

Norwich City Council
SCRUTINY COMMITTEE

Item No 5

REPORT for meeting to be held on Thursday 11 October 2018

Scrutiny committee work programme 2018/19

- Summary:** The purpose of the report is to assist committee members in setting the work programme for 2018/19.
- Conclusions:** It is proposed that any discussion is as a whole committee using the TOPIC criteria. This will assist members in achieving the goal of an agreed work programme that is met by consensus.
- Recommendation:** To note the work programme for 2018-19. The programme is a standing item at each committee meeting and can be adjusted as necessary
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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. Scope for scheduling items to the work programme

- 2.1 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.
- 2.2 Although the future work of the committee has been set up to March 2019, 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.
- 2.3 Along with this report, members have a copy of the cabinet forward agenda for consideration.
- 3.5 It is proposed that any discussion is as a whole committee using the TOPIC criteria. This will assist members in achieving the goal of an agreed work programme that is met by consensus.

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
24 May	Setting of the work programme	Joanna Rowan (Scrutiny liaison officer), Cllr Wright	To assist committee members in setting the work programme for 2018/19
28 June	The impact of Airbnb type properties	Anton Bull, Director of business services Cllr Wright	To consider the growth of short term letting of homes, and the impact of these on both income for the council and the wellbeing of local residents.
28 June	Report of CLF inquiry for consideration	Anton Bull, Director of business services; Jo Rowan, Scrutiny liaison officer	To provide an update to members the current position of Norwich city council in relation to the recommendations made by the communities and local government committee report 'Effectiveness of local authority overview and scrutiny committees'.
19 July	The impact of universal credit on vulnerable groups of people, the impact of existing universal credit roll-out, preparation for full service of universal credit	Anton Bull, Director of Business Services; Adam Clark, Strategy Manager; Nicki Bristow, Universal Credit Team Leader	The objective of this scrutiny would be to scrutinise the plans for UC full service implementation in Norwich based on the data and learning from the live service, and experience of other areas that have already implemented UC full service. This would form the basis of recommendations relating to the council's own preparation (as outlined below), as well as how the DWP nationally and locally are implementing full UC.

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
1 August	Approval to Place a Bid on a Potential Asset Investment	Karen Watling, Chief Finance Officer; Andy Watt, Head of City Development Services	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.
20 September	The impact of operation gravity/organised crime in Norwich since 2016, the role of the council and police when dealing with communities blighted by anti-social behaviour	Bob Cronk, Director of neighbourhoods; Jo Sapsford, Early help and community safety manager	To provide members with key information on County Lines in Norfolk and the work that council officers are progressing with partners to help tackle the issue in Norwich
11 October	Norfolk county councils consultation on Early childhood and family Service - transforming our children's centres	Bob Cronk, Director of neighbourhoods	To identify where the biggest risks are for the children of Norwich so that the council can respond to the consultation.
11 October	Responses to the discussion surrounding county lines	Bob Cronk, Director of neighbourhoods	To ask members to formulate recommendations following the discussion on 20 September.

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
22 November	Responses to domestic violence in Norwich	Jo Sapsford, Early help and community safety manager	
13 December	Corporate plan and performance framework, equality information report	Adam Clark, Strategy Manager	
10 January	Pre scrutiny of the proposed budget, MTFA and transformation programme (before February cabinet)	Karen Watling, Chief finance officer; Helen Chamberlin, Head of strategy and transformation	
10 January	Budgets, Medium Term Financial Strategy and HRA Business Plan 2019-20	Cllr Kendrick, Karen Watling, Chief finance officer	To propose for approval the 2019-20 budgets, medium term financial strategy and capital programme.
10 January	Capital Strategy 2019-20	Cllr Kendrick, Karen Watling, Chief finance officer	To propose for approval the 2019-20 capital strategy.
14 February	Scrutinise and feed into the parks and playgrounds review, its scope and approach Good quality jobs in Norwich – the digital and emerging economy	Adrian Akester, Head of citywide services	

Scrutiny committee work programme 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
21 March	Viability assessments and impact on delivery of affordable housing	Graham Nelson, Head of planning services	

The scrutiny committee tracker 2018 – 2019

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
19 July 2018	The impact of universal credit on vulnerable groups of people Purpose	Joanna Rowan (Scrutiny liaison officer)	A query which was raised regarding customers applying for more than two children where an additional child has been conceived through non-consensual sexual intercourse.	A response was received from the Partnership manager at the department of work and pensions. This was circulated to the committee members https://www.gov.uk/guidance/universal-credit-and-families-with-more-than-2-children-information-for-claimants
11 October 2018				
22 November 2018				
13 December				
31 January 2019				
14 February 2019				
21 March 2019				

FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2018 - 2019

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 10 OCT 2018	Greater Norwich Local Plan Consultation draft on New, Small and Revised sites	To consider whether to approve an additional stage of consultation on the emerging Greater Norwich Local Plan focussed on new, small and revised suggested site allocations.	Cllr Stonard Graham Nelson		Dave Moorcroft	NO
CABINET 10 OCT 2018	Local Development Scheme 2018	To approve publication of the revised Local Development Scheme	Cllr Stonard Graham Nelson Judith Davison		Dave Moorcroft	NO
CABINET 10 OCT 2018	Affordable warmth strategy 2018 - 2021	To consider the updated affordable warmth strategy 2018 - 2021	Cllr Davis Richard Willson		Dave Moorcroft	NO
CABINET 10 OCT 2018	Revenue and capital budget monitoring 2018/19 – Period 5	To update on the forecast financial position of the council as at 31 August 2018	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 10 OCT 2018	Procurement of debt collection services including enforcement agents - KEY DECISION	To consider the future provision of debt collection services including enforcement agents	Cllr Kendrick Anton Bull		Anton Bull	NO
CABINET 10 OCT 2018	Procurement of a housing structural repairs contract- KEY DECISION	To advise on the procurement process for a housing structural repairs contract and to seek approval to award the contract	Cllr Harris Bob Cronk Carol Marney / Neil Watts		Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 10 OCT 2018	Future provision of contracted services - KEY DECISION	To consider the future provision of contracted services	Cllr Kendrick Anton Bull		Anton Bull	Yes (Para 3)
CABINET 10 OCT 2018	Unlocking stalled development sites	To agree the process for unlocking stalled development sites	Cllr Stonard Dave Moorcroft Gwyn Jones		Dave Moorcroft	Yes (Para 3)
CABINET 10 OCT 2018	Managing assets	To consider the disposal of the property assets described in this report	Cllr Kendrick Andy Watt John Reid (NPSN)		Dave Moorcroft	Yes (para. 3)
CABINET 10 OCT 2018	Managing assets (housing)	To outline the options available for the assets future within the housing stock.	Cllr Gail Harris Lee Robson Jay Warnes		Bob Cronk	Yes (Para 3)
CABINET 14 NOV 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 14 NOV 2018	Introduction of an exceptions policy for the Community Infrastructure Levy	To consider whether to recommend to council that an exceptions policy to the Community Infrastructure Levy (CIL) is introduced to allow the council to determine, on a case by case basis, whether there is justification for setting aside CIL requirements where necessary to assist with regeneration of key sites.	Cllr Waters Graham Nelson		Dave Moorcroft	NO
CABINET 14 NOV	Early childhood and family Services -	To review and confirm the council's response to Norfolk county council's	Cllr Davis Bob Cronk		Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
2018	transforming Norfolk's children's centres	consultation on proposals to re-design childrens centres and early childhood and family services	Adam Clark			
CABINET 14 NOV 2018	Norwich Airport Industrial estate - procurement of a developer partner	To approve the brief for procurement of a developer partner	Cllr Stonard Andy Watt Gwyn Jones		Andy Watt	NO
CABINET 14 NOV 2018	Norwich Airport Masterplan – KEY DECISION	To report back on revisions to the draft masterplan and to seek approval of the final masterplan document.	Cllr Stonard Graham Nelson Judith Davison		Dave Moorcroft	NO
CABINET 14 NOV 2018	Procurement of district heating works at Fellows Close and Meadowsweet sheltered housing schemes	To inform Cabinet of the procurement process and to seek approval to delegate authority to award the contracts.	Cllr. Harris Bob Cronk Carol Marney		Bob Cronk	NO
CABINET 14 NOV 2018	Procurement of works to refurbish the grounds maintenance storage and welfare facilities at Eaton Park	To inform cabinet of the procurement process for refurbishment of the grounds maintenance facilities and to seek delegated authority to award the contract.	Cllr Maguire Bob Cronk Neil Watts		Bob Cronk	NO
CABINET 14 NOV 2018	Norwich Regeneration Ltd –approval of business plan	To approve the business plan for NRL	Cllr Harris Gwyn Jones		Karen Watling	NO
CABINET 14 NOV 2018	Norwich Regeneration Ltd –approval of business plan	To approve the business plan for NRL (exempt appendix)	Cllr Harris Gwyn Jones		Karen Watling	Yes (Para 3)

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 14 NOV 2018	Commercial property investment strategy – KEY DECISION	To review and adopt revised guidance for the purchase of new investment property. To delegate authority to the director of service for regeneration and development, in consultation with the section 151 officer, the Leader, deputy leader, portfolio holder for resources and portfolio holder for sustainable and inclusive growth, to invest in income generating assets up to the limit in value described in the report and as budgeted for in the council's capital programme.	Cllr Stonard Karen Watling Andy Watt		Karen Watling	Yes (Para 3)
CABINET 14 NOV 2018	Risk Based Verification Policy	Policy to determine verification standards for Housing Benefit and Council Tax Support claims	Cllr Karen Davies Anton Bull Adrian Mills (ARP)		Anton Bull	Yes (para. 3)
CABINET 14 NOV 2018	Managing Assets (HRA)	To approve the disposal of the land and property assets mentioned in this report.	Cllr Harris Bob Cronk		Bob Cronk	Yes (para. 3)
COUNCIL 27 NOV 2018						
COUNCIL 27 NOV 2018	Introduction of an exceptions policy for the Community Infrastructure Levy	To consider whether to approve an exceptions policy to the Community Infrastructure Levy (CIL) is introduced to allow the Council to determine, on a case by case basis, whether there is justification for setting aside CIL	Cllr Waters Graham Nelson		Dave Moorcroft	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
		requirements where necessary to assist with regeneration of key sites.				
CABINET 12 DEC 2018	Quarter 2 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 12 DEC 2018	Revenue and capital budget monitoring 2018/19 – Period 7	To update Cabinet on the forecast financial position of the council as at 31st October 2018	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 12 DEC 2018	Treasury management mid-year review 2018/19	To update members on the Treasury Management performance for the financial year to 30 September 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 12 DEC 2018	Emerging 2019/20 Budget, Medium Term Financial Strategy (MTFS) and HRA Business Plan	To update members on the emerging position, as currently known, for the General Fund revenue budget, the HRA Business Plan, and the Council's capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 12 DEC 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
CABINET 12 DEC 2018	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	Cllr Stonard Graham Nelson David Parkin		Dave Moorcroft	NO
CABINET	Renewal and	To delegate authority to the director of	Cllr Maguire		Bob Cronk	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
12 DEC 2018	upgrading of the council's closed circuit television system – KEY DECISION	neighbourhood services in consultation with the cabinet member for safe city environment to award a contract for the renewal of the council's CCTV system	Jo Sapsford Sarah Clarke			
CABINET 12 DEC 2018	Procurement of housing mechanical and electrical repairs and maintenance of common areas – KEY DECISION	To inform Cabinet of the procurement process and to seek approval to award the contract.	Cllr. Harris Bob Cronk		Bob Cronk	NO
CABINET 16 JAN 2019	Quarter 2 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
	Risk management report	To provide an update on the review of key risks facing the council, and the associated mitigating actions, and the council's Risk management policy.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 16 JAN 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO
COUNCIL 29 JAN 2019						

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 06/13 FEB 2019	Corporate plan 2019-2022	To consider the corporate plan and performance framework 2019-22	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 06/13 FEB 2019	Revenue and capital budget monitoring 2018/19 – Period 9	To update Cabinet on the forecast financial position of the council as at 31st December 2018.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 06/13 FEB 2019	Budgets, Medium Term Financial Strategy and HRA Business Plan 2019-20	To propose for approval the 2019-20 budgets, medium term financial strategy and capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 06/13 FEB 2019	Capital Strategy 2019-20	To propose for approval the 2019-20 capital strategy.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 06/13 FEB 2019	Treasury Management Strategy 2019-20	To recommend to council the capital prudential indicators and limits, the borrowing strategy, the treasury prudential indicators and the minimum revenue provision.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 06/13 FEB 2019	Council tax reduction scheme 2019-20	To consider and recommend to council a council tax reduction scheme for 2019-20.	Cllr Davis Cllr Kendrick			NO
CABINET 06/13 FEB 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
COUNCIL 19/26 FEB JAN 2019	Revenue and capital budget monitoring 2017/18 – final outturn	To update council on the revenue and capital outturns for the year 2017/18; the consequent General Fund and Housing Revenue Account balances; and to seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2018-19 capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO
COUNCIL 19/26 FEB JAN 2019	Budgets, Medium Term Financial Strategy and HRA Business Plan 2019-20	To propose for approval the 2019-20 budgets, medium term financial strategy and capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO
COUNCIL 19/26 FEB JAN 2019	Capital Strategy 2019-20	To propose for approval the 2019-20 capital strategy.	Cllr Kendrick Karen Watling		Karen Watling	NO
COUNCIL 19/26 FEB JAN 2019	Treasury Management Strategy 2019-20	To recommend to council the capital prudential indicators and limits, the borrowing strategy, the treasury prudential indicators and the minimum revenue provision.	Cllr Kendrick Karen Watling		Karen Watling	NO
COUNCIL 19/26 FEB JAN 2019	Council tax reduction scheme 2019-20	To consider and recommend to council a council tax reduction scheme for 2019-20.	Cllr Davis Cllr Kendrick			NO
CABINET 13 MARCH 2019	Quarter 3 2018/19 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2018/19	Cllr Waters Adam Clark		Adam Clark	NO
CABINET 13 MARCH 2018	Scrutiny committee recommendations	To consider the recommendations from scrutiny committee.	Cllr Kendrick Adam Clark		Adam Clark	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 13 MARCH 2019	An overview of external relationships, contracts and grants 2019-20 – KEY DECISION	To consider commissioned services for the period 2019-20. These are both planned and current relationships with external organisations including partnerships, grants, contracts and shared services.	Cllr Waters Adam Clark Tracy Woods		Adam Clark	NO
CABINET 13 MARCH 2019	Economic strategy 2019-2024 - KEY DECISION	To approve for publication the economic strategy 2019-2024	Cllr Waters Dave Moorcroft Ellen Tilney		Dave Moorcroft	No
COUNCIL 19 MARCH 2019						
CABINET JUNE 2019	Revenue and capital budget monitoring 2017/18 – final outturn	To update Cabinet on the revenue and capital outturns for the year 2017/18; the consequent General Fund and Housing Revenue Account balances; and to seek approval to delegate to officers the approval of carry-forward unspent capital budgets into the 2018-19 capital programme.	Cllr Kendrick Karen Watling		Karen Watling	NO