

**Committee Name: Scrutiny**

**Committee Date: 16/12/2021**

**Report Title: Scrutiny work programme**

**Portfolio:** Councillor Kendrick, cabinet member for resources

**Report from:** Executive director of community services

**Wards:** All Wards

**OPEN PUBLIC ITEM**

**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 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 the people living well and great neighbourhoods, housing and environment corporate priorities.

This report addresses the strategic actions in the Corporate Plan, in particular the healthy organisation.

This report helps to meet the adopted policies of the council.

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

## **Report Details**

### **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. At scrutiny committee on 18 November 2021 the work programme was updated for the rest of the civic year 2021/2. The updated work programme is attached at Appendix A.
3. The scrutiny of the business plans of Norwich Regeneration Limited and Norwich City Services Limited has been postponed from 2 December. It is proposed that this meeting now takes place remotely on Monday 10 January at 16.30.

### **Recurring items**

4. There are certain areas of work identified for the scrutiny committee that are of a recurring nature. Presently, these are the scrutiny committee work programme (each meeting), Equality Information Report (December), pre-scrutiny of the proposed budget (February) and the annual review of the scrutiny committee (March). At the committee meeting on 21 October 2021 it was agreed to add updates from the councils climate commission as a recurring item.
5. Updates are received from the council's representative on the Norfolk County Health and Overview Committee (NHOSC).
6. Updates are also received from the council's representative on the Norfolk Countywide Community Safety Partnership Scrutiny sub panel (NCCSPSSP).

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

7. 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.
8. 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 agendas and members may wish to consider keeping some space on the work programme to facilitate this.

## Consultation

9. Ward councillors, 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. The portfolio holder will be briefed as part of the regular portfolio holder briefing process.

## Implications

### Financial and Resources

10. 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.
11. Any impact on resources resulting from this report will be accommodated within existing budgets or the relevant approvals will be sought if additional budget is required.

## Legal

12. No specific legal advice has been sought or provided.

## Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
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
None at this stage		

## Other Options Considered

13. There have been no other options considered for this report.

## Reasons for the decision/recommendation

14. This report will allow scrutiny to set and review the work programme for scrutiny for 2021/22.

**Background papers:** none

**Appendices:** none

**Contact Officer:** scrutiny liaison officer

Name: Emma Webster. Telephone number: 01603 989622

Email address: emmawebster@norwich.gov.uk

## APPENDIX A

### Annual work programme planning grid 2021-22

Date of meeting	Item
Thursday at 16.30	
<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 Online via zoom</b>	Air pollution from woodburning – continuation.
<b>16 September</b>	Ratification of resolutions made on 9 September. Appointment to Norfolk Health Overview and Scrutiny committee (NHOSC). Appointment to Norfolk Countywide Community Safety Partnership Scrutiny sub panel (NCCSPSSP). Second work programme setting meeting.
<b>21 October</b>	Work programme. (Including verbal update on the work of the select committee regarding communal bins). Review of the environmental strategy following Covid-19 (Portfolio Holder: Cllr Emma Hampton; Officers: Helen Chamberlin and Lou Rawsthorne).
<b>Friday 12 November at 12.30</b>	Extraordinary meeting. Health, safety and compliance in council homes. (Portfolio Holder: Cllr Gail Harris; Officers: Lou Rawsthorne)
<b>18 November</b>	Work programme. Update from the NHOSC meeting held on 4 November. The emerging new social inclusion agenda following COVID-19 (Portfolio Holder: Cllr Karen Davies; Officers: Helen Chamberlin and Ramona Herdman).
<b>2 December (moved from 4 November) POSTPONED Likely to be moved to 10 or 11 Jan 2022.</b>	Additional meeting. Scrutiny of the business plans for Norwich City Services Limited and Norwich Regeneration Limited. (Portfolio Holders: Cllrs Cate Oliver and Mike Stonard; Officers Hannah Leys and Dave Shaw).

<b>16 December</b>	<p>Work programme.</p> <p>Equality information report. (Portfolio Holder: Cllr Davis; Officers: Helen Chamberlin, Ramona Herdman, Ruth Newton, Emma Smith)</p> <p>Verbal update from the NCCSPSSP meeting held on 16 December (am).</p> <p>Report back from the scrutiny select committee on flytipping and communal bins (TBC).</p>
<b>2022</b>	
<b>20 January</b>	<p>Work programme.</p> <p>Update from the NHOSC meeting held on 20 January (am).</p> <p>Pre-scrutiny of the corporate plan and performance framework. (Portfolio Holder: Cllrs Alan Waters; Officers: Helen Chamberlin, Ramona Herdman, Ruth Newton, Emma Smith)</p>
<b>3 February</b>	<p>Work programme.</p> <p>To consider the 2022-23 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy. (Portfolio Holder: Cllrs Alan Waters and Paul Kendrick; Officers: Annabel Scholes and Hannah Simpson)</p>
<b>17 March</b>	<p>Work programme.</p> <p>Annual review of scrutiny committee.</p> <p>A sustainable, inclusive Norwich economy following COVID-19 (Portfolio Holder and officers tbc depending on Scrutiny Committee's confirmed areas of focus for the review).</p> <p>Update from the NCCSPSSP meeting held on 24 February.</p> <p>Update from the NHOSC meeting held on 10 March.</p>