

SCRUTINY COMMITTEE – WORK PROGRAMME

| Date of meeting | Topic | Organisation/ Officer/Responsible Cabinet Member | Council Objective | Objectives | Method(s) |
|------------------------|--|---|---|---|------------------|
| 18 Nov 09 | Crime & Disorder Reduction Partnership (CDRP) Constitution | Head of Partnerships and Performance and Cllr M Wilby | Business-like and efficient & Get to Grips with Anti-Social Behaviour | For members to consider the Constitution and Terms of Reference of the CDRP and its Executive Group; the Responsible Authorities Partnership | Officer report |
| 18 Nov 09 | Complaints & compliments and Complaints Procedure | Customer Focus Manager and Cllr M Wilby | All | For members to consider if any trends can be identified and to consider any lessons learnt or recommend changes in procedure resulting from complaints. Review the complaints procedure | Officer report |
| 18 Nov 09 | Concessionary Fares | Director of Corporate Resources and Cllr G Wheatley | All | To consider the costs involved and the audit trail / documentation of the Concessionary Fares Scheme | Officer report |
| 18 Nov 09 | Local Government Association – subscription | Chief Executive and Cllr J Fuller | Business-like and efficient | For members to consider the cost and benefit of LGA membership. | Officer report |
| 6 Jan 10 | South Norfolk Action Panels | Head of Partnerships and Performance and Cllr M Wilby | All | A review of the amalgamation of the SNAPs with the Neighbourhood Forums to assess the progress and if any improvements could be made | Officer report |
| 6 Jan 10 | South Norfolk Alliance and the Sustainable Community Strategy – review of delivery | Partnerships and Neighbourhoods Manager, representatives of the Alliance Board to be invited and Cllr M Wilby | All | For members to consider the delivery and achievements of the Alliance as assessed against the SCS | Officer report |
| 6 Jan 10 | Limited Assurance given to Corporate Governance | Director of Corporate Resources and Cllr G Wheatley | All | To consider the limited assurance given by Internal Audit to the Council's Corporate Governance arrangements and assess progress made to improve this | Officer report |
| 6 Jan 10 | Review of Partnerships | Head of Partnerships and Performance and Cllr M Wilby | All | To consider the Council's Partnerships and how often they should be reviewed by Scrutiny and the Overview Sub-Committees | Officer report |

Environment, Health and Leisure Overview Sub-Committee: Work Programme

| Date of Meeting | Topic | Organisation/ Officer/ Responsible Cabinet Member | Objectives | Method(s) | Delegated Power to Report Direct? |
|------------------------|--------------------------------|--|---|------------------|--|
| 1 Feb 10 | Carbon Management | Director of Environment, Health & Leisure and Cllr D Bills | To review the proposals to reduce the Council's Carbon emissions stated in the Carbon Management Plan | Officer report | |
| 1 Feb 10 | Separation of plastic bottles | Director of Environment, Health & Leisure and Cllr D Bills | Members to consider the cost to separate plastic bottles from other plastics in the recycling process | Officer report | |
| 1 Feb 10 | Collection of Food Waste | Director of Environment, Health & Leisure and Cllr D Bills | Revision of the collection of food waste in the District | Officer report | |
| 1 Feb 10 | Free Swimming for the over 60s | Business and Operations Manager and Cllr M Monck | Members to consider the impact on attendance and income, following the Government's scheme to offer free swimming to the over 60s | Officer report | |
| 1 Feb 10 | Scores on the Doors | Food Control Manager and Cllr D Bills | For members to review the progress regarding the Food Safety Scores on the Doors Scheme | Officer report | |

Place and Performance Overview Sub-Committee: Work Programme

| Date of Mtg | Topic | Organisation/ Officer/ Responsible Cabinet Member | Objectives | Method(s) | Delegated Power to Report Direct? |
|--------------------|--|--|---|----------------------------|--|
| 18 Jan 10 | Youth Engagement Policy Development | Head of Partnerships and Performance and Cllr M Wilby | For members to consider the statutory obligations and the future policy direction for youth engagement | Officer report | |
| 18 Jan 10 | Community Safety Partnership Plan 2008/11 | Communities Manager and Cllr M Wilby | For members to consider the strategic assessment and the annual review of the Community Safety Partnership Plan | Officer report | |
| 18 Jan 10 | Arts Festival | Culture and Sports Development Manager and Cllr M Wilby | For members to consider the outcome of the Arts Festival and its future | Officer report | |
| 18 Jan 10 | Play Strategy | Culture and Sports Development Manager and Cllr M Wilby | For members to consider an outline of the Play Strategy, what has already been achieved and the outstanding points in order to make recommendations for the future | Officer presentation | |
| 18 Jan 10 | Tourism in South Norfolk | Culture and Sports Development Manager and Cllr M Wilby | To review how alternative arrangements for promoting South Norfolk have progressed following withdrawal of funding for Visit Norwich and the implementation and take-up of the Tourism Quality Assurance Scheme | Officer report | |
| 18 Jan 10 | Directorate Service Plan | Chief Executive and Cllr M Wilby | Members to consider the Service Plan for the Directorate | Officer report | |
| 26 April 10 | Community Speedwatch Scheme | Communities Manager and Cllr M Wilby | To consider the development and growth of the Community Speedwatch scheme and evaluate what effect this has had on speeding through villages | Officer report and witness | |
| 26 April 10 | Improvement to Website and Marketing South Norfolk | Customer Focus Manager and Cllr M Wilby | For members to consider the progress to date regarding updating the Council's website and the marketing of South Norfolk. | Officer report | |
| 26 April 10 | Place Survey Action Plan | Head of Partnerships and Performance and Cllr M Wilby | For members to consider the Action Plan arising from the Place Survey | Officer report | |
| 26 April 10 | Shaping Norfolk's Future | Head of Partnerships and Performance and Cllr M Wilby | This item forms part of the agreed programme of partnership reviews | Officer report | |

Planning, Housing and the Built Environment **Overview Sub-Committee: Work Programme**

| Date of meeting | Topic | Organisation/ Officer/Responsible Cabinet Member | Objectives | Method(s) | Power to Report Direct? |
|------------------------|---|--|--|------------------|--|
| 7 Dec 09 | Directorate Overview and Objectives | Director of Planning, Housing and the Built Environment and Cllr D Blake | For members to consider the key policies and strategies that shape the PHBE Directorate in order to identify areas of focus | Officer report | |
| 7 Dec 09 | Section 106 Monies | Director of Planning, Housing and the Built Environment and Cllr D Blake | To identify S106 monies that are unspent and available to local communities | Officer report | |
| 7 Dec 09 | Levels of Affordable Housing | Director of Planning, Housing and the Built Environment and Cllr D Blake | Examination of the level of affordable housing on sites developed for market sale | Officer report | |
| 7 Dec 09 | The Pendleton Review of Planning Services | Director of Planning, Housing and the Built Environment and Cllr D Blake | To consider the programme of work regarding the outstanding items for implementation as a result of the Pendleton Review | Officer report | |
| 7 Dec 09 | Community Reference – Environment Agency | Director of Planning, Housing and the Built Environment and Cllr D Blake | Members to consider whether the advice given by the Environment Agency on planning applications is based on up-to-date guidance and policy | Officer update | |
| 7 Dec 09 | GNHP Strategy and Local Housing Delivery Plan | Housing Strategy Manager and Cllr D Blake | To give members of PHBE OSC an update on the GNHP Strategy and delivery against the Local Housing Action Plan | Officer report | |
| 7 Dec 09 | Warm Front Energy Partnership and Fuel Poverty | Director of Planning, Housing and the Built Environment and Cllr D Blake | This item forms part of the agreed programme of Partnership Reviews and will also consider fuel poverty and what the Council could do to help those receiving benefits and particularly those not. | Officer report | |
| 1 Mar 10 | Implementation of budget savings | Director of Planning, Housing and the Built Environment and Cllr D Blake | For members to consider and evaluate the implementation of the budget savings and the re-organisation in PHBE | Officer report | |
| 1 Mar 10 | Preserving the special character of Conservation Areas | The Conservation & Design Architect and Cllr D Blake | An analysis of the progress made on character appraisal for these areas and for members to consider the way forward for any future such appraisals | Officer report | |
| 1 Mar 10 | Area Planning Committees and revised Scheme of Delegation | Director of Planning, Housing and the Built Environment and Cllr D Blake | To review the implications of the reduction in the number of Area Planning Committees and the revised scheme of delegation | Officer report | |
| 7 Jun 10 | Aids and Adaptations | Director of Planning, Housing and the Built Environment and Cllr D Blake | To consider the progress made a year since the Sub-Committee looked at the process and if further improvements could be made | Officer report | |
| 13 Sept 10 | Review of the Handyperson Service | Director of Planning, Housing and the Built Environment and Cllr D Blake | For members to review the effectiveness of the scheme | Officer report | |

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|----------------------------------|--|--|--|----------------|-------------------------|
| July 11 | Saffron Housing Trust and the LSVT agreement | Monitoring Officer and Cllr D Blake | To consider the progress of Saffron's delivery on remaining areas agreed in the LSVT agreement | Officer report | |
| TBA – when consultation received | Community infrastructure | Director of Planning, Housing and the Built Environment and Cllr D Blake | For members to consider the implications of a recent consultation on community infrastructure | Officer report | |

ACCOUNTS AND AUDIT COMMITTEE WORK PROGRAMME

| Meeting Date | Agenda Item | Officer Responsible | Time required |
|---------------------|--|---|---------------|
| 14 Jan 2010 | Update on Risk Management | Director of Corporate Resources | 30 mins |
| | Internal Audit Terms of Reference, Code of Ethics, Strategy for 2010/11, Strategic Plan for 2010/11 to 2014/15 and Annual Audit Plan for 2010/11 | Head of Internal Audit | 50 mins |
| | Audit Committee Self Assessment revisited | Head of Internal Audit | 40 mins |
| 11 Mar 2010 | Audit Joint Working Protocol | Head of Internal Audit/Audit Manager – External Audit | 20 mins |
| | Annual Report of the Accounts and Audit Committee | Chairman of the Committee/Head of Internal Audit | 20 mins |
| 29 Jun 2010 | Annual Report on Internal Audit Activity 2009/10 for CNC Building Control | Head of Internal Audit | 20 mins |
| | Annual Report on Internal Audit Activity 2009/10 for South Norfolk Council | Head of Internal Audit | 50 mins |
| | Follow Up of Agreed Actions arising from Final Audit Reports | Head of Internal Audit | 20 mins |
| | Statement of Accounts 2009/10 | Head of Accountancy and Procurement Services | 90 mins |
| | Update on Risk Management | Director of Corporate Resources | 30 mins |
| 29 Sept 2010 | Statement of Accounts 2009/10 | Head of Accountancy and Procurement Services | 60 mins |
| | Update on Risk Management | Director of Corporate Resources | 30 mins |