



**Committee Name: Scrutiny**

**Committee Date: 27/05/2021**

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

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

### **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**

<b>Consideration:</b>	<b>Details of any implications and proposed measures to address:</b>

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**

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
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**

<b>Governance Check</b>	<b>Date Considered</b>
<b>Chief Finance Officer (or Deputy)</b>	
<b>Monitoring Officer (or Deputy)</b>	
<b>Relevant Executive Director</b>	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](mailto:emmawebster@norwich.gov.uk)

## Annual work programme planning grid 2021-22

## APPENDIX A

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

## TOPIC form – decision making flow-chart

## APPENDIX B

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

