

**Norwich City Council**  
**SCRUTINY COMMITTEE**

## **Item No 5**

**REPORT for meeting to be held on 24 November 2016**

### **Work Programme for 2016-17**

- Summary:** The purpose of this report is to provide an update to members on the items and gaps on the scrutiny work programme for the remainder of 2016-17 to support them in deciding what items to include and agree scopes for these. Also to agree a process for setting the work programme in 2017-18.
- Conclusions:** The draft work programme (appendix A) is accompanied by an assessment of previously suggested topics against the TOPIC criteria. It is proposed that any discussion is a whole committee discussion based on this documentation, to assist members in providing a clear scope for the items on future agendas to facilitate robust scrutiny.
- A timeline for setting the work programme is also proposed to ensure that there is a strong basis for the next year.
- Recommendation:** To agree items and how these will be scoped and prepared for the remaining meetings of 2016-17 and to agree timings and process for 2017-18.
- Contact Officer:** Adam Clark, Interim strategy manager,  
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## Items for 2016-17

1. The attached Appendix A shows the work programme as it currently stands, with items that have been assigned to future meetings. Members are encouraged to discuss the scope for the following items based on the TOPIC assessments in Appendix B so that officers can undertake appropriate background work:

**City Accessibility.** This is currently scheduled for 23 February and the TOPIC assessment outlines what the scope of the item would be. Members are invited to comment on this and establish what background information they require, and which officers they would like to attend for the item.

**Flooding.** This is currently unallocated as more detail is required as per the TOPIC assessment. It is potentially too broad a subject to allow effective scrutiny. Members are therefore invited to provide clarification on their area of interest.

2. In addition the following item requires discussion to clarify the scope of the item and the process through which the committee members would like this issue to be considered. This discussion could cover the type of evidence needed by members and which stakeholders should be engaged:

**Food poverty.** This is currently allocated over two meetings on 23 February and 23 March

## Process for developing work programme 2017-18

3. It is anticipated that the work programme for 2017-18 will be developed over several months from early 2017 as per the appended suggested timetable.
4. By evolving the work programme over several months, we hope to be able to support a more effective scrutiny process and ensure that members are provided with appropriate support material in a timely fashion.
5. Comment is invited on whether this timetable is the appropriate one for members.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
30 June 2016	<b>Market Consultation</b>	Adrian Akester (Head of Citywide Services)	To update members on the outcomes of the consultation on Norwich Market.
30 June 2016	<b>Grounds Maintenance Contract</b>	Adrian Akester (Head of Citywide Services)	To gain clarification on whether efficiencies can be found in the budget regarding the Grounds Maintenance Contract.
30 June 2016	<b>Publication of Traffic Regulation Orders</b>	Phil Shreeve (Strategy manager)	To understand how the council will publicise information about Traffic Regulation Orders
30 June 2016	<b>Quarter 4 Performance Review</b>	Phil Shreeve (Strategy manager)	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data
14 July 2016 <b>MEETING CANCELLED</b>	<b>Communications and Consultation</b>	Nikki Rotsos and portfolio holder (Cllr Waters)	The strategy manager circulated a briefing paper and the committee will look at this document at the meeting on 20 October.
14 July 2016 <b>MEETING CANCELLED</b>	<b>Devolution</b>	Phil Shreeve and Cllr Wright	To discuss the council's position on the proposed East Anglian devolution plan.
14 July 2016 <b>Evidence gathering meeting</b>	<b>City Accessibility Tour</b>	Andy Watt and Cllr Wright	This scrutiny committee meeting was cancelled and instead some members took part in a tour of the city looking at accessibility around the city. Access groups were also invited to attend, including RNIB and NNAB.

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION</b>	<b>SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT</b>
22 September 2016	<b>Update from 21<sup>st</sup> July meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
22 September 2016	<b>Update from 8<sup>th</sup> September meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
22 September 2016	<b>Academies and education attainment</b>	Cllr Wright, chair of scrutiny	To consider the current state of educational outcomes in Norwich with reference to changing school structures such as academies and free schools.
20 October 2016	<b>Update from 13<sup>th</sup> October meeting of the Norfolk Health and Overview Scrutiny Committee</b>	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
20 October 2016	<b>Educational outcomes for the young people of Norwich</b>	Cllr Wright, chair of scrutiny	To consider the current state of educational outcomes in Norwich with reference to changing school structures such as academies and free schools.
20 October 2016	<b>Consultation method</b>	Nikki Rotsos (Director of customers and culture)	That the scrutiny committee notes the consultation process of the council and considers specific ways of enhancing this.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
24 November 2016	<b>Greater Norwich Growth Board and Local Enterprise Partnership</b>	Dave Moorcroft (Director of regeneration and development)	A briefing paper about the 'current state of play' in regard to GNGB and LEP.
24 November 2016	<b>Education and Social Mobility</b>	James Wright	To provide members the opportunity to form recommendations following the evidence gathering meetings around academies at the September and October scrutiny committee meetings.
15 December 2016	<b>Update from 8<sup>th</sup> December meeting of the Norfolk Health Overview and Scrutiny Committee</b>	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
15 December 2016	<b>Corporate Plan Review</b>	Adam Clark (Strategy manager)	To consider amendments to corporate performance KPIs
15 December 2016	<b>Equality Information Report</b>	Adam Clark (Strategy manager)	Pre scrutiny of the report before it goes to cabinet.
15 December 2016	<b>Neighbourhood Model and ward councillors</b>	Bob Cronk (Director of neighbourhoods)	Scrutinise the Neighbourhood Model to see how effective it is at delivering services to the communities.

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION</b>	<b>SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT</b>
26 January 2017	<b>Pre scrutiny of the proposed budget</b>	Justine Hartley (Chief finance officer)	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy.
26 January 2017	<b>Environmental Strategy – Yearly update on the progress statement</b>	Richard Willson (Environmental strategy manager)	Identification of any issues to consider and note successes and progress reported in the progress statement.
26 January 2017	<b>Update from 12<sup>th</sup> January meeting of the Norfolk Health Overview and Scrutiny Committee</b>	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
23 February 2017	<b>Food Poverty</b>	Boyd Taylor (Financial inclusion manager)	For the committee to identify and address the problem around food poverty in Norwich – evidence meeting.
23 February 2017	<b>City Accessibility</b>	Andy Watt	TBA
23 March 2017	<b>Summary of Food Poverty meeting</b>	Boyd Taylor (Financial inclusion manager)	Following the first food poverty meeting, this committee meeting will aim to identify solutions and resolutions to recommend to cabinet for consideration

**Work programme****Scrutiny Committee**

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION</b>	<b>SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT</b>
23 March 2017	<b>Annual Review of the Scrutiny Committee</b>	Beth Clark and Cllr Wright	To agree the annual review of the scrutiny committee's work 2016 to 2017 and recommend it for adoption of the council

## Unallocated items

Date TBC	<b>Council's Flood Prevention Policy</b>	Graham Nelson	TBA
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**Norwich City Council**

**SCRUTINY COMMITTEE**

**ITEM FOR CONSIDERATION FOR SCRUTINY COMMITTEE WORK PROGRAMME**

**City Accessibility**

The topic of city accessibility has been put through the TOPIC process below:

**Time**

In light of recent changes to road layouts throughout the city, this would be a timely piece of work as development of the pedalways project continues and changes to crossings/traffic lights etc. are being rolled out.

There are numerous other road layouts throughout the city which have been altered recently

**Objective**

To make appropriate recommendations on how the council could ensure that people with visual impairments/disabilities can access the city safely and with confidence.

To explore the processes in place for engaging people with disabilities/visual impairments around changes to street scenes/crossings

**Performance**

It may be possible to improve both process and outcome in future transport/city development projects with scrutiny input

Following the Accessibility Tour which took place in July, ideas, ways to improve, and suggestions have already been put forward from members of the public via councillors

**Interest**

Public interest has already been proven regarding this piece of work – stakeholders and members of the public attended the city tour.

Stakeholders have requested more involvement in the consultation process.

**Corporate plan**

Safe, clean, low carbon city.

Fair city.

Value for money services.



**Norwich City Council**

**SCRUTINY COMMITTEE**

**ITEM FOR CONSIDERATION FOR SCRUTINY COMMITTEE WORK PROGRAMME**

**Flooding**

The topic of flooding has been put through the TOPIC process below:

**Time**

Looking at Norwich City Council's role in flood prevention policy is timely owing to changes in county services which could exacerbate flooding throughout Norfolk. The scrutiny committee could therefore look at this how this could impact on Norwich and the role of services provided by the council

**Objective**

The objective is not currently clear. There are a range of activities undertaken by the city council which could impact on flood risk, either solely or in partnership with the Highways Agency. These include:

- Overall planning policy
- Addressing surface water arising from new development
- Dealing with surface water flooding on the highway
- Street maintenance (such as gully cleaning)

Some of these are primarily about prevention, and others are about responding to issues as they arise. Clarification is needed as to which of these areas are of interest to committee members.

**Performance**

In order to impact on council performance in any of the areas highlighted above, there would need to be a clear steer on the scope of this item. There would also need to be an understanding of the limits of the city council's role, given the significant roles played by other key stakeholders, such as the county council and Environment Agency.

**Interest**

Flooding would clearly have public interest in the event that it occurred, but we are not aware of any current evidence of a groundswell of interest in the issue locally.

**Corporate plan**

Safe, clean, low carbon city.

Healthy city with good housing

## Work Programming for Scrutiny Committee 2017/2018

### Stage 1 –February/March

- Initial discussion with members of scrutiny committee based on corporate plan and the forward agenda of the authority to identify potential topics
- Start writing the scrutiny annual report, using it an opportunity to evaluate previous performance and identity any follow-up work on previous reviews

### Stage 2 – Late March

- On the basis of feedback, gather a long list of potential topics
- Consult appropriate officers on the long list
- Identify where some suggestions are duplicates/feed into each other
- Identify potential methodologies for suggested work, make assessment of likely resource implication
- Sign off the annual report at the March scrutiny committee meeting

### Stage 3 – Early April

- Produce a shortlist
- Undertake TOPIC assessments of shortlisted pieces of working
- Draft schedule of items and projects

### Stage 4 – May

- Sign-off of work programme at the scrutiny meeting
- Detailed work begins

### Stage 5 – Mid-year

- Six month review (October/November) by the committee to gauge progress and suggest amendments
- Note the committee can review/amend Work Programme at every meeting as it is a standing item on every agenda

# FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2016 – 2017

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 16 NOV 2016</b>	Revenue budget monitoring 2016/17 period 6	To update cabinet on the provisional financial position as at 30 September 2016, the forecast outturn for the year 2016-17, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Mike Stonard Justine Hartley	2 NOV	Justine Hartley	NO
<b>CABINET 16 NOV 2016</b>	Capital budget monitoring 2016/17 quarter 2	To update cabinet on the financial position of the capital programmes as at 30 September 2016 and capital budget virements and seek approval for an adjustment to the 2016-17 capital programme.	Cllr Mike Stonard Justine Hartley	2 NOV	Justine Hartley	NO
<b>CABINET 16 NOV 2016</b>	Statement of Community Involvement - adoption	To seek approval for the adoption of a revised Statement of Community Involvement.	Cllr Bremner Graham Nelson Lara Emerson	2 NOV	Dave Moorcroft	NO
<b>CABINET 16 NOV 2016</b>	Procurement of the housing gas heating servicing and repairs contract <b>KEY DECISION</b>	To inform cabinet of the procurement process for the re-provision of the housing gas servicing and repairs contract; and to seek approval to award the contract.	Cllr Harris Bob Cronk	2 NOV	Bob Cronk	NO
<b>CABINET 16 NOV 2016</b>	Procurement of structural consultancy services for housing repairs <b>KEY</b>	To inform cabinet of the procurement process for structural consultancy services and to approve the placing of orders	Cllr Gail Harris Bob Cronk	2 NOV	Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
	<b>DECISION</b>					
<b>CABINET 16 NOV 2016</b>	Development sites – <b>KEY DECISION</b>	To approve inclusion of site in the business plan of Norwich Regeneration Ltd	Cllr Stonard Gwyn Jones	2 NOV	Dave Moorcroft	NO
<b>CABINET 16 NOV 2016</b>	Managing Assets	To approve the disposal of the land and property assets mentioned in this report.		2 NOV		YES (Para 3)
<b>CABINET 16 NOV 2016</b>	Contract settlement – NEWS – <b>KEY DECISION</b>	To agree costs of excess contamination delivered to NEWS vis the recycling collections	Cllr Stonard Adrian Akester	2 NOV	Bob Cronk	YES (Para 3)
<b>CABINET 16 NOV 2016</b>	Appointment of external auditors	To propose arrangements for the appointment of the council's external auditors for 2018-19 and beyond.	Cllr Stonard Justin Hartley	2 NOV	Laura McGillivray	NO
<b>COUNCIL 29 NOV 2016</b>	Appointment of external auditors	To approve arrangements for the appointment of the council's external auditors for 2018-19 and beyond	Cllr Stonard Justin Hartley		Laura McGillivray	NO
<b>CABINET 14 DEC 2016</b>	Quarter 2 2016-17 Performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2016-17	Cllr Alan Waters	30 NOV	Laura McGillivray	NO
<b>CABINET 14 DEC 2016</b>	City Hall clock tower	To inform cabinet of the procurement process for the repairs to City Hall clock tower and to ask for delegated approval to place the orders	Carol Marney	30 NOV		NO
<b>CABINET 14 DEC 2016</b>	Revenue budget monitoring 2016/17 period 7		Cllr Mike Stonard Justine Hartley	30 NOV	Justine Hartley	NO
<b>CABINET</b>	Treasury management		Cllr Mike Stonard	30	Justine	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>14 DEC 2016</b>	mid-year review 2016/17		Justine Hartley	NOV	Hartley	
<b>CABINET 14 DEC 2016</b>	Municipal Bonds Agency borrowing framework		Cllr Mike Stonard Justine Hartley	30 NOV	Justine Hartley	NO
<b>CABINET 14 DEC 2016</b>	Anti-fraud, whistleblowing and anti-money laundering policies		Cllr Stonard Justine Hartley	30 NOV	Justine Hartley	NO
<b>CABINET 14 DEC 2016</b>	Procurement of repairs to City Hall clock tower <b>KEY DECISION</b>	To inform Cabinet of the procurement process for the repairs to City Hall clock tower and to ask for delegated approval to place the orders	Cllr Stonard Andy Watt	30 NOV	Andy Watt	NO
<b>CABINET 14 DEC 2016</b>	CIL Neighbourhood funding	To approve CIL neighbourhood funded projects for 2017-18	Cllr Stonard Gwyn Jones	30 NOV	Dave Moorcroft	NO
<b>CABINET 14 DEC 2016</b>	Greater Norwich Investment Plan <b>KEY DECISION</b>	To agree on the inclusion of projects in the 2017-18 Greater Norwich Investment Plan	Cllr Waters Dave Moorcroft	30 NOV	Dave Moorcroft	NO
<b>CABINET 14 DEC 2016</b>	Procurement of support services for the annual programme of events delivered by Norwich City Council – <b>KEY DECISION</b>	To award the event support services to a framework of suppliers	Cllr Roger Ryan Helen Selleck Lewis Cook	30 NOV	Nikki Rotsos	NO
<b>CABINET 14 DEC 2016</b>	Appropriation of Land for Planning Purposes	To seek approval for the appropriation of housing land for planning purposes, which will enable this site to be developed for affordable housing.	Cllr Bremner Andy Watt Andrew Turnbull	30 NOV	Dave Moorcroft	YES (Para 3)

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>CABINET 18 JAN 2017</b>	Revenue budget monitoring 2016/17 period 8	To provide an update on the provisional financial position, the forecast outturn for the year and the consequent forecast of the general fund and housing revenue account balances.	Cllr Mike Stonard Justine Hartley	4 JAN	Justine Hartley	NO
<b>CABINET 18 JAN 2017</b>	Council Tax Reduction Scheme 2017/18 (post consultation)	To follow	Cllr Mike Stonard Justine Hartley	4 JAN	Justine Hartley	NO
<b>CABINET 18 JAN 2017</b>	Risk management report	To follow	Cllr Mike Stonard Justine Hartley	4 JAN	Justine Hartley	NO
<b>CABINET 18 JAN 2017</b>	Corporate plan and performance	To consider amendments to corporate performance KPIs	Cllr Waters Adam Clark	4 JAN	Laura McGillivray	NO
<b>CABINET 18 JAN 2017</b>	Procurement of the installation of thermodynamic hot water systems to social housing properties - <b>KEY DECISION</b>	To award the contract of the installation of thermodynamic hot water systems to social housing properties	Cllr Gail Harris Jay Warnes Steve Cleveland	4 JAN	Anton Bull	NO
<b>CABINET 18 JAN 2017</b>	Mutual exchange incentive – way forward	To consider a change to the current mutual exchange incentive scheme that Norwich City Council currently offers in order to make it more cost-effective and to help the most vulnerable.	Cllr Gail Harris Phyllida Molloy Grant Lockett	4 JAN	Bob Cronk	NO
<b>COUNCIL 24 JAN 2017</b>	Member's allowances	To receive recommendations on member's allowances from the independent panel.	Cllr Stonard Anton Bull Andy Emms	20 JAN	Anton Bull	NO
<b>COUNCIL</b>	Council Tax Reduction		Cllr Mike Stonard	20	Justine	

Document up to date as at 12:09 Wednesday, 16 November 2016 – please note that this is a live document. *Always* consult the electronic original for the latest

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>24 JAN 2017</b>	Scheme 2017/18		Justine Hartley	JAN	Hartley	
<b>COUNCIL 24 JAN 2017</b>	Municipal Bonds Agency borrowing framework		Cllr Mike Stonard Justine Hartley	20 JAN	Justine Hartley	
<b>CABINET 8 FEB 2017</b>	Revenue budget monitoring 2016/17 period 9		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 8 FEB 2017</b>	Capital budget monitoring 2016/17 quarter 3		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 8 FEB 2017</b>	General fund revenue budget 2017/18 and capital programme 2017/18 to 2021/22		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 8 FEB 2017</b>	Housing rents and budgets 2017/18		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 8 FEB 2017</b>	Treasury management strategy 2017/18		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>COUNCIL 21 FEB 2017</b>	General fund revenue budget 2017/18 and capital programme 2017/18 to 2021/ 22		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>COUNCIL 21 FEB 2017</b>	Housing rents and budget 2017/18		Cllr Mike Stonard Justine Hartley		Justine Hartley	

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
<b>COUNCIL 21 FEB 2017</b>	Treasury management strategy 2017/18		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>COUNCIL 21 FEB 2017</b>	Corporate plan and performance	To consider amendments to corporate performance KPIs and corporate plan documentation	Cllr Waters Adam Clark		Laura McGillivray	NO
<b>CABINET 15 MAR 2017</b>	Revenue budget monitoring 2016/17 period 10		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 15 MAR 2017</b>	Proposed right off of bad debt		Cllr Mike Stonard Justine Hartley		Justine Hartley	
<b>CABINET 15 MAR 2017</b>	Grant of right to buy one for one receipts		Cllr Mike Stonard Justine Hartley		Justine Hartley	



Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
11 June 2015	<b>The council's consultation process</b>	Nikki Rotsos	For a briefing paper to be circulated, for scrutiny members to gain an overview and understanding of the council's current work in this area.	This item is provisionally allocated to be reviewed by the committee on 14 July 2016
15 October 2015	<b>Scrutiny Committee Work Programme 2015 – 2016</b>	James Wright	Discussion of income generation led to the suggestion of involving cooperatives in this work. Idea to hold a half-day seminar for senior staff and officers to provide clarification around the way in which they work	The cooperatives item is being progressed by the strategy manager and Cllr Herries for a future scrutiny committee meeting – date tbc. It was also agreed that workshops would be held to update members.
12 November 2015	<b>Community Space Review</b>	Bob Cronk	It was agreed a website containing a centralised tool for room bookings across all community centres would worthwhile	A central online booking system is something that has previously been explored with the volunteer management committees/community associations that operate the council's community centres. A centralised tool would provide some positive benefits but not all of the centres use IT regularly. The new community centres website could be used as a basis for this and further development work with the centres has been proposed linking this proposal with the council's digital inclusion activity. The majority of the centres still work with a paper booking system and taking forward a web based system would require endorsement from the centres but something the council can encourage and will continue to do so, building on those centres that do use web tools.
17 December 2015	<b>*Transformation Update</b>	Bob Cronk	Discuss with the communications team about publishing the changes to the Housing and Planning Bill	Members can find an update on the Housing and Planning Act on the Local Government Information Unit website: <a href="http://www.lgiu.org.uk/briefing/housing-and-planning-bill-update/">http://www.lgiu.org.uk/briefing/housing-and-planning-bill-update/</a>

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
17 December 2015	<b>Quarter 2 performance monitoring 2015 – 2016</b>	Andy Watt	The homelessness strategy shows that Norwich is way below the average with regards to preventing homelessness by keeping people in their own homes. How does this relate to the target of preventing homelessness? Would it be worth having a new target to help increase the number of people staying in their own home?	Members can find an update on e-councillor
28 January 2016	<b>Scrutiny Committee Work Programme 2015 – 2016</b>	James Wright	Ask the chair to provide members with an update on the cooperatives briefing	The cooperatives item is being progressed by the strategy manager and Cllr Herries for a future scrutiny committee meeting – date tbc. It was also agreed that workshops would be held to update members.
25 February 2016	<b>Norfolk Health and Overview Scrutiny Committee</b>	Phil Shreeve	Ask the strategy manager to contact the chair of the CCG to see which consultations on planned changes to commissioning intentions may be able to be made available via e-councillor	A discussion has been held and further options looked at once the CCG have looked again at their consultation and engagement processes
	<b>Council policies for the control of verge parking and A boards</b>	Andy Watt	Contact all schools in the Norwich City Council area for a copy of their travel plan to collect data on how children travel to school	Members can find information here: <a href="\\Sfil2\Shared Folders\Transport and infrastructure\Transport planning\School Travel\School Travel Plans\School Travel Plans (2016)"><u>\\Sfil2\Shared Folders\Transport and infrastructure\Transport planning\School Travel\School Travel Plans\School Travel Plans (2016)</u></a>
		Andy Watt	Liaise with the communications team and place an article in Citizen magazine to promote best practise around verge parking	The communications team have confirmed that the article has been written, signed off and filed ready for the summer issue (which is circulated from June 6 <sup>th</sup> )

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
17 March 2016	<b>Push the Pedalways</b>	Jo Deverick	Percentage of roads that are 20mph on the pink pedalway	<p>West area (around The Avenues), including North Park Avenue. 10763 metres (10.8 kilometres)</p> <p>- Britannia Road (includes part of Gurney Road and Vincent Road). 1284 metres (1.3 kilometres)</p> <p>- East area (Heartsease). 12401 metres (12.4 kilometres)</p> <p>Areas that have been approved and designed as part of the CCAG1 but will be installed as part of the CCAG2</p> <p>- City centre - the new areas of 20mph. This includes all new areas within the old city walls and a small area north of Barrack Street. 23738 metres (23.8 kilometres)</p> <p>More information about the benefits of 20 mph areas please look on Norwich City Council website under the Cabinet Committee papers section from March 9<sup>th</sup> meeting.</p>
		Jo Deverick	Members asked for verification of the width of the contraflow cycle path of Essex Street	Ongoing
		Phil Shreeve	Understand the health benefits of the pedalway scheme and benefits for 20mph zones	<p>Benefits of 20mph zones - <a href="http://www.britac.ac.uk/policy/health_inequalities.cfm">http://www.britac.ac.uk/policy/health_inequalities.cfm</a></p>

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
17 March 2016	<b>Push the Pedalways</b>	Phil Shreeve		Benefits of physical activity - <a href="http://www.ukactive.com/turningthetide/">http://www.ukactive.com/turningthetide/</a>  <a href="https://www.gov.uk/government/publications/everybody-active-every-day-a-framework-to-embed-physical-activity-into-daily-life">https://www.gov.uk/government/publications/everybody-active-every-day-a-framework-to-embed-physical-activity-into-daily-life</a>
26 May 2016	<b>Setting of the Scrutiny Committee Work Programme</b>	Phil Shreeve	Members asked for information about the publication of Traffic Regulation Orders	The service is looking at getting TROs online as soon as resource enables it to happen.
30 June 2016	<b>Quarterly performance report</b>	Phil Shreeve	With reference to measure PVC4 (number of new business start-ups) members requested further information, in particular what would happen if a new business were to close?	The Economic development officer – ‘The figure was gross, it measures new businesses which have started with support from local business support agencies. It is not a measure of active businesses which is a net figure i.e .new businesses + existing businesses – business closures. This measure is available from official statistics but is subject to a 2 year time lag which is why it is not used as a performance measure, it is not timely enough.  The measure does not include business closures’
30 June 2016	<b>Update on the Norwich Market Consultation</b>	Adrian Akester	The scrutiny committee to explore the possibility of 1. for a bus route to take in the market place via Saint Peters Street; and,  2. to improve sign posting from existing bus stops to the market (particularly on Castle Meadow)	The head of city development responded, ‘1) is a matter for the county council as they are the passenger transport authority. From the knowledge I do have it is very unlikely to be viable and also a single bus route is only going to be of use for a small proportion of the population.  As Scrutiny Committee notes the nearest main bus stops are at Castle Meadow. The market is already signed from Castle Meadow (at the junction with Davey Place). To

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
				provide more signs as requested under 2) would be costly, however there is no budget for this, nor for future maintenance. Such provision could only therefore be justified based on well researched marketing advice of which I am unaware. Additional signs would also add to street clutter.
22 September 2016	<b>Switch and Save</b>		For members to better understand the Switch and Save process	It was agreed that the best way to implement this would for the scrutiny committee to attend an all member briefing on this topic