

SCRUTINY COMMITTEE WORK PROGRAMME 2009/2010 – NORWICH CITY COUNCIL

Pick Analysis for Prioritising Topics

Public interest – Impact - Council performance - Keeping in context

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

* **Headline Priorities of the Corporate Plan** – Strong & Prosperous City, Safe & Healthy Neighbourhoods and Opportunities for all.

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
12/11/09	Housing Improvement – Scrutiny	Cllr Arthur, Director of Regeneration & Development, the Tenancy Support Manager and the Unitary Programme Manager	All 3 Headline Priority	For scrutiny to offer a critical friend assessment of the work that is being undertaken to improve the council's housing service.	At Committee	Bi Monthly
12/11/09	Quarterly Performance Data	Cllrs Morphew and Waters CMT & Policy & Performance Manager	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
12/11/09	To consider progress on the improvement and efficiency programme	Cllr Waters and the Director of Transformation	Strong & Prosperous City, Safe & Healthy Neighbourhoods and Opportunities for all	For Scrutiny to offer a critical friend assessment of the work that is being done towards Improvement & Efficiency	At Committee update and or any arising scrutiny work	Provisional – update on a monthly basis plus any arising scrutiny work, flexible
19/11/09 NB Extra Mtg	Academy Schools in Norwich	The Head teachers and the Principal Sponsors of the Open Academy and the City Academy	Opportunities for all	Identification of any causes for concern and note successes and to make recommendations accordingly	Special Meeting – possibly on site.	One meeting
10/12/09	To consider progress on the improvement and efficiency programme	Cllr Waters and the Director of Transformation	Strong & Prosperous City, Safe & Healthy Neighbourhoods and Opportunities for all	For Scrutiny to offer a critical friend assessment of the work that is being done towards Improvement & Efficiency	At Committee update and or any arising scrutiny work	Provisional – update on a monthly basis plus any arising scrutiny work, flexible

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
10/12/09	City Centre Toilet Provision Task & Finish Group Final Report	Cllr Waters, the Head of Asset & City Mgt, Cllrs Watkins, Blower & Bradford	Safe and Healthy Neighbourhoods and Opportunities for all	For Scrutiny to consider the final report and to make recommendations to Executive if necessary	At Committee	One meeting
10/12/09	Safer Norwich Partnership Six Monthly Performance Data	Cllr Bremner Director of Regeneration & Development Head of Community Services	Safe and Healthy Neighbourhoods	Compliance with the Police & Justice Act – statutory role for scrutiny - Is the SNP achieving its commitments in its Partnership Plan? And Follow up of the work that has been carried out towards mitigating issues around ASB in the Castle Gardens	At Committee	Every Six Months
10/12/09	Discretionary Charging Task & Finish Group Final Report	Cllr Waters, Director of Regeneration & Development And Cllrs Driver, Little, Stephenson and Wiltshire	All 3 Headline Priority	For Scrutiny to consider charges selected by the Task & Finish Group together with options for pre – application planning advice. To make any recs to the Executive	At Committee	One meeting

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14/01/10	Annual Partnership Review	Cllr Morpew, and the Partnerships Manager	All 3 Headline Priorities	Pre – scrutiny of the Annual Review and opportunity to look into and comment on the effectiveness of partnerships	At Committee	Yearly Review
14/01/10	Community Engagement Strategy – Monitoring of Progress	Cllr Blakeway, The Director of Regeneration and Development & the Head of Com Services	Safe & Healthy Neighbourhoods	Identification of any causes for concern and note successes. And Evaluation of the Strategy's impact	At Committee	Review one year on from initial Scrutiny
14/01/10	Housing Improvement – Scrutiny	Cllr Arthur, Director of Regeneration & Development, the Tenancy Support Manager and the Unitary Programme Manager	All 3 Headline Priorities	For scrutiny to offer a critical friend assessment of the work that is being undertaken to improve the council's housing service.	At Committee	Bi Monthly

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
14/01/10	Final Reports of Task & Finish Groups – Cycling, Burial Provision and Allotments	Cllr Morrey & Head of Transportation. Cllr Waters & the Regulatory Serv Manager and Cllr Brociek – Coulton with all mbrs of the T&F G's.	All 3 Headline Priorities	For Scrutiny to consider the final report(s) and to make recommendations to Executive if necessary	At Committee	One meeting
11/02/10	Pre-Budget Scrutiny	Cllr Waters, Head of Financial Services and Deputy CE	All 3 Headline Priorities	That the Draft Budget is consistent with strategies, priorities and spending plans	Pre – Scrutiny at Committee	Annually
11/02/10	Highways Agency Agreement	Cllr Morrey, the Assistant Director – City Development and the Head of Transportation & Landscape	Strong & Prosperous City, Safe & Healthy Neighbourhoods	To review the costs and benefits arising from the continuation of the Highways Agency Agreement beyond 2011	Pre – Scrutiny at Committee	One meeting

Date of Meeting	Topic	Organisation/ Officer/ Responsible Portfolio Holder	Links with the Executive's Forward Agenda & the Corporate Plan	Objectives and Desired Outcomes	Methods and venue	Timescale
11/03/10	Quarterly Performance Data	Cllrs Morpew and Waters CMT & Policy & Performance Manager	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
11/03/10	Safer Norwich Partnership Six Monthly Performance Data	Cllr Bremner Director of Regeneration & Development Head of Community Services	Safe and Healthy Neighbourhoods	Compliance with the Police & Justice Act – statutory role for scrutiny - Is the SNP achieving its commitments in its Partnership Plan?	At Committee	Every Six Months
11/03/10	Draft Financial Inclusion Strategy and Action Plan 2009/10	Cllr Waters Director of Regeneration & Development Head of Community Services	All 3 Headline Priorities	To consider the performance so far towards the medium term objectives as set out in the Strategy	At Committee	One off review

20/05/10	Quarterly Performance Data	Cllrs Morpew and Waters CMT & Policy & Performance Manager	All 3 Headline Priorities	Identification of any causes for concern and note successes	At Committee	Quarterly review
Item on all Scrutiny agendas	Scrutiny Committee Work Programme	Cllr Stephenson & Scrutiny Officer	All 3 Headline Priorities	Keep the programme of topics for Scrutiny under review	At Committee	on going each month

PTO

Proposed future items yet to be agreed/allocated

?	City Wide Parking Permits & Blue Badge Provision	Cllr Morrey The Head of Transportation & Landscape	All 3 Headline Priorities	Scoping of possible review	Invite Officers to help inform and scope possible T&F Group	To be determined by Committee
?	Innovative Delivery of Council Services	Cllr Brociek-Coulton and Strategic Director – Corporate Resources & The Head of Customer Contact	Aiming for Excellence	Initial briefing towards consideration of ways by which Council Services could be delivered remotely via a variety of viable means.	At Committee	To be determined after this initial briefing
?	Annual Review of the Scrutiny Work Programme and Questioning Skills Training	Cllr Stephenson and the Scrutiny Officer	All 3 Headline Priorities	To set a forward work programme for Scrutiny for the next 12 months	Using the Corporate Plan and the Pick Analysis as a guide at a workshop	Annual

Procurement Strategy - Late Spring, **The NELM Initiative** with particular reference to the winding-up arrangements - to involve Wensum councillors - Chair in discussions

Executive Forward Agenda

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	TB/VH Commen ts
EXEC 11 Nov	Corporate Efficiency & Improvement Programme – progress report	To update Executive on progress against the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer	23 Oct	PS	IE 21/10	
EXEC 11 Nov	Multi-agency protocol - tackling hate crime and incidents together	To inform the Executive of the Council's duty to work in partnership to respond to reports of hate crime/incidents and agree how this will be implemented	Dir of Reg and Deveiop – Bob Cronk	23 Oct	CMT	IE 21/10	
EXEC 11 Nov	Motion to Council – Waste Management	To recommend issues contained within the motion are pursued through Norfolk Waste Partnership	Dir of Reg and Dev – Adrian Akester	23 Oct	JM	PH	For info
EXEC 18 Nov	CityCare Contract Re-Provisioning	To approve outcome of evaluation and confirm award of contract.	DCEO – Anton Bull	30 Oct	CMT	IE/4/11 following Exec	

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	TB/VH Comments
EXEC 25 Nov	Quarter 2 2009/10 Performance Monitoring	To provide monitoring information on performance	Director of Transformation - Phil Shreeve	6 Nov	CMT	IE 4/11	
EXEC 25 Nov	Norwich Area Transportation Strategy Implementation Plan Consultation	To respond to the consultation.	Dir Reg and Dev – Joanne Deverick	6 Nov	CMT	IE 4/11	
EXEC 25 Nov	Regional Spatial Strategy Review	To consider the response to the consultation on the Regional Spatial Strategy Review.	Dir Reg & Dev – Graham Nelson	6 Nov	JM	IE 21/10	
EXEC 25 Nov	UEA Masterplan	Purpose: to seek Executive approval to the programme and the arrangements for stakeholder engagement.	Dir Reg & Dev – Graham Nelson			PH	
EXEC 9 Dec	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer	20 Nov	PS	IE 18/11	

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	TB/VH Comments
EXEC 9 Dec	Financial inclusion strategy progress report	Purpose - to report progress on the implementation of the financial inclusion strategy short term actions	Reg & Dev Neighbourhoods – Doug Wilkinson/Bob Cronk			PH	
EXEC 9 Dec	Fire Risk Management In HRA flats.	To note the Fire Risk Management	Dir Reg and Dev – Chris Rayner/Tracy John	20 Nov	DW	PH	
EXEC 9 Dec Moved from 11 Nov	Local Development Framework Annual Monitoring Report	To approve and consider the Annual Monitoring Report	Dir Regeneration & Development – Paul Rao	20 Nov	AB	PH	
EXEC 9 Dec Moved from 16 Sept/14 Oct/11 Nov	Local Development Scheme	To approve revision to the Council's LDS (statutory work programme for forward planning work).	Dir Regeneration & Development – Paul Rao	20 Nov	JM	PH	
EXEC 9 Dec	Revision of Premises Managers Services EXEMPT REPORT	To approve the revision of premises managers services.	Dir Reg & Dev – Paul Sutton	20 Nov		IE 18/11	

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SPECIAL EXEC 15 Dec	Revised Corporate Plan 2009 - 11	To agree the draft corporate plan 2009/2011 and recommend it to the full Council	Dir of Transformation Paul Spencer	23 Nov	PS	IE 18/11	
EXEC 15 Dec	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer	23 Nov	PS	IE 18/11	
EXEC 15 Dec	Revised Capital Strategy	To approve the revised capital strategy	DECO – Barry Mashall	23 Nov	BB	PH	
EXEC 15 Dec	Medium Term Financial Strategy	To approve the medium term financial strategy	DECO – Head of Fin – Barry Marshall	23 Nov	BB	PH	
EXEC 23 DEC				4 Dec			
EXEC 13 Jan	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the improvement and efficiency programme.	Dir of Transformation – Paul Spencer	23 Dec	PS	IE 23/12	
EXEC	Corporate Efficiency &	To consider progress on the	Dir of	8 Jan	PS	IE 6/1	

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27 Jan	Improvement Programme – progress report	improvement and efficiency programme.	Transformation – Paul Spencer				
EXEC 27 Jan Moved from 16 Sept/14 Oct	Regeneration Framework	Seeking approval to produce regeneration framework as basis for co-ordinating regeneration activity across the Council	Regeneration & Development Anne Bonsor/Gwyn Jones	8 Jan	CMT	PH	
EXEC 26 Jan	Calculation of the Council Tax 2010/2011		DCEO – Peter Galliane	8 Jan	BB	PH	
EXEC 10 Feb				22 Jan		PH	
EXEC 24 Feb	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the corporate improvement and efficiency programme.	Dir of Transformation – Paul Spencer	5 Feb	PS	IE 3/2	
EXEC 23 Feb	Budget Monitoring	To update members on budget monitoring 9 mths to 31 Dec 09	Hd of Finance	5 Feb	BB	PH	
EXEC 23 Feb	Budget & Policy Framework & Service Plans	To set out Budget & Policy Framework	CEO	5 Feb	BB	PH	

Allocated Items							
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EXEC 23 Feb	Budget 2009/10 General Fund	To recommend to Council setting of budgetary requirement level of Council Tax	Hd of Finance	5 Feb	BB	PH	
EXEC 23 Feb	Capital Strategy	Recommend updated Capital Strategy to Council	Hd of Finance	5 Feb	BB	PH	
EXEC 23 Feb	Non Housing Capital Plan 2009-2013 & Non Hsg Capital Prog	To review Non Capital Plan & Non Hsg Capital Prog	Hd of Finance	5 Feb	JM	PH	
EXEC 23 Feb	HRA Account 2009/10	HRA budgets for 2010/11	Hd of Finance	5 Feb	JM	PH	
EXEC 23 Feb	Council Rents & Other Charges	To set options for rents & other charges	Ass Dir – Neigh	5 Feb	JM	PH	
EXEC 23 Feb	Housing Capital Programme	To review Hsg Capital Programme	Hd of Finance	5 Feb	JM	PH	
EXEC 10 March	Review of Highways Agency Agreement with Norfolk County Council	To review the Agency Agreement and recommend the future provision of highway services in Norwich	Dir Regeneration & Development – Andy Watt (Andy to confirm if	19 Feb	CMT	IE	

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Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	TB/VH Comments
	KEY DECISION		this is to be a key decision- slc 16.9.09)				
EXEC 10 March Moved from 11 Nov	Amendments to the Private Sector Renewals Policy	To amend the private sector renewal policy to reflect changes in legislation and current good practice.	Dir Regeneration & Development – Paul Swanborough	19 Feb	JM	PH	
EXEC 10 March Moved from 11 Nov	Free Home Insulation Scheme	Executive to explore ways of providing a free insulation scheme	Dir Regeneration & Development – Paul Swanborough	19 Feb	DW	PH	
EXEC 24 March	Quarter 3 2009/10 Performance Monitoring	To provide monitoring information on performance	Director of Transformation	5 Mar	CMT	IE 3/3	
EXEC 24 March	Corporate Efficiency & Improvement Programme – progress report	To consider progress on the improvement and efficiency programme.	Dir of Transformation – Paul Spencer	5 Mar	PS	IE 3/3	
EXEC 24 March	Partnership Review - Corporate Governance Framework	To consider the Partnership Review - Corporate Governance Framework	Dir of Transformation – Paul Spencer	5 Mar	PS	IE 3/3	
EXEC 19 May				30 Apr			

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Val Hay by:-	Management Clearance • CMT	Informal Executive Briefing (IE) or Portfolio Holder (PH)	TB/VH Comments

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Digital TV – Outstanding Issues	To update Executive on the outstanding issues	Dir of Reg and Develop – Paul Sutton
EXEC	Northern City Centre Action Plan		Dir of Reg and Develop – Judith Davison
EXEC	Greater Norwich Housing Strategy for 2009	To update Executive on the Greater Norwich Housing Strategy.	Dir of Reg and Develop – Chris Hancock
EXEC	Planning Responses to Recession	To agree approach to planning policy in light of current economic circumstances	Dir of Regeneration & Development – Paul Rao
EXEC	Statement of Community Involvement	To changes to the SCI (policies towards community engagement on planning matters) following consultation (likely Dec 2009)	Dir Regeneration & Development – Paul Rao

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Sewell Conservation Area Appraisal	To approve the Sewell conservation area appraisal (likely October 09)	Dir Regeneration & Development – Ben Webster
EXEC	Sewell Conservation Area Appraisal	To approve the Heigham Grove conservation area appraisal (likely March 2010)	Dir Regeneration & Development – Ben Webster
EXEC	St Stephen's Masterplan Phase 1	To approve the results of phase 1 of the Masterplan and consider how to take forward phase 2.	Dir Regeneration & Development – Ben Webster
EXEC	Integrated Single Regional Strategy	To consider Council comments on single integrated regional strategy (successor document to regional spatial strategy and regional economic strategy (timing dependent on external factors)	Dir Regeneration & Development – Graham Nelson/Chris Popplewell
EXEC	Gypsies and Travellers	To consider Council strategy towards making provision for Gypsies and Travellers in the light of single issue review to Regional Spatial Strategy	Dir Regeneration & Development – Graham Nelson/Alison Spalding
EXEC	Decent Work Day (from a motion-30 Sept 2008)	To ask Executive to put plans and time into	Corporate Resources – Bridget Buttinger, Glenda Bennett
EXEC	Local Advice Services (from a motion-30 Sept 2008)	To ask Executive to review support	Corporate Resources – Nikki Rotsos
EXEC	Social Housing Motion (from a motion-25 Nov 2008)	To ask Executive to action	Regeneration and Development – Alison Spalding

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Pre-Payment Meters (from motion-25 Nov 2008)	To welcome the Executive's intention to respond to Ofgem's current consultation and strongly voices this council's opposition to the additional charges levied on prepay customers; And ask the Executive to look into the options offered by the energy provider Ebico, and other non profit energy suppliers."	Regeneration and Development – Chris Rayner
EXEC	Campus Norwich (from motion to Council 27 Jan 09)	Referral from motion to Council on 27 Jan 09	Paul Spencer, Director of Transformation
EXEC	Fuel Poverty (from motion to Council on 3 March 2009)	Executive to consider how to implement the recommendation set out in the Independent Commission for Older People report to use its financial inclusion initiative as a means to improve access to information for older people; Executive to explore ways of providing a free insulation scheme for all households in Norwich including private sector housing, as a way of reducing fuel poverty, heating bills and CO ₂ emissions and consult with the Head of Finance and with officers of Kirklees Council where such a scheme is already in operation and is partly funded through prudential borrowing;	Bob Cronk – (Improving Access to information for older people) Paul Swanborough – (Free Insulation Scheme – been allocated to 10 March 2010)
EXEC	Proposed Re-development north side of City (MC)	Options relating to the redevelopment	Regeneration & Development

Unallocated Items			
Meeting	Report	Purpose/Comments	Directorate
EXEC	Proposed Re-development north side of City (WR)	Options for re development	Regeneration & Development
EXEC	Engaging Young People	Referral from Council 18 March 2008. Council to explore creation of Youth Scrutiny Gp to work longside Scrutiny Cttee in area of policy formation, during approach to New Unitary Council	Steve Goddard/Paul Spencer/Bob Cronk/CMT
EXEC	Child Poverty	Referral from motion to Council 21 April 2009.	Transformation-Paul Spencer/ Cllr Sands
EXEC	Clarity in Communication	Referral from motion Council 9 June 2009. Executive to ask the relevant officers to ensure that the writers of public documents follow existing council guidelines on clear English.	Corporate Resources – Nikki Rotsos
EXEC	Area Based Decision Making	Referral from motion to Council 14 July 2009.	Regeneration and Development – Doug Wilkinson and Bob Cronk
EXEC	Representation on the Housing Improvement and Corporate Improvement and Efficiency Boards	Referral from motion to Council 29 September 2009.	
EXEC	Working Parties	Referral from motion to Council 20 October 2009	Andy Emms – DS Manager & Richard Ball, Communications Manager