

Scrutiny committee

Date: Thursday, 27 May 2021

Time: 16:30

Venue: Council chamber, City Hall, St Peters Street, Norwich, NR2 1NH

All group pre-meeting briefing – 16:00 Council Chamber

This is for members only and is not part of the formal scrutiny committee meeting which will follow at 16:30. The pre-meeting is an opportunity for the committee to make final preparations before the start of the formal meeting. The public will not be given access to the Council Chamber before 16:30.

Committee members:

Councillors:

Wright (Chair)*
Carlo
Everett
Fulton-McAlister (M)
Galvin
Giles
Hampton
Manning
Oliver
Osborn
Stutely
Thomas (Va)
Thomas (Vi)

For further information please contact:

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*Subject to appointment at annual council.

Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website

Agenda

Page nos

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|----------|--|----------------|
| 1 | Apologies

To receive apologies for absence. | |
| 2 | Public questions/petitions

To receive questions / petitions from the public.
Please note that all questions must be received by the committee officer detailed on the front of the agenda by 10am on 19 May 2021 .
Petitions must be received by the committee officer detailed on the front of the agenda by 10am on 19 May 2021 .
For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution. | |
| 3 | Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting). | |
| 4 | Appointment of vice-chair

To appoint the vice-chair of the scrutiny committee. | |
| 5 | Minutes of scrutiny committee 18 March 2021

To approve the accuracy of the minutes of the meeting held on 18 March 2021. | 7 - 10 |
| | Minutes of scrutiny committee 23 April 2021

To approve the accuracy of the minutes of the meeting held on 23 April 2021. | 11 - 12 |
| 6 | Norfolk Health Overview and Scrutiny committee appointment

To appoint a representative and substitute to the Norfolk Health and Overview Scrutiny committee. | 13 - 18 |
| 7 | Norfolk Countywide Community Safety Partnership Scrutiny sub panel appointment | 19 - 22 |

To appoint a representative and substitute to the Norfolk Countywide Community Safety Partnership Scrutiny sub panel.

8 Setting of the scrutiny committee work programme 23 - 30
2021-22

To set the scrutiny committee work programme for 2021-22.

Date of publication: **Thursday, 20 May 2021**

- T** is this, the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O** what would be the **OBJECTIVE** of the scrutiny?
- P** can **PERFORMANCE** in this area be improved by scrutiny input?
- I** what would be the public **INTEREST** in placing this topic onto the work programme?
- C** will any scrutiny activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

Once the TOPIC analysis has been undertaken, a joint decision should then be reached as to whether a report to the scrutiny committee is required. If it is decided that a report is not required, the issue will not be pursued any further. However, if there are outstanding issues, these could be picked up by agreeing that a briefing email to members be sent, or other appropriate action by the relevant officer.

If it is agreed that the scrutiny request topic should be explored further by the scrutiny committee a short report should be written for a future meeting of the scrutiny committee, to be taken under the standing work programme item, so that members are able to consider if they should place the item on to the work programme. This report should outline a suggested approach if the committee was minded to take on the topic and outline the purpose using the outcome of the consideration of the topic via the TOPIC analysis. Also the report should provide an overview of the current position with regard to the topic under consideration.

By using the flowchart, it is hoped that members and officers will be aided when giving consideration to whether or not the item should be added to the scrutiny committee work programme. This should help to ensure that the scope and purpose will be covered by any future report. The outcome of this should further assist the committee and the officers working with the committee to be able to produce informed outcomes that are credible, influential with SMART recommendations.

Specific, Measurable, Attainable, Relevant and Time-bound

Scrutiny committee and a protocol for those attending meetings of the scrutiny committee

- All scrutiny committee meetings will be carried out in a spirit of mutual trust and respect
- Members of the scrutiny committee will not be subject to whipping arrangements by party groups
- Scrutiny committee members will work together and will attempt to achieve evidence based consensus and recommendations
- Members of the committee will take the lead in the selection of topics for scrutiny
- The scrutiny committee operates as a critical friend and offers constructive challenge to decision makers to support improved outcomes
- Invited attendees will be advised of the time, date and location of the meeting to which they are invited to give evidence
- The invited attendee will be made aware of the reasons for the invitation and of any documents and information that the committee wish them to provide
- Reasonable notice will be given to the invited attendee of **all** of the committees requirements so that these can be provided for in full at the earliest opportunity (there should be no nasty surprises at committee)
- Whenever possible it is expected that members of the scrutiny committee will share and plan questioning with the rest of the committee in advance of the meeting
- The invited attendee will be provided with copies of **all relevant** reports, papers and background information
- Practical arrangements, such as facilities for presentations will be in place. The layout of the meeting room will be appropriate
- The chair of the committee will introduce themselves to the invited attendee before evidence is given and; all those attending will be treated with courtesy and respect. The chair of the committee will make sure that all questions put to the witness are made in a clear and orderly manner



Scrutiny Committee

16:30 to 18:05

18 March 2021

Present: Councillors Wright (chair), Fulton-McAlister (M) , McCartney-Gray, Oliver, Osborn, Ryan, Sands (M) (substitute for Councillor Sands (S)) Sarmezey and Thomas (Vi)

Apologies: Councillors Carlo, Giles, Manning and Sands (S)

1. Public questions/petitions

There were no public questions or petitions

2. Declarations of interest

There were no declarations of interest.

3. Minutes

RESOLVED, to approve the accuracy of the minutes of the meeting held on 4 February 2021

4. Norfolk Health Overview and Scrutiny Committee update

The NHOSC representative presented the update. The committee had received a verbal update from the Care Quality Commission on the progress of the Queen Elizabeth hospital which was showing significant improvement.

The committee had a workforce update from the Norfolk and Waveney Clinical Commissioning group which had received a £2million investment from the government for recruitment and retention of staff.

Work had been undertaken with children's services to promote working in health and social care for school leavers.

A member asked for an update from the previous meeting around the compatibility of records between the health and prison services. The representative said that the records were not compatible and the committee had asked for further information around improving this.

RESOLVED to note the update of the NHOSC representative.

5. Countywide Community Safety Partnership Scrutiny Sub Panel (CCSPSSP) update

Councillor Giles, CSSCSP representative had given his apologies for the scrutiny committee meeting. The chair asked that any questions be emailed directly to Councillor Giles.

A member commented that it would be useful for members to have a briefing in the new civic year on safeguarding for both members and officers.

RESOLVED to note the update of the CSSCSP representative.

6. Scrutiny committee work programme 2020-21

The chair thanked the committee for the engagement in the work programme over the last year. He reminded members to complete TOPIC forms for suggested work programme items for the next civic year. No items would be carried over and a TOPIC form would need to be submitted for each suggested item.

RESOLVED to note the scrutiny committee work programme 2020-21.

7. Draft Procurement and Contract Management Strategy 2021-24

The chair welcomed Annabel Scholes, interim director of resources, Tracy Woods, procurement manager and Councillor Kendrick, cabinet member for resources to the meeting.

The interim director of resources presented the report. The committee was invited to pre-scrutinise the report before it was taken to cabinet in April. Report authors had engaged with the Corporate Leadership Team and senior managers on the strategy. The document outlined the direction of travel and would be a journey that took a few years.

A member commented that the draft strategy had good principle with emphasis on social value but asked what weighting it was being given. The interim director of resources said that it would be part of the implementation for the strategy and clear guidance would be given to managers. The draft strategy did not have that level of detail.

A member referred to the management of the commercial lifecycle of the contract and asked if officers had any more detail around this. The interim director of resources said that with regards to relationship management, some contracts may require quarterly contract meetings whilst others would simply be drawn down on, whilst still checking that the service was being delivered.

A member asked what support was in place for smaller contractors who may struggle with meeting the objectives. The interim director of resources said that the council

was working with the business community to understand the barriers to local businesses tendering for contracts. There would be a workshop set up to discuss how smaller businesses could work with the council to meet the criteria set out. Once this work had started, she would be happy to discuss how elected members could contribute. The strategy manager said that there was a piece of work on considering how the city could become a more positive space for social enterprises to flourish which included procuring contracts.

In response to a member's question, the interim director of resources said that the council was working with EELGA on the next steps in measuring social value for contracts. It was not anticipated that there would be included a minimum set of standards for businesses to meet. The strategy manager said that there were existing frameworks to measure social value and after doing some research, it was thought that the best starting point would be to take an 'off the shelf' model and then use this to fit the corporate priorities.

The chair asked whether work was being undertaken with larger companies to sub contract to smaller businesses which may not feel that they met the criteria for tendering. The business relationship and procurement manager said that there was a need to get into the market early which would give larger contractors time to engage with local suppliers. She had been speaking to representatives from each of the service areas within the council to understand how they worked with contractors so that there could be some engagement within the supply chains. The team was also looking at how contracts were packaged to see if some could be broken down to allow smaller suppliers to fulfil them.

In response to a member's question about the impact of Covid-19 on the council's procurement processes, the interim director of resources said that the existing procurement strategy had not been a barrier as the council had been given exemptions to deal with contracts.

A member asked what processes were in place to ensure that there was an even level of service throughout the life on the contract. The business relationship and procurement manager said that the council had appropriately trained contract managers to deal with those relationships.

A member said that he would encourage sustainability to be considered as part of the strategy. A major area that local authorities could control was the reduction of carbon and that pathways to achieve this should be set out in the strategy.

A member commented that they were concerned with the lack of minimum standards as a goal needed to be set to ensure that the contract was heading in the right direction. The interim director of resources said that there could be some contracts with specific standards. There was a need to be mindful about what the council was trying to procure when setting minimum standards as services needed to be cost effective and efficient. The strategy was looking at principles and the next steps would be how to embed this.

Members discussed councillor involvement in contracts. The interim director of resources said that the structure in place was to approve the strategy and then officers

would undertake the implementation. Feedback from members of the public should be channelled through ward councillors and this input was valued.

RESOLVED to make the following recommendations to cabinet:

- 1) Following the recommendation of the committee on climate change ensure that net zero-carbon pathways are built into contracts.
- 2) To consider a 20% social value weighting in the procurement assessment criteria and when going out to tender.
- 3) Set a minimum standard for expected net zero-carbon reduction pathways.
- 4) Ensure standards of service are maintained for the life of the contract.
- 5) 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.

CHAIR



Scrutiny Committee

10.00 to 11.25

23 April 2021

Present: Councillors Wright (chair), , McCartney-Gray, Oliver, Osborn, Sands (M) (substitute for Councillor Sands (S)) Sarmezey and Thomas (Vi)

Apologies: Councillors Carlo, Fulton-McAlister (M), Manning, Olicer, Ryan and Samezey

1. Declarations of interest

There were no declarations of interest.

2. Exclusion of the public

RESOLVED to exclude the public from the meeting during consideration of items 3* below on the grounds contained in paragraphs 3 of Part 1 of Schedule 12(A) of the Local Government Act 1972, as amended

3. Norwich City Services Limited business plan – call in

The Chair invited Councillors Bogelein and Osborn to explain the reasons for the call-in of the cabinet decision made on 14 April 2021 to approve the Norwich City Services Limited (NCSL) business plan 2021-24.

The executive director of resources and the managing director of NCSL Ltd responded in detail to the questions raised under each of the sections of the business plan as set out in the report. The leader of the council also responded to specific questions.

RESOLVED to

- (1) Not refer the matter back to cabinet and, therefore, the decision will stand;
- (2) Thank officers for their detailed responses to the questions set out in the report

CHAIR

ITEM 6

Committee Name: Scrutiny

Committee Date: 27/05/2021

Report Title: Appointment to the Norfolk Health Overview and Scrutiny committee

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

Purpose

This report provides a brief introduction to health scrutiny, the county council's role, the city council's role and an explanation of how the city council's representative on the Norfolk Health Overview and Scrutiny Committee (NHOSC) role is undertaken.

Recommendations:

- (1) Agree to continue with the protocol set out at paragraph 2 of the report.
- (2) Select a member of the scrutiny committee to be the representative to sit on NHOSC and report back to scrutiny committee.
- (3) Select a member of the scrutiny committee to be the substitute representative on NHOSC and report back to scrutiny committee.

Policy Framework

The Council has three corporate priorities, which are:

- People living well
- Great neighbourhoods, housing and environment
- Inclusive economy

This report meets all of the corporate priorities.

Report Details

What follows is the text from the protocol and reporting agreements agreed by Scrutiny Committee in 2017/18. It is recommended that this approach is continued and the dates noted of the planned meetings for 2021-2022.

1 Introduction to health overview and scrutiny

- 1.1 Since the Health and Social Care Act 2012 Norfolk County Council has delegated its powers to Norfolk Health Overview and Scrutiny Committee (NHOSC). The county council has a statutory duty to run a county-wide Health and Well Being Board, to which the city council send a representative from the cabinet. It has eight county councillors and seven co-opted district council members. The scrutiny committee at Norwich appoints a member representative (plus a substitute).
- 1.2 NHOSC acts as a central point to consider and review the overall links between different parts of the broad health and well-being services and activities across Norfolk. All commissioners and providers of health services, not just NHS organisations, are included in the overview / remit of health scrutiny. It also reduces the risk of organisations needing to duplicate reports or responses across a number of councils. It defines its own role as:

“A statutory Committee which considers all matters relating to the needs, health and health related-services of the population of Norfolk. It scrutinises services that have an impact on the health of Norfolk’s citizens and challenges the outcomes of interventions designed to support the health of Norfolk people.”
- 1.3 County and district councils have different service responsibilities, but both have a significant impact on health and wellbeing. For example the county has social care, education and public health roles and districts have planning and housing roles.
- 1.4 Overall the challenges for health scrutiny can fall between taking a strategic approach and a more local focus. With this comes an importance of understanding of how the county and district councils can complement each other and add value when scrutinizing local health and wellbeing matters.
- 1.5 Norwich City Council has a scrutiny member representative who sits on the NHOSC plus one substitute member.

2. A protocol for a good working practice between the City Council Scrutiny Committee and the Norfolk County Health Overview Committee

- 2.1 All NHOSC members have the opportunity to suggest items and the chair and the full committee decides whether or not to put them onto the forward work programme. NHOSC has the ability to delegate health scrutiny powers to district councils for review of specific local subjects
- 2.2 Following each meeting members are given a brief note of the outcomes and actions from the meeting to enable them to report back to their councils. At the 26 February 2015 meeting of the city council scrutiny committee it was agreed that regular updates from the NHOSC representatives should be reported back to the scrutiny committee.

2.3 It is therefore suggested that scrutiny committee agree a protocol for the representative of the council to work to:

- The representative should make it clear if they are not representing an agreed view of the council or scrutiny committee.
- A topic for scrutiny can be placed onto the NHOSC work programme either at a meeting of NHOSC as a member of NHOSC or on behalf of the Norwich scrutiny committee or the council if they have been asked to do so.
- The council's representative on NHOSC may submit relevant reports and recommendations of the scrutiny committee for consideration by NHOSC either if agreed by the chair of the scrutiny committee or by the committee itself or as a result of a request made by the NHOSC chair.
- The council's representative on NHOSC cannot agree on behalf of the Norwich scrutiny committee to carry out a piece of health scrutiny work. It is for the scrutiny committee to decide if it would like to include the matter on its work programme following a report back.
- If the Norwich scrutiny committee wishes to take on an item of the NHOSC work programme, it would need to request this via the representative, through the chair of the NHOSC to seek the appropriate agreement of the county council to delegate health scrutiny powers for that item.
- The council's representative on NHOSC must report back to the scrutiny committee on a regular basis and should liaise with the scrutiny officer on an ongoing basis. Reporting back will be scheduled onto the work programme. The summary of the NHOSC meeting provided by the county council will be attached to the agenda and the representative will give a verbal update and answer questions from the committee.
- The council's representative on NHOSC should preferably not be a board member or governor of a local health service organisation or a member of the Health and Wellbeing Board. This is not an absolute requirement but a preference because of the risk of potential or perceived conflict of interest limiting the councillor's effectiveness on the health scrutiny committee.
- Training will be provided by NHOSC for any councillor representative who is new to health scrutiny. There is an induction session at 2.00pm on Tuesday 13 July 2021.

2.4 The dates for NHOSC meetings 2021-22 are outlined below but may be subject to change throughout the year.

Meeting dates
Thursdays at 10am
10 June 2021 (cancelled)
15 July 2021
2 September 2021
4 November 2021
20 January 2022
10 March 2022.

Consultation

3. Ward councillors, portfolio holders, the public or other stakeholders have not been consulted (statutorily or otherwise).

Implications

Financial and Resources

4. 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.
5. There are no proposals in this report that would reduce or increase resources.

Legal

6. There are no legal considerations at this stage.

Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	Not applicable.
Health, Social and Economic Impact	Not applicable.
Crime and Disorder	Not applicable.
Children and Adults Safeguarding	Not applicable.
Environmental Impact	Not applicable.

Risk Management

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

Other Options Considered

7. An appointment from the council is needed by Norfolk County Council so there are no alternative options to consider.

Reasons for the decision/recommendation

8. An appointment from the council is needed by Norfolk County Council.

9. Tracking Information

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	
Monitoring Officer (or Deputy)	
Relevant Executive Director	

Background papers: None

Appendices: None

Contact Officer: Scrutiny liaison officer

Name: Emma Webster

Telephone number: 01603 989622

Email address: emmawebster@norwich.gov.uk

ITEM 7**Committee Name: Scrutiny****Committee Date: 27/05/2021****Report Title: Appointment to the Norfolk countywide community safety partnership scrutiny sub panel**

Portfolio:	Councillor Kendrick, resources
Report from:	Chief Executive/Executive Director
Wards:	All wards
OPEN PUBLIC ITEM	

Purpose

To provide background and meeting dates for the Norfolk countywide community safety partnership scrutiny sub panel (NCCSPSSP).

Recommendations:

- (1) Select a member of the scrutiny committee to be the representative to sit on NCCSPSSP and report back to the scrutiny committee.
- (2) Select a member of the scrutiny committee to be the substitute representative on NCCSPSSP and report back to the scrutiny committee.

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

Report Details

Introduction to NCCSPSSP

- 1 Norwich City Council has a scrutiny member representative who sits on the Norfolk countywide community safety partnership scrutiny sub panel plus one substitute member. The role of the Norfolk countywide community safety partnership scrutiny sub panel is to:
 - a. Scrutinise the actions, decisions and priorities of the Norfolk countywide community safety crime and disorder partnership in respect of crime and disorder on behalf of the county council communities committee,
 - b. Scrutinise the priorities as set out in the annual countywide community safety partnership plan,
 - c. Make any reports or recommendations to the countywide community safety partnership and the county council communities committee.
- 2 The police and crime panel scrutinises the work of the police and crime commissioner. There is a protocol regarding the relationship of these two panels to encourage and exchange information and to co-operate towards the delivery of their respective responsibilities.
- 3 The dates for meetings 2021-22 are outlined below but may be subject to change throughout the year.

Meeting dates for NCCSPSSP

10am

20 July 2021

16 September 2021

16 December 2021

24 February 2021

All dates awaiting final confirmation from County Hall.

Consultation

- 4 Ward councillors, portfolio holders, the public or other stakeholders have not been consulted (statutorily or otherwise).

Implications

Financial and Resources

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.

- 5 There are no proposals in this report that would reduce or increase resources.

Legal

- 6 There are no legal or statutory implications.

Statutory Considerations

Consideration:	Details of any implications and proposed measures to address:
Equality and Diversity	Not applicable.
Health, Social and Economic Impact	Not applicable.
Crime and Disorder	The appointed member will represent the council on the NCCSPSSP.
Children and Adults Safeguarding	Not applicable.
Environmental Impact	Not applicable.

Risk Management

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

Other Options Considered

- 7 An appointment from the council is needed by Norfolk County Council so there are no alternative options to consider.

Reasons for the decision/recommendation

- 8 An appointment from the council is needed by Norfolk County Council.

Tracking Information.

Governance Check	Date Considered
Chief Finance Officer (or Deputy)	
Monitoring Officer (or Deputy)	
Relevant Executive Director	

Background papers: None

Appendices: None

Contact Officer: Scrutiny liaison officer

Name: Emma Webster

Telephone number: 01603 989622

Email address: emmawebster@norwich.gov.uk



Committee Name: Scrutiny

Committee Date: 27/05/2021

Report Title: Setting of the scrutiny committee work programme for 2021/22

Portfolio:	Cllr Kendrick, resources
Report from:	Chief executive/Executive Director
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. Along with this report, standing items have been pre-populated into an annual work programme grid attached as appendix A.

Recommendation

It is recommended that members consider all the TOPIC forms submitted 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 should consider only setting topics for June and July with an additional work programming meeting in September. This would give members more flexibility around the work programme with the space to react to timely topics.
3. The scrutiny committee has previously adopted the TOPIC flow chart (attached as appendix B) as an aid to selection of scrutiny topics for its work programme. Members are encouraged to pay regard to this in ensuring that any topic that makes it onto the work programme has an agreed scope and will benefit from the scrutiny process. The Local Government Association considers the following useful filtering questions when prioritising a work programme; Is the topic already part of a separate review process? Does scrutiny have sufficient resources and time to tackle the topic? Is the topic of significant public concern? Will the topic support the achievement of corporate priorities and Can scrutiny 'make a difference' by addressing this topic?
4. Members have been asked to submit suggestions for the 2021-22 work programme to be considered by the committee. These will be circulated prior to the meeting. Additional TOPIC forms may be considered by the committee at the meeting at the discretion of the chair. It is proposed that an anonymous ballot will be held during the meeting to decide which items will be included in the new work programme.

Recurring items

5. 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), pre-scrutiny of the corporate plan and performance framework (December) Equality Information Report (December), pre-scrutiny of the proposed budget (February) and the annual review of the scrutiny committee (March).
6. Updates are received from the council's representative on the Norfolk County Health and Overview Committee (NHOSC). The proposed dates for NHOSC along with suggested scrutiny report dates are outlined in the annual work programme planning grid.
7. Updates are also received from the council's representative on the Norfolk Countywide Community Safety Partnership Scrutiny sub panel (NCCSPSSP). The proposed dates for NCCSPSSP along with suggested

scrutiny report dates are outlined in the annual work programme planning grid.

Scope for scheduling items onto the work programme.

8. 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.
9. 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

10. 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

11. 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.
12. Any impact on resources resulting from this report is likely to be accommodated within existing budgets.

Legal

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

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

Other Options Considered

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

Reasons for the decision/recommendation

15. 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)	
Monitoring Officer (or Deputy)	
Relevant Executive Director	19 May 2021.

Background papers: none

Appendices:

Appendix A Annual work programme planning grid 2021-22

Appendix B TOPIC flow chart

Contact Officer: scrutiny liaison officer

Name: Emma Webster

Telephone number: 01603 989622

Email address: emmawebster@norwich.gov.uk

Date of meeting	Item
Thursday at 16.30	
2021	
27 May	Work programme. Appointment to Norfolk Health Overview and Scrutiny committee (NHOSC). Appointment to Norfolk Countywide Community Safety Partnership Scrutiny sub panel (NCCSPSSP).
24 June	Work programme. Annual scrutiny report.
15 July	Work programme. Verbal update from the NHOSC meeting held on 15 July (am).
16 September	Second work programme setting meeting (to be decided). 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.
21 October	Work programme.
18 November	Work programme. Update from the NHOSC meeting held on 4 November.
16 December	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).
2022	
20 January	Work programme. Update from the NHOSC meeting held on 20 January (am).
3 February	Work programme. To consider the 2022-23 budgets, medium term financial strategy and capital programme, along with capital strategy and treasury management strategy.
17 March	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.

Guidance flow chart for placing items onto the scrutiny committee work programme



