

# SCRUTINY COMMITTEE WORK PROGRAMME 2010/2011 – NORWICH CITY COUNCIL

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

<b>P</b>	<b>Public interest</b>	Is there sufficient public interest in the topic?
<b>I</b>	<b>Impact</b>	Will the review have a significant impact on community wellbeing?
<b>C</b>	<b>Council performance</b>	How is the council/organisation performing in this area?
<b>K</b>	<b>Keeping in context</b>	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
Nov/Dec 2010	<b>Safer Norwich Partnership Six Monthly Performance Data</b>	Responsible Executive member(s), Director of Regeneration & Development, Head of Community Services	Compliance with the Police & Justice Act – statutory role for scrutiny. Is the SNP (Crime & Disorder Reduction Partnership) achieving its commitments in its Partnership Plan? Members are asked to; <b>consider the Email briefing and to contact the scrutiny officer and chair of scrutiny if there are issues arising for the scrutiny work programme.</b>	Email briefing on the changes that are about to occur to CDRP's and the current data	Every Six Months
Dec 16 2010	<b>County Council's Consultation</b>	Deputy Chief Executive, Chair of scrutiny and the cabinet	To feed into the consultation and comment on the county council's proposals that most impact the City for making service cuts.	At Committee	One meeting
Dec 16 2010	<b>Greater Norwich Development Partnership</b>	Director of Regeneration & Development	An opportunity to learn of and comment on the way in which the GNDP is reported. And the 3 recommendations of the Audit Commission study of the GNDP process.	At Committee	One meeting

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16 Dec 2010	<b>Budget Strategy</b>	Head of Finance and the cabinet portfolio member – Resources, performance and shared services.	A pre cabinet - update and opportunity to comment on and gain a further overview of the process towards a proposed budget.	At Committee	One meeting
Dec 2010	<b>Quarterly Performance Data</b>	Cabinet, Corporate Management Team and the Policy & Performance Manager	Identification of any causes for concern and note successes	As the meeting on 25 November will be a budget café usual business will not be taken to this meeting. The second quarterly performance report, which was due to go to this meeting, will be reported to Cabinet on 8th December. Members of Scrutiny can raise issues or request further information for possible inclusion for their meeting <b>January 2011</b> by contacting the policy & performance officer, and the scrutiny officer	Quarterly Review

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Dec 16 2010	<b>Annual Scrutiny Review</b>	Chair of Scrutiny and the Scrutiny Officer	Assessment of the effectiveness of the council's scrutiny function and a forward look to the development of scrutiny	To be circulated	Adoption to be at a future meeting
Jan 2010 Date to be confirmed	<b>Letting of the Housing Repairs and Maintenance, and Environmental Contracts - due diligence</b>	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	Examination to asses the council's process and to see if it can be improved. What do the EU regulations allow us to do?  Certain outcomes from this discussion may be carried forward to the committee's look into the effectiveness of the revised procurement strategy later in 2011.	At Committee	One meeting
Feb 10 2011	<b>Budget Scrutiny</b>	The Cabinet, the Head of Financial Services and Corporate Management Team	To gain an overview of the proposed budget in-order to assess if it is going to deliver the council's aims	At committee	One session

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Feb 17 2011	<b>Exemplar first phase – Three score development</b>	Director of Regeneration & Development	Discussion around the infrastructure needs and wider community impact of any future development in this area of the City.	At Committee	One meeting
Feb 17 2010	<b>Quarterly Performance Data</b>	Cabinet, Corporate Management Team and the Policy & Performance Manager	Identification of any causes for concern and note successes	At committee	Quarterly Review
March 17 2010	<b>Voluntary Sector</b>	Director of Regeneration & Development, Voluntary Sector Partners, the Partnerships Manager and the cabinet portfolio members – Neighbourhood Development and Wellbeing.	To gain an overview of the newly proposed commissioning model and to assess if it will deliver the council's needs.	Pre – scrutiny of new policy and to test it via engagement with selected voluntary sector organisations	One meeting
May 19 2011	<b>Crime &amp; Disorder Reduction Partnership</b>	Responsible Executive member(s) Director of Regeneration & Development Head of Community Services	Compliance with the Police & Justice Act – statutory role for scrutiny. Is the Crime & Disorder Reduction Partnership achieving its commitments in its Partnership Plan? And A look at the structure of the CDRP and the partnership plan for the year 2011/2012 and to assess if the partnership is sufficiently shaped to enable it to deliver what it is tasked to do.	At Committee	One meeting

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May 2010	<b>Quarterly Performance Data</b>	Cabinet, Corporate Management Team and the Policy & Performance Manager	Identification of any causes for concern and note successes	At committee	Quarterly Review
June 2011	<b>Effectiveness of the revised Procurement Strategy and Ethical Procurement</b>	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	To ask; is the council adhering to the procurement strategy and what has the impact been of the revised strategy.  Are there any gaps?		
June 2011	<b>Neighbourhood Strategy</b>	Director of Regeneration & Development, Head of Local Neighbourhood Services and the cabinet portfolio member – Neighbourhood Development	To gain an overview of the strategy's impact and to learn of the next steps	At committee	One meeting
July 2010	<b>Customer Contact Management Systems</b>	Deputy Chief Executive, the Head of Customer Services and the cabinet portfolio member – Resources, Performance and Shared services.	Pre – scrutiny of the new way of working and to assess what areas may need onward monitoring.	At committee	On going
July 2010	<b>ICT benchmarking</b>	Deputy Chief Executive, the Head of Procurement and the cabinet portfolio member – Resources, performance and shared services.	Consideration of the refreshed ICT strategy and to assess if the council's ICT arrangements are offering best value.	At committee	One meeting

<b>Item on all Scrutiny agendas</b>	<b>Scrutiny Committee Work Programme</b>	<b>Chair of Scrutiny &amp; Scrutiny Officer</b>	<b>Keep the programme of topics for Scrutiny under review</b>	<b>At Committee</b>	<b>on going each month and annual review</b>
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## FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2010/11

Allocated Items							
Meeting	Report	Purpose	Director & Head of Service	Final Report - to Cttee Officer by:-	Management Clearance • CMT	Cabinet Briefing (IC) or Portfolio Holder (PH)	TB/VH Comments
<b>Cabinet 22 Dec</b>	Will not be convened						
<b>CABINET 5 Jan (1 item only)</b>	County Council Cuts		DCEO – Bridget Buttinger	10 Dec	<b>BB</b>	<b>PH</b>	
<b>CABINET 19 Jan</b>	Development Management Policies Development Plan Document	To approve the DM policies DPD for public consultation	Dir of Reg and Develop – Graham Nelson	31 Dec	<b>JM</b>	<b>PH</b>	
<b>CABINET 19 Jan</b>	Site Allocation Development Plan Document	To approve the sites allocation DPD for public consultation	Dir of Reg and Develop – Graham Nelson	31 Dec	<b>JM</b>	<b>PH</b>	
<b>CABINET 19 Jan</b>	Delivering Affordable Housing Partnership Review	To inform members of the results following a review of the Delivering Affordable Housing Partnership, to seek approval for the appointment of the members to partnership, allocate 4 <sup>th</sup> tranche of council owned sites for development	Dir of Reg & Develop – Andrew Turnbull	31 Dec	<b>JM</b>	<b>PH</b>	
<b>CABINET 19 Jan</b>	Allotments Rules Review	To approve for consultation	Head of Citywide Services – Adrian Akester/Simon Meek	31 Dec	<b>JM</b>	<b>PH</b>	

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<b>CABINET 19 Jan</b>	Future provision of housing repairs, maintenance and improvements. <b>KEY DECISION</b>	To approve the strategy for provision of housing repairs, maintenance and improvements.	DCEO – Anton Bull	31 Dec	<b>JM</b>	<b>PH</b>	
<b>CABINET 19 Jan</b>	Scrutiny Cycling Task & Finish Group: Recommendations to Executive	To consider Scrutiny's Cttee recommendations arising out of work by Scrutiny Cycling Task and Finish Gp.	Dir of Develop & Regen – Andy Watt	31 Dec	<b>JM</b>	<b>PH</b>	
<b>CABINET 19 Jan</b>	New Contractual Arrangements with NEWS MRF(Materials Recycling Facility) at Costessey	Cabinet has previously approved a new waste and recycling service, Maximum Landfill Diversion (MLD), which includes the weekly collection of food waste. MLD has provided new business opportunities around the collection and disposal of material for recycling and this report seeks permission to pursue these opportunities in order to maximise income.	Head of Citywide Services – Chris Eardley	31 Dec	<b>JM</b>	<b>PH</b>	
<b>CABINET 19 Jan</b>	Single Status		DCEO – Dawn Bradshaw	31 Dec	<b>BB</b>	<b>PH</b>	
<b>CABINET 19 Jan</b>	Local Enterprise Partnerships		Asst Director – City Development – Ellen Tilney	31 Dec	<b>JM</b>	<b>PH</b>	



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<b>CABINET 19 Jan</b>	Property Services update <b>EXEMPT REPORT</b>		Dir of Reg & Develop – Anne Bonsor	31 Dec	<b>JM</b>	<b>PH</b>	
<b>CABINET 2 Feb</b>	Heigham Grove Conservation Area Appraisal	To approve the Heigham Grove conservation area appraisal	Dir Regeneration & Development – Ben Webster	14 Jan	<b>JM</b>	<b>PH</b>	
<b>CABINET 16 Feb</b>	Budget Monitoring	To update members on budget monitoring 9 mths to 31 Dec	Hd of Finance	18 Jan	<b>BB</b>	<b>PH</b>	
<b>CABINET 16 Feb</b>	Budget & Policy Framework & Service Plans	To set out Budget & Policy Framework	CEO	18 Jan	<b>BB</b>	<b>PH</b>	
<b>CABINET 16 Feb</b>	Budget 2011/12 General Fund	To recommend to Council setting of budgetary requirement level of Council Tax	Hd of Finance	18 Jan	<b>BB</b>	<b>PH</b>	
<b>CABINET 16 Feb</b>	Capital Strategy	Recommend updated Capital Strategy to Council	Hd of Finance	18 Jan	<b>BB</b>	<b>PH</b>	
<b>CABINET 16 Feb</b>	Non Housing Capital Plan 2010-2014 & Non Hsg Capital Prog	To review Non Capital Plan & Non Hsg Capital Prog	Hd of Finance	18 Jan	<b>BB</b>	<b>PH</b>	
<b>CABINET 16 Feb</b>	HRA Account 2011/12	HRA budgets for 2011/12	Hd of Finance	18 Jan	<b>BB</b>	<b>PH</b>	
<b>CABINET 16 Feb</b>	Council Rents & Other Charges	To set options for rents & other charges	Ass Dir – Comm Neigh	18 Jan	<b>BB</b>	<b>PH</b>	

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<b>CABINET 16 Feb</b>	Housing Capital Programme	To review Hsg Capital Programme	Hd of Finance	18 Jan	<b>BB</b>	<b>PH</b>	
<b>CABINET 2 Mar</b>	Quarter 3 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation	11 Feb	<b>PS</b>	<b>PH</b>	
<b>CABINET 2 Mar</b>	Greater Norwich Area Homelessness Strategy		Ass Dir – Neighbourhoods Paul Swanborough/ Chris Hancock	11 Feb			
<b>CABINET 16 Mar</b>	Bracondale Conservation Area Appraisal	To approve the Bracondale conservation area appraisal	Dir Regeneration & Development – Ben Webster	25 Feb			
<b>CABINET 30 Mar</b>	Annual Review of Partnership Review		Dir of Transformation – Debbie Cronk	11 Mar	<b>JM</b>	<b>PH</b>	
<b>CABINET 30 Mar</b>	Selection of Development Partner for Threescore. <b>EXEMPT REPORT</b>		Dir of Reg & Develop – Gwyn Jones	11 Mar	<b>JM</b>	<b>PH</b>	

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<b>CABINET 11 May</b>				21 Apr			
<b>CABINET</b>	Quarter 1 2010/11 Performance Monitoring	To provide monitoring information performance	Dir of Transformation				