

Norwich City Council
SCRUTINY COMMITTEE

Item No 8

REPORT for meeting to be held on Thursday 26 May 2016

Setting of the scrutiny committee work programme for 2016/2017

Summary:

The purpose of the report is to assist committee members in setting the work programme for 2016/17. A series of potential topics have been listed in the report which have either been raised by the committee in the last year or have been suggested by officers due to their strategic significance to the council.

Conclusions:

Along with this report, the accompanying draft work programme (appendix A) and any further suggested topics, the committee will be able to select future items for the scrutiny committee work programme that assist the delivery of the council's priorities.

It is proposed that any discussion is a whole committee discussion using the TOPIC criteria (attached). This will assist members in achieving the goal of an agreed work programme that is met by consensus.

Recommendation:

To consider the options and agree a realistic and deliverable scrutiny committee work programme for 2016/17. The programme is a standing item at each committee meeting and can be adjusted as necessary

Contact Officers:

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1. Developing a work programme for the scrutiny committee

- 1.1 When the scrutiny committee considers which items to include on its 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.
- 1.2 This is so that the scrutiny committee will be able to consider where and how it can add value to the work being carried out towards achievement of the council's priorities and ensure that resources are being focussed effectively.
- 1.3 The scrutiny committee has previously adopted the TOPIC flow chart as an aid to selection of scrutiny topics for its work programme. This is attached to the agenda for reference and 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 may benefit from the scrutiny process.

2. Recurring items

- 2.1 There are certain areas of work identified for the scrutiny committee that are of a recurring nature. Presently, these are pre-scrutiny of the council's draft policy framework (corporate plan) and budget and the performance monitoring reports. The scrutiny committee has also requested that it receives the draft equality information report on an annual basis. This latter item is usually in draft for the December meeting.
- 2.2 Last year, members requested that they receive a periodic update from the representative sitting on the Norfolk County Health and Overview Committee. The proposed dates after this meeting for NHOSC along with suggested scrutiny report dates are:
 - 21 July 2016 (22 Sep 2016)
 - 08 September 2016 (22 Sep 2016)
 - 13 October 2016 (20 Oct 2016)
 - 08 December 2016 (15 Dec 2016)
 - 12 January 2017 (26 Jan 2016)
 - 23 February 2017 (either verbal update 23 Feb or 23 March 2017)
- 2.3 Last year quarterly performance reports were submitted every six months (quarters 2 and 4). These are already circulated with cabinet papers and recently detailed service questions have usually been added to the regular scrutiny tracker and referred to service heads for comment. Detailed responses are often not available at meetings as they require specialist input.

- 2.4 Scrutiny committee may wish to consider if biannual quarterly reports are still the best way to scrutinise performance and priorities. Based upon the meeting schedules the current timetable would probably only enable quarter 2 to come to scrutiny committee after it had gone to cabinet. Alternative options could include a themed or service analysis or consideration of measures showing consistent cause for concern.
- 2.5 In addition cabinet has indicated a desire to refresh the Corporate Plan targets and priorities in the light of changing financial and regulatory circumstances as well as the option to submit a four year “efficiency plan” to government. At this stage this could mean reports coming to scrutiny committee in September or October and the usual budget reporting framework changing to reflect these needs. Details will be agreed by cabinet.
- 2.6 Scrutiny committee may wish to keep some space free to be able to move these items on and off the work programme as required

3. Scope for scheduling items to the work programme

- 3.1 Although sometimes not possible to achieve, it was 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.
- 3.2 Although setting the future work of the committee for up to 23 March 2017, members will 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. Appendix A details some of the proposed or previous patterns of reports, which can be amended as committee agrees

4. Draft work programme

- 4.1 A basic draft of the scrutiny committee work programme is attached to this report. This takes account of the recurring topics that the committee will be dealing with. All dates are provisional at this stage. However, this will help to illustrate the remaining scope for accommodating topics selected as a result of member consideration of this report.
- 4.2 The strategy manager and the scrutiny liaison officer will liaise with the cabinet and officers to schedule the topics selected by the scrutiny committee and produce a work programme for the period 2016/17

5. Possible scrutiny topics for consideration

5.1 The following topics listed were raised as possible scrutiny topics by the previous scrutiny committee or carried forward for consideration:

- **Academies**
- **Grounds maintenance contract**
- **Workshop or information on co-operatives (follow up to a topic from 2015 / 16)**
- **Request by a member of the public to look at the advertising of a traffic regulation order (see attached – insufficient time last year to consider) – see Appendix B**

5.2 Each topic ought to have a defined purpose, although these can be refined in consultation with the chair as necessary as events dictate

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APPENDIX A

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET PORTFOLIO COUNCILLOR or ORGANISATION	SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
26 May 2016	Annual work programme for 2016 / 17	Chair, Strategy Manager	To consider the options identified and agree a scrutiny committee work programme for 2016/17
30 June 2016	Quarter 4 performance monitoring (15/16)	Leader and Strategy Manager	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data (subject to agreement as part of the work programme setting)
14 July 2016			
22 Sep 2016	Update from the Norfolk county health overview and scrutiny committee	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
22 Sep 2016	Transformation and Efficiency Plan		Suggest hold for possible four efficiency plan and revisions to the Corporate Plan
20 Oct 2016	Update from the Norfolk county health overview and scrutiny committee	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
20 Oct 2016	Transformation and Efficiency Plan		Suggest hold for possible four efficiency plan and revisions to the Corporate Plan – subject to September date

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24 Nov 2016	Quarter 4 performance monitoring (16/17)	Leader and Strategy Manager	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data (subject to agreement as part of the work programme setting) – likely to be after the report goes to cabinet
15 Dec 2016	Annual equality information report	Portfolio holder and Strategy Manager	Pre scrutiny of the report before it goes to cabinet
15 Dec 2016	Update from the Norfolk county health overview and scrutiny committee	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
15 Dec 2016	Transformation		Possible update on transformation and savings” processes subject to September, October and January schedules and cabinet deadlines
26 Jan 2017	Update from the Norfolk county health overview and scrutiny committee	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
26 Jan 2017	Transformation / Budget		Suggest hold for possible budget pre-scrutiny

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23 Feb 2017			
23 Mar 2017	Update from the Norfolk county health overview and scrutiny committee	Councillor rep and Scrutiny Liaison Officer	For the committee to note the work of the HOSC and comment on any implications for the residents for the rep to take back to the HOSC
23 Mar 2017	Annual review of scrutiny	Chair and Scrutiny Liaison Officer	To agree the annual review of the scrutiny committee's work 2016 to 2017 and recommend it for adoption of the council



Request form to raise an item for Scrutiny Review

Councillors should be asked to carry out the following scrutiny review:

Online publications

Please give your reasons (continue on a separate sheet if necessary)

<p>A planning Notice was published ,regarding the expansion of the car club, on the 6th February, which states that objections can be made until the 29th February. On the 19th February, the Forum Trust contacted me to say that they could not find the information regarding the Car Club Notice on-line.</p>

<p>Whilst there may be no legal requirement to advertise the information on the website, surely it would be helpful to publish such information online and to engage with social media?</p>

<p>That would be my question to Scrutiny</p>
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Name:

Address:

Daytime telephone:

Email:

Signature:

Date:

Please return this form to Lucy Palmer, Senior committee officer,

Norwich City Council, City Hall, St Peters Street, Norwich NR2 1NH

Email: lucypalmer@norwich.gov.uk