: none"> <li>• for ward councillors to have a better understanding of internal council processes in order to identify improvements through an all member briefing and for this information to be made available to residents.</li> <li>• make it clear to residents that councillors are a first point of contact within the council and to highlight other contact means such as online forms and the customer contact centre and to investigate barriers to people contacting the council.</li> </ul>	democratic services to take forward

<ul style="list-style-type: none"> <li>ask cabinet to commission a piece of work to refresh the constitution so that it more accurately reflects the collaborative nature of the council, for example, in discussions with councillors to include a rationale on why a project can or cannot be taken forward.</li> </ul>	<p>Taken to cabinet on 16 December 2020, response;</p> <p><b>RESOLVED</b> to note the recommendations made at the meeting of scrutiny.</p>
<p><b>15 October 2020 Work programme</b></p>	
<ul style="list-style-type: none"> <li>ask Councillor McCartney-Gray to take work on safe drug consumption rooms to NHOSC for consideration,</li> <li>not take any select committees forward at this time</li> <li>ask the chair to work with the strategy manager to refine the scope for the item on social inclusion following Covid-19 for the December meeting.</li> </ul>	<p>all completed</p>
<p><b>17 September 2020 Work programme</b></p>	
<ul style="list-style-type: none"> <li>note the inclusion of New Anglia LEP on the work programme for the October meeting;</li> <li>ask the scrutiny liaison officer to email members of the committee to gauge interest in serving on select committees for fly-tipping and antisocial behaviour;</li> <li>ask the scrutiny liaison officer to review the topics voted on at the July meeting and make recommendations to the committee at its next meeting as to which topics to select.</li> </ul>	<p>all completed</p>
<p><b>17 September 2020 Short term lets</b></p>	
<ul style="list-style-type: none"> <li>thank the members of the short term lets select committee, Councillors Carlo, Giles, McCartney-Gray and Oliver, and the following officers: Emma Webster, scrutiny liaison officer Carole Jowett, revenues and benefits operations manager</li> <li>David Parkin, area development manager (inner), Adam Clark, strategy manager.</li> <li>submit the recommendations as set out in the report to cabinet for consideration at its meeting on 14 October;</li> </ul>	<p>all completed</p>

<ul style="list-style-type: none"> <li>• ask the chair to write to both Norwich MPs with a copy of the report to seek their views on the subject;</li> <li>• ask the scrutiny liaison officer to draft a full response to the comments made by a member of the public to the scrutiny select committee for sign off by the select committee.</li> </ul>	
<b>17 September 2020 LEP visit</b>	
<ul style="list-style-type: none"> <li>• thank Chris Starkie and Lisa Roberts, of New Anglia Local Enterprise Partnership (LEP), and Councillor Alan Waters for attending the meeting and answering questions on the LEP;</li> <li>• ask Lisa Roberts of the LEP to provide responses to questions 10, 12 -19, 22 and 23 (as set out in the appendix)</li> <li>• consider the information received at this meeting, together with the responses to the outstanding questions at the next meeting of the committee, with a view to making recommendations to cabinet;</li> <li>• ask members to promote the LEP's Job Support Programme to residents and local businesses.</li> </ul>	all completed
<b>16 July 2020 Work programme</b>	
<ul style="list-style-type: none"> <li>• At the September meeting of the scrutiny committee to receive a report from the select committee on short term lets and ask the scrutiny liaison officer to approach the LEP to attend the meeting to pick up the work that the committee was due to undertake in March 2020</li> <li>• ask the scrutiny liaison officer to add the following items to the scrutiny committee work programme <ul style="list-style-type: none"> <li>• Sustainable and inclusive economy following the impact of Covid-19</li> <li>• Enhancing community development following the impact of Covid-19</li> <li>• Maximising opportunities to achieve zero rough sleeping following Covid-19</li> </ul> </li> </ul>	all completed

<ul style="list-style-type: none"> <li>• The social inclusion agenda following Covid-19</li> </ul>	
<p><b>10 June 2020</b> <b>COVID-19 Recovery report</b></p>	
<ul style="list-style-type: none"> <li>• amending bullet point 2 under section 7, Climate change and the green economy' in the recovery themes and key actions summary on p31 of the report to reflect the recommendation of the Tyndall centre to reduce carbon emissions of Norwich by 13 % annually</li> <li>• amending bullet point 4, under section 4 'business and the local economy' section, in the recovery themes and key actions summary on p30 of the report, from 'consider the opportunities to further promote sustainable travel in the city, building on the already well-advanced measures already in place' to 'consider the opportunities to further promote sustainable travel <i>on whole route approaches</i>, building on the already well-advanced measures already in place'</li> <li>• lobbying the LGA and central government for all district councils to be given some of the powers and financial resources that the Health and Safety Executive has, to allow the city council to enforce social distancing if employers are not complying.</li> <li>• at section 8.4, include trade unions to the list of groups to be consulted on this document.</li> <li>• redoubling efforts with Norfolk County Council to ensure social distancing measures around the city centre are in place as soon as possible.</li> <li>• including further references to the impact of Covid-19 on the insurance industry regarding aviation, and families and young people, particularly in reference to education, including local universities.</li> <li>• revising the Commercial Property Investment Strategy to reflect the changes in the economy due to Covid-19 and how this could drive a green economy.</li> <li>• investigating the use of purchasing powers to undertake a retrofit programme on housing as a key part of driving the economic recovery.</li> </ul>	<p>all recommendations taken to Cabinet on 10 June 2020; Response: Councillor Waters, leader of the council, thanked the scrutiny committee for its recommendations and said that they would be noted by cabinet and would form part of the thinking around future revisions to the blueprint as it evolved.</p>

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| <ul style="list-style-type: none"><li>• looking at alternative sources of income to car-parks in the city.</li><li>• looking at the experience of other local authorities which are pursuing a circular economy to take advantage of the fact that Norwich has two recycling centres in development.</li></ul> |  |
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