Scrutiny Committee

Wednesday 17 February 2016

9.30 am, Colman & Cavell Rooms
South Norfolk House, Cygnet Court,
Long Stratton, Norwich, NR15 2XE

If you have any special requirements in order to attend this meeting,
please let us know in advance
Large print version can be made available

Contact: Owen Pugh on 01508 533685 or democracy@s-norfolk.gov.uk
Members of the Scrutiny Committee:

Cllr L Neal (Chairman)
Cllr T Lewis (Vice-Chairman)
Cllr B Bernard
Cllr B Duffin
Cllr D Fulcher
Cllr C Gould
Cllr K Kiddie
Cllr G Minshull
Cllr J Wilby

This meeting may be filmed, recorded or photographed by the public; however anyone who wishes to do so must inform the chairman and ensure it is done in a non-disruptive and public manner. Please review the Council's guidance on filming and recording meetings available in the meeting room.
Agenda

1. To report apologies for absence and identify substitute voting members (if any);

2. To deal with any items of business the Chairman decides should be considered as matters of urgency pursuant to Section 100B (4) (b) of the Local Government Act, 1972. Urgent business may only be taken if, "by reason of special circumstances" (which will be recorded in the minutes), the Chairman of the meeting is of the opinion that the item should be considered as a matter of urgency;

3. To receive Declarations of Interest from Members; (Please see guidance attached page 6)

4. 2016/17 Budget;
   a) REVENUE BUDGET AND COUNCIL TAX 2016/17; (Cabinet agenda - page 182)
   b) CAPITAL PROGRAMME APRIL 2016 TO MARCH 2021; (Cabinet agenda - page 220)
   c) TREASURY MANAGEMENT STRATEGY STATEMENT AND INVESTMENT STRATEGY 1 APRIL 2016 TO 31 MARCH 2019; (Cabinet agenda - page 237)

5. Scrutiny Committee Work Programme and Cabinet Core Agenda; (attached – page 7)
Working style of the Scrutiny Committee and a protocol for those attending

**Independence**
Members of the Scrutiny Committee will not be subject to whipping arrangements by party groups.

**Member leadership**
Members of the Committee will take the lead in selecting topics for and in questioning witnesses. The Committee will expect members of Cabinet, rather than officers, to take the main responsibility for answering the Committee’s questions about topics, which relate mainly to the Council’s activities.

**A constructive atmosphere**
Meetings of the Committee will be constructive, and not judgmental, accepting that effective overview and scrutiny is best achieved through challenging and constructive enquiry. People giving evidence at the Committee should not feel under attack.

**Respect and trust**
Meetings will be conducted in a spirit of mutual respect and trust.

**Openness and transparency**
The Committee’s business will be open and transparent, except where there are sound reasons for protecting confidentiality. In particular, the minutes of the Committee’s meetings will explain the discussion and debate, so that it could be understood by those who were not present.
**Consensus**
Members of the Committee will work together and, while recognising political allegiances, will attempt to achieve consensus and agreed recommendations.

**Impartial and independent officer advice**
Officers who advise and support the Committee will give impartial and independent advice, recognising the importance of the Scrutiny Committee in the Council's arrangements for governance, as set out in the Constitution.

**Regular review**
There will be regular reviews of how the overview and scrutiny process is working, and a willingness to change if it is not working well.

**Programming and planning**
The Scrutiny Committee will have a programme of work. Members will agree the topics to be included in the work programme, the extent of the investigation to be undertaken in relation to resources, and the witnesses to be invited to give evidence.

**Managing time**
The Committee will attempt to conclude the business of each meeting in reasonable time. The order of business will be arranged as far as possible to minimise the demands on the time of witnesses.
Agenda Item: 3

DECLARATIONS OF INTEREST AT MEETINGS

Members are asked to declare any interests they have in the meeting. Members are required to identify the nature of the interest and the agenda item to which it relates.

- In the case of **other** interests, the member may speak and vote on the matter.
- If it is a **pecuniary** interest, the member must withdraw from the meeting when it is discussed.
- If it *affects or relates to a pecuniary interest* the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.
- Members are also requested when appropriate to make any declarations under the Code of Practice on Planning and Judicial matters.
- In any case, members have the right to remove themselves from the meeting or the voting if they consider, in the circumstances, it is appropriate to do so.

Should Members have any concerns relating to interests they have, they are encouraged to contact the Monitoring Officer (or Deputy) or another member of the Democratic Services Team in advance of the meeting.
### Scrutiny Committee – Work Programme

In setting future Scrutiny **TOPICS**, the Committee is asked to consider the following: **T**imely – **O**bjective – **P**erformance – **I**nterest – **C**orporate Priority

- **T** Is this the right **time** to review this issue and is there sufficient **Officer** **time** and resource to conduct the review? What is the **timescale**?
- **O** What is the reason for review; do officers have a clear **objective**?
- **P** Can **performance** in this area be improved by input from Scrutiny?
- **I** Is there sufficient **interest** (particularly from the public)? The concerns of local people should influence the issues chosen for scrutiny.
- **C** Will the review assist the Council to achieve its **Corporate Priorities**?

<table>
<thead>
<tr>
<th>Date of meeting</th>
<th>Topic</th>
<th>Organisation / Officer / Responsible member</th>
<th>Objectives</th>
<th>Method(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Mar 2016 (Thurs)</td>
<td>To be held in event of call-in only</td>
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<tr>
<td>6 April 2016</td>
<td>Scrutiny Annual Report</td>
<td>Scrutiny Officer &amp; the Scrutiny Committee Chairman</td>
<td>For members to consider the Annual Report of Scrutiny Committee ahead of consideration at the Council AGM.</td>
<td>Officer report</td>
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<tr>
<td>18 May 2016</td>
<td>Health and Wellbeing Strategy review</td>
<td>Director of Community Services and Cllr Y Bendle</td>
<td>For the Committee to review the Council’s Health and Wellbeing Strategy that was adopted in June 2014. Members to assess the impact of the Strategy and outcomes achieved and consider making any recommendations as appropriate as a result of the review.</td>
<td>Officer report</td>
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<tr>
<td>28 June 2016 (Tues)</td>
<td>No items scheduled</td>
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<tr>
<td>3 Aug 2016</td>
<td>To be held in event of call-in only</td>
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<tr>
<td>28 Sept 2016</td>
<td>No items scheduled</td>
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<tr>
<td>10 Nov 2016 (Thurs)</td>
<td>Review of Leisure Centre Refurbishments</td>
<td>Head of Leisure and Cllr M Wilby</td>
<td>For members to receive details of usage, income and membership figures since the Diss and Wymondham Leisure Centres have been refurbished. The Committee to evaluate the impact of the refurbishments and whether the outcomes have met targets set and delivered an increase in membership numbers and usage in comparison to previous figures. Members to make recommendations as appropriate.</td>
<td>Officer review</td>
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<tr>
<td>21 Dec 2016</td>
<td>No items scheduled</td>
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### CABINET CORE AGENDA 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Key, Policy, Operational</th>
<th>Key Decision/Item</th>
<th>Lead Officer</th>
<th>Cabinet Member</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>South Norfolk Statement of Community Involvement</td>
<td>A Nicholls</td>
<td>L Hornby/J Fuller</td>
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<tr>
<td>3 May</td>
<td>O</td>
<td>Performance/Risks/Revenue Budget Q 4</td>
<td>A Mewes/ E Goddard / M Fernandez-Graham</td>
<td>M Edney</td>
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<tr>
<td></td>
<td>O</td>
<td>Capital and Treasury Management Report Q4</td>
<td>M Fernandez-Graham</td>
<td>M Edney</td>
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<td>13 Jun</td>
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<tr>
<td>18 Jul</td>
<td>O</td>
<td>Performance/Risks/Revenue Budget Q1</td>
<td>A Mewes/ E Goddard / M Fernandez-Graham</td>
<td>M Edney</td>
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<tr>
<td></td>
<td>O</td>
<td>Capital and Treasury Management Report Q1</td>
<td>M Fernandez-Graham</td>
<td>M Edney</td>
</tr>
<tr>
<td>24 Oct</td>
<td>O</td>
<td>Performance/Risks/Revenue Budget Q2</td>
<td>A Mewes/ E Goddard / M Fernandez-Graham</td>
<td>M Edney</td>
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<td></td>
<td>O</td>
<td>Capital and Treasury Management Report Q2</td>
<td>M Fernandez-Graham</td>
<td>M Edney</td>
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Key decisions are those which result in income, expenditure or savings with a gross full year effect of £100,000 or 10% of the Council’s net portfolio budget whichever is the greater which has not been included in the relevant portfolio budget, or are significant (e.g. in environmental, physical, social or economic) in terms of its effect on the communities living or working in an area comprising two or more electoral divisions in the area of the local authority.

Core Agenda/CL180116