

## SCRUTINY COMMITTEE WORK PROGRAMME 2013/2014 – NORWICH CITY COUNCIL

**Please contact the scrutiny officer; Steve Goddard, Scrutiny officer, Norwich city council, Room 333, City Hall, Norwich NR2 1NH**

**Phone: 01603 212491** email: [stevegoddard@norwich.gov.uk](mailto:stevegoddard@norwich.gov.uk)

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 by the committee:

**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

<b>P Public interest</b>	
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?	

<b>I      Impact</b>	
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?	

<b>C      Council &amp; performance</b>	
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?	

<b>C      Keeping in context</b>	
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
27 February 2014	<b>Options for enhancing councillor knowledge on housing</b>	Tracy John	Consider options for 'bridging the gap' in knowledge between tenant reps and councillors that were identified as existing when considering the annual housing report	Provisional
20 March 2014	<b>Healthy city</b>	Councillor Brenda Arthur, Russell O'Keefe and Phil Shreeve	Overview of the progress being made between partners and the council and consideration of possible further scrutiny options	On going
20 March 2014	<b>Annual scrutiny review</b>	Councillor Claire Stephenson	To agree the annual review of the scrutiny committee's work 2013 to 2014 and recommend it for adoption of the council	Annual at committee
Date TBC	<b>20 MPH limits</b>	Councillor Mike Stonard, Andy Watt and Joanne Deverick	To gain an overview and comment upon a progress report on the work being undertaken regarding 20 MPH limits and cycle city ambition	At committee
Date TBC	<b>Review of the work programme</b>	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 2015	Annual at committee
Date TBC	<b>Performance monitoring</b>	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data	6 monthly overview

**FORWARD AGENDA: CABINET, COUNCIL, SCRUTINY AND  
AUDIT COMMITTEES, and ALL MEMBER BRIEFINGS (AMB) 2013/2014**



**NORWICH**  
City Council

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
<b>BUDGET COUNCIL 18 FEB</b>	Corporate plan 2012-2015	To agree the proposed amendments to the Corporate Plan 2012-2015	Cllr Arthur Russell O'Keefe Exec head of policy, people and democracy. EXT 2908	6 Feb	Russell O'Keefe	PH	No
<b>BUDGET COUNCIL 18 FEB</b>	General fund revenue budget and capital programme 2014-15	To set a budgetary requirement, council tax requirement and level of council tax and to approve the non-housing capital programme, both for the financial year 2014/15.	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Mark Smith EXT 2561	6 Feb	Caroline Ryba	PH	No
<b>BUDGET COUNCIL 18 FEB</b>	Housing rents and budgets 2014-15 - KEY DECISION	To approve the housing revenue account (HRA) budget for 2014-15, council housing rents for 2014-15, the prudent minimum level of HRA reserves 2014-15, the housing capital plan 2014-15 to 2017-18; and the capital programme 2014-15	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Mark Smith EXT 2561	6 Feb	Caroline Ryba	PH	No
<b>BUDGET COUNCIL 18 FEB</b>	Treasury management strategy 2014-15	To approve the council's prudential indicators for 2014-15 through to 2016-17 and set out the expected treasury operations for this period.	Cllr Waters Caroline Ryba Chief finance officer 01223 699292 Mark Smith	6 Feb	Caroline Ryba	PH	No



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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
			EXT 2561				
<b>SCRUTINY 27 FEB</b>	Options for enhancing councillor knowledge on housing	Consider options for 'bridging the gap' in knowledge between tenant reps and councillors that were identified as existing when considering the annual housing report					
<b>MEMBER BRIEFING 3 MAR</b>	Preventing homelessness (Tracy John)						
<b>AUDIT 11 MAR</b>							
<b>COUNCIL 18 MAR</b>	Review of the constitution	To endorse proposed changes to the constitution and recommend that council adopts the changes.	Cllr Waters Russell O’Keefe Exec head of policy, people and democracy Jackie Rodger Ext 2033	19 Feb	Russell O’Keefe	PH	No
<b>COUNCIL 18 MAR</b>	Code of Conduct – Criteria to assess complaints	To consider adopting criteria to assess complaints	Cllr Waters Pamela Cary	19 Feb	Russell O’Keefe	PH	No
<b>COUNCIL 18 MAR</b>	Returning officer	To consider the implications of the temporary senior management support provided to Great Yarmouth Borough Council on the role of returning officer at Norwich City Council	Cllr Arthur Andy Emms Democratic services manager EXT 2459	19 Feb	Laura McGillivray	PH	No
<b>COUNCIL</b>	Pay policy statement	To consider and agree the pay	Cllr Waters	19 Feb	Russell	PH	No



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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
<b>18 MAR</b>	2014-15	policy statement 2013-14	Dawn Bradshaw Head of HR and learning EXT 2434		O'Keefe		
<b>SCRUTINY 20 MAR</b>	Healthy city	Overview of the progress being made between partners and the council and consideration of possible further scrutiny options					
<b>SCRUTINY 20 MAR</b>	Annual scrutiny review	To agree the annual review of the scrutiny committee's work 2013 to 2014 and recommend it for adoption of the council					
<b>CABINET 26 MAR</b>	Quarter 3, 2013-14 Performance Report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2013 - 14	Cllr Arthur Russell O'Keefe, Executive head of strategy, people and democracy Phil Shreeve, policy and performance manager EXT 2356	12 Mar	Cllr Waters Caroline Ryba	PH	No
<b>CABINET 26 MAR</b>	Revenue budget monitoring 2013-14	To provide an update on the financial position and the forecast outturn for the year	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Mark Smith EXT 2561	12 Mar	Caroline Ryba	PH	No
<b>CABINET 26 MAR</b>	Annual review of partnership register and business	To inform of the outcomes of the annual review of the council's involvement with	Cllr Arthur Russell O'Keefe, Executive head	12 Mar	Russell O'Keefe	PH	No



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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
	relationships register	partnerships and also its business relationships.	of strategy, people and democracy				
<b>CABINET 26 MAR</b>	Voluntary and community sector commissioning programme	To consider grant awards for 2014-15	Cllr Arthur Russell O'Keefe, Executive head of strategy, people and democracy	12 Mar	Russell O'Keefe	PH	No
<b>CABINET 26 MAR</b>	Strategic Economic Plan/Growth Plan	To note and endorse strategic sub-regional growth plan	Andy Watt, Head of city development services EXT 2691 Ellen Tilney Economic Development Manager EXT 2501	12 Mar	Jerry Massey	PH	No
<b>CABINET 26 MAR</b>	Greater Norwich Growth Board: 2014/15 Business Plan – KEY DECISION	To agree the annual Business Plan for the Greater Norwich Growth Board	Cllr Arthur Jerry Massey Deputy chief executive (operations) EXT 2225	12 Mar	Jerry Massey	PH	No
<b>CABINET 26 MAR</b>	Award of two contracts to advise on structural repairs and improvements to council housing properties - KEY	To consider the award of new contract for housing responsive structural advice & the extension of the current contract for housing planned structural advice	Cllr Bremner Andy Watt, Head of City Development Services EXT 2691	12 Mar	Jerry Massey	PH	No



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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
	DECISION						
<b>CABINET 26 MAR</b>	Award of three contracts for housing communal heating upgrades	To consider the award of three contracts for housing communal heating upgrades	Cllr Bremner, Andy Watt Head of City Development Services EXT 2691 Carol Marney, NPS Norwich EXT 7904	12 Mar	Jerry Massey	PH	No
<b>CABINET 26 MAR</b>	Push the pedalways - access to housing land east of Hassett Close	To agree the use of council owned land in the vicinity of Heathgate for the construction of a cycle and pedestrian path and to be adopted as public highway as part of the Push the Pedalways programme.	Cllrs Stonard and Bremner Andy Watt Head of City Development Services EXT 2691 Andrew Turnbull/Ben Webster	12 Mar	Jerry Massey	PH	No
<b>CABINET 26 MAR</b>	Heritage Investment Strategy	To consider the and endorse the draft plan following engagement with consultees	Cllr Waters Graham Nelson Head of Planning Services EXT 2530	12 Mar	Jerry Massey	PH	No
<b>CABINET 26 MAR</b>	Managing assets (housing land)	To agree the freehold disposal of an area of land in the housing revenue account to facilitate future housing development	Cllr Bremner Andy Watt Head of city development services	12 Mar	Jerry Massey	PH	No



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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
			EXT 2691				
<b>CABINET 26 MAR</b>	NPS Norwich Business Plan: 2014/15 - KEY DECISION	To agree the annual Business Plan for NPS Norwich Ltd	Cllr Waters Andy Watt Head of City Development Services EXT 2691	12 Mar	Jerry Massey	PH	No
<b>CABINET 26 MAR</b>	Managing assets (housing land)	To agree the freehold disposal of an area of land in the housing revenue account to facilitate future housing development	Cllr Bremner Andy Watt Head of City Development Services EXT 2691	12 Mar	Jerry Massey	PH	Yes – Para 3
<b>CABINET 26 MAR</b>	Insurance procurement - KEY DECISION	To consider placement of the council's insurances	Cllr Waters Caroline Ryba Chief finance officer 01223 699292 Mark Greenhall	12 Mar	Anton Bull	PH	No
<b>CABINET 26 MAR</b>	Managing assets (non-housing land)	To agree the acquisition and disposal of small areas of land to facilitate future development	Cllr Alan Waters Andy Watt Head of City Development Services EXT 2691	12 Mar	Jerry Massey	PH	No
<b>CABINET 26 MAR</b>	Greater Norwich Growth Board: Governance - KEY DECISION	To agree the governance arrangements for the Greater Norwich Growth Board. A partnership with the New Anglia LEP, Norfolk County Council, Broadland and South Norfolk	Cll Brenda Arthur Jerry Massey Deputy Chief Executive (Operations)	12 Mar	Jerry Massey	PH	No



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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
		District Councils	EXT 2225				
<b>CABINET 26 MAR</b>	The night time economy	To seek approval for a range of actions that will be progressed or which require further investigation to help mitigate the impacts of the night time economy	Cllr Stonard Jerry Massey Deputy Chief Executive (Operations) EXT 2225 Andy Watt Adrian Akester Michael Stephenson Bob Cronk Head of local neighbourhood services EXT 2373	12 Mar	Jerry Massey	PH	No
<b>CABINET 26 MAR</b>	Norwich Northern Distributor Rd	To seek authority to make formal comments on the application under the Nationally Significant Infrastructure Projects process	Cllr Stonard Ian Whittaker Planning development manager EXT 2528	12 Mar	Jerry Massey	PH	No
<b>CABINET 26 MAR</b>	Corporate risk register	To review the updated corporate risk register	Cllr Waters Steve Dowson Audit manager EXT 2575	12 Mar	Russell O'Keefe	PH	No
<b>CABINET 26 MAR</b>	Coastshare	To consider joining Coastshare	Cllr Waters Russell O'Keefe, Executive head of strategy, people and	12 Mar	Russell O'Keefe	PH	No

<b>ALLOCATED ITEMS</b>							
<b>Meeting</b>	<b>Report</b>	<b>Purpose</b>	<b>Portfolio holder Senior Officer</b>	<b>Report signed off by</b>	<b>Management Clearance</b>	<b>Cabinet Briefing / Portfolio Holder?</b>	<b>Exempt? If yes – which paragraph?</b>
			democracy EXT 2908				
<b>CABINET 26 MAR</b>	Environmental statement	To consider the council's environmental statement	Cllr Stonard Russell O'Keefe, Executive head of strategy, people and democracy EXT 2908	12 Mar	Russell O'Keefe	PH	No
<b>CABINET 26 MAR</b>	Discretionary business rate relief policies: Retail Relief and New Build Empty Property Relief – KEY DECISION	To seek approval for the policy and implementation of the two new temporary business rate reliefs	Cllr Alan Waters, Anton Bull Anton Bull Executive head of service, business relationship management EXT 2326	12 Mar	Anton Bull	PH	No
<b>CABINET 26 MAR</b>	Discretionary business rate relief policy (excluding mandatory and not for profit) – KEY DECISION	To seek approval for the policy	Cllr Alan Waters Anton Bull Executive head of service, business relationship management EXT 2326	12 Mar	Anton Bull	PH	No
<b>MEMBER TRAINING 15 APRIL</b>	Speed reading skills (External provider)						



**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
<b>COUNCIL 20 MAY</b>							

**DATE TO BE CONFIRMED**

<b>CABINET</b>	Local Development Scheme	To consider an update to the currently published Local Development Scheme	Cllr Stonard Graham Nelson Head of Planning Services EXT 2530		Jerry Massey	PH	No
<b>CABINET</b>	Replacement finance system - KEY DECISION	To approve a replacement to the existing finance system.	Cllr Alan Waters, Anton Bull Executive head of service, business relationship management EXT 2326		Anton Bull	PH	No
<b>CABINET</b>	Northern Distributor Road application procedures.	To ensure adequate delegated powers are in place to respond to the requirements of the application process.	Cllr Stonard Graham Nelson, Head of planning services Ext 2530 Ian Whittaker Planning development manager Ext 2528		Jerry Massey	PH	No
<b>CABINET</b>	Private sector financial assistance policy	To seek cabinet approval of the financial assistance policy	Cllr Stonard Andy Watt, Head of city development services EXT 2691		Jerry Massey	PH	No
<b>CABINET JUNE 2014</b>	Managing assets (non-housing) – KEY DECISION	To approve the award of a design and build contract	Cllr Stonard Andy Watt, head of city development		Jerry Massey	PH	Yes - para. 3

			services EXT 2691 David Rogers client property and parking manager EXT 2463				
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## Scrutiny committee recommendation & request tracking

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
20 June 2013	<b>Q4 performance; satisfaction measures</b>	Roger Denton	There had previously been, circulated to scrutiny a document showing how each of the performance measures within the corporate plan were calculated. Following the discussion on satisfaction measures scrutiny requested that this document be re circulated.	Completed	<a href="C:\\Sfil2\\Shared folders\\Information management\\Research service\\Performance\\Corporate Plan KPIs 2012-13\\CP 2012-13 Pls methods.xls">C:\\Sfil2\\Shared folders\\Information management\\Research service\\Performance\\Corporate Plan KPIs 2012-13\\CP 2012-13 Pls methods.xls</a>
20 June 2013	<b>Q4 performance; Reducing the number of people killed or seriously injured on our roads</b>	Joanne Deverick	That a note be circulated outlining the legislative context regarding the aspiration of 20 mph limits throughout the city	Completed	<p>Legally there are two ways by which the speed on a road can be restricted to 20 mph; either through a 20 mph zone or a 20 mph speed limit.</p> <p><b>20 mph zones</b> require traffic calming measures (e.g. speed humps or chicanes) or repeater speed limit signing and/or roundel road markings at regular intervals, so that no point within a zone is more than 50 m from such a feature. There must be at least one physical traffic calming measure within the zone. In addition, the beginning and end of a zone is indicated by a terminal sign. Zones usually cover a number of roads and are designed to be self enforcing.</p> <p><b>20 mph limits</b> are signed at the beginning and end with terminal signs and within the area there must be a repeater sign every 400 m. They do not require traffic calming. 20 mph limits are</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
	<b>Q4 performance; Reducing the number of people killed or seriously injured on our roads</b> (continued)				<p>normally applied to individual or small numbers of roads but are increasingly being applied to larger areas. 20 mph limits should only be introduced where the average speed of traffic in the street(s) to which it is to be applied to is below 24 mph.</p> <p>20 mph speed limits generally result in a reduction of no more than 1mph in average speeds. This is understood to be the reason for the 24 mph criterion, i.e. that speeds need to be close to the intended 20 mph limit.</p> <p>When introducing a 20 mph speed limit there should be no expectation on the police to increase their enforcement regime in the area.</p> <p>The Department for Transport revised its guidance on setting speeds limits in January 2013. The document is available online at:</p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/63975/circular-01-2013.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/63975/circular-01-2013.pdf</a>.</p> <p>Paragraphs 79 to 103 are directly relevant to the 20 mph issue. The circular claims to have made it easier and more cost effective for councils to introduce 20 mph zones and limits. However other than accepting repeater signs as a feature that can be used in 20 mph zones, it is not clear where the savings could be made when introducing 20 mph signed only limits.</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
20 June 2013	<b>Integrated transport budget</b>	Andy Watt	To appraise Members of changes to the Local Transport Plan integrated transport budget available to the County Council and, via the agency agreement, within the city, arising due to changes in Government expenditure since 2010	Completed  Briefing note circulated outlining how the integrated transport grant (ITG) is distributed	<p>It is anticipated that non ITG sources of funding will continue to represent the greater part of transport improvement funding for the foreseeable future.</p> <p>In the context of the overall ITG pot in money terms the level of funding for Norfolk has moved from £ 9,375 in 05/06 down to a predicted £ 2,000 for 14/15. However this year the % proportion of the overall available ITG, spent on the city is comparable to pre-2010 levels. Moreover, in 05/06, the spend in Norwich was 13% of the overall ITG available for Norfolk with the prediction for 14/15 being 22%.</p>
20 June 2013	<b>Q4 performance; Recycling rates</b>	Adrian Akester	To ensure minimal contamination with recycling, that it be looked into, to use local estate agents to disseminate information on local recycling practices to private tenants	Completed	<p>Previously, local estate agents have not been enthusiastic in promoting the waste and recycling service. However, the council is very active in promoting recycling and private tenants are just as likely as homeowners to come into contact with our communications.</p> <p>In carrying out a door knocking exercise, over 12,000 properties have now been visited since March 2012, many will be tenanted. Through this exercise many residents have been encouraged to participate in food, glass and blue-bin recycling. If no one is home, information is left for the householder. Each year we carry out a targeted door knocking programme aimed at the city's student population and as part of this we participate in the UEA annual housing fair. This is also useful for getting the messages across to the land lords, many of whom also let properties to non-student tenants. We also run articles in 'Concrete' which is the university's own</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
	<b>Q4 performance; Recycling rates</b> (continued)				<p>newspaper and a regular feature in the student pocket guide.</p> <p>Also, recycling information is always included in the tenants handbook and recycling features have been included in many issues of the council's citizen magazine. We also provide a link to the waste and recycling web pages via the front page of the council's website.</p>
18 July 2013	<b>Switch &amp; save</b>	Richard Willson	That the department of energy and climate change 'new definition of fuel poverty' be circulated to members of the scrutiny committee as soon as possible	Completed	<p><b>New definition of fuel poverty;</b></p> <p>'The definition of fuel poverty that will be adopted finds a household to be fuel poor if it is below the income poverty threshold (i.e. has an income below 60% of the median once energy costs have been taken account of) and if it has energy costs that are higher than the typical (median) household. This new indicator of fuel poverty also includes a fuel poverty gap, which is the difference between a fuel poor household's energy costs and what they would need to be in order for that household to no longer be fuel poor. This provides a measure of the depth of fuel poverty that a household is experiencing'. (Published 9 July 2013 - Department of Energy and climate change)</p> <p>The department of energy and climate change 'new definition of fuel poverty'</p> <p><a href="https://www.gov.uk/government/news/davey-determined-to-tackle-scurge-of-fuel-poverty">https://www.gov.uk/government/news/davey-determined-to-tackle-scurge-of-fuel-poverty</a></p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
18 July 2013	<b>Work programme – Lgss, benefits performance</b>	Anton Bull	Circulate an update of the progress position on the performance and targets, and that this be circulated to scrutiny members before August	Completed	This is now available on e-councillor
18 July 2013	<b>Switch &amp; save</b>	Anton Bull	To circulate the switch & save - original contract tender document to scrutiny members	Completed	This is now available on e-councillor
18 July 2013	<b>Switch &amp; save</b>	Richard Wilson	Investigate ways of capturing rates of take up in different demographic groups and consider appropriate targets to benchmark the success of the third tranche	Completed	As part of the on-line participant sign up you are now asked to respond to questions that identify people's demographic group. This information is treated as confidential and is anonymous. The council is now bench marking its performance against the other Norfolk councils as well as other authorities that are running collective switch over schemes.
18 July 2013	<b>Work programme – 20 MPH limits</b>	Steve Goddard and Andy Watt	For the scrutiny work programme to include a progress report on the work being undertaken regarding 20 MPH limits and cycle city ambition (Autumn 2013)	Completed	<p>The scrutiny committee received an oral update at its 19 December 2013 meeting.</p> <p>The head of city development services gave members an update on the topic of 20mph speed limit introduction at the 19 December 2013 meeting. He said that Norwich Highways Agency Committee (NHAC) had reviewed Norfolk county council's speed limit policy and said it seemed that there would be more scope in the future to introduce lower speed limits.</p> <p>Once all information had been received the committee would decide if or how to take this issue forward on the work programme.</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
26 Sept 2013	<b>Revenues and benefits benchmarking</b>	Steve Goddard	<p>That the issue of benchmarking against the council's close comparators be looked at by officers to help inform future target setting for the service run by LGSS</p> <p>the scrutiny committee reviews the situation and performance in 6 months time and as part of the benchmarking exercise, targets that are in operation are considered;</p>	Ongoing	<p>A bench marking exercise has now taken place and the results will be processed before being circulated.</p> <p>This will be picked up by the committee when considering the 2014/15 scrutiny work programme.</p>
24 Oct 2013	<b>Welfare reform</b>	Anton Bull	<p>Consider, based on recent appeal cases nationally, the council's policy regarding the spare room subsidy.</p>	Completed	The Scrutiny resolution has been fulfilled and the council has reconsidered the spare room subsidy being appealable and is issuing appeal rights
24 Oct 2013	<b>Welfare reform</b>	Anton Bull	<p>look into current policy with regards to students and the spare room subsidy to see if both students living in halls of residence and private rented accommodation are treated equally (52 day temporary absence rule)</p>	To be completed	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
		Tracy John	Investigate with partners to see if any creative solutions with regards to flexible accommodation and ensuring single fathers are able to safely have children to visit.	Completed	The council continues to work with its partners and affected families with a flexible approach to solving issues.
			work to encourage private landlords to take on tenants on housing benefit.	Completed	In addressing this issue the council works with all appropriate landlords.
		Russell O'Keefe	To ask the council to update how it is helping with advertising volunteering opportunities.	Completed	Through its partnership work, the council has a flexible approach to working with and supporting the voluntary sector in Norwich.
24 Oct 2013	<b>Welfare reform</b>	Paul Sutton and Chris Haystead	Request further information for a break down of:  those affected by the spare room subsidy in Norwich - those affected who are now in arrears as a result of the spare room subsidy  Request the current number of the smaller council properties required to address any shortfall due to the spare room subsidy	Completed	A spreadsheet is available to members on e-councillor which provides data regarding the effect of the spare room subsidy on the council tenants of Norwich.  Further issues arise from availability of appropriate stock types and individual tenant's desires and / or ability to move.  In regard the lack of smaller properties, it should be noted that the majority of those under-occupying have not applied for a move and are apparently seeking other alternatives such as managing budgets etc.

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
			Are there now vacant 3/4/5 bedroom council properties as people have been forced to downsize? If so, would it be possible to use them for young single people?		<p>Currently (Oct 2013) we have 2814 applicants eligible to bid for one bed properties, of whom 730 are in a priority band (hostel move-on, medical etc). We have 2705 one bed properties within our stock. Because of bedroom tax, landlords are now reluctant to advertise two bed properties to singles/couples and demand for one bed properties has increased since April. We are not seeing any dramatic increase in availability of larger properties due to bedroom tax.</p> <p>Unrelated to the bedroom tax issue, where we have historically hard to let property types such a 3 bedroom upper floor maisonettes, we are currently looking at the possibility of using some of these, on a small scale, to re-house singles in housing need, through a partner organisation. There is a precedent for this; where the council has previously decommissioned some of its cluster units at Barnards Yard and Throckmorton Yard, which were then leased to local housing charities for use as shared accommodation.</p>
24 Oct 2013	<b>Greater Norwich Growth Board</b>	Jerry Massey	To keep the scrutiny committee updated on the progress and finalisation of the GNGB business plan	Ongoing	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
28 Nov 2013	<b>Annual housing report</b>	Tracy John	<p>Feedback to tenant representatives on issues reported to the council via inspections</p> <p>An outline of the training that tenants receive is provided to members</p> <p>That a meeting be arranged with officers so that members of the scrutiny committee can consider options for bridging the gap in knowledge between tenant reps and councillors that they identified as existing when considering the annual housing report.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	It is suggested that this takes place at the February meeting of the scrutiny committee.
28 Nov 2013	<b>Greater Norwich City Deal</b>	Jerry Massey	That an all member briefing be held with representation from the LEP	Ongoing	
28 Nov 2013	<b>Parking on verges and pavements</b>	Andy Watt	Scrutiny committee to maintain an overview; and if any issues of concern are not improved that this topic be considered as an item on a future scrutiny committee work programme	Ongoing	This matter will be picked up as part of the committee's consideration of topics in forming the scrutiny committee work programme 2014/15

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
19 Dec 2013	<b>Q2 performance monitoring; SCC2 % of domestic waste sent for re-use, recycling or composting</b>	Adrian Akester	For the scrutiny committee to receive an update of the Tonnage of domestic waste sent for re-use, recycling or composting as a percentage of the total domestic waste collected.	Ongoing	
19 Dec 2013	<b>Q2 performance monitoring; SCC 6 reducing the KSI number</b>	Steve Goddard & Andy Watt	That the scrutiny officer looks into the trends and reporting for KSI data and how the scrutiny committee may engage with the council's partners in investigating how the associated issues around road safety in Norwich might be explained and addressed.	Ongoing	