

ITEM 5

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
30 Sept 2014	Draft corporate plan – early stage development scrutiny	Councillor Brenda Arthur and Russell O’Keefe	To consider the draft plan when it is in an early stage of development prior to the commencement of a public consultation exercise in October.
30 Sept 2014	Private rented housing market	Councillor Bert Bremner, Russell O’Keefe, Paul Swanborough, Emma Smith and Andy Watt	To consider and look at ways in which the council is able to safeguard tenants in the private rented sector in its work.
30 Sept 2014	Final draft of the agreed scrutiny work programme	Councillor James Wright and Steve Goddard	To agree the scoping element to the agreed topics on the work programme which was set at the 17 July meeting of the scrutiny committee
16 Oct 2014	Welfare reform	Councillor Alan Waters, Councillor Brenda Arthur, Councillor Gail Harris, Bob Cronk, Adam Clark and Boyd Taylor	To look at and evaluate what advice and sign posting is offered to see if it is meeting need and is easily accessed. Ask how those entitled to help who are not coming forward can be reached.
27 Nov 2014	Street scene and road safety overview	Councillor Mike Stonard and Andy Watt with officers from the county council, police and health service.	In forming an overview and understanding of road casualty trends in Norwich and the work that is carried out to reduce casualties, the committee wishes to look at evidence based ways to keep the City’s roads safe.
27 Nov 2014	Quarter 2 performance monitoring	Councillor Brenda Arthur and Russell O’Keefe	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data
27 Nov 2014	Progress update of the task & finish group; Self-esteem and aspiration in communities	Russell O’Keefe and Councillor Lucy Galvin	For the committee to note the progress made by the task and finish group.

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18 Dec 2014	Draft corporate plan (and transformation programme)	Councillor Brenda Arthur and Russell O'Keefe	Ongoing scrutiny to consider the draft plan, the transformation programme and the development of the corporate plan towards the end of the public consultation.
18 Dec 2014	Annual equality information report	Councillor Gail Harris and Russell O'Keefe	Pre scrutiny of the report before it goes to cabinet.
15 Jan 2015 (Special meeting)	Rough sleeping and homelessness – challenges and response	Councillor Bert Bremner and Russell O'Keefe	Review of the evidence around the challenges and response to rough sleeping and homelessness and consideration of the council's draft rough sleeping strategy
29 Jan 2015	Pre – scrutiny of the proposed policy and budget framework	Councillor Brenda Arthur and Russell O'Keefe	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy framework (corporate plan).
29 Jan 2015	Environmental strategy	Councillor Mike Stonard and Russell O'Keefe	Pre-scrutiny of the draft strategy before it goes to cabinet.
29 Jan 2015	Verge side issues update	Councillor Mike Stonard and Andy Watt	A briefing paper to outline the likely direction of any council activity in this area and the possible options for the council and the implications for the council of any measure that may be used.
26 Feb 2015	Pavement and street scene safety	Councillor Mike Stonard, Andy Watt	Overview of the pavement and street scene safety such as trips and falls and winter maintenance around Norwich. To assess issues that may impact on people's safety around the City.

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19 Mar 2015	Annual review of scrutiny	Councillor James Wright and Steve Goddard	To agree the annual review of the scrutiny committee's work 2014 to 2015 and recommend it for adoption by council.
19 March 2015	Report of the task & finish group; Self-esteem and aspiration in communities	Councillor Lucy Galvin and Russell O'Keefe	For the task and finish group findings to be presented to the scrutiny committee for adoption.

FORWARD AGENDA: CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES, and MEMBER BRIEFINGS 2014-2015



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?
COUNCIL 27 JAN	Council Tax reduction scheme	To agree the Council Tax reduction scheme and discounts and exceptions.	Cllr Waters		Anton Bull	PH	No
SCRUTINY 29 JAN	Pre – scrutiny of the proposed policy and budget framework	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy framework (corporate plan).	Cllr Arthur Justine Hartley, Chief finance officer EXT 2440		Justine Hartley	PH	No
SCRUTINY 29 JAN	Draft environmental strategy.	Pre-scrutiny of the draft strategy before it goes to cabinet.	Cllr Stonard Russell O'Keefe Executive head of service for strategy, people and neighbourhoods.		Russell O'Keefe		
CABINET 4 FEB	Draft environmental strategy.	To approve adoption of the environmental strategy	Cllr Stonard Russell O'Keefe Executive head of service for strategy, people and neighbourhoods. EXT 2908 Richard Willson Environmental strategy manager EXT 2312	21 Jan	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?
CABINET 4 FEB	Duty to Cooperate: options report.	To agree how Norwich City Council will meet the requirement to cooperate on strategic matters in local plan making.	Cllr Stonard Graham Nelson EXT 2530 Mike Burrell EXT 2525	21 Jan	Dave Moorcroft	PH	No
CABINET 4 FEB	Norwich City Council response to Greater Anglia franchise consultation.	To seek cabinet approval of the council's representation.	Cllr Stonard Tony Jones City growth and development coordinator EXT 2234 Andy Watt Head of city development services EXT 2691	21 Jan	Dave Moorcroft	CB	No
CABINET 4 FEB	Draft corporate plan 2015 – 2020 and transformation programme 2015 - 16	To consider the proposed amendments to the Corporate Plan.	Cllr Arthur Russell O'Keefe, Executive head of strategy, people and neighbourhoods EXT 2908 Phil Shreeve, Policy and performance manager EXT 2356	21 Jan	Russell O'Keefe	CB	No
CABINET 4 FEB	Policy and Budget framework	To consider the draft policy and budget framework	Cllr Arthur Justine Hartley, Chief finance	21 Jan	Justine Hartley	CB	No



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			officer EXT 2440				
CABINET 4 FEB	CIL neighbourhood funding element - KEY DECISION	To agree the projects to be funded from the community element of the Community infrastructure Levy (CIL) for 2015-6	Cllr Arthur Andy Watt Head of city development services EXT 2691 Gwyn Jones City growth and development manager EXT 2364	21 Jan	Dave Moorcroft	PH	No
CABINET 4 FEB	Revenue budget monitoring 2014-15: Period 09	To provide an update on the financial position as at 30 November 2014, the forecast outturn for the year 2014/15, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Waters Justine Hartley, Chief finance officer EXT 2440 Neil Wright, Service accountant EXT 2498	21 Jan	Justine Hartley	PH	No
CABINET 4 FEB	Capital budget monitoring 2014-15: Quarter 3	To provide an update on the financial position of the capital programmes as at 31 December 2014 and forecast outturns for the year 2014-15, and the estimated carry- forwards to 2015-16.	Cllr Waters Justine Hartley, Chief finance officer EXT 2440 Neil Wright, Service accountant EXT 2498	21 Jan	Justine Hartley	PH	No



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CABINET 4 FEB	Treasury Management Strategy 2015-16	To detail the council's prudential indicators for 2015- 16 through to 2017-18 and set out the expected treasury operations for this period.	Cllr Waters Justine Hartley, Chief finance officer EXT 2440 Neil Wright, Service accountant EXT 2498	21 Jan	Justine Hartley	PH	No
CABINET 4 FEB	Constitution review	To review appendices 4, 8 and 9.	Cllr Waters Andy Emms Democratic services manager EXT 2459 Jackie Rodger Senior committee officer EXT 2033	21 Jan	Anton Bull	PH	No
CABINET 4 FEB	General fund revenue budget and non- housing capital programme 2015-16	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 2015-16	Cllr Waters Justine Hartley, Chief finance officer EXT 2440 Neil Wright, Service accountant EXT 2498	21 Jan	Justine Hartley	PH	Yes (Para. 3)
CABINET 4 FEB	Housing Rents and Budgets 2015-16	To propose for approval the Housing Revenue Account	Cllr Bremner Justine Hartley,	21 Jan	Justine Hartley	PH	Yes (Para. 3)



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		budget for 2015-16, council housing rents for 2015-16, the prudent minimum level of HRA reserves 2015-16, the housing capital plan 2015-16 to 2019-20; and the housing capital programme 2015-16.	Chief finance officer EXT 2440 Neil Wright, Service accountant EXT 2498				
CABINET 4 FEB	Future options for NCAS – KEY DECISION	To outline the options for the future of the NCAS service.	Cllr Bremner Tracy John Head of housing EXT 2939 Nigel Andrews Tenancy support manager EXT 2572	21 Jan	Russell O'Keefe	PH	Yes (Para. 3)
COUNCIL 17 FEB	Policy and Budget framework	To consider the draft policy and budget framework	Cllr Arthur Justine Hartley, Chief finance officer EXT 2440	21 Jan	Justine Hartley	CB	No
SCRUTINY 26 FEB	Pavement and street scene safety	Overview of the pavement and street scene safety such as trips and falls and winter maintenance around Norwich. To assess issues that may impact on people's safety around the city.	Cllr Stonard Andy Watt Head of city development services EXT 2691		Dave Moorcroft	PH	No
CABINET 11 MAR	Quarterly Performance Report		Cllr Arthur Roger Denton				



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			Performance and Research Officer EXT 2535				
CABINET 11 MAR	Establishing a local housing company – KEY DECISION	To approve the establishment of a local housing company to allow the council to take forward development.	Cllr Bremner Andy Watt Head of city development services EXT 2691 Gwyn Jones City growth and development manager EXT 2364		Dave Moorcroft	PH	No
CABINET 11 MAR	Affordable Housing Supplementary planning document (SPD)	To approve adoption of the revised Affordable Housing SPD.	Cllr Stonard Graham Nelson		Dave Moorcroft	CB	No
CABINET 11 MAR	Mountergate West phase 2 – KEY DECISION	To approve the entering into collaboration agreement with the Great Hospital to take forwards the development of housing on the Mountergate West site.	Cllr Bremner Andy Watt Head of city development services EXT 2691 Gwyn Jones City growth and development manager EXT 2364		Dave Moorcroft	PH	Yes (Para. 3)



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CABINET 11 MAR	Safeguarding and safer communities	To report the activities the council is undertaking to meet its safeguarding duties and responsibilities and to seek approval for a number of proposed actions.	Cllr Harris Bob Cronk Head of local neighbourhood services EXT 2373		Russell O'Keefe	PH	No
AUDIT 17 MAR							
COUNCIL 17 MAR							
SCRUTINY 19 MAR	Annual review of scrutiny	To agree the annual review of the scrutiny committee's work 2014 to 2015 and recommend it for adoption of the council	Cllr Wright Steve Goddard	11 Mar	Steve Goddard	PH	No
SCRUTINY 19 MAR	Report of the task and finish group; self-esteem and aspiration in communities	For the task and finish group finding to be presented to the scrutiny committee for adoption.	Cllr Galvin Russell O'Keefe		Russell O'Keefe		
COUNCIL 26 MAY							

- T is this, the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O what would be the **OBJECTIVE** of the scrutiny?
- P can **PERFORMANCE** in this area be improved by scrutiny input?
- I what would be the public **INTEREST** in placing this topic onto the work programme?
- C will any scrutiny activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

Once the TOPIC analysis has been undertaken, a joint decision should then be reached as to whether a report to the scrutiny committee is required. If it is decided that a report is not required, the issue will not be pursued any further. However, if there are outstanding issues, these could be picked up by agreeing that a briefing email to members be sent, or other appropriate action by the relevant officer.

If it is agreed that the scrutiny request topic should be explored further by the scrutiny committee a short report should be written for a future meeting of the scrutiny committee, to be taken under the standing work programme item, so that members are able to consider if they should place the item on to the work programme. This report should outline a suggested approach if the committee was minded to take on the topic and outline the purpose using the outcome of the consideration of the topic via the TOPIC analysis. Also the report should provide an overview of the current position with regard to the topic under consideration.

By using the flowchart, it is hoped that members and officers will be aided when giving consideration to whether or not the item should be added to the scrutiny committee work programme. This should help to ensure that the scope and purpose will be covered by any future report. The outcome of this should further assist the committee and the officers working with the committee to be able to produce informed outcomes that are credible, influential with SMART recommendations.

Specific, Measurable, Attainable, Relevant and Time-bound

Guidance flow chart for placing items onto the scrutiny committee work programme

