

SCRUTINY COMMITTEE WORK PROGRAMME 2012/2013 – NORWICH CITY COUNCIL

Please contact the scrutiny officer; Steve Goddard, Scrutiny officer, Norwich city council, Room 313, City Hall, Norwich NR2 1NH

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The work programme for the scrutiny committee is informed by a combination of what councillors' feel are important topics, gathered from their ward work and their activities across the whole council or members of the public highlighting issues for debate. Also requests by cabinet for scrutiny to undertake 'pre-scrutiny' before policies are taken to cabinet. Council officers can also request that scrutiny investigate and consider certain issues on their behalf. When raising a possible topic for the work programme it is advisable to make a formal request by using the **Request form to raise an item for Scrutiny Review** which can be obtained from the scrutiny officer or via e-councillor. Once a topic request for scrutiny has been received the topic will usually be required to be put through the following:

Picc Analysis for Prioritising Topics – YOU ARE ASKED TO USE THE PICC ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS BEFORE INCLUDING THEM ON THE WORK PROGRAMME

TOPIC TITLE: REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT:

WHO/WHAT IS THE RESPONSIBLE ORGANISATION?

WHO ARE THE RESPONSIBLE CABINET PORTFOLIO COUNCILLOR(S) AND OFFICER(S)?

The council's FIVE main priorities are provided to assist members and can be used as a guide and reminder to draw links between the work of the scrutiny committee and the corporate plan:

- TO MAKE NORWICH A CITY OF CHARACTER AND CULTURE
- TO MAKE NORWICH A SAFE CLEAN CITY
- TO MAKE NORWICH A PROSPEROUS CITY
- TO PROVIDE VALUE FOR MONEY SERVICES
- TO MAKE NORWICH A CITY WITH DECENT HOUSING FOR ALL

P Public interest	
Is there sufficient public interest in the topic?	
Where is the evidence to support this?	
Is interest confined to the city or of broader interest?	
How would it be in the public interest to look at this topic?	

I Impact	
Will the topic impact community well-being?	
To what extent will the topic impact on the community?	
How will the review bring value to community well-being?	

C Council & performance	
How is the council/organisation performing in this area?	
What is the performance data showing? (direction of travel?)	
Are there other performance comparisons or bench marks?	
Is there adequate performance measurement?	

C Keeping in context	
What else is happening in this area such as recent reviews or inspections?	
How does this rank within the context of other work or priorities?	

WHEN WOULD BE THE BEST TIME TO CARRY OUT SCRUTINY OF THIS TOPIC?

WHAT METHOD(S) SHOULD BE USED TO CARRY OUT THIS SCRUTINY? (task & finish group, topic on agenda at main meeting, themed meeting, consultation etc.)

WHO ELSE SHOULD BE INVOLVED/INVITED?

VENUE? (city hall, other venue, site visit etc)

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
6 Dec 2012	Role of the ward councillor	Russell O'Keefe, Bob Cronk, Christine Nicols and Andy Emms	Review of the role of a ward councillor with in the new operating model and the opportunities provided by the council's neighbourhood model. To make recommendations on the role of a ward councillor and the supporting member development programme.	At committee
6 Dec 2012	Benefits claims process	Councillor Alan Waters, Anton Bull and Jill Healey	To gain an overview and to comment on the processes involved in dealing with benefits claims and the claims backlog.	At committee
20 Dec 2012 3:00 pm	New council tax benefit scheme	Councillor Alan Waters, Caroline Ryba	Pre – scrutiny of the report on draft proposals, as amended through the consultation.	At committee
10 Jan 2013	Overview of the corporate plan	Councillor Brenda Arthur and Russell O'Keefe	For the scrutiny committee to gain an overview and refresh their knowledge of the corporate plan prior to pre scrutiny of the proposed budget and policy framework in February	At committee
10 Jan 2013	Budget and policy overview scrutiny event	Cabinet and corporate leadership team	To explore ideas around the setting of budgets while considering the pressures facing each service. This also helps provide an overview of the policy frame work.	tbc
10 Jan 2013	Governance scheme for community right to challenge	Councillor Alan Waters, Anton Bull, Phil Hyde, Andy Watt and David Rogers	To focus on the proposed governance arrangements for the scheme and to consider if there is possible associated role for scrutiny	At committee

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
7 Feb 2013	Pre scrutiny of the proposed budget and policy framework	Councillor Brenda Arthur, Councillor Alan Waters, Laura McGillivray, Jerry Massey, Russell O'Keefe, Caroline Ryba and Mark Smith	To comment on the proposed budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council	Annual at committee
21 Feb 2013	Q3 performance and budget monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes	Quarterly at committee
7 March 2013	Lgss and the revenues and benefits service	Councillor Brenda Arthur, Councillor Alan Waters and Anton Bull	A year on look at the performance of Lgss and a progress report on the revenues & benefits service. To identify any areas for improvement and to note successes.	Annual at committee
11 April 2013	Housing benefit changes	Councillor Alan Waters, Caroline Ryba and Anton Bull	It appears that universal credit implementation may not occur until after the next election. Therefore this could represent an early opportunity for the scrutiny committee to look at any early results that may emerge from any pilot schemes around the country and consider any implications for Norwich	At committee
30 May 2013	Annual scrutiny review	Councillor Claire Stephenson and Steve Goddard	To agree the annual review of the scrutiny committee's work 2012 to 2013 and recommend it for adoption of the council	Annual at committee
30 May 2013	Review of the work programme	Scrutiny committee, corporate leadership team, cabinet and the scrutiny officer	To identify the issues facing the work of the council for the civic year and agree the scrutiny committee work programme up to April 2014	Annual meeting

FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2012/2013

Allocated Items

Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Exempt? If yes – which para?
SCRUTINY 6 DEC	Role of the ward councillor	To consider the role of a ward councillor in the changing environment the council operates in. To make recommendations on the role of a ward councillor and the supporting member development programme.	Cllr Waters Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Bob Cronk Head of local neighbourhood services Ext 2373 Andy Emms Democratic services manager Ext 2459	23 Nov	R O'K/JM		
SCRUTINY 6 DEC	Benefits claims process	To gain an overview and to comment on the processes involved in dealing with benefits claims and the claims backlog.	Councillor Alan Waters, Jerry Massey and Jill Healey	23 Nov	R O'K/JM		

Allocated Items

Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Exempt? If yes – which para?
ALL MEMBERS BRIEFING 11 DEC 18:00-19:00	Budget and council tax consultation results	N/A	Executive head of strategy, people and democracy	N/A	N/A	N/A	N/A
CABINET 12 DEC	Bowthorpe- appropriation of land	To agree to the appropriation of small parcels of land at Bowthorpe for planning purposes	Jerry Massey Deputy chief executive (operations) Ext 2225 Gwyn Jones City growth & development manager Ext 2364	28 Nov	Director	PHs	No
CABINET 12 DEC	Review of sheltered housing KEY DECISION	To update cabinet on the sheltered housing review.	Cllr MacDonald Tracy John Nigel Andrews	28 Nov			Exempt Para 3

Allocated Items

Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Exempt? If yes – which para?
CABINET 12 DEC	Revenue Budget Monitoring 2012/13 – Period 7	To update cabinet on the financial position as at 31 October and the forecast outturn for the year 2012/13.	Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561	28 Nov	CR	PH	No
CABINET 12 DEC	Annual report on corporate risks	To update members on the key risks facing the council and the associated mitigating actions, as shown in the council's corporate risk register	Steve Dowson Audit Manager 01603 212575	28 Nov			No
CABINET 12 DEC	Appointment of suppliers to the event support service contract framework – KEY DECISION	To authorise appointment of suppliers to the event support service contract framework	Cllr Waters Nikki Rotsos Robin Hare	28 Nov	NR		Exempt Para 3
CABINET 12 DEC	Managing Assets (Housing) – KEY DECISION	To seek approval for and the disposal of an area of housing land to facilitate the development of affordable housing and the	Cllr MacDonald Head of city development services	28 Nov	Director	PH	Yes – Para 3

Allocated Items

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		decommissioning of one council owned property. This will provide additional funds for the housing capital programme.	Andrew Turnbull 1603 212778				
CABINET 12 DEC	ICT Infrastructure award of contract KEY DECISION	To seek approval for the award of contract for replacement ICT infrastructure	Anton Bull Executive head of business relationship management Ext 2326 Robin Hare Strategic contracts manager Ext 2412	28 Nov	AB	PH	Para 3
CABINET 12 DEC	Provision of social housing at Riley Close	To recommend to council, subject to planning consent, the construction of council houses on land at Riley Close	Cllr MacDonald Head of city development services Andrew Turnbull 1603 212778	28 Nov	Director	PH	No

Allocated Items

Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Exempt? If yes – which para?
CABINET 12 DEC	Debt collection policy	To seek approval of a debt collection policy	Anton Bull Executive head of business relationship management Ext 2326	28 Nov	AB	Portfolio Holder	No
CABINET 12 DEC	Provision of affordable housing at Wilberforce Road	To agree provision of affordable housing at Wilberforce Road by a registered provider under affordable rent arrangements	Cllr MacDonald Head of city dev. Services Debbie Gould Ext 2851	28 Nov	Director	PH	No
CABINET 12 DEC	Planning - Development Management Service Standards	To revise planning service standards, approach to pre-application charging and performance management information.	Cllr Bremner Graham Nelson Head of planning Ext 2530	28 Nov	JM	PH	No
CABINET 12 DEC	Additional grant in aid awards to the voluntary sector in 2012-13	To recommend additional grant awards from budgets for the financial year 2012-13	Cllr Arthur Nikki Rotsos 2211	28 Nov			No

Allocated Items

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CABINET 12 DEC	Norwich City Council Apprenticeship scheme	To agree the approach for implementing an apprenticeship scheme across the council	Cllr Arthur Dawn Bradshaw Ext 2434	28 Nov			No
CABINET 12 DEC	Health and wellbeing (HWB) strategy	To approve the Health and wellbeing strategy produced by NHS Norwich Clinical Commissioning group	Cllr Arthur Russell O'Keefe Rachael Metson 2926	28 Nov	R O'K	PH	No
SCRUTINY 20 DEC	New council tax benefit scheme	Pre – scrutiny of the report on draft proposals, as amended through the consultation.	Councillor Alan Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292				

Allocated Items

Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Exempt? If yes – which para?
SCRUTINY 10 JAN	Overview of the corporate plan	For the scrutiny committee to gain an overview and refresh their knowledge of the corporate plan prior to pre scrutiny of the proposed budget and policy framework in February	Councillor Brenda Arthur Russell O’Keefe Executive head of strategy, people and democracy Ext 2908	24 Dec			
SCRUTINY 10 JAN	Governance schemes for community right to challenge.	To focus on the proposed governance arrangements for the scheme and to consider the possible associated role for scrutiny or the ward member.	Anton Bull Ext 2326 Phil Hyde Head of Law and Governance Ext 2908 Andy Watt Head of city development Ext 2691 David Rogers Strategic Parking Officer Ext 2463	24 Dec			

Allocated Items

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ALL MEMBERS BRIEFING 15 JAN 18:00-19:00	Policy framework and budget	N/A	Executive head of strategy, people and democracy and Chief finance officer	N/A	N/A	N/A	N/A
CABINET 16 JAN	Tenancy Strategy	To agree to adopt the Tenancy Strategy	Jerry Massey Deputy chief executive (operations) Ext 2225 Tracy John Head of housing Ext 2939 Andy Watt Head of city development services Ext 2691	3 Jan			
CABINET 16 JAN	New council tax reduction scheme	To approve the Council tax reduction scheme and recommend it to council.	Councillor Alan Waters Caroline Ryba 01223 699292	3 Jan			

Allocated Items

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CABINET 16 JAN	Annual equality information report	To approve the annual equality information report	Russell O’Keefe Ext 2908 Nadia Jones Ext 2368	3 Jan			
CABINET 16 JAN	Revenue Budget Monitoring 2012/13 – Period 08	To update cabinet on the financial position as at 30 Nov and the forecast outturn for the year 2012/13.	Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561	3 Jan	CR	PH	
CABINET 16 JAN	Community Infrastructure Levy (CIL) KEY DECISION	To recommend to Council the adoption of the Community Infrastructure Levy (CIL) rate for Norwich, subsequent to the completion of the CIL public examination	Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561 Jerry Massey Deputy chief executive (operations) Ext 2225	3 Jan	CR	PH	

Allocated Items

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			Gwyn Jones City growth & development manager Ext 2364				
CABINET 16 JAN	Bowthorpe – Housing with care, dementia care	To agree to dispose of land for a housing with care and dementia care facility	Jerry Massey Deputy chief executive (operations) Ext 2225 Gwyn Jones City growth & development manager Ext 2364	3 Jan	JM		
CABINET 16 JAN	Norwich Housing Strategy 2013-2018 Consultation Draft	Draft Housing Strategy Consultation Document for Cabinet Approval	Councillor MacDonald Andy Watt, Head of city development Emma Smith Ext: 2937	3 Jan	CLT	IC	No

Allocated Items

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CABINET 16 JAN	Treasury Management Half Year Report	Report on Treasury Management Performance for first half of year	Caroline Ryba Philippa Dransfield Ext: 2562	3 Jan			
CABINET 16 JAN	A City Deal for the Greater Norwich Area KEY DECISION	To agree the final submission to the Treasury of an Expression of Interest to obtain a city deal for the Greater Norwich Area	Cllr Arthur Jerry Massey	3 Jan			No
CABINET 16 JAN	Governance arrangements for the Public/Public Partnership with the Norse Group	To agree the arrangements for member involvement in the governance of the extended partnership arrangement with the Norse group.	Cllr Waters Jerry Massey	3 Jan			No
CABINET 16 JAN	Gypsy & Traveller Strategy for Norfolk and Suffolk 2012-14	To adopt the Norfolk and Suffolk Gypsy and Traveller Strategy and action plan	Cllr MacDonald Head of city dev. Services Debbie Gould Ext 2851	3 Jan	CLT	PH	
AUDIT 22 JAN							

Allocated Items

Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Exempt? If yes – which para?
COUNCIL 29 JAN	CIL charging schedule	To agree to adopt the CIL charging schedule for Norwich	Cllr Bremner Jerry Massey Deputy chief executive (operations) Ext 2225 Gwyn Jones Ext 2364	18 Jan	JM		
COUNCIL 29 JAN	New council tax reduction scheme	To approve the council tax reduction scheme and setting of council tax base	Cllr Waters Caroline Ryba Chief finance officer 01223 699292	18 Jan			
COUNCIL 29 JAN	Community Infrastructure Levy (CIL) adoption	To adopt the CIL rate for Norwich	Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561	18 Jan	CR	PH	
COUNCIL 29 JAN	National Non Domestic Rate Base	To approve the setting of the national non-domestic rates base	Cllr Waters Caroline Ryba Chief finance officer 01223 699292	18 Jan			

Allocated Items

Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Exempt? If yes – which para?
SCRUTINY 7 FEB	Pre scrutiny of the proposed budget and policy framework	To comment on the proposed budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council	Caroline Ryba Chief finance officer Mark Smith Finance Control Manager Ext 2561	25 Jan			
ALL MEMBERS BRIEFING 12 FEB 18:00 – 19:00	Norwich area transport strategy	N/A	Head of city development	N/A	N/A	N/A	N/A
CABINET 13 FEB	Quarter 3 performance report	To report progress against the delivery of the corporate plan objectives for quarter 3 of 2012-13	Cllr Waters Russell O'Keefe, Executive head of strategy, people and democracy Ext 2908 Phil Shreeve Ext 2356	30 Jan	RO'K	PH	

Allocated Items

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CABINET 13 FEB	Revenue Budget Monitoring 2012/13 – Period 09	To update cabinet on the financial position as at 31 Dec and the forecast outturn for the year 2012/13.	Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561	30 Jan	CR	PH	
CABINET 13 FEB	Capital budget monitoring 2012-13	To update cabinet on the financial position and the forecast outturn for the year 2012/13	Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561	30 Jan	CR	PH	
CABINET 13 FEB	Norwich Economic Strategy 2013-2018 Consultation Draft	Draft Economic Strategy Consultation Document for Cabinet Approval	Ellen Tilney ext: 2501	30 Jan			
BUDGET COUNCIL 19 FEB							
SCRUTINY 21 FEB	Quarter 3 performance report	To report progress against the delivery of the corporate plan objectives for quarter 3 of 2012-13	Cllr Waters Russell O’Keefe Ext 2908 Phil Shreeve Ext 2356	8 Feb	RO’K	PH	

Allocated Items

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CABINET 21 FEB	Revenue Budget Monitoring 2012/13 – Period 09	To update cabinet on the financial position as at 31 Dec and the forecast outturn for the year 2012/13.	Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561	8 Feb	CR	PH	
CABINET 21 FEB	Capital budget monitoring 2012-13	To update cabinet on the financial position and the forecast outturn for the year 2012/13	Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561	8 Feb	CR	PH	
SCRUTINY 7 MAR	LGSS and the revenues and benefits service	A year on look at the performance of LGSS and a progress report on the revenues & benefits service. To identify any areas for improvement and to note successes.	Councillor Brenda Arthur Councillor Alan Waters Anton Bull Executive head of business relationship management Ext 2326	22 Feb	AB		

Allocated Items

Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Exempt? If yes – which para?
ALL MEMBERS BRIEFING 12 MAR 18:00 – 19:00	Sustainable communities act	N/A	TBC	N/A	N/A	N/A	N/A
CABINET 13 MAR	Payroll award of contract KEY DECISION	To seek approval the award of contract for payroll services	Cllr Waters Russell O’Keefe Executive head of strategy, people and democracy Ext 2908 Dawn Bradshaw Head of HR Ext 2434	27 Feb	R O’K		
CABINET 13 MAR	Annual Review of Partnerships Register	To inform and request endorsement for the annual review.	Debbie Cronk Partnerships Officer Ext: 2378	27 Feb			No

Allocated Items

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AUDIT 19 MAR							
COUNCIL 26 MAR	Pay policy statement 2013/14	To agree the council's pay policy statement for 2013/14	Cllr Waters Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Dawn Bradshaw Ext 2434	15 Mar	R O'K		
COUNCIL 26 MAR	Development management policies submission plan	To approve the development management policies plan for submission to the secretary of state	Cllr Bremner Graham Nelson Ext 2530	30 Jan	JM	PH	
COUNCIL 26 MAR	Site allocations submission plan	To approve the Site Allocations plan for submission to the secretary of state	Cllr Bremner Graham Nelson Ext 2530	30 Jan	JM	PH	

Allocated Items

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SCRUTINY 11 APRIL	Housing benefit changes	It appears that universal credit implementation may not occur until after the next election. Therefore this could represent an early opportunity for the scrutiny committee to look at any early results that may emerge from any pilot schemes around the country and consider any implications for Norwich	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Anton Bull Executive head of business relationship management Ext 2326	28 Mar	CR	PH	
ALL MEMBERS BRIEFING 16 APR 18:00 – 19:00	TBC	N/A	TBC	N/A	N/A	N/A	N/A
ANNUAL COUNCIL 21 MAY							

Allocated Items

Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Exempt? If yes – which para?
SCRUTINY 30 MAY	Annual scrutiny review	To agree the annual review of the scrutiny committee's work 2012 to 2013 and recommend it for adoption of the council	Councillor Claire Stephenson Steve Goddard Scrutiny officer Ext 2491	17 May			
SCRUTINY 30 MAY	Review of the work programme	To identify the issues facing the work of the council for the civic year and agree the scrutiny committee work programme up to April 2014	Scrutiny committee, corporate leadership team, cabinet and the scrutiny officer	17 May			

Date to be confirmed			
Meeting	Report	Purpose/Comments	Directorate
CABINET	White Ribbon Status	To ask cabinet to consider seeking white ribbon status for the city	Jerry Massey, Deputy chief executive (operations) Bob Cronk, Head of local neighbourhood services
CABINET	Privately rented housing in Norwich	To provide Cabinet with an update on housing conditions within the privately rented sector in Norwich and to explore a range of options for future action.	Andy Watt Head of city development services Ext 2691
CABINET	Provision of social housing at Wentworth Green	To recommend to Council that the council becomes the provider of social housing at the Wentworth Green development	Cllr MacDonald Head of city dev. Services Debbie Gould Ext 2851

Scrutiny committee recommendation & request tracking

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
31 May 2012	Q4 performance monitoring Payments at post offices (collection rates)	Tina Bailey	Further detailed information requested regarding use of post offices for payments and any correlation regarding the amount of time between payment being made and receipt of benefits	received	In general payments at post offices/pay points continue to increase with April 2010 we had 22,656 transactions and by April 2012 we had 26,431 transactions. The value of those payments was £1,451,099 in Apr 2010 and £1,764,762 in Apr 2012. Payments take 6 days to actually be credited against an account as they go through the post office banking system and our own internal processes. In respect of receipt of benefits. The two transactions are not directly linked.
31 May 2012	Q4 performance monitoring ASB figures	Tracy John	Further information on reasons for why there was a drop in anti-social behaviour reporting for Q4	received	<p>This performance indicator compares the number of reported cases of ASB in any given quarter to the same quarter of the previous year. For quarter 4 (2012) there were 783 recorded reports of ASB, in quarter 4 (2011) there were 1029 recorded reports of ASB, resulting in a reduction of 24%.</p> <p>This indicator does not provide information on why there is this variance in reporting of ASB, however we have been reviewing our performance measures for ASB and as part of that work identified a significant amount of duplicate recording, which is likely to account for the reduction in the volume of cases recorded. Our review of performance measures for ASB aims to focus on outcomes of prevention and tackling ASB.</p> <p>We plan to introduce a new set of ASB indicators that can better reflect our performance tackling ASB monitoring the effectiveness of</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
					<p>preventative measures such as use of the mediation service Asking our tenant community about their perception of asb in their neighbourhood - question to be included in the next survey with the Talkback panel in August 2012. Asking our tenant community of their experience of us dealing with reports of ASB - two new satisfaction surveys being launched on low level ASB and ABATE casework.</p> <p>Hopefully this will produce more meaningful data which will track trends and measure our progress more accurately.</p>
31 May 2012	Q4 performance monitoring Revenues & benefits improvement plan	Anton Bull	The housing benefit service improvement plan be provided for members to access via a link on e-councillor	received	Now on e-councillor
05 July 2012	Foodbanks	Steve Goddard	Members felt that it would be important for them to find out if there were particular reasons for why there was a trend for people's periods of crisis to increase in time, and to receive further information from the Food bank, that breaks down the reasons for people presenting for three vouchers or more	Ongoing - A Food bank project with the aim of identifying reasons why people were presenting on more than one occasion has yet to take place.	
19 July 2012	Financial regime for local government	Jerry Massey Andy Emms	Resolved that the deputy chief executive provide a member briefing regarding funding for housing provision.	ongoing	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
19 July 2012	Food banks	Steve Goddard	That the communications team helps promote the work of food banks via print and online media	Discussions are under way regarding an appropriate approach	
19 July 2012	Food banks	Boyd Taylor	Clarify with food bank staff that the city council has debt advice officers available to provide guidance to food bank users in the future	Achieved	Food bank staff are now sign posting clients. A training session is being organised for food bank volunteers based on identifying and involving available agencies around the city.
6 Sept 2012	Tenant scrutiny panels	Tracy John	The annual report be presented to the scrutiny committee annually by the tenant reps	Ongoing, to be entered onto the work programme for spring 2013	
6 Sept 2012	Tenant scrutiny panels	Tracy John	The annual review be received by scrutiny annually	Ongoing, to be entered onto the work programme for spring 2013	
6 Sept 2012	Street and gully cleaning on Gladstone Street	Andy Watt	The head of city wide services to set up a meeting with residents in the area to talk about the issue and invite the county council and Anglia Water to attend along with officers of Norwich city council	Ongoing	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
6 Sept 2012	Quarter 1 performance report	Phil Shreeve	Officers to consider ways in which members can consider historical performance data that would be helpful and relevant in the monitoring of the current performance target.	A two year backward looking dash board of annual/year end data is being created.	
11 Oct 2012	Assets of community value	Andy Watt and Jerry Massey	That the cabinet be requested to consider the suggested scrutiny amendments to the proposed scheme	Scrutiny amendments accepted 17 October 2012	Cabinet approved the proposals to implement decision making and governance arrangements relating to community rights to bid for assets of community value, subject to incorporating the amendments proposed by the scrutiny committee at its meeting on 11 October 2012.
11 Oct 2012	Night time economy	Bob Cronk	Members be kept informed of the progress made with addressing the responsibilities of bar staff and licensees with regard to drunkenness and cheap unit pricing of alcohol	Ongoing	
8 Nov 2012	Quarter 2 performance report	Phil Shreeve	That more detailed information regarding the issues most commonly occurring as avoidable contract instances be provided to members	Ongoing	