

SCRUTINY COMMITTEE WORK PROGRAMME 2010/2011 – NORWICH CITY COUNCIL

Pick Analysis for Prioritising Topics – MEMBERS ARE ASKED TO USE THE PICK ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS FOR THE POSSIBLE INCLUSION ON TO THE WORK PROGRAMME.

P	Public interest	Is there sufficient public interest in the topic?
I	Impact	Will the review have a significant impact on community wellbeing?
C	Council performance	How is the council/organisation performing in this area?
K	Keeping in context	What else is happening in this area such as recent reviews or inspections?

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
Feb 24 2011	Letting of the Housing Repairs and Maintenance, and Environmental Contracts - due diligence	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	Examination to assess the council's due diligence process of the letting of contracts and to see if improvements could be made for the future. (what do the EU regulations allow us to do?)	At Committee	One meeting 2 nd of two
Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
March 17 2011	Quarterly Performance Data	Cabinet, Corporate Management Team and the Policy & Performance Manager	Identification of any causes for concern and note successes	At committee	Quarterly Review

March 17 2011	Exemplar first phase – Three score development; procurement process to secure a development partner	Director of Regeneration & Development & the City Growth & Development Manager	To make a recommendation to cabinet, on the outcome of the process to procure a developer/partner. And discussion around the infrastructure needs and wider community impact of any future development in this area of the City.	At Committee Pending decision at the January meeting this may become delegated to a task & finish group	One meeting 2 nd of two
March 17 2011	Annual Scrutiny Review	Chair of Scrutiny and the Scrutiny Officer	Assessment of the effectiveness of the council's scrutiny function and a forward look to the development of scrutiny. Recommend to Council	At committee	One meeting
May 2011	Crime & Disorder Reduction Partnership	Responsible Executive member(s) Director of Regeneration & Development Head of Community Services	Compliance with the Police & Justice Act – statutory role for scrutiny. Is the Crime & Disorder Reduction Partnership achieving its commitments?	At Committee	One meeting
Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
May 2011	Quarterly Performance Data	Cabinet, Corporate Management Team and the Policy & Performance Manager	Identification of any causes for concern and note successes	At committee	Quarterly Review
June 2011	Effectiveness of the revised Procurement Strategy and Ethical Procurement	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	To ask; is the council adhering to the procurement strategy and what has the impact been of the revised strategy. Are there any gaps?		

June 2011	Neighbourhood Strategy	Director of Regeneration & Development, Head of Local Neighbourhood Services and the cabinet portfolio member – Neighbourhood Development	To gain an overview of the strategy's impact and to learn of the next steps	At committee	One meeting
June 2011	Voluntary Sector	The Head of Strategy & Programme Management and the cabinet portfolio members – Neighbourhood Development and Wellbeing.	To gain an overview of the newly proposed commissioning model, the process by which it has been developed and to assess if it will deliver the council's needs.	Pre – scrutiny of new policy.	One meeting
July 2011	Customer Contact Management Systems	Deputy Chief Executive, the Head of Customer Servs and cabinet mbr – Res, Perf & Shared servs.	Pre – scrutiny of the new way of working and to assess what areas may need onward monitoring.	At committee	On going
Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
July 2011	ICT benchmarking	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	Consideration of the refreshed ICT strategy and to assess if the council's ICT arrangements are offering best value.	At committee	One meeting
Item on all Scrutiny agendas	Scrutiny Committee Work Programme	Chair of Scrutiny & Scrutiny Officer	Keep the programme of topics for Scrutiny under review	At Committee	on going each month and annual review

FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2010/11

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CMT	Cabinet Briefing (IC) or Portfolio Holder (PH)	TB/VH Comments
CABINET 16 Feb	Budget Monitoring	To update members on budget monitoring 9 mths to 31 Dec	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Budget & Policy Framework & Service Priority Plans	To set out Budget & Policy Framework	CEO	28 Jan	BB	PH	
CABINET 16 Feb	Budget 2011/12 General Fund	To recommend to Council setting of budgetary requirement level of Council Tax	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Capital Strategy	Recommend updated Capital Strategy to Council	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Non Housing Capital Plan 2010-2014 & Non Hsg Capital Prog	To review Non Capital Plan & Non Hsg Capital Prog	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	HRA Account 2011/12	HRA budgets for 2011/12	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Council Rents & Other Charges	To set options for rents & other charges	Hd of finance	28 Jan	BB	PH	
CABINET 16 Feb	Housing Capital Programme	To review Hsg Capital Programme	Hd of Finance	28 Jan	BB	PH	
CABINET 16 Feb	Future provision of housing repairs, maintenance and improvements.	To approve the strategy for provision of housing repairs, maintenance and improvements.	DCEO – Anton Bull	28 Jan	JM	PH	

To CMT W/C 31 January 2011

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CMT	Cabinet Briefing (IC) or Portfolio Holder (PH)	TB/VH Comments
	KEY DECISION						
CABINET 16 Feb	New Contractual Arrangements with NEWS MRF(Materials Recycling Facility) at Costessey	Cabinet has previously approved a new waste and recycling service, Maximum Landfill Diversion (MLD), which includes the weekly collection of food waste. MLD has provided new business opportunities around the collection and disposal of material for recycling and this report seeks permission to pursue these opportunities in order to maximise income.	Head of Citywide Services – Chris Eardley	28 Jan	JM	PH	
CABINET 16 Feb	Changes to car park blue badge charges	To approve changes to car park blue badge charges	Dir of Reg & Development – David Rogers	28 Jan	JM	PH	
CABINET 16 Feb	Award of the contract for construction of housing bin stores KEY DECISION EXEMPT REPORT	To approve the award of the contracts	Dir of Reg & Development – Chris Rayner	28 Jan	JM	PH	
CABINET 16 Feb	Award of the contract for gas servicing. KEY DECISION EXEMPT REPORT	To approve the award of the contracts	Dir of Reg & Development – Chris Rayner	28 Jan	JM	PH	
CABINET 16 Feb	HCA Partnership Small Housing Sites Update		Dir of Reg & Development –	28 Jan	JM	PH	

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	KEY DECISION EXEMPT REPORT		Andrew Turnbull				
CABINET 16 Feb	Reduction in county council funding for transportation and highways services - response to staff consultation EXEMPT REPORT	To confirm how to proceed in light of the results of staff consultation	Dir of Reg & Development – Andy Watt	28 Jan	JM	PH	
COUNCIL 22 Feb	Non housing capital programme	To consider recommendations of cabinet	Hd of Finance				
COUNCIL 22 Feb	Budget 2011-12 general fund	To consider recommendations of cabinet	Hd of Finance				
COUNCIL 22 Feb	Capital strategy	To consider recommendations of cabinet	Hd of Finance				
COUNCIL 22 Feb	Council housing capital plan & programme	To consider recommendations of cabinet	Hd of Finance				
COUNCIL 22 Feb	HRA budget 2011-12	To consider recommendations of cabinet	Hd of Finance				
COUNCIL 22 Feb	Council rents & other housing charges 2011/12	To consider recommendations of cabinet	Hd of Finance				
COUNCIL 22 Feb	Budget and Policy Framework	To consider recommendations of cabinet	Chief executive officer				
SCRUTINY 24 Feb	Letting of the Housing Repairs and	Examination to assess the council's process and to see if	DCEO – Anton Bull	16 Feb			

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	Maintenance and Environmental Contracts – due diligence	<p>it can be improved. What do the EU regulations allow us to do?</p> <p>Certain outcomes from this discussion may be carried forward to the committee's look into the effectiveness of the revised procurement strategy later in 2011</p>					
COUNCIL 1 Mar	Will not be convened						
CABINET 16 Mar	Quarter 3 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation	25 Feb	PS	PH	
CABINET 16 Mar	Bracondale Conservation Area Appraisal	To approve the Bracondale conservation area appraisal	Dir Regeneration & Development – Ben Webster	25 Feb	JM	PH	
CABINET 16 Mar	Norwich Neighbourhood Economic Assessment	To consider the findings of the economic assessment	Dir Regen and Dev- Sharon Quantrell	25 Feb	JM	PH ?	
CABINET 16 Mar	Appropriation of housing stock KEY DECISION	To seek approval to appropriate dwelling properties from the General Fund to the Housing Revenue Account	Dir of Regeneration and Development	25 Feb	JM	PH	

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CABINET 16 Mar	Heigham Grove Conservation Area Appraisal	To approve the Heigham Grove conservation area appraisal	Dir Regeneration & Development – Ben Webster	25 Feb	JM	PH	
CABINET 16 Mar	Scrutiny Cycling Task & Finish Group: Recommendations to Executive	To consider Scrutiny's Cttee recommendations arising out of work by Scrutiny Cycling Task and Finish Gp.	Dir of Develop & Regen – Andy Watt	25 Feb	JM	PH	
CABINET 16 Mar	Selection of Development Partner for Threescore. EXEMPT REPORT		Dir of Reg & Develop – Gwyn Jones	25 Feb	JM	PH	
CABINET 16 Mar	Annual Review of Partnership Review		Dir of Transformation – Rachael Metson	25 Feb	JM	PH	
CABINET 16 Mar	No Recourse to Public Funds	From a motion to Council 30 March 2010. To ask the Cabinet to consider ways to work together with the Council's partners to counter the specific set of problems that such women face in Norwich.	Dir of Reg & Develop - Alison Spalding	25 Feb	JM	PH	
CABINET 16 Mar	CPO of private dwelling EXEMPT REPORT	To recommend the compulsory purchase of an address in Wensum Ward which is a privately owned long term empty property that generates	Dir Regeneration & Development – Mark Siddall	25 Feb	JM	PH	

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		regular complaints to the council. All other attempts to resolve this problem have failed.					
CABINET 16 Mar	Constitution	To consider recommendations to Council from the Constitution working party	Head of Legal and Democratic Services	25 Feb	BB	PH	
CABINET 16 Mar	Award of the contract for provision of bus shelters EXEMPT REPORT KEY DECISION	To agree a preferred contractor	Dir of Reg & Development – Clive Gristwood	25 Feb	JM	PH	
CABINET 16 Mar	Property Services update EXEMPT REPORT	To brief members on options for the future delivery of the Asset Management Service.	Dir of Reg & Develop – Andy Watt	25 Feb	JM	PH	
CABINET 16 Mar	Single Status EXEMPT REPORT KEY DECISION	To report to members Unison's response to the proposal for implementing single status and to consider options and agree the position on compensation	DCEO – Dawn Bradshaw	25 Feb	BB	PH	
SCRUT 17 Mar	Quarterly Performance Data	Identification of any causes for concern and note successes	DECO – Phil Shreeve	9 Mar			
SCRUT 17 Mar	Exemplar first phase – Three score development	Discussion around the infrastructure needs and wider community impact of any future development in this area of the City.	Dir of Reg & Dev – Gwyn Jones	9 Mar			

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AUDIT 22 Mar				14 Mar			
COUNCIL 22 Mar	Adoption of the Joint Core Strategy for Norwich, Broadland and South Norfolk	To endorse the adoption of the Jt Core Strategy	Dir of Reg & Develop – Graham Nelson				
COUNCIL 22 Mar	Annual Scrutiny Review for Norwich City Council 2010/11	To consider the Annual Scrutiny Review	DCEO - Head of Legal and Dem Services – Phil Hyde/Steve Goddard				
COUNCIL 22 Mar	Constitution	To consider recommendations to Council from the Constitution working party	Head of Legal and Democratic Services/Report of Executive				
CABINET May	Greater Norwich Area Homelessness Strategy	To approve the Greater Norwich Homelessness Strategy	Dir of Reg & Develop - Paul Swanborough/Chris Hancock	21 Apr	JM	PH	
CABINET May	Disposal of NCC land	To approve the terms of sale of future NCC sites	Dir of Regen & Develop –	21 Apr	JM	PH	

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	EXEMPT REPORT		Debbie Gould				
CABINET May	Choice of contractor to deliver the installation of photovoltaic panels to council homes to enable tenants to benefit from free electricity KEY DECISION	To approve choice of contractor to deliver the installation of photovoltaic panels to council homes to enable tenants to benefit from free electricity	Dir of Reg & Develop - Paul Swanborough/ Chris Rayner	21 Apr	JM	PH	
ANNUAL COUNCIL 17 May	Appointment of LM, Sheriff, Leader and Executive, Chairs of Scrutiny, Standards and Committees, Vice Chair of Standards and NHAC, Schedule of Meetings		HLDS –A Emms	22 Apr			
SCRUTINY 19 May	Quarter 4 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation				
SCRUTINY 19 May	Crime & Disorder Reduction Partnership	Compliance with the Police & Justice Act –statutory role for scrutiny. Is the Crime &	Dir Regeneration & Development – Bob Cronk	10 May			

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		Disorder Reduction Partnership achieving its commitments in its Partnership Plan? A look at the structure of the of the CRDP and the partnership plan for the year 2011/2012 and to assess if the partnership is sufficiently shaped to enable it to deliver what it is tasked to do.					
CABINET	Quarter 1 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation				
SCRUTINY June	Effectiveness of the revised procurement strategy and ethical procurement	To ask: is the council adhering to the procurement strategy and what has the impact been of the revised strategy	DCEO – Anton Bull	TBA			
SCRUTINY June	Neighbourhood Strategy	To gain an overview of the strategy's impact and to learn of the next steps	Dir of Reg & Develop – Bob Cronk	TBA			
SCRUTINY June	Voluntary Sector	To gain an overview of the newly proposed commissioning model, the process by which it has been developed and to assess if it will deliver the	Head of Strategy and Programme Management	TBA			

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		council's needs					
SCRUTINY July	Customer Contact Management Systems	Pre-scrutiny of the new way of working and to assess what areas may need onward monitoring	DCEO – Tina Bailey	TBA			
SCRUTINY July	ICT benchmarking	Consideration of the refreshed ICT strategy and to assess if the council's ICT arrangements are offering best value	DCEO – Anton Bull	TBA			