

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

## **Item No 5**

**REPORT for meeting to be held on 19 October 2017**

### **Work Programme for 2017-18**

- Summary:** The purpose of this report is to provide an update to members on the items on the scrutiny work programme for the remainder of 2017-18 to support them in agreeing scopes for these.
- Conclusions:** The work programme is appended to this report (appendix A). It is proposed that any discussion is a whole committee discussion based on this documentation, to assist members in providing a clear scope for the items on future agendas to facilitate robust scrutiny.
- Recommendation:** To agree items and how these will be scoped and prepared for the remaining meetings of 2017-18.
- Contact Officers:** Adam Clark, Strategy manager,  
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## **Items for 2017-18**

The attached appendix A shows the work programme as it currently stands, with items that have been assigned to future meetings. Members are encouraged to discuss the scope for the following items so that officers can undertake appropriate background work:

**Access to justice:** This is currently scheduled for 23 November 2017, members are invited to comment and establish what background information they require, and which officers they would like to attend for the item.

**The private rented sector:** This is currently scheduled for 22 February 2018, members are invited to comment and establish what background information they require, and which officers they would like to attend for the item.

**Review of the council's enforcement service:** This is currently scheduled for 22 March 2018, members are invited to comment and establish what background information they require, and which officers they would like to attend for the item.

## Scrutiny committee work programme 2017 – 2018

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,</b>	<b>SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT</b>
13 July 2017	<b>Setting of the work programme</b>	Beth Clark (Scrutiny liaison officer), Cllr Wright	To assist committee members in setting the work programme for 2017/18
13 July 2017	<b>Quarterly performance report</b>	Adam Clark (Strategy manager)	To consider if there are any measures within report to consider for future analysis and how the committee would like to scrutinise corporate performance in the future
21 September 2017	<b>Update from 20th July and 7th September meetings of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
21 September 2017	<b>Pre-scrutiny of the proposed budget consultation</b>	Nikki Rotsos (Director of communications and culture)	To look at the proposed approach to engaging residents and other stakeholders in the development of the council's vision and strategy for 2019-2022 as well as the 2018-19 budget and transformation programme.
21 September 2017	<b>The cooperative agenda in local government</b>	Cllr Herries	To agree areas for further review and to consider identifying a suitable time for an all members briefing/workshop about co-operatives.

## Scrutiny committee work programme 2017 – 2018

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,</b>	<b>SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT</b>
19 October 2017	<b>Update from 26th October meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
19 October 2017	<b>Health inequality in Norwich</b>	Adam Clark (Strategy manager)	Review of health inequality in Norwich and the role of the city council
23 November 2017	<b>Access to justice</b>	Cllr Thomas	The impact of legal aid cuts, changes to tribunal fees, debt, impact of cuts to probation/prisons/courts. The city council commissions advice services which provide elements of legal advice and how these work in Norwich
14 December 2017	<b>Update from 7<sup>th</sup> December meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
14 December 2017	<b>Corporate plan and performance framework</b>	Adam Clark (Strategy manager)	To consider amendments to corporate performance KPIs

## Scrutiny committee work programme 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
14 December 2017	<b>Equality information report</b>	Adam Clark (Strategy manager)	Pre scrutiny of the report before it goes to cabinet.
14 December 2017	<b>Scope: Review/outcome of parks and play areas item</b>	Adrian Akester (Head of citywide services)	To be agreed
25 January 2018	<b>Update from 11th January meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
25 January 2018 <b>BELOW THE LINE</b>	<b>Scrutiny of the proposed budget, MTFS, and transformation programme</b>	Helen Chamberlin (Head of strategy and transformation), Karen Watling (Chief finance officer)	To be agreed  This report is not for publication because it would disclose information relating to the financial or business affairs of any particular person (including the authority holding that information) as in para 3 of Schedule 12A to the Local Government Act 1972.

## Scrutiny committee work programme 2017 – 2018

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,</b>	<b>SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT</b>
25 January 2018	<b>Environmental strategy (yearly update)</b>	Richard Willson (Environmental strategy manager)	Identification of any issues to consider and note successes and progress reported in the progress statement.
22 February 2018	<b>Update from 22<sup>nd</sup> February meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
22 February 2018	<b>The private rented sector</b>	Paul Swanborough	To be agreed
22 March 2018	<b>Review of the council's enforcement service</b>	Bob Cronk, Adrian Akester	To be agreed
22 March 2018	<b>Annual review of the scrutiny committee</b>	Beth Clark (Scrutiny liaison officer)	To agree the annual review of the scrutiny committee's work 2017 to 2018 and recommend it for adoption of the council

## The scrutiny committee tracker 2017 – 2018

Completed  
Ongoing  
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
6 April 2017	<b>Food poverty in Norwich</b>	Adam Clark, Cllr Maguire	Ask cabinet to consider;- (1) trying to access charitable trust funding to resource projects such as social supermarkets (2) developing a food poverty strategy to act as an umbrella document for existing actions (3) increasing awareness and availability of financial advice and early intervention (4) developing community led food literacy projects (5) increasing awareness of the Go4less cards which entitle residents to reduced allotment fees; and (6) linking older and socially isolated people with good food literacy skills with younger generations in need of such skills	A report was taken to cabinet on 13 September. Link to the agenda here: <a href="https://cmis.norwich.gov.uk/live/Meetingscalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/392/Committee/1/Default.aspx">https://cmis.norwich.gov.uk/live/Meetingscalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/392/Committee/1/Default.aspx</a>
22 June 2017	<b>City accessibility</b>	Bruce Bentley	Ask cabinet to formulate a city access charter and to extend consultations on such a charter to groups representing all disabilities including those with hidden disabilities	This recommendation is on the forward agenda to go to cabinet.

## The scrutiny committee tracker 2017 – 2018

**Completed**  
**Ongoing**  
**Not started**

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
13 July 2017	<b>Quarterly performance report</b>	Adam Clark	Ask the financial inclusion manager for some anecdotal evidence around timely access to debt advice,	The advice services in the FI consortium report that waiting times are variable and depend on a complex range of factors, including how urgent a case is e.g. if there are court dates or statutory time limits then these will be prioritised. However, overall, capacity is stretched within the social welfare advice sector; one proxy for this is that only around 50% of calls to the CAB advice line are currently answered, although this is improving.
13 July 2017			Ask the strategy manager to investigate why the performance target for measure FAC5 was so high; and	Response from Environmental Strategy Manager is that the 2016/17 performance above target was due to additional funding being available in 2016/17. Cosy City is fully dependent on government grants and/or funding from 3rd sector organisations. We are unlikely to see the same level of external grants and funding this year so we should not amend the target.



## The scrutiny committee tracker 2017 – 2018

Completed  
Ongoing  
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
13 July 2017			Ask the head of neighbourhood services to circulate any commentary captured around why residents felt unsafe.	With the Head of neighbourhood services
13 July 2017			SCL05 – exceed target by 6% - what is the anomalous reason for over performance? Otherwise, should the target be raised to 96%? The committee also required why didn't expect of 100% of businesses to achieve safety compliance?	The Environmental Health Manager (Food & Safety) suggested that the target be raised to 94% to show how food businesses in Norwich compare to the National picture.
21 September 2017	<b>Pre-scrutiny of the proposed budget consultation</b>	Nikki Rotsos	Take the consultation away and consider how best to involve members in shaping this with update brought back to scrutiny at appropriate time to allow changes to be considered	
21 September 2017			Include an 'easy-read' sheet	
21 September 2017	<b>Cooperatives</b>	Bethany Clark	To identify a suitable time for an all members briefing on cooperatives to widen view of co-ops and what other councils offer and what services are available to the council	

## The scrutiny committee tracker 2017 – 2018

Completed  
Ongoing  
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
21 September 2017	<b>Cooperatives</b>		To look at areas for further review, such as the private rented sector, health inequality, credit unions, community energy, housing co-ops	
21 September 2017			To open the briefing to staff as well as members	
21 September 2017	<b>Call-in of cabinet delegated decision</b>	Anton Bull	Anton Bull will discuss councillor enquiries with Tina Pocklington	
21 September 2017			To note the work being undertaken on publishing delegated decisions and progress on motions to council	
21 September 2017			Members unanimously endorse the delegated decision, which will then be implemented	

# FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2017 - 2018

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 08 NOV 2017</b>	Consultation 'Planning for the right homes in the right places'	To approve the city council's response to the Government's consultation 'Planning for the right homes in the right places'.	Cllr Stonard Graham Nelson Judith Davison		Graham Nelson	NO
<b>CABINET 08 NOV 2017</b>	Norwich rough sleeping strategy 2017-22: breaking the cycle of homelessness - <b>KEY DECISION</b>	To adopt the city council's approach to tackle rough sleeping as set out in the Norwich rough sleeping strategy 2017-22: breaking the cycle of homelessness	Cllr Maguire Andy Watt/Paul Swanborough Chris Hancock		Andy Watt	NO
<b>CABINET 08 NOV 2017</b>	Norwich Airport Industrial estate - procurement of joint venture partner	To approve the brief for procurement of a joint venture partner	Cllr Kendrick Andy Watt Gwyn Jones		Andy Watt	NO
<b>CABINET 08 NOV 2017</b>	Revenue budget monitoring 2017/18 period 6	To update Cabinet on the provisional financial position as at 30 September 2017, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET 08 NOV 2017</b>	Capital budget monitoring 2017/18 quarter 2	To update Cabinet on the financial position of the capital programmes as at 30 September 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET</b>	2017-18 Corporate KPI	To consider changes to Corporate KPI's	Cllr Waters		Helen	NO

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ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
08 NOV 2017	changes	due to changing methodology.	Adam Clark		Chamberlin	
<b>CABINET</b> 08 NOV 2017	Budget setting timetable 2018-19	To consider the arrangements and timetable for the budget setting timetable 2018-19	Nikki Rotsos Karen Watling		Karen Watling and Nikki Rotsos	NO
<b>CABINET</b> 08 NOV 2017	Bethel Hospital Repairs Notice	To consider the possible service of a Repairs Notice or Notices under Section 48 of the Listed Buildings Act 1990 specifying those works considered reasonably necessary for the proper preservation of the Bethel Hospital complex of buildings	Cllrs Stonard and Herries Graham Nelson		Dave Moorcroft	NO
<b>CABINET</b> 08 NOV 2017	Procurement of a contents insurance scheme for tenants	To approve the award of a contract insurance scheme for tenants	Cllr Harris Lee Robson Andy Bays		Bob Cronk	NO
<b>CABINET</b> 08 NOV 2017	Procurement of an external wall insulation programme to council properties	To approve the award of a contract for an external wall insulation programme to council properties	Cllr Harris Carol Marney John Hodson		Bob Cronk	NO
<b>CABINET</b> 08 NOV 2017	Procurement of a trade waste collection, recycling and disposal service	To approve the award of a contract for waste services	Cllrs Ryan and Kendrick Eamonn Pelican Carol Marney		Anton Bull	NO
<b>CABINET</b> 08 NOV 2017	Norwich Regeneration Ltd and Norwich and HCA Strategic	To consider the latest business plans of Norwich Regeneration Ltd and the Norwich and HCA Strategic Partnership.	Cllr Harris Gwyn Jones Andy Watt		Dave Moorcroft	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
	Partnership - business plans 2017-18 - <b>KEY DECISION</b>					
<b>CABINET 08 NOV 2017</b>	Norwich Regeneration Ltd- Business plan 2017/8 – <b>KEY DECISION</b>	To consider the exempt appendices to the Norwich Regeneration Ltd- Business plan 2017/8 report.	Cllr Harris Gwyn Jones Andy Watt		Dave Moorcroft	YES (Para 3)
<b>CABINET 08 NOV 2017</b>	Norwich Regeneration Ltd loan agreement – <b>KEY DECISION</b>	To approve the proposed loan agreement between NCC and NRL.	Cllr Kendrick Karen Watling Tina Stankley		Karen Watling	Yes (Para 3)
<b>CABINET 08 NOV 2017</b>	Managing Assets (housing) - <b>KEY DECISION</b>	To outline the options available for the assets future within the housing stock	Cllr Harris Lee Robson Steven Cleveland		Bob Cronk	Yes (Para 3)
<b>CABINET 08 NOV 2017</b>	Managing assets (housing revenue account) – <b>KEY DECISION</b>	To seek approval for proposals for the future of the council owned assets described in the report	Cllr Harris Andy Watt Charles Mason		Bob Cronk	YES (Para 3)
<b>CABINET 08 NOV 2017</b>	Managing assets (housing) – <b>KEY DECISION</b>	To seek approval for proposals for the future of the council owned assets described in the report	Cllr Harris Andy Watt		Bob Cronk	YES (Para 3)
<b>COUNCIL 28 NOV 2017</b>	Municipal Bonds Agency borrowing framework	To seek approval for the use of the Municipal Bonds Agency for future borrowing needs.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>COUNCIL 28 NOV 2017</b>	Treasury management full year review 2016/17	To consider the Treasury Management performance for the financial year to 31 March 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET DEC 13 2017</b>	Revenue budget monitoring 2017/18 period 7	To update Cabinet on the provisional financial position as at 31 October 2017, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET DEC 13 2017</b>	Treasury management mid-year review 2017/18	To update members on the Treasury Management performance for the financial year to 30 September 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET DEC 13 2017</b>	Quarter 2 2017/18 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2017/18	Councillor Waters Ben Foster		Adam Clark	NO
<b>CABINET DEC 13 2017</b>	Draft Consultation Document on Greater Norwich Local Plan under Regulation 18 of the Town and Country Planning (local planning) Regulations 2012		Planning Policy Graham Nelson Mike Burrell			
<b>CABINET JAN 18 2017</b>	Revenue budget monitoring 2017/18 period 8	To update Cabinet on the provisional financial position as at 30 November 2017, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Kendrick Karen Watling		Karen Watling	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET JAN 18 2017</b>	Review of the corporate risk register and policy	To update members on the results of the key risks facing the council and the associated mitigating actions, recorded in the council's corporate risk register.	Cllr Kendrick Karen Watling		Karen Watling	NO
<b>CABINET FEB 07 2018</b>	Revenue budget monitoring 2017/18 period 9	To update Cabinet on the provisional financial position as at 31 December 2017, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Kendrick Karen Watling		Karen Watling	
<b>CABINET FEB 07 2018</b>	Capital budget monitoring 2017/18 quarter 3	To update Cabinet on the financial position of the capital programmes as at 31 December 2017.	Cllr Kendrick Karen Watling		Karen Watling	
<b>CABINET FEB 07 2018</b>	General fund revenue budget 2018/19 and capital programme 2018/19 to 2022/23		Cllr Kendrick Karen Watling		Karen Watling	
<b>CABINET FEB 07 2018</b>	General fund revenue budget 2018/19 and capital programme 2018/19 to 2022/23 (EXEMPT appendix)		Cllr Kendrick Karen Watling		Karen Watling	
<b>CABINET FEB 07 2018</b>	Housing rents and budgets 2018/19 and housing capital programme 2018/19 to 2022/23		Cllr Kendrick Karen Watling		Karen Watling	

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET FEB 07 2018</b>	Housing rents and budgets 2018/19 and housing capital programme 2018/19 to 2022/23 (EXEMPT appendix)		Cllr Kendrick Karen Watling		Karen Watling	
<b>CABINET FEB 07 2018</b>	Treasury management strategy 2018/19		Cllr Kendrick Karen Watling		Karen Watling	
<b>COUNCIL 20/27 FEB 2018</b>	General fund revenue budget 2018/19 and non-housing capital programme 2018/19 to 2022/23		Cllr Kendrick Karen Watling		Karen Watling	
<b>COUNCIL 20/27 FEB 2018</b>	General fund revenue budget 2018/19 and non-housing capital programme 2018/19 to 2022/23 (EXEMPT appendix)		Cllr Kendrick Karen Watling		Karen Watling	
<b>COUNCIL 20/27 FEB 2018</b>	Housing rents and budgets 2018/19 and housing capital programme 2018/19 to 2022/23		Cllr Kendrick Karen Watling		Karen Watling	
<b>COUNCIL 20/27 FEB</b>	Housing rents and budgets 2018/19 and		Cllr Kendrick Karen Watling		Karen Watling	



ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>2018</b>	housing capital programme 2018/19 to 2022/23 (EXEMPT appendix)					
<b>COUNCIL 20/27 FEB 2018</b>	Treasury management strategy 2018/19 (Corporate Plan update should also go if not taken earlier)		Cllr Kendrick Karen Watling		Karen Watling	
<b>CABINET MARCH 14 2018</b>	Revenue budget monitoring 2017/18 period 10	To update Cabinet on the provisional financial position as at 31 January 2018, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Kendrick Karen Watling		Karen Watling	
<b>CABINET MARCH 14 2018</b>	Proposed right off of bad debt (KEY DECISION)	The proposed write of debt deemed to be non recoverable.	Cllr Kendrick Karen Watling		Karen Watling	
<b>CABINET MARCH 14 2018</b>	Quarter 3 2017/18 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2017/18	Councillor Waters Ben Foster		Adam Clark	NO