



NORWICH City Council

Committee Name: Council

Committee Date: 29/09/2022

Report Title: Annual Report of the Scrutiny Committee 2021-22

Committee Chair: Councillor Wright

Report from: Head of legal and procurement

Wards: All Wards

OPEN PUBLIC ITEM

Purpose

For council to receive the annual scrutiny report 2021-22.

Recommendation:

It is recommended that council receives the Annual Report of the Scrutiny Committee 2021-22.

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the Norwich City Council is in good shape to serve the city corporate priority

Report Details

1. The council's constitution states that the scrutiny committee will report annually to council on its work.
2. The attached annual report (appendix A) reports on the work and progress that has been made by the scrutiny committee for the 2021-22 civic year and council is asked to receive and note the report.

Consultation

3. This report has been written based on discussion minuted at meetings of the scrutiny committee.

Implications

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan and Budget.

4. There are no proposals in this report that would reduce or increase resources.

Legal

5. The council has a duty to publish an annual report for scrutiny.

Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	Neutral impact
Health, Social and Economic Impact	Neutral impact
Crime and Disorder	Neutral impact
Children and Adults Safeguarding	Neutral impact
Environmental Impact	Neutral impact

Risk Management

Risk	Consequence	Controls Required
None	None	None

Other Options Considered

6. This report is for information and consolidates information from meetings of the scrutiny committee.

Reasons for the decision/recommendation

7. To provide an annual report to council.

Background papers: None

Appendices: Appendix A: Annual report of the scrutiny committee 2021-22

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Norwich City Council

Scrutiny committee annual report

Chairs Foreword:

I would like to begin by thanking all those who have been involved with the scrutiny process during the last civic year, particularly those officers and members who have subsequently left the council. Their collective effort has been hugely valuable to our work.

Despite changes to the legislation following Covid-19 that required council meetings to take place only in person, the committee members continued to make use of the technology we had become accustomed to during the pandemic to enable us to hear from those witnesses unable to attend in person.

The broadcast of meetings via YouTube also continues and gives members of the public an opportunity to watch our proceedings at a time / place that suits them.

Much of the work undertaken by the committee this year continued to be framed in the context of COVID-19, with the committee providing scrutiny for the **review of the environmental strategy following COVID-19**, a report into **the emerging new social agenda following COVID-19**, and **a sustainable, inclusive economy following COVID-19**.

One meeting that was able to take a hybrid approach was the scrutiny into **air pollution from woodburning**. The committee was able to take in-person evidence from Emeritus Professor Claire Reeves from the UEA, and from the council's public protection team at the July meeting but reconvene in September to hear online from the Stoves Industry Association and the member of the public who had introduced us to the topic. It is the opinion of the chair that this significantly aided us when arriving at recommendations.

Throughout the year, the committee has also looked at various standing items that feed into the transformation and budget setting process, with members making recommendations to cabinet that help shape and strengthen the work of the council.

Following each meeting, recommendations from the committee were considered by the cabinet, and broadly accepted.

Groups of councillors also serve on select committees outside of the main scrutiny meeting, and one was convened to look at **fly-tipping and communal bins**, an issue that was introduced to us by members of the public from the West Pottergate area. Whilst it is disappointing that this work could not be concluded

during the 2021-22 civic year, the chair looks forward to positive outcomes in the next civic year.

Whilst most of our meetings are scheduled, we do from time to time consider call-ins of cabinet decisions, and convene extraordinary meetings as necessary. As detailed in this document, one such extraordinary meeting was to consider the council's self-referral to the Regulator for Social Housing following investigation into compliance. Following lengthy scrutiny, a series of recommendations were made and adopted by the cabinet.

I commend this annual review and hope that members feel able to adopt it.

Councillor James Wright (Chair)

Background

1. This report covers the work of the scrutiny committee for the civic year 2021-22. The production of an annual report is to fulfil the statutory obligation to publish such a report.
2. The members who were initially members of the scrutiny committee are:
 - Councillor Wright (chair)
 - Councillor Fulton McAllister (vice chair)
 - Councillor Carlo
 - Councillor Everett
 - Councillor Galvin
 - Councillor Giles
 - Councillor Hampton
 - Councillor Manning
 - Councillor Oliver
 - Councillor Osborn
 - Councillor Stutely
 - Councillor Thomas (Va)
 - Councillor Thomas (Vi)
3. In September 2021 Councillors Oliver and Hampton were appointed to the cabinet so Councillors Driver and Huntley replaced them on the committee. The committee membership for the remainder of the civic year was:
 - Councillor Wright (chair)
 - Councillor Fulton-McAlister (M) (vice chair)
 - Councillor Carlo
 - Councillor Driver
 - Councillor Everett
 - Councillor Galvin
 - Councillor Giles
 - Councillor Huntley
 - Councillor Manning
 - Councillor Osborn
 - Councillor Stutely
 - Councillor Thomas (Va)
 - Councillor Thomas (Vi)
4. Membership of the scrutiny committee is politically balanced and made up of councillors of each political party of the council. In line with the constitution any substitutions to the committee were non-executive members of the council. Members of the cabinet were invited to attend committee meetings when the topic of the meeting was within their portfolio.
5. The committee met monthly on Thursdays from 4.30pm (excluding April and August). The majority of the meetings during the civic year 2021-22 took place in person, but a few meetings were held remotely. In addition to the regularly scheduled meetings there were three extraordinary meetings. The committee also held one call in meeting.

What is scrutiny?

6. The Local Government Act 2000 introduced a structure within Local Government for decision-making and accountability and created a separation between the cabinet role and the non-executive member role.
7. Moving forward, subsequent acts of parliament have come in to extend the remit of scrutiny along with its statutory responsibilities. For example, local government scrutiny committees can now look at the work of partner organisations as well. The Local Government and Public Involvement in Health Act 2007 enabled local authorities to scrutinise other partners and agencies. This, along with other legislation relating to scrutiny powers has now been consolidated in the Localism Act 2011.
8. The cabinet proposes and implements policies, and the non-executive members review policies and scrutinise decisions or pre scrutinise proposed decisions of the cabinet.
9. The committee sets its own work programme via suggestions from councillors, the cabinet and council, or from other issues of public interest. Any scrutiny topic that is undertaken needs to add value, and in considering suggestions for scrutiny the committee will ascertain the reasons why the matter would benefit from scrutiny, and what outcomes might be generated from inclusion to the work programme or other scrutiny activity.
10. The scrutiny committee assists non-executive and cabinet members in accordance with the Act by:
 - a) Acting as a critical friend by challenging performance and helping improve services
 - b) Ensuring policies are working as intended and, where there are gaps help develop policy
 - c) Bringing a wide perspective, from the city's residents and stakeholders and examining broader issues affecting local communities
 - d) Acting as a consultative body
11. In carrying out its role, the scrutiny committee can request written information and ask questions of those who make decisions. The committee is also enabled to comment and make recommendations to decision makers. These decision makers include cabinet, partners and other statutory organisations. Successful scrutiny is collaboration between the scrutiny committee, the cabinet, residents, partners and the officers of the council.

Key themes for the civic year 2021-22

12. The committee looked at a broad range of issues during the civic year 2021-22. These were a mixture of recurring items along with items the committee had set as its work programme for the year.
13. As the civic year 2021-22 took part during the easing of COVID-19 restrictions, the pandemic and the effects this had had on the residents of Norwich factored into a number of topics discussed through the year. The overarching themes of the topics discussed during the year were:
 - a) Social agenda and economic recovery following COVID-19
 - b) Health and safety of residents of Norwich
 - c) Environmental concerns
 - d) Recurring items
14. This report will discuss each of these areas in turn.

The social agenda and economic recovery following COVID-19

The emerging new social agenda following COVID-19

15. At the 18 November 2021 meeting the committee looked at the topic “The emerging new social agenda following COVID-19”. The reports and minutes of the meeting can be found [here](#).
16. The scope for this item included on the TOPIC form was: “Government austerity measures since 2010, but also previous structural poverty which pre-dated this, will be likely advanced with the cessation of furlough and other temporary measures which will cease in September. While the so called ‘levelling up’ agenda focusses largely upon infrastructure and relaxation of statutory controls around planning, there is little evidence of any interest from government to enhance social inclusion agenda. Coupled to economic change within the city through automation and the emerging new economy, the service-based economy in Norwich could be exposed still further. The city council prides itself, rightly, on its social inclusion agenda which has been in existence for decades. A review of this, to better appreciate the impact of the above-mentioned changes and ensure it is fit for purpose, appears now particularly opportune.”
17. The report presented to committee on 18 November 2021 focussed on:
 - a) the activities that had taken place through the 2019-22 period of the corporate plan,
 - b) whether the council’s approach supported its ability to respond to COVID-19 and,
 - c) identifying key learning that should be embedded in the council’s approach going forward.

18. The leader of the council attended the meeting as the cabinet member for social inclusion was unable to attend. He and officers answered questions from the committee in particular around the Living Wage, Reducing Inequalities Target Areas and social supermarkets.
19. During the meeting members made the below recommendations to cabinet, which were discussed at the cabinet meeting of 12 January 2022.
 - a) ask cabinet to:
 - i. ask cabinet to commission a background report on inequality in Norwich with benchmarking from other cities and long term trends to inform an evidence based framework which would set and link to existing Key Performance Indicators (not to be to the detriment of on the ground work)
 - ii. consider whether it is legally viable to begin establishing a matrix in accordance with procurement strategy which also includes trade union recognition, lack of use of zero hours contract and broadly comparable gender pay gap with the council
 - iii. ensure that appropriate resources are available to ensure that the good work on social inclusion projects continues
 - iv. resource staffing to seek new venues and funding for social supermarkets across the city and to increase provision and extend existing projects.
 - v. Engage with communities to ensure participatory budgeting processes.
 - vi. ensure digital inclusion work continues and is extended where possible.
20. Cabinet at its meeting on 12 January 2022 discussed the above recommendations. During the meeting cabinet heard from officers that a number of the recommendations would have resource and budget implications and that there would need to be an appraisal of these following the budget setting process. Cabinet agreed the recommendations in principle but recognised that there was a need to be further consideration of the resources required before agreeing and implementing these.
21. The committee then made resolutions that would feed into the work programme setting for the civic year 2022-23. These were as follows:
 - a) ask for the topic of ward breakdown of project delivery to be considered by the scrutiny committee in the new civic year
 - b) To receive an update on work being done to improve communications with tenants.

- c) To note that the scrutiny committee recognises the link between inequality and education and would like to consider this as a piece of future scrutiny work, to include how the council works with partners on this issue.

A sustainable inclusive economy following COVID-19

- 22. The scrutiny committee meeting in March 2022 looked at the “A sustainable inclusive Norwich economy following COVID-19”. The agenda and the minutes of the meeting can be found [here](#).
- 23. The scope from the TOPIC form was as follows: “The pending recession emanating from the consequences of Covid-19 will be felt by all but particularly those with the least resources and already hard hit from 10 years of austerity. As government announces measures to potentially stimulate the economy, reviewing and refining our economic strategy to better meet both challenges and opportunities would be opportune. This is particularly important given the council success at achieving the Town Deal but also the wider potential impact of the ‘levelling up’ agenda from central government.” During the February 2022 meeting members agreed that the meeting should focus on the work of the Norwich Good Economy Commission (NGEC) and the effects of the cost of living increases on Norwich citizens, including reference to the council tax reduction scheme.
- 24. During the March 2022 meeting Catherine Waddams, the chair of the NGEC was in attendance to give a presentation. Members asked a range of questions on the work of the NGEC and the learnings that could be applied in future by the council, its partners and other organisations in Norwich. The committee in particular were interested in the ways that the pandemic had shifted ways of working and spending and the work that had taken place to understand skills within communities.
- 25. As the final report from the NGEC had not yet been published at the time of the meeting, the committee decided that they would consider the final report at a later date to feed into the council’s response to the report. Members also thanked Catherine Waddams and the NGEC for their work.

Health and safety of residents of Norwich

Pre-scrutiny health, safety and compliance of council homes

- 26. On 12 November 2021 the committee considered an urgent report that was being presented to cabinet that evening. This was an extraordinary meeting. The topic was around the council’s recent self-referral to the Regulator for Social Housing following investigation into compliance. This investigation had shown that the council was not meeting its obligations to ensure that fire safety, electrical safety, water hygiene and asbestos checks had been undertaken. The report and minutes of the meeting can be found [here](#).

27. Members asked questions on the extent of the problem, and what was being done to address the issues. The chair of the audit committee had been invited to the meeting and he gave his opinion on the issues of contract management. The chair of the audit committee said that there had been a positive direction of travel with the new Corporate Leadership Team looking at governance. Members also asked questions how the council would ensure that the checks are conducted if residents refused entry to officers.
28. The scrutiny committee made the following recommendations:
- a) For the chair of the scrutiny committee and the Executive Director to determine a mechanism to inform the scrutiny committee of progress with regards the matters referred to in the exempt paper;
 - b) That a report comes to scrutiny committee in early summer on the progress in delivering services referred to in the report following the transfer to NCS Ltd;
 - c) That the Housing Compliance Board regularly updates the Tenant Improvement Panel on its progress in securing compliance with required housing standards
 - d) That cabinet considers how compliance and safety risks are reflected in the council's risk register; and
 - e) The provision of training to councillors on contract management, compliance and performance management is reviewed
29. Immediately following the scrutiny committee meeting cabinet also considered the issue. The cabinet discussed that the work of the scrutiny committee had been helpful with regard to looking at how the issues detailed in the report could be addressed. The leader of the council said that it was not currently appropriate for the committee to look at the historic issues, as the resources and focus needed to be on ensuring that the council worked towards compliance. The cabinet agreed all recommendations made by the scrutiny committee.

Air pollution from woodburning

30. The committee looked at woodburning and air pollution over two meetings on 15 July 2021 and 9 September 2021. The topic had been suggested by a member of the public to the committee. The meeting on the 15 July 2021 had an officer from the public protection team attend to give a presentation. The committee also heard from the Emeritus Professor Claire Reeves from the University of East Anglia who spoke to committee about the sources and movement of air pollution. Written evidence had also been circulated to members from the campaign group Mums for Lungs. The report and minutes of the meeting held on 15 July 2021 can be found [here](#). The report and minutes of the meeting held on 9 September 2021 can be found [here](#).
31. During the meeting the committee discussed how to discourage residents and business from using wood burners in their premises. As

the member of the public who had suggested had been unable to attend the committee decided to defer making recommendations until the meeting in September to allow the member of the public to attend. The committee also wanted a member of the Stoves Industry Association to attend.

32. At the 9 September 2021 meeting the committee heard from the Stoves Industry Association and the member of the public who had introduced the topic.
33. Members discussed the need for comprehensive education to businesses and residents in order for them to choose not to use solid fuel and to use methods other than bonfires to dispose of garden waste. The committee also felt that help should be given to employees working in premises that had wood burners that produced air pollution.
34. The committee made the following recommendations to cabinet:
 - a) Prepare a communications strategy on air pollution for residents
 - b) Submit the committee's findings to the Chair of the all -party parliamentary group on Air Quality
 - c) Work with the Clinical Commissioning Group on health education regarding respiratory problems
 - d) Investigate the level of solid fuel burning in City Council owned properties
 - e) Review enforcement against burning of wet leaves on bonfires on Council properties
 - f) Write to Norwich MPs about resources available to support employees working in licensed premises
 - g) Discourage the use of bonfires across the whole of the city and encourage people to use their brown bins and composting
35. At the cabinet meeting on 17 November, the recommendations were discussed. The cabinet said that the recommendations helped to inform the wider air quality targets of the city. Cabinet agreed to implement those recommendations that would take the least resource and time, and other actions would form part of the wider air quality work the council was doing. The cabinet agreed all recommendations made to cabinet. Due to the timing of the meetings, an article had already been published in the Winter 2021 edition of Citizen magazine.
36. As part of recommendation a) the council had not only published an article in the Winter 2021 edition of Citizen but also published an article in the Spring 2022 issue of the council's Tenants and Leaseholders magazine including guidance on the use of solid fuel burners in council properties. As part of recommendation e) the council encouraged its partners' communications teams to help spread the messaging that the council was using with regard to air pollution. In respect of

recommendation g) the council published an advert in the Spring 2022 edition of Citizen magazine to promote the council's brown bin service along with supportive and positive educational messaging to discourage the use of bonfires, raise awareness of the effects on neighbours and encourage the use of brown bins rather than the burning of green waste. The council also promoted these on the council's social media pages to raise awareness of this issue.

Environmental concerns

Review of the environmental strategy following COVID-19

37. At the 21 October 2022 meeting the committee looked at the topic of the "Review of the environmental strategy following COVID-19". The reports and minutes of the meeting can be found [here](#).
38. The scope from the TOPIC form was "The impact of Covid-19, set within last year's context of the climate strike and extinction rebellion, has generated renewed interest and opportunity to consider the environment. The strategy document, linking to the recovery plan and the work of Climate and Environment Emergency Executive Panel will provide an important blueprint for how the council responds to protecting, enhancing and improving the environment in the future".
39. During the meeting the committee discussed that the direction that the council was taking on environmental matters was welcomed. The committee did, however, discuss their concerns with regard to the Norwich Climate Commission, the economic strategy and partnership working. The committee also asked questions around retrofitting housing within the city.
40. The committee made the following recommendations:
 - a) ask for the standing items of the Scrutiny committee to include updates from the Norwich Climate Change Commission;
 - b) invite UK100 to attend a meeting of this committee to update on what work we are going to do with them.
 - c) hold a member briefing on the environmental impact of any investments to form part of the investment matrix that is used
 - d) request that the review of the Economic strategy include businesses plans for net zero carbon emissions.
 - e) review commercial investment strategy to see how it can support environmental strategy
 - f) recommend that when the BEIS per capita figures are reported in council reports that it is stated that the BEIS data set is not comprehensive.

- g) ask cabinet to actively look at partnering with academia to get the tools needed to ensure we can work out what we can and can't influence.

41. Cabinet discussed the recommendations at its meeting on 8 December 2021. Cabinet agreed that the first two recommendations were for the scrutiny committee to consider when setting its work programme. With regard to the recommendation on a members' briefing session on the environmental impacts of investments the leader of the council said that the most significant investment that the council had was in the Norfolk Pension Fund and he would request a note to be circulated to all members. The recommendation on reviewing the economic strategy was being addressed by the 2040 City Vision work. With regard to the recommendation on partnering with academia the leader of the council said that working with the newly established Norwich Climate Commission would address these issues, as it would be in close partnership with academia. Cabinet agreed to consider the other recommendations made.

Fly tipping, communal bins and bins left on pavements

42. At its meeting on the 24 June 2021 the scrutiny committee considered the topic of "fly tipping, communal bins and bins left on pavements". This had been agreed at the 27 May 2021 meeting of the scrutiny committee to combine the topics into one report for the meeting. The report and minutes of the meeting can be found [here](#).
43. During the meeting members discussed how the issue of fly-tipping could be resolved, the lessons learnt since implementation of communal bins and the data that was available on the cost of dealing with fly-tipping. As members felt that they did not have enough evidence and data to understand where this was happening that they could make recommendations at this date.
44. The committee agreed to convene a task and finish group on fly-tipping and communal bins. The makeup of the group was three Labour members, one Green Party member and one Liberal Democrat member. The work of the task and finish group was delayed and therefore the results of the group's work would be published in the 2022-23 civic year.

Call-in

45. Members of the scrutiny committee decided to call in the cabinet decision, made on 9 February 2022, to:
- a) enter into a concessionary contract for the provision of tennis centre operations in Norwich; and
 - b) delegate the award of the contract to the most economically advantageous supplier to the Executive director of development and city services, in consultation with the portfolio holder for Health and Wellbeing

46. The reasons given for call in were to examine contract management, equalities and customer service and specific deliverables to ensure that the contract would help to deliver against the aims in the corporate plan.
47. The report and the minutes of the meeting can be found [here](#).
48. Members asked questions of the relevant officers and of the leader of the council. Questions were submitted in advance of the meeting and officers had provided written answers, at the meeting members asked for clarifications on some of the provided answers. In particular members were interested in the cost of membership for low income households, how issues within the contract would be managed if services were not supplied in a satisfactory manner and the usage of the courts by residents from different backgrounds.
49. Following discussion, the committee agreed to endorse the cabinet decision and therefore the decision would be implemented as agreed at cabinet on 9 February 2022.

Recurring items

50. There are number of items that are recurring and standing items for the committee. Each year the committee look at the annual budget, the corporate plan, the equality report and the business plans of the wholly owned companies of the council, Norwich Regeneration Limited (NRL) and Norwich City Services Limited (NCSL). At each meeting the committee considers its work programme and hears updates from the representatives appointed to the Norfolk Health Overview and Scrutiny Committee (NHOSC) and the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel (NCCSPSSP).

Budget

51. The scrutiny committee pre-scrutinise the budget every year in early February before the budget papers are presented to cabinet. The meeting for the 2021-22 civic year was held on 3 February 2022. The report and minutes of the meeting can be found [here](#).
52. During the meeting members asked questions on each section of the report: local government finance, the general fund, the Housing Revenue Account (HRA) business plan and budget, the capital and commercial investment strategy and the Treasury Management Strategy. Overall members were particularly interested in the effect of the savings that would need to be made on the services provided by the council. Members also asked questions around the income generation activities of the council, such as car parking charges and commercial investment. With regard to commercial investment members asked around investing into renewable energy.
53. Members made the following recommendations to cabinet:
 - a) Ensure there is political commitment to investing in renewable or green energy projects.

- b) Where financially and legally viable, fit the lowest carbon emitting heating systems in council properties.
 - c) Ensure there is budget available to carry out any recommendations of the fly tipping and communal bins task and finish group.
54. At the cabinet meeting on 9 February 2022 the recommendations were discussed and cabinet made an amendment to the first recommendation so that it read “ensure there is continued political commitment to investing in renewable or green energy projects”. With that amendment cabinet agreed all the recommendations and these were fed into the budget document that was discussed and agreed at council on 22 February 2022.

Corporate Plan

55. The scrutiny committee looks at the council’s Corporate Plan and any refreshes made throughout the corporate plan’s life cycle. For the 2021-22 civic year the committee looked at the Corporate Plan 2022-26. The report and minutes of the meeting can be found [here](#).
56. During the meeting members asked questions around the strategic direction of the council against the backdrop of financial concerns and environmental concerns. Members also discussed the Key Performance Indicators (KPIs) contained within the technical appendix.
57. The committee made the following recommendations to cabinet:
- a) amend the wording of Aim One to ‘listen to communities and use their views in decision making’
 - b) amend the wording of Aim Two to – ‘Work with partners to increase sustainable transport and improve air quality’.
 - c) Indicate those KPIs that are ‘roll overs’ of existing targets due to upcoming reviews for clarity.
 - d) Include previous KPIs in performance documents to understand if the council is achieving its targets.
 - e) Include a KPI linked to the Councillor enquiry service.
58. At its meeting on 9 February 2022 cabinet considered the scrutiny recommendations and the corporate plan. The recommendations were discussed and agreed recommendations a), b) and c) above. These were then incorporated into the corporate plan which was agreed by full council on 22 February 2022.

Equality report

59. At its meeting on 16 December 2021 the scrutiny committee considered the Equality Information Report 2022. This document is a statutory

document that the council must publish by 31 January each year. The report and minutes of the meeting can be found [here](#).

60. During the meeting members welcomed the new format of the document and discussed the movement of trends over the previous year and the possible reasons for this movement. Officers answered questions on the council's workforce and how to improve the diversity of the council's staff. The committee also expressed that it was keen to work closely with partners to understand how to remove barriers for the residents of Norwich.
61. Members made the following recommendations:
- a) Acknowledge the work that has gone into the production of the dashboard, and welcome its future wider rollout,
 - b) Work with the housing partnerships officer to identify topics for scrutiny work around outreach to those who needed to access health and other services, such as legal services and education services.
 - c) Note the work being undertaken around the complaints process and ask for an update on improvements to data collection around protected characteristics.
62. Cabinet considered the recommendations made at its meeting on 12 January 2022 while considering the Equality Information Report. During the discussion cabinet agreed the recommendations.

Business plans

63. Each year the scrutiny committee considers the business plans of the council's wholly owned companies; NCSL and NRL. The business plans were considered at separate meetings.
64. The business plans for each company were considered in private by members as these are exempt under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972. The recommendations made were noted by cabinet.
65. The committee at its meeting on 10 January 2022 also considered the Threescore Development that was being delivered in part by NRL. The report and minutes of the meeting can be found [here](#). During the meeting members discussed the rising cost of building materials, whole lifecycle carbon assessments and risk management.
66. The committee made the following recommendation to cabinet: "investigate whether it is feasible to include detailed carbon lifecycle assessments in the design of future building phases." At its meeting on 12 January 2022 cabinet noted the recommendation.

Work programme setting

67. The scrutiny committee work programme is key for the committee as it outlines the topics that the committee will discuss throughout the civic year. Usually, the committee will consider the work programme for the year at the first meeting of the civic year and any amendments are made as part of the standing work programme item on each agenda.
68. For the civic year 2021-22 the committee held two dedicated work programme setting meetings, this was done in part as the council held a by-election in June 2021 due to a countermanded poll for the Sewell ward. The two work programme setting meetings were held on 27 May 2021 and 16 September 2021. The reports and minutes of the meeting held on 27 May 2021 found [here](#). The reports and minutes of the meeting held on 16 September 2021 can be found [here](#).
69. Members are asked to circulate TOPIC forms in advance of the meeting. The TOPIC forms ask members to identify the scope of the item by looking at the following:
- a) **Time:** Is this the right time to review the issue?
 - b) **Objective:** What would be the objective of scrutiny? How do you feel scrutiny could make a difference
 - c) **Performance:** Can performance be improved by scrutiny input?
 - d) **Public Interest:** What would be the public interest in placing this topic onto the work programme?
 - e) **Contribution:** How would a scrutiny review contribute to achieving our corporate aims?
70. Throughout the civic year members updated the work programme, either by changing the substantive item discussed or by refining the scope of the item.

Updates from joint scrutiny committees

71. Norwich City Council has a representative, and named substitute, on two scrutiny committees that are held by Norfolk County Council. These are Norfolk Health Overview and Scrutiny Committee (NHOSC) and the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel (NCCSPSSP).
72. The role of NHOSC is to look at the work of the clinical commissioning groups and National Health Service (NHS) trusts and the local area team of NHS England. It acts as a 'critical friend' by suggesting ways that health related services might be improved. It also looks at the way the health service interacts with social care services, the voluntary sector, independent providers and other county council services to jointly provide better health services to meet the diverse needs of Norfolk residents and improve their well-being. NHOSC meets every other month and the reports and minutes of each meeting are available [here](#).

73. Reports from NHOSC were presented at the next possible meeting of the scrutiny committee, these were either oral reports or a written report was circulated to members and then questions were asked of the representative.
74. The representative for the 2021-22 civic year was Councillor Oliver but following her appointment to the cabinet, Councillor Stutely was named the representative, with Councillor Giles as substitute member.
75. The role of the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel is to:
- a) Scrutinise the actions, decisions and priorities of the Norfolk Countywide Community Safety Crime and Disorder Partnership in respect of crime and disorder on behalf of the (County) community services overview and scrutiny panel
 - b) Scrutinise the priorities as set out in the annual countywide community safety partnership plan
 - c) Make any reports or recommendations to the countywide community safety partnership.
76. While the scrutiny sub panel has the duty of scrutinising the work of the Norfolk countywide community safety partnership the police and crime panel scrutinises the work of the police and crime commissioner. There is a protocol regarding the relationship of these two panels to encourage and exchange information and to co-operate towards the delivery of their respective responsibilities. The community safety partnership meets on a half yearly basis. The reports and minutes of NCCSPSSP can be found [here](#).
77. The representative for the council was Councillor Stutely, and Councillor Giles was appointed as the named substitute following Councillor Oliver's appointment to cabinet.

Training

78. The committee took part in a training session held remotely on 1 July 2021 by Dave McKenna. During the training session the following topics were discussed:
- a) How can we work more effectively 'cross party'?
 - b) How can we have a more productive relationship with cabinet?
 - c) How can we better involve the public in our scrutiny work?
79. The feedback was well received by those that attended the session.

Public involvement and getting in touch with scrutiny

80. Meetings of the scrutiny committee are usually as informal as possible and as well as scrutiny members, are attended by cabinet portfolio

members, officers, partners and anyone else who can assist with the work and provide evidence for reviews.

81. Members of the public are also welcomed to attend the scrutiny committee meetings and can participate at the discretion of the committee's chair. If you do wish to participate regarding an agenda item at a scrutiny meeting, you are requested to contact democratic services who will liaise with the chair of the committee. To contact democratic services please use democraticservices@norwich.gov.uk.
82. Members of the public can suggest a topic for scrutiny by submitting an on-line form available on the council's website. Please encourage your constituents to suggest topics in this way.