

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.
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.
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.

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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.

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 10 DEC	Quarterly Performance Report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2014 - 15	Cllr Arthur Russell O'Keefe	26 Nov	Russell O'Keefe	CB	No
CABINET 10 DEC	Council Tax Hardship Relief Policy – KEY DECISION	To seek approval and implementation of the council tax hardship relief policy.	Cllr Waters Anton Bull Executive Head of business relationship management and democracy	26 Nov	Anton Bull	PH	No
CABINET 10 DEC	Private sector housing accreditation scheme and additional licencing of HMOs	To approve adoption of a property accreditation scheme for Norwich and the recommended approach to the additional licensing of HMOs	Cllr Bremner Andy Watt Head of city development services EXT 2691 Paul Swanborough Strategic housing manager EXT 2388 Emma Smith	26 Nov	Andy Watt	PH	No

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			Housing strategy officer EXT 2937				
CABINET 10 DEC	Private sector housing financial assistance policy – KEY DECISION	To approve an updated policy for the provision of financial assistance to home owners to enable them to repair, improve and adapt their properties	Cllr Bremner Andy Watt Head of city development services EXT 2691 Paul Swanborough Strategic housing manager EXT 2388	26 Nov	Andy Watt	PH	No
CABINET 10 DEC	Main town centre uses and retail frontages Supplementary planning document (SPD)	To approve adoption of this new SPD.	Cllr Stonard, Graham Nelson	26 Nov	Graham Nelson	PH	No
CABINET 10 DEC	Greater Norwich growth programme 2015-16 - KEY DECISION	To approve the Greater Norwich growth programme 2015-16 and to recommend to council the inclusion of the Norwich projects in the capital programme for 2015-16	Cllr Arthur Andy Watt Head of city development services EXT 2691	26 Nov	Andy Watt	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?
			Gwyn Jones City growth and development manager EXT 2364				
CABINET 10 DEC	Managing Assets (Housing) - KEY DECISION	To consider the disposal of an area of land	Cllr Bremner Andy Watt Head of city development services EXT 2691 Paul Sutton	26 Nov	Tracy John	PH	Yes (Para. 3)
CABINET 10 DEC	Award of heating installations and boiler replacement contract to Council homes - KEY DECISION	To advise of the tender process for the heating installations and boiler replacement contract to Council homes and consider the award of the contract.	Cllr Bremner, Russell O'Keefe	26 Nov	Russell O'Keefe	CB	No
CABINET 10 DEC	Revenue budget monitoring 2014-15 – periods 6 and 7	To advise of the financial position as at 31 October 2014, the forecast outturn for the year 2014-15, and the consequent forecast General Fund and Housing Revenue Account	Cllr Waters Justine Hartley Chief Finance Officer EXT 2440	26 Nov		PH	No

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		balances.					
CABINET 10 DEC	Capital budget monitoring 2014-15 – quarter 2	To advise of the financial position at 30 September 2014 and the forecast outturn for the year.	Cllr Waters Justine Hartley Chief Finance Officer EXT 2440	26 Nov		PH	No
CABINET 10 DEC	Half year Treasury Management Report 2014-15	To advise of the Treasury Management performance for the first six months of the financial year to 30 September 2014.	Cllr Waters Justine Hartley Chief Finance Officer EXT 2440	26 Nov		PH	No
CABINET 10 DEC	Proposed write off of NNDR bad debt	To consider the proposed write off of one NNDR debt believed to be irrecoverable.	Cllr Waters Justine Hartley Chief Finance Officer EXT 2440	26 Nov		PH	No
CABINET 10 DEC	Managing assets (Non housing) - KEY DECISION	To consider the disposal of a general fund property.	Cllr Waters Andy Watt Head of city development services EXT 2691	26 Nov		PH	Yes (Para. 3)
CABINET 10 DEC	Communal area inspections.	To agree the communal area inspection procedure and approach to communications.	Cllr Bremner Tracy John Head of housing	26 Nov	Russell O'Keefe	PH	No

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			EXT 2939				
CABINET 10 DEC	Submission of a proposal to government under the Sustainable Communities Act 2007 – protection of community pubs	To seek approval for the content of the SCA proposal documentation before formal submission to the Secretary of State.	Mike Stonard, environment, development and transport Senior Officer: Graham Nelson, head of planning service	26 Nov	Graham Nelson	PH	No
CABINET 10 DEC	Transatlantic trade and investment partnership	To consider the transatlantic trade and investment partnership referred to cabinet by Council	Cllr Waters Anton Bull Executive head of business relationship management and democracy	26 Nov	Anton Bull	PH	No
CABINET 10 DEC	Risk management policy update	To seek approval for the council's updated risk management policy	Cllr Waters, Justine Hartley Jonathan Idle, head of internal audit and risk management, LGSS	26 Nov	Justine Hartley	PH	No
SCRUTINY DEC 18	Draft corporate plan	Ongoing scrutiny to consider the draft plan and its	Councillor Arthur Russell O'Keefe	10 Dec	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?
		development towards the end of the public consultation.					
SCRUTINY DEC 18	Annual equality information report	Pre scrutiny of the report before it goes to cabinet.	Councillor Arthur Nadia Jones	10 Dec	Russell O'Keefe	PH	No
CABINET 14 JAN	Homeless outreach service – KEY DECISION	To agree the recommendations regarding the homeless outreach service	Cllr Bremner Chris Hancock Housing strategy officer EXT 2852 Paul Swanborough Private Sector Housing Manager EXT 2388	24 Dec	Andy Watt	PH	Yes (Para. 3)
CABINET 14 JAN	Greater Norwich growth programme 2015-16	To agree to include the Norwich projects from the Greater Norwich growth programme in the council's capital programme for 2015-16	Cllr Arthur Andy Watt Head of city development services EXT 2691 Gwyn Jones City growth and development manager	24 Dec	Andy Watt	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 14 JAN	Future options for NCAS – KEY DECISION	To outline the options for the future of the NCAS service.	EXT 2364 Cllr Bremner Tracy John Head of housing EXT 2939 Nigel Andrews Tenancy support manager EXT 2572	24 Dec	Russell O'Keefe	PH	Yes (Para. 3)
CABINET 14 JAN	Annual equality information report	To approve the annual equality information report	Cllr Harris Phil Shreeve Policy, performance and partnerships manager EXT 2356 Nadia Jones Policy officer EXT 2368	24 Dec	Russell O'Keefe	PH	No
CABINET 14 JAN	Affordable Housing Supplementary planning document (SPD)	To approve adoption of the revised Affordable Housing SPD.	Cllr Stonard Graham Nelson	24 Dec	Graham Nelson	CB	No
AUDIT 20 JAN							



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COUNCIL 27 JAN							
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).	Councillor Brenda Arthur, Justine Hartley, Chief finance officer		Justine Hartley	PH	No
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
COUNCIL 17 FEB							



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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?
SCRUTINY 26 FEB	Council housing communal areas	Working with the tenant scrutiny panel and other tenants and involving the relevant authorities, to review current policy and look into how tenants can use communal areas.	Councillor Bert Bremner, Tracy John	18 Feb	Tracy John	PH	No
CABINET 11 MAR	Quarterly Performance Report		Cllr Arthur Roger Denton Performance and Research Officer EXT 2535				
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	Councillor James Wright and Steve Goddard	11 Mar	Steve Goddard	PH	No
COUNCIL							

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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

