

SCRUTINY COMMITTEE WORK PROGRAMME 2012/2013 – NORWICH CITY COUNCIL

Pick Analysis for Prioritising Topics – MEMBERS ARE ASKED TO USE THE PICK ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS FOR THE POSSIBLE INCLUSION ON TO THE WORK PROGRAMME.

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

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Objectives and Desired Outcomes	Methods and or venue	Timescale
23 February 2012	Quarterly Performance Data	Cabinet, corporate leadership team and the policy & performance manager	Identification of any causes for concern and note successes	At committee	Quarterly Review
22 March 2012	Asset management improvement plan	Responsible cabinet member, the director of regeneration & development and the head of city development services	To monitor the progress of the work being undertaken with Norfolk property services on the service improvement plan	At committee	One meeting
May 2012	Setting a new scrutiny work programme	Scrutiny committee, scrutiny officer & corporate leadership team	This exercise should enable the scrutiny committee to ensure that the work of the committee is relevant and achievable	Facilitated exercise at committee	Re – set annually and revised monthly
November 2012	Budget scrutiny Café	Cabinet, chief officers and service heads	To provide members with an overview and answers to questions regarding the budget, performance and policy framework.	Annual event	One meeting

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TBA	LGSS and the Revenues & Benefits Services	Responsible cabinet member, the director of regeneration and development and the Revenues & Benefits Manager	To monitor the progress of the Local Government Shared Service and the impact of the revenues and benefits service.	At committee	One meeting
TBA	Channel migration	Responsible cabinet member, the deputy chief executive, the head of communications & cultural services and the head of customer contact	To monitor the effectiveness/effect of any new methods of working on the public.	At committee	Further meetings to monitor the effect of channel migration.
TBA	Community safety partnership update	Responsible cabinet member, director of regeneration & development and the head of local neighbourhood services	To monitor the progress of the partnership with particular focus on the creation of the police and crime panels	At committee	One meeting
February to September 2012	Task & Finish Group – review of community space (and associated curtilage)	Responsible cabinet member, director of regeneration & development, the head of local neighbourhood services and the scrutiny officer	To report recommendations to the scrutiny committee regarding the distribution, social benefit and the council's role in the provision of community space; and assist in the drawing up of assessment criteria	Monthly meetings, consultative approach with partners and on site meetings	Monthly meetings
Item on all Scrutiny agendas	Scrutiny Committee Work Programme	Chair of Scrutiny & Scrutiny Officer	Keep the programme of topics for Scrutiny under review	At Committee	on going each month and annual review

FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2011/2012

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - To be signed off by Director	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
CABINET 15 Feb	Budget Monitoring 2011-12 Period 8	To update cabinet on the current financial position	HoF – Barry Marshall/Mark Smith	27 Jan	BM	PH	
CABINET 15 Feb	Budget & Policy Framework	To assess if the proposed budget for 2012/13 will deliver the Council's Corporate Plans.	Head of strategy and prog man	27 Jan	RO	PH	
CABINET 15 Feb	General Fund Revenue Budget	To set a budgetary requirement and level of Council Tax for the financial year 2012/13	HoF – Mark Smith	27 Jan	BB	PH	
CABINET 15 Feb	Non-Housing Capital Plan & Programme	To presents the proposed Non-Housing Capital Programme for 2012/13 for approval, and to review the Non-Housing Capital Programme for 2011/12	Dir of reg & dev – Martin Harwood	27 Jan	JM	PH	
CABINET 15 Feb	HRA Self-Financing Update	To report on the outcomes of the council's work in preparation for HRA Self-Financing and seek approval for the financial and other proposals resulting.	Rep of HoF – Mark Smith	27 Jan	BB	PH	
CABINET 15 Feb	Housing Rents & Service Charges	To set out recommendations for changes to rents and service charges for the Council's housing stock for the financial year 2012/13.	Rep of HoF – Mark Smith	27 Jan	BB	PH	

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CABINET 15 Feb	HRA Revenue Budget	To present the Housing Revenue Account (HRA) budgets for 2012/13 for the approval of the Cabinet and recommendation to Council.	Rep of HoF – Mark Smith	27 Jan	BB	PH	
CABINET 15 Feb	Housing Capital Plan & Programme	To present the proposed Housing Capital Plan for the years 2012 to 2014 and the Housing Capital Programme for 2012/13 for approval, to review the Housing Capital Programme for 2011/12, and to seek approval of Capital Allowances.	Rep of HoF – Mark Smith	27 Jan	BB	PH	
CABINET 15 Feb	Norwich Rough Sleeper Outreach Service KEY DECISION	To appoint the selected supplier for the Norwich Rough Sleeper Outreach Service	Dir of reg & dev – Chris Hancock (email 28.10.11)	27 Jan	JM	PH	
CABINET 15 Feb	Bowthorpe Threescore- Outline Planning Application KEY DECISION	To consider changes to the outline planning application submitted by the Council which will need to be reconsidered by the Council's planning applications committee in due course	Dir of reg & dev Gwyn Jones	27 Jan	JM	PH	
CABINET 15 Feb	Local Development Order	To inform members about the proposal for the Council to introduce a Local Development	Dir of reg & dev Graham Nelson	27 Jan	JM	PH	Sust dev 25 Jan

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		Order (LDO) to allow for the replacement of windows and doors of flats outside conservation areas without the need for planning permission.					
CABINET 15 Feb	Goldsmith Street Update KEY DECISION EXEMPT	Purpose: To seek approval to dispose of the site at Goldsmith Street to Orbit Housing Association for redevelopment.	Dir of reg & dev – Andy Watt	27 Jan	JM	PH	
CABINET 15 Feb	Award of contract for Housing Electrical & Mechanical Maintenance & Repair KEY DECISION	To advise Cabinet of the tender process for the Housing Electrical & Mechanical Maintenance & Repair contract and seek approval to award the contract	Head of Property Services – Chris Rayner	27 Jan	JM	PH	
CABINET 15 Feb	Homes and Communities Agency (HCA)- additional funding	To seek approval to use additional funding to be made available in 2011/12 from the Homes and Communities Agency (HCA) for a range of projects and to delegate approval of the detailed management of the funding to the Capital Programme Board.	Dir of reg & dev Gwyn Jones				
COUNCIL 21 Feb	Budget council		HoF – Barry Marshall	13 Feb			

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SCRUTINY 23 Feb	Quarterly performance data	Identification of any causes for concern and note successes	CLT				
CABINET 14 Mar	Budget Monitoring 2011-12 Period 9	To update cabinet on the current financial position	HoF – Barry Marshall/Mark Smith	24 Feb	BM	PH	
CABINET 14 Mar	Quarter 3 Performance data		CLT – Phil Shreeve	24 Feb	BB	PH	
CABINET 14 Mar	Annual Review of Partnerships Register		Head of strategy and programmes -Rachel Metson	24 Feb	RO		
CABINET 14 Mar	Community Infrastructure Levy (CIL) Draft Charging schedule-Submission of documents and information to the examiner	To ask Cabinet to recommend to Council to submit CIL documents and information to the examiner	Director of reg and dev – Gwyn Jones X2364	24 Feb	JM	PH	
CABINET 14 Mar	Management of the Riverside Leisure Centre from March 2013 EXEMPT?	To agree the strategy for the management of Riverside Leisure Centre from March 2013	Head of comms & cultural svces Martine Holden X2114	24 Feb	NR	PH	
CABINET 14 Mar	Delivery of Affordable Housing	To consider the funding options and mechanisms available to	Dir of reg & dev – Debbie Gould	24 Feb	JM	PH	

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	KEY DECISION	support affordable housing delivery and to seek approval for the disposal of HRA land for the development for new affordable housing	(email 28.10.11) & Andrew Turnbull (email 6.2.12)				
CABINET 14 Mar	Housing development community consultation Policy		Dir of reg & dev – Debbie Gould (email 19.01.12)	24 Feb	JM	PH	
CABINET 14 Mar	Award the contract for the provision of temporary agency staff KEY DECISION	To award a contract to provide temporary staff to those areas that have VMP approval to cover a vacant post on a temporary basis	Head of HR – Chris Maitland	24 Feb	BB	PH	
CABINET 14 Mar	Queen Elizabeth II Fields Challenge	To approve nomination of sites to become Queen Elizabeth II Fields	Dir of Reg & Dev Simon Meek	24 Feb	JM	PH	
CABINET 14 Mar	Norwich city council housing allocations policy	To agree a new housing allocations policy	Dir of reg & dev Chris Haystead x2936	24 Feb	JM	PH	
CABINET 14 Mar	Procurement of vehicles - Pool car and other vehicle requirements KEY DECISION	To obtain alternative vehicles to our current pool car fleet and other vehicles on long term hire. This will be a three year contract.	Dir of reg & dev – Chris Rayner	24 Feb	JM	PH	
CABINET 14 Mar	Tenancy Policy KEY DECISION	To seek cabinet approval to adopt the Tenancy Policy	Dir of reg & dev - Tracy John	24 Feb	JM	PH	

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CABINET 14 Mar	Extension of contract for corporate repairs and maintenance KEY DECISION	To approve an extension of three years to the contract, commencing 1 April 2013	Dir of reg & dev - Chris Rayner	24 Feb	JM	PH	
CABINET 14 Mar	Award of contract for phase 1 refurbishment of City Hall	To award of contract for phase 1 refurbishment of City Hall Purpose: To delegate to the director of regeneration and development, in consultation with the portfolio holder, authority to award the contract for phase 1 refurbishment of City Hall	Reg & Dev, Chris Rayner	24 Feb	JM	PH	
AUDIT 20 Mar							
COUNCIL 20 Mar	Community Infrastructure Levy (CIL) Draft Charging schedule-Submission of documents and information to the examiner	To ask Council to agree to submit CIL documents and information to the examiner	Dir of reg & dev Gwyn Jones	12 Mar	JM	PH	
COUNCIL 20 Mar	To receive nominations for Lord Mayor and Sheriff						

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COUNCIL 20 Mar	Long service awards						
COUNCIL 20 Mar	Pay policy statement	To agree the councils pay policy statement for 2012/13	Head of HR Services	12 Mar	BB		
COUNCIL 20 Mar	Treasury Management Strategy 2012/13	To outline the Council's prudential indicators for 2012/13 through to 2014/15 and sets out the expected treasury operations for this period.	Head of Finance	12 Mar	BB		
SCRUTINY 22 Mar	Asset management improvement plan	To monitor the progress of the work being undertaken with Norfolk property services on the service improvement plan	Responsible cabinet member, the director of regeneration & development and the head of city development services				

Item 5 – Appendix B

Scrutiny committee recommendation & request tracking

Date	Topic	Responsible officer	Scrutiny recommendation/request	Progress	Outcome
21 July 2011	Commissioning Framework	Russell O'Keefe	The scrutiny committee members be sent a link to the officer guidance tool kit for commissioning	The document has had to be reshaped in line with new statutory guidance. This is now completed and it will be circulated alongside the member toolkit to scrutiny committee members at the end of February.	
21 July 2011	Commissioning Framework	Russell O'Keefe	A similar tool kit be developed for members	The members toolkit is being finalised in line with the new statutory guidance and will be circulated alongside the officer toolkit at the end of February.	
21 July 2011	Commissioning Framework	Russell O'Keefe	A link to the Norfolk voluntary service Norfolk compact be emailed to the scrutiny committee members	This has been circulated to members	Completed
21 July 2011	Commissioning Framework	Russell O'Keefe	The scrutiny committee be provided with a link to the service delivery options matrix and the lean blue print	This has been circulated to members	Completed

Date	Topic	Responsible officer	Scrutiny recommendation/request	Progress	Outcome
21 July 2011	Commissioning Framework	Russell O'Keefe	Consideration be given to the use of a hierarchy of options to commissioning, that included consideration of internal and local sector provision and co-operatives	This recommendation will be put to cabinet on 9 November alongside other comments on the commissioning framework	An assessment of the different options is already part of the council's service delivery options matrix which is a supporting document to the commissioning framework.
21 July 2011	Commissioning Framework	Andy Emms	A member briefing on procurement be organised	To be confirmed	
21 July 2011	Commissioning Framework	Russell O'Keefe	The council considers the appropriateness of setting local multipliers for the purposes of commissioning and or procurement when appropriate	This recommendation will be put to cabinet on 9 November alongside other comments on the commissioning framework	This would not comply with procurement law and so could not be included within the commissioning framework. However, most applications for grants are from local organisations.
21 July 2011	Commissioning Framework	Russell O'Keefe	The use of ward members be considered for the process of area based commissioning exercises	This recommendation will be put to cabinet on 9 November alongside other comments on the commissioning framework	The framework allows for this approach where appropriate.

Date	Topic	Responsible officer	Scrutiny recommendation/request	Progress	Outcome
3 November 2011	Environmental strategy 2011 - 2014	Russell O'Keefe	Scrutiny suggestion that a copy of the environmental strategy be sent to the Norwich independent climate change commission for comment	This has been carried out.	Completed
6 December 2011	Community safety and policing in Norwich	Andy Emms Bob Cronk	A member briefing updating on the new policing structure be held with the police commander in February / March 2012, to allow time for the new structure to embed.	To be confirmed	
26 January 2012	Asset Management	Jerry Massey	Publication of a comprehensive list of the assets associated with Asset Management be published on the council's web-site	Norfolk property services to undertake to do this within 3 months	
26 January 2012	Asset Management	Jerry Massey	Look into whether the asset management strategy should include consulting ward councillors at the initial stages of considering the disposal of an asset	To be confirmed	
26 January 2012	Direct payments	Roger Burnett and Councillors Claire Stephenson and Mike Sands	That on behalf of the scrutiny committee a letter be drafted and sent to the local MPs to raise their concerns regarding direct payments to housing associations	To be confirmed	
9 February 2012	Section 106	Jerry Massey	That members be given information of the likely funding available to the council resulting from S106 monies out of already agreed developments yet to be commenced	Information is due to be placed on to e-councillor	