

## SCRUTINY COMMITTEE WORK PROGRAMME 2009/2010 – NORWICH CITY COUNCIL

### Pick Analysis for Prioritising Topics

Public interest – Impact - Council performance - Keeping in context

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

\* **Headline Priorities of the Corporate Plan** – Strong & Prosperous City, Safe & Healthy Neighbourhoods and Opportunities for all.

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Impact on City & Community	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
15/10/09	<b>To consider progress on the improvement and efficiency programme</b>	Cllr Waters and the Director of Transformation	Helping the City Reach Its Full Potential & Improving Services	Strong & Prosperous City, Safe & Healthy Neighbourhoods and Opportunities for all	For Scrutiny to offer a critical friend assessment of the work that is being done towards Improvement & Efficiency	At Committee update and or any arising scrutiny work	Provisional – update on a monthly basis plus any arising scrutiny work, flexible
15/10/09	<b>Consideration of the 7 Audit Commission recommendations and the Council decision of the 27 January 2009</b>	Cllr Arthur and the Director of Regeneration & Development	Helping the City Reach Its Full Potential & Improving Services	Safe and Healthy Neighbourhoods and Opportunities for all	A critical friend assessment of the work that is being done towards addressing the Audit Commissions recommendations	At Committee	One meeting

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Impact on City & Community	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
22/10/09 NB Extra Mtg	Bus Services Performance Monitoring	Cllr Morrey The Head of Transportation & Landscape Cllr Gunson Nfk CC and Head of Passenger Transport Nfk CC	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes and to make recommendations accordingly/lessons learnt	At Committee	Yearly review of Performance
12/11/09	Safer Norwich Partnership Six Monthly Performance Data	Cllr Bremner Director of Regeneration & Development Head of Community Services	Safe, active & secure City	Safe and Healthy Neighbourhoods	Compliance with the Police & Justice Act –statutory role for scrutiny - Is the SNP achieving its commitments in its Partnership Plan? And Follow up of the work that has been carried out towards mitigating issues around ASB in the Castle Gardens	At Committee	Every Six Months

<b>Date of Meeting</b>	<b>Topic</b>	<b>Organisation/ Officer/ Responsible Portfolio Holder</b>	<b>Impact on City &amp; Community</b>	<b>Links with the Executive's Forward Agenda &amp; the Corporate Plan</b>	<b>Objectives and Desired Outcomes</b>	<b>Methods and venue</b>	<b>Timescale</b>
12/11/09	<b>Housing Improvement – Scrutiny</b>	Cllr Arthur, Director of Regeneration & Development, the Tenancy Support Manager and the Unitary Programme Manager	Neighbourhoods where people feel safe & streets are clean/maintained. Quality hsg & amenities & active communities and Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priority	For scrutiny to offer a critical friend assessment of the work that is being undertaken to improve the council's housing service.	At Committee	Bi Monthly
12/11/09	<b>Quarterly Performance Data</b>	Cllrs Morphew and Waters CMT & Policy & Performance Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
12/11/09	<b>To consider progress on the improvement and efficiency programme</b>	Cllr Waters and the Director of Transformation	Helping the City Reach Its Full Potential & Improving Services	Strong & Prosperous City, Safe & Healthy Neighbourhoods and Opportunities for all	For Scrutiny to offer a critical friend assessment of the work that is being done towards Improvement & Efficiency	At Committee update and or any arising scrutiny work	Provisional – update on a monthly basis plus any arising scrutiny work, flexible

<b>Date of Meeting</b>	<b>Topic</b>	<b>Organisation/ Officer/ Responsible Portfolio Holder</b>	<b>Impact on City &amp; Community</b>	<b>Links with the Executive's Forward Agenda &amp; the Corporate Plan</b>	<b>Objectives and Desired Outcomes</b>	<b>Methods and venue</b>	<b>Timescale</b>
12/11/09	<b>City Centre Toilet Provision Task &amp; Finish Group Final Report</b>	Cllr Waters, the Head of Asset & City Mgt, Cllrs Watkins, Blower & Bradford	Helping the City Reach Its Full Potential & Improving Services	Safe and Healthy Neighbourhoods and Opportunities for all	For Scrutiny to consider the final report and to make recommendations to Executive if necessary	At Committee	One meeting
<b>19/11/09 NB Extra Mtg</b>	<b>Academy Schools in Norwich</b>	Cllr Monbiot Nfk CC Deputy Director – Early Years Schools & Community Nfk CC and the Partners Earlham and Heartsease	Helping the City Reach its Full Potential & Improving Services/ working with local businesses, colleges, schools & Universities	Opportunities for all	Identification of any causes for concern and note successes and to make recommendations accordingly	Special Meeting – possibly on site.	One meeting
10/12/09	<b>Annual Review of the Scrutiny Work Programme and Questioning Skills Training</b>	Cllr Stephenson and the Scrutiny Officer	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	To set a forward work programme for Scrutiny for the next 12 months	Using the Corporate Plan and the Pick Analysis as a guide at a workshop	Annual

<b>Date of Meeting</b>	<b>Topic</b>	<b>Organisation/ Officer/ Responsible Portfolio Holder</b>	<b>Impact on City &amp; Community</b>	<b>Links with the Executive's Forward Agenda &amp; the Corporate Plan</b>	<b>Objectives and Desired Outcomes</b>	<b>Methods and venue</b>	<b>Timescale</b>
14/01/10	<b>Annual Partnership Review</b>	Cllr Morpew, and the Partnerships Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Pre – scrutiny of the Annual Review and opportunity to look into and comment on the effectiveness of partnerships	At Committee	Yearly Review
14/01/10	<b>Community Engagement Strategy – Monitoring of Progress</b>	Cllr Blakeway, The Director of Regeneration and Development & the Head of Com Services	Neighbourhoods where people feel safe & streets are clean/maintained. Quality hsg & amenities & active communities	Safe & Healthy Neighbourhoods	Identification of any causes for concern and note successes. And Evaluation of the Strategy's impact	At Committee	Review one year on from initial Scrutiny
14/01/10	<b>Housing Improvement – Scrutiny</b>	Cllr Arthur, Director of Regeneration & Development, the Tenancy Support Manager and the Unitary Programme Manager	Neighbourhoods where people feel safe & streets are clean/maintained. Quality hsg & amenities & active communities and Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	For scrutiny to offer a critical friend assessment of the work that is being undertaken to improve the council's housing service.	At Committee	Bi Monthly

<b>Date of Meeting</b>	<b>Topic</b>	<b>Organisation/ Officer/ Responsible Portfolio Holder</b>	<b>Impact on City &amp; Community</b>	<b>Links with the Executive's Forward Agenda &amp; the Corporate Plan</b>	<b>Objectives and Desired Outcomes</b>	<b>Methods and venue</b>	<b>Timescale</b>
14/01/10	<b>Final Reports of Task &amp; Finish Groups – Cycling, Burial Provision and Allotments</b>	Cllr Morrey & Head of Transportation. Cllr Waters & the Regulatory Serv Manager and Cllr Brociek – Coulton with all mbrs of the T&F G's.	Neighbourhoods where people feel safe & streets are clean/maintained. Quality hsg & amenities & active communities and Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	For Scrutiny to consider the final report(s) and to make recommendations to Executive if necessary	At Committee	One meeting
11/02/10	<b>Pre-Budget Scrutiny</b>	Cllr Waters, Head of Financial Services and Deputy CE	Plans and strategies that are deliverable and beneficial for the City	All 3 Headline Priorities	That the Draft Budget is consistent with strategies, priorities and spending plans	Pre – Scrutiny at Committee	Annually
11/03/10	<b>Quarterly Performance Data</b>	Cllrs Morphew and Waters CMT & Policy & Performance Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Impact on City & Community	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
11/03/10	<b>Safer Norwich Partnership Six Monthly Performance Data</b>	Cllr Bremner Director of Regeneration & Development Head of Community Services	Safe, active & secure City	Safe and Healthy Neighbourhoods	Compliance with the Police & Justice Act –statutory role for scrutiny - Is the SNP achieving its commitments in its Partnership Plan?	At Committee	Every Six Months
20/05/10	<b>Quarterly Performance Data</b>	Cllrs Morphew and Waters CMT & Policy & Performance Manager	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
<b>Item on all Scrutiny agendas</b>	<b>Scrutiny Committee Work Programme</b>	<b>Cllr Stephenson &amp; Scrutiny Officer</b>	<b>Helping the City Reach Its Full Potential &amp; Improving Services</b>	<b>All 3 Headline Priorities</b>	<b>Keep the programme of topics for Scrutiny under review</b>	<b>At Committee</b>	<b>on going each month</b>

PTO

## Proposed future items yet to be agreed/allocated

?	<b>City Wide Parking Permits &amp; Blue Badge Provision</b>	Cllr Morrey The Head of Transportation & Landscape	Helping the City Reach Its Full Potential & Improving Services	All 3 Headline Priorities	Scoping of possible review	Invite Officers to help inform and scope possible T&F Group	To be determined by Committee
?	<b>Innovative Delivery of Council Services</b>	Cllr Brociek-Coulton and Strategic Director – Corporate Resources & The Head of Customer Contact	Service improvement/development	Aiming for Excellence	Initial briefing towards consideration of ways by which Council Services could be delivered remotely via a variety of viable means.	At Committee	To be determined after this initial briefing

### Procurement Strategy

Late Spring

### Making the night-time economy safe in Norwich in terms of multi stakeholder work.

See SNP update

### The NELM Initiative with particular reference to the winding-up arrangements - to involve Wensum councillors

Chair in discussions



## Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
<b>EXEC 14 Oct</b>	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the improvement and efficiency programme.	Dir of Transformation – Paul Spencer	25 Sep		<b>PH</b>	
<b>EXEC 14 Oct</b>	Land Disposal - Earlham Hall  <b>EXEMPT REPORT</b>	To agree disposal of land	Regeneration & Development - Chris Dady	25 Sep		<b>PH</b>	
<b>EXEC 14 Oct</b>	Single Equality Bill	To consider the Single Equality Bill consultation document	Dir of Transformation	25 Sep		<b>PH</b>	
<b>EXEC 28 Oct Moved from 30 Sept</b>	Site Allocations Development Plan Document	To approve the initial draft consultation document seeking views on sites put forward for identification in the DPD.	Dir Regeneration & Development – Paul Rao	9 Oct		<b>IE 7/10</b>	
<b>EXEC 28 Oct</b>	HRA Consultation Changes	To consider changes.	Dir Regeneration & Development – Tracy John	9 Oct		<b>IE 21/10</b>	
<b>EXEC 28 Oct</b>	Financial Monitoring	To consider the financial monitoring report	DCEO/ Barry Marshall	9 Oct		<b>PH</b>	

## Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
<b>EXEC 11 Nov</b>	Local Development Framework Annual Monitoring Report	To approve and consider the Annual Monitoring Report	Dir Regeneration & Development – Paul Rao	23 Oct		<b>PH</b>	
<b>EXEC 11 Nov</b> Moved from 16 Sept/14 Oct	Local Development Scheme	To approve revision to the Council's LDS (statutory work programme for forward planning work).	Dir Regeneration & Development – Paul Rao	23 Oct		<b>PH</b>	
<b>EXEC 11 Nov</b>	Free Home Insulation Scheme	Executive to explore ways of providing a free insulation scheme	Dir Regeneration & Development – Paul Swanborough	23 Oct		<b>PH</b>	
<b>EXEC 11 Nov</b>	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer	23 Oct		<b>PH</b>	
<b>EXEC 11 Nov</b>	CityCare Contract Re-Provisioning	To approve outcome of evaluation and confirm award of contract.	DCEO – Anton Bull	23 Oct		<b>PH</b>	
<b>NOV 11 Nov</b>	Greater Norwich Housing Strategy for 2009	To update Executive on the Greater Norwich Housing Strategy.	Dir of Reg and Develop – Chris Hancock	23 Oct		<b>PH</b>	

## Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
<b>EXEC 11 Nov</b>	Multi-agency protocol - tackling hate crime and incidents together	To inform the Executive of the Council's duty to work in partnership to respond to reports of hate crime/incidents and agree how this will be implemented	Dir of Reg and Deveiop – Bob Cronk	23 Oct		<b>PH</b>	
<b>EXEC 25 Nov</b>	Quarter 2 2009/10 Performance Monitoring	To provide monitoring information on performance	Director of Transformation	6 Nov		<b>PH</b>	
<b>EXEC 25 Nov</b>	Norwich Area Transportation Strategy Implementation Plan Consultation	To agree to the consultation.	Dir Reg and Dev – Joanne Deverick	6 Nov		<b>PH</b>	
<b>EXEC 9 Dec</b>	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer	20 Nov		<b>PH</b>	

## Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
<b>EXEC 9 Dec</b> (moved from 16 Sept/ 14 Oct)	Revised Corporate Plan 2009 - 11	To agree the draft corporate plan 2009/2011 and recommend it to the full Council	Dir of Transformation Paul Spencer	20 Nov		<b>PH</b>	
<b>SPECIAL EXEC 15 Dec</b>				28 Nov			
<b>EXEC 23 DEC</b>				4 Dec			
<b>EXEC 13 Jan</b>	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the improvement and efficiency programme.	Dir of Transformation – Paul Spencer	23 Dec		<b>PH</b>	
<b>EXEC 27 Jan</b>	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the improvement and efficiency programme.	Dir of Transformation – Paul Spencer	8 Jan		<b>PH</b>	
<b>EXEC 27 Jan Moved from</b>	Regeneration Framework	Seeking approval to produce regeneration framework as	Regeneration & Development	8 Jan		<b>PH</b>	

## Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
16 Sept/14 Oct		basis for co-ordinating regeneration activity across the Council	Anne Bonsor/Gwyn Jones				
EXEC 10 Feb				22 Jan		PH	
EXEC 24 Feb	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer	5 Feb		PH	
EXEC 23 Feb	Budget Monitoring	To update members on budget monitoring 9 mths to 31 Dec 09	Hd of Finance	5 Feb		PH	
EXEC 23 Feb	Budget & Policy Framework & Service Plans	To set out Budget & Policy Framework	CEO	5 Feb		PH	
EXEC 23 Feb	Budget 2009/10 General Fund	To recommend to Council setting of budgetary requirement level of Council Tax	Hd of Finance	5 Feb		PH	

## Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
<b>EXEC 23 Feb</b>	Capital Strategy	Recommend updated Capital Strategy to Council	Hd of Finance	5 Feb		<b>PH</b>	
<b>EXEC 23 Feb</b>	Non Housing Capital Plan 2009-2013 & Non Hsg Capital Prog	To review Non Capital Plan & Non Hsg Capital Prog	Hd of Finance	5 Feb		<b>PH</b>	
<b>EXEC 23 Feb</b>	HRA Account 2009/10	HRA budgets for 2010/11	Hd of Finance	5 Feb		<b>PH</b>	
<b>EXEC 23 Feb</b>	Council Rents & Other Charges	To set options for rents & other charges	Ass Dir – Neigh	5 Feb		<b>PH</b>	
<b>EXEC 23 Feb</b>	Housing Capital Programme	To review Hsg Capital Programme	Hd of Finance	5 Feb		<b>PH</b>	
<b>EXEC 10 March</b>	Review of Highways Agency Agreement with Norfolk County Council	To review the Agency Agreement and recommend the future provision of highway services in Norwich	Dir Regeneration & Development – Andy Watt (Andy to confirm if this is to be a key decision- slc 16.9.09)	<b>19 Feb</b>	<b>CMT</b>	<b>IE</b>	
<b>EXEC 10 March Moved from 11 Nov</b>	Amendments to the Private Sector Renewals Policy	To amend the private sector renewal policy to reflect changes in legislation and current good practice.	Dir Regeneration & Development – Paul Swanborough	19 Feb		<b>PH</b>	

## Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	
<b>EXEC 24 March</b>	Quarter 3 2009/10 Performance Monitoring	To provide monitoring information on performance	Director of Transformation	5 Mar		<b>PH</b>	
<b>EXEC 24 March</b>	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the improvement and efficiency programme.	Dir of Transformation – Paul Spencer	5 Mar		<b>PH</b>	
<b>EXEC 19 May</b>				30 Apr			

## Executive Forward Agenda

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Fire Risk Assessment	To approve the Fire Risk Assessment	Asst Dir of Neighbourhoods – Chris Rayner/Tracy John
EXEC	Planning Responses to Recession	To agree approach to planning policy in light of current economic circumstances	Dir of Regeneration & Development – Paul Rao
EXEC	Statement of Community Involvement	To changes to the SCI (policies towards community engagement on planning matters) following consultation (likely Dec 2009)	Dir Regeneration & Development – Paul Rao
EXEC	Sewell Conservation Area Appraisal	To approve the Sewell conservation area appraisal (likely October 09)	Dir Regeneration & Development – Ben Webster
EXEC	Sewell Conservation Area Appraisal	To approve the Heigham Grove conservation area appraisal (likely March 2010)	Dir Regeneration & Development – Ben Webster
EXEC	St Stephen's Masterplan Phase 1	To approve the results of phase 1 of the Masterplan and consider how to take forward phase 2.	Dir Regeneration & Development – Ben Webster
EXEC	Integrated Single Regional Strategy	To consider Council comments on single integrated regional strategy (successor document to regional spatial strategy and regional economic strategy (timing dependent on external factors)	Dir Regeneration & Development – Graham Nelson/Chris Popplewell
EXEC	Gypsies and Travellers	To consider Council strategy towards making provision for Gypsies and Travellers in the light of single issue review to Regional Spatial Strategy	Dir Regeneration & Development – Graham Nelson/Alison Spalding



## Executive Forward Agenda

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Decent Work Day (from a motion-30 Sept)	To ask Executive to put plans and time into	Corporate Resources – Bridget Buttinger, Glenda Bennett
EXEC	Local Advice Services (from a motion-30 Sept)	To ask Executive to review support	Corporate Resources – Nikki Rotsos
EXEC	Social Housing Motion (from a motion-25 Nov)	To ask Executive to action	Regeneration and Development – Alison Spalding
EXEC	Pre-Payment Meters (from motion-25 Nov)	To welcome the Executive's intention to respond to Ofgem's current consultation and strongly voices this council's opposition to the additional charges levied on prepay customers; And ask the Executive to look into the options offered by the energy provider Ebico, and other non profit energy suppliers."	Regeneration and Development – Chris Rayner
EXEC	Campus Norwich (from motion to Council 27 Jan 09)	Referral from motion to Council on 27 Jan 09	Paul Spencer, Director of Transformation
EXEC	Fuel Poverty (from motion to Council on 3 March 2009)	Executive to consider how to implement the recommendation set out in the Independent Commission for Older People report to use its financial inclusion initiative as a means to improve access to information for older people; Executive to explore ways of providing a free insulation scheme for all households in Norwich	Bob Cronk – (Improving Access to information for older people)  Paul Swanborough – (Free Insulation Scheme)

## Executive Forward Agenda

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
		including private sector housing, as a way of reducing fuel poverty, heating bills and CO <sub>2</sub> emissions and consult with the Head of Finance and with officers of Kirklees Council where such a scheme is already in operation and is partly funded through prudential borrowing;	
EXEC	Proposed Re-development north side of City (MC)	Options relating to the redevelopment	Regeneration & Development
EXEC	Proposed Re-development north side of City (WR)	Options for re development	Regeneration & Development
EXEC	Engaging Young People	Referral from Council 18 March 2008. Council to explore creation of Youth Scrutiny Gp to work alongside Scrutiny Cttee in area of policy formation, during approach to New Unitary Council	Steve Goddard/Paul Spencer/Bob Cronk/CMT
EXEC	Child Poverty	Referral from motion to Council 21 April 2009.	Transformation-Paul Spencer/ Cllr Sands
EXEC	Clarity in Communication	Referral from motion Council 9 June 2009. Executive to ask the relevant officers to ensure that the writers of public documents follow existing council guidelines on clear English.	Corporate Resources – Nikki Rotsos
EXEC	Area Based Decision Making	Referral from motion to Council 14 July 2009.	Regeneration and Development – Doug Wilkinson and Bob Cronk
EXEC	Waste Management	Referral from motion to Council 14 July 2009.	