

Scrutiny committee

Date: Thursday, 21 September 2017

Time: 16:30

Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

All group pre-meeting briefing – 16:00 Mancroft Room

This is for members only and is not part of the formal scrutiny committee meeting which will follow at 16:30. The pre-meeting is an opportunity for the committee to make final preparations before the start of the formal meeting. The public will not be given access to the Mancroft room before 16:30.

Committee members:

Councillors:

Wright (chair)
Brociek-Coulton (vice chair)
Bogelein
Bradford
Bremner
Coleshill
Grahame
Haynes
Jones (B)
Manning
Malik
Packer
Thomas (Va)

For further information please contact:

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Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website

Agenda

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|----------|---|----------------|
| 1 | Apologies

To receive apologies for absence | |
| 2 | Public questions/petitions

To receive questions / petitions from the public

Please note that all questions must be received by the committee officer detailed on the front of the agenda by 10am on Monday 18 September 2017 .

Petitions must be received must be received by the committee officer detailed on the front of the agenda by 10am on Wednesday 20 September 2017

For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution. | |
| 3 | Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting) | |
| 4 | Minutes
To approve the accuracy of the minutes of the meeting held on 13 July 2017 | 7 - 10 |
| 5 | Scrutiny committee work programme 2017-18
Purpose: To note the scrutiny committee work programme 2017-18. | 11 - 30 |
| 6 | Update of the representative on the Norfolk Health Overview and Scrutiny committee (verbal update)
Purpose - To note the work of the NHOSC and comment on any implications for Norwich residents for the representative to take to the next NHOSC meeting | |
| 7 | Pre-scrutiny of the proposed budget consultation
Purpose: To scrutinise the existing policy regarding the consultation process. | 31 - 34 |
| 8 | Cooperatives | 35 - 48 |

Purpose: To understand how the cooperative and social enterprise sector could contribute to council strategy.

Date of publication: **Wednesday, 13 September 2017**

- 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

Scrutiny committee and a protocol for those attending meetings of the scrutiny committee

- All scrutiny committee meetings will be carried out in a spirit of mutual trust and respect
- Members of the scrutiny committee will not be subject to whipping arrangements by party groups
- Scrutiny committee members will work together and will attempt to achieve evidence based consensus and recommendations
- Members of the committee will take the lead in the selection of topics for scrutiny
- The scrutiny committee operates as a critical friend and offers constructive challenge to decision makers to support improved outcomes
- Invited attendees will be advised of the time, date and location of the meeting to which they are invited to give evidence
- The invited attendee will be made aware of the reasons for the invitation and of any documents and information that the committee wish them to provide
- Reasonable notice will be given to the invited attendee of **all** of the committees requirements so that these can be provided for in full at the earliest opportunity (there should be no nasty surprises at committee)
- Whenever possible it is expected that members of the scrutiny committee will share and plan questioning with the rest of the committee in advance of the meeting
- The invited attendee will be provided with copies of **all relevant** reports, papers and background information
- Practical arrangements, such as facilities for presentations will be in place. The layout of the meeting room will be appropriate
- The chair of the committee will introduce themselves to the invited attendee before evidence is given and; all those attending will be treated with courtesy and respect. The chair of the committee will make sure that all questions put to the witness are made in a clear and orderly manner



SCRUTINY COMMITTEE

16:35 to 18:10

13 July 2017

Present: Councillors Wright (chair), Brociek-Coulton (vice chair) Bogelein, Bradford, Bremner, Coleshill, Grahame, Haynes, Jones (B), Manning, Malik, Packer and Thomas (Va)

1. Declarations of interest

There were no declarations of interest.

2. Minutes

It was noted that at the second paragraph on page four of the minutes, the word 'sound' should be replaced with the word 'thought' so that the fourth sentence should read 'She asked that more thought be put into crossings as some people were unable to see the green light to cross the road if there were people standing in front of them.'

Members discussed the accuracy of the resolutions of the item on city accessibility and it was:-

RESOLVED to amend the resolutions for reasons of accuracy to read:

- (1) ask cabinet to formulate a city access charter and to extend consultations on such a charter to groups representing all disabilities including those with hidden disabilities,
- (2) consider the formation of a task and finish group at the appropriate time to support the development of a city accessibility street charter
- (3) ask Norfolk County Council's Environment, Development and Transport committee to review the same evidence presented to this meeting to inform their work going forward;
- (4) improve stakeholder representation earlier in the design process of new transport schemes,
- (5) ask relevant officers to ensure that any new signage be evaluated in terms of accessibility

- (6) ask the Norwich Highways Agency Committee to consider formally pausing the use of shared space schemes,
- (7) ensure the A Boards policy is easily accessible on the Norwich City Council website,
- (8) ask the relevant body to consider ways to more robustly enforce the engine switch off policy for buses within Norwich,
- (9) ask the relevant body to consider ways to increase awareness of ways to report misuse of blue badge parking,
- (10) ask the chair of the licensing committee to consider receiving a report on the sufficient supply of wheelchair accessible private hire vehicles, and
- (11) ask relevant officers to approach the Business Improvement District (BID) to explore ways of improving city centre retail access for those with mobility issues, such as more drop off points and a mini bus 'hopper' service.

3. Appointment of representative and substitute to the Norfolk Health Overview and Scrutiny Committee

RESOLVED to:

- (1) agree the protocol as agreed in 2016/17
- (2) appoint Councillor Brociek-Coulton as the representative and Councillor Grahame as the substitute for the Norfolk Health Overview and Scrutiny Committee

4. Appointment of representative and substitute to the Norfolk Countywide Community Safety Partnership Scrutiny sub panel

RESOLVED to appoint Councillor Vaughan Thomas as the representative and Councillor Grahame as the substitute for the Norfolk Countywide Community Safety Partnership Scrutiny sub panel.

5. Quarterly performance report

The chair introduced the item and invited questions from members.

A member made reference to an enquiry she had put through the councillor enquiry system regarding the spend of £250,000 on the Waterloo Park Pavilion. The director of neighbourhoods said that he would investigate this enquiry within the system and would progress it.

In response to a member's question, the strategy manager said that the ease of getting timely access to debt advice was not a measure that was asked of commissioned services. With such a variety of delivery methods and types of

advice, it would be difficult to get a numeric sense of timely access but said he would ask the financial inclusion manager for some anecdotal evidence around this to circulate.

A member referred to measure FAC5 (the number of private sector homes where council activity improved energy efficiency) and asked whether the good performance shown this year would affect the setting of the target for the next year. The strategy manager said that targets were reviewed by the relevant head of service and the portfolio holder. Some years may be anomalous, for example, due to additional funding being received and this performance could not be repeated in subsequent years without such funding being available. He added that he would investigate why the target for this performance measure was so high and would circulate the information to members.

In response to a member's question, director of neighbourhoods said that there were many factors which informed perceptions of safety and it was difficult to make a link between cause and effect. He said that if members had particular concerns around local policing levels, this could be taken to the Norfolk Countywide Community Safety Partnership Scrutiny sub panel for consideration. A member followed this up with querying whether an open question could be asked on why people felt unsafe so that specific factors could be investigated. The director of neighbourhoods said that he believed that some commentary had been captured around this performance measure and he would look into this and circulate any information.

RESOLVED to:-

- (1) note the report,
- (2) ask the financial inclusion manager for some anecdotal evidence around timely access to debt advice,
- (3) ask the strategy manager to investigate why the performance target for measure FAC5 was so high; and
- (4) ask the director of neighbourhood services to circulate any commentary captured around why residents felt unsafe.

6. Setting of the scrutiny committee work programme for 2017-18

The chair introduced the item and referred to the list of potential work programme items on page 35 of the agenda papers. The member who had suggested each item as a possible topic for the scrutiny committee to review gave a brief overview of their suggested item.

Members discussed the merits of each topic and decided that all were timely pieces of work and should be added to the work programme for further investigation.

Following discussion it was:-

RESOLVED to ask the scrutiny liaison officer to add the following items to the scrutiny committee work programme 2017-18:

- (1) Pre-scrutiny of the proposed budget consultation (September)
- (2) The cooperative agenda in local government (September)
- (3) Health inequality in Norwich (October)
- (4) Access to justice (November)
- (5) Corporate plan and performance framework (December)
- (6) Review of the scope / the outcomes of the review of parks and play areas, depending on the timescales for this piece of work (December)
- (7) Pre-scrutiny of the proposed budget, Medium Term Financial Strategy and transformation programme (January)
- (8) Environmental strategy (January)
- (9) The private rented sector (February)
- (10) Review of council's enforcement service (March)
- (11) Annual review of the scrutiny committee (March)

CHAIR

Norwich City Council
SCRUTINY COMMITTEE

Item No 5

REPORT for meeting to be held on 21 September 2017

Work Programme for 2017-18

Summary: The purpose of this report is to provide an update to members on the items on the scrutiny work programme for the remainder of 2017-18 to support them in agreeing scopes for these.

Conclusions: The work programme is appended to this report (appendix A). It is proposed that any discussion is a whole committee discussion based on this documentation, to assist members in providing a clear scope for the items on future agendas to facilitate robust scrutiny.

Recommendation: To agree items and how these will be scoped and prepared for the remaining meetings of 2017-18.

Contact Officers: Adam Clark, Strategy manager,
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Beth Clark, Scrutiny liaison officer
01603 212153
BethanyClark@norwich.gov.uk

Items for 2017-18

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

Health inequality in Norwich: This is currently scheduled for 19 October 2017, members are invited to comment and establish what background information they require, and which officers they would like to attend for the item.

Access to justice: This is currently scheduled for 23 November 2017, members are invited to comment and establish what background information they require, and which officers they would like to attend for the item.

The private rented sector: This is currently scheduled for 22 February 2018, members are invited to comment and establish what background information they require, and which officers they would like to attend for the item.

Review of the council's enforcement service: This is currently scheduled for 22 March 2018, members are invited to comment and establish what background information they require, and which officers they would like to attend for the item.

2. The 'Pre-scrutiny of the proposed budget item' which was due to go to the committee in December 2017, has been moved to the January 2018 meeting slot, alongside the 'MTFS and transformation programme' item, because these items all link and inform one another, so as to make best use of the committee's time.

Scrutiny committee work programme 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
13 July 2017	Setting of the work programme	Beth Clark (Scrutiny liaison officer), Cllr Wright	To assist committee members in setting the work programme for 2017/18
13 July 2017	Quarterly performance report	Adam Clark (Strategy manager)	To consider if there are any measures within report to consider for future analysis and how the committee would like to scrutinise corporate performance in the future
21 September 2017	Update from 20th July and 7th September meetings of the Norfolk Health and Overview Scrutiny Committee	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
21 September 2017	Pre-scrutiny of the proposed budget consultation	Nikki Rotsos (Director of communications and culture)	To look at the proposed approach to engaging residents and other stakeholders in the development of the council's vision and strategy for 2019-2022 as well as the 2018-19 budget and transformation programme.
21 September 2017	The cooperative agenda in local government	Cllr Herries	To agree areas for further review and to consider identifying a suitable time for an all members briefing/workshop about co-operatives.

Scrutiny committee work programme 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
19 October 2017	Update from 26th October meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
19 October 2017	Health inequality in Norwich	Adam Clark (Strategy manager)	Review of health inequality in Norwich and the role of the city council
23 November 2017	Access to justice	Cllr Thomas	The impact of legal aid cuts, changes to tribunal fees, debt, impact of cuts to probation/prisons/courts. The city council commissions advice services which provide elements of legal advice and how these work in Norwich
14 December 2017	Update from 7th December meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
14 December 2017	Corporate plan and performance framework	Adam Clark (Strategy manager)	To consider amendments to corporate performance KPIs

Scrutiny committee work programme 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
14 December 2017	Equality information report	Adam Clark (Strategy manager)	Pre scrutiny of the report before it goes to cabinet.
14 December 2017	Scope: Review/outcome of parks and play areas item	Adrian Akester (Head of citywide services)	To be agreed
25 January 2018	Update from 11th January meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
25 January 2018	Scrutiny of the proposed budget, MTFS, and transformation programme	Helen Chamberlin (Head of strategy and transformation), Karen Watling (Chief finance officer)	To be agreed
25 January 2018	Environmental strategy (yearly update)	Richard Willson (Environmental strategy manager)	Identification of any issues to consider and note successes and progress reported in the progress statement.

Scrutiny committee work programme 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR,	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
22 February 2018	Update from 22nd February meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Brociek-Coulton	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
22 February 2018	The private rented sector	Paul Swanborough	To be agreed
22 March 2018	Review of the council's enforcement service	Bob Cronk, Adrian Akester	To be agreed
22 March 2018	Annual review of the scrutiny committee	Beth Clark (Scrutiny liaison officer)	To agree the annual review of the scrutiny committee's work 2017 to 2018 and recommend it for adoption of the council

The scrutiny committee tracker 2017 – 2018

Completed
Ongoing
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
6 April 2017	Food poverty in Norwich	Adam Clark, Cllr Maguire	Ask cabinet to consider;- (1) trying to access charitable trust funding to resource projects such as social supermarkets (2) developing a food poverty strategy to act as an umbrella document for existing actions (3) increasing awareness and availability of financial advice and early intervention (4) developing community led food literacy projects (5) increasing awareness of the Go4less cards which entitle residents to reduced allotment fees; and (6) linking older and socially isolated people with good food literacy skills with younger generations in need of such skills	A report is currently being worked up to be taken to cabinet.
22 June 2017	City accessibility	Bruce Bentley	Ask cabinet to formulate a city access charter and to extend consultations on such a charter to groups representing all disabilities including those with hidden disabilities	This recommendation is on the forward agenda to go to cabinet.

The scrutiny committee tracker 2017 – 2018

Completed
Ongoing
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
13 July 2017	Quarterly performance report	Adam Clark	Ask the financial inclusion manager for some anecdotal evidence around timely access to debt advice,	The advice services in the FI consortium report that waiting times are variable and depend on a complex range of factors, including how urgent a case is e.g. if there are court dates or statutory time limits then these will be prioritised. However, overall, capacity is stretched within the social welfare advice sector; one proxy for this is that only around 50% of calls to the CAB advice line are currently answered, although this is improving.
13 July 2017			Ask the strategy manager to investigate why the performance target for measure FAC5 was so high; and	Response from Environmental Strategy Manger is that the 2016/17 performance above target was due to additional funding being available in 2016/17. Cosy City is fully dependent on government grants and/or funding from 3rd sector organisations. We are unlikely to see the same level of external grants and funding this year so we should not amend the target.

The scrutiny committee tracker 2017 – 2018

Completed
Ongoing
Not started

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
13 July 2017			Ask the head of neighbourhood services to circulate any commentary captured around why residents felt unsafe.	With the Head of neighbourhood services
13 July 2017			SCL05 – exceed target by 6% - what is the anomalous reason for over performance? Otherwise, should the target be raised to 96%? The committee also required why didn't expect of 100% of businesses to achieve safety compliance?	The Environmental Health Manager (Food & Safety) suggested that the target be raised to 94% to show how food businesses in Norwich compare to the National picture.

FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2017 - 2018



ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
COUNCIL 26 SEPT 2017	Appointment of external auditors	To consider the appointment of external auditors	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET OCT 11 2017	Revenue budget monitoring 2017/18 period 5	To update Cabinet on the provisional financial position as at 31 August 2017, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 11 OCT 2017	Municipal Bonds agency borrowing framework	To seek approval for the use of the Municipal Bonds Agency for future borrowing needs.	Cllr Kendrick Karen Watling Tina Stankley		Karen Watling	NO
CABINET 11 OCT 2017	Treasury management full year review 2016/17	To update members on the Treasury Management performance for the financial year to 31 March 2017.	Cllr Kendrick Karen Watling Tina Stankley		Karen Watling	NO
CABINET 11 OCT 2017	Carbon Footprint Report	To note the progress being made on the delivery of the councils Carbon Management Programme	Cllr Maquire Richard Willson		Dave Moorcroft	NO
CABINET 11 OCT 2017	Budget setting timetable 2018-19	To consider the arrangements and timetable for the budget setting timetable 2018-19	Nikki Rotsos Karen Watling		Karen Watling and Nikki Rotsos	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 11 OCT 2017	New Anglia Local Enterprise Partnership Economic Strategy 2017-2026	To note/endorse New Anglia Local Enterprise Partnership Economic Strategy 2017-2026	Cllr Waters Dave Moorcroft Ellen Tilney		Dave Moorcroft	NO
CABINET 11 OCT 2017	Proposed variations to car parks fees and charges	To consider the proposed variations to car parks fees and charges	Cllr Stonard Andy Watt		Dave Moorcroft	NO
CABINET 11 OCT 2017	Revised tenancy conditions – KEY DECISION	To consider changes to tenancy conditions required the Housing and Planning Act 2016 and to agree to consult with tenants on the proposed changes.	Cllr Harris Grant Lockett		Bob Cronk	NO
CABINET 11 OCT 2017	Housing related support in sheltered housing.	To agree changes to housing related support in sheltered housing following the decision of Norfolk CC to cease funding this service.	Cllr Harris Lee Robson		Bob Cronk	YES (Para 4)
CABINET 11 OCT 2017	Norwich Airport Industrial Estate – KEY DECISION	To consider the strategy for the future development of the airport industrial estate	Cllr Stonard Andy Watt		Dave Moorcroft	YES (Para 3)
CABINET 11 OCT 2017	Managing assets (non- housing) – KEY DECISION	To seek approval for proposals for the future of the council owned assets described in the report	Cllr Stonard Andy Watt		Dave Moorcroft	YES (Para 3)
CABINET 11 OCT 2017	Managing assets (housing land) – KEY DECISION	To seek approval for proposals for the future of the council owned assets described in the report	Cllr Harris Andy Watt		Bob Cronk	YES (Para 3)
CABINET	Revenue budget	To update Cabinet on the provisional	Cllr Kendrick		Karen	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
08 NOV 2017	monitoring 2017/18 period 6	financial position as at 30 September 2017, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Karen Watling		Watling	
CABINET 08 NOV 2017	Capital budget monitoring 2017/18 quarter 2	To update Cabinet on the financial position of the capital programmes as at 30 September 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 08 NOV 2017	Municipal Bonds Agency borrowing framework	To seek approval for the use of the Municipal Bonds Agency for future borrowing needs.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 08 NOV 2017	Treasury management full year review 2016/17	To consider the Treasury Management performance for the financial year to 31 March 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET 08 NOV 2017	Bethel Hospital Repairs Notice	To consider the possible service of a Repairs Notice or Notices under Section 48 of the Listed Buildings Act 1990 specifying those works considered reasonably necessary for the proper preservation of the Bethel Hospital complex of buildings	Cllrs Stonard and Herries Graham Nelson		Dave Moorcroft	NO
CABINET 08 NOV 2017	Norwich Regeneration Ltd and Norwich and HCA Strategic Partnership - business plans 2017-18 - KEY DECISION	To consider the latest business plans of Norwich Regeneration Ltd and the Norwich and HCA Strategic Partnership.	Cllr Harris Gwyn Jones Andy Watt		Dave Moorcroft	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 08 NOV 2017	Norwich Regeneration Ltd- Business plan 2017/8 – KEY DECISION	To consider the exempt appendices to the Norwich Regeneration Ltd- Business plan 2017/8 report.	Cllr Harris Gwyn Jones Andy Watt		Dave Moorcroft	YES (Para 3)
COUNCIL 28 NOV 2017	Municipal Bonds Agency borrowing framework	To seek approval for the use of the Municipal Bonds Agency for future borrowing needs.	Cllr Kendrick Karen Watling		Karen Watling	NO
COUNCIL 28 NOV 2017	Treasury management full year review 2016/17	To consider the Treasury Management performance for the financial year to 31 March 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET DEC 13 2017	Revenue budget monitoring 2017/18 period 7	To update Cabinet on the provisional financial position as at 31 October 2017, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET DEC 13 2017	Treasury management mid-year review 2017/18	To update members on the Treasury Management performance for the financial year to 30 September 2017.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET DEC 13 2017	Quarter 2 2017/18 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2017/18	Councillor Waters Ben Foster		Adam Clark	NO
CABINET JAN 18 2017	Revenue budget monitoring 2017/18 period 8	To update Cabinet on the provisional financial position as at 30 November 2017, the forecast outturn for the year 2017-18 and the consequent forecast of	Cllr Kendrick Karen Watling		Karen Watling	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
		the General Fund and Housing Revenue Account balances.				
CABINET JAN 18 2017	Review of the corporate risk register and policy	To update members on the results of the key risks facing the council and the associated mitigating actions, recorded in the council's corporate risk register.	Cllr Kendrick Karen Watling		Karen Watling	NO
CABINET FEB 07 2018	Revenue budget monitoring 2017/18 period 9	To update Cabinet on the provisional financial position as at 31 December 2017, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Kendrick Karen Watling		Karen Watling	
CABINET FEB 07 2018	Capital budget monitoring 2017/18 quarter 3	To update Cabinet on the financial position of the capital programmes as at 31 December 2017.	Cllr Kendrick Karen Watling		Karen Watling	
CABINET FEB 07 2018	General fund revenue budget 2018/19 and capital programme 2018/19 to 2022/23		Cllr Kendrick Karen Watling		Karen Watling	
CABINET FEB 07 2018	General fund revenue budget 2018/19 and capital programme 2018/19 to 2022/23 (EXEMPT appendix)		Cllr Kendrick Karen Watling		Karen Watling	
CABINET FEB 07	Housing rents and budgets 2018/19 and		Cllr Kendrick Karen Watling		Karen Watling	

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
2018	housing capital programme 2018/19 to 2022/23					
CABINET FEB 07 2018	Housing rents and budgets 2018/19 and housing capital programme 2018/19 to 2022/23 (EXEMPT appendix)		Cllr Kendrick Karen Watling		Karen Watling	
CABINET FEB 07 2018	Treasury management strategy 2018/19		Cllr Kendrick Karen Watling		Karen Watling	
COUNCIL 20/27 FEB 2018	General fund revenue budget 2018/19 and non-housing capital programme 2018/19 to 2022/23		Cllr Kendrick Karen Watling		Karen Watling	
COUNCIL 20/27 FEB 2018	General fund revenue budget 2018/19 and non-housing capital programme 2018/19 to 2022/23 (EXEMPT appendix)		Cllr Kendrick Karen Watling		Karen Watling	
COUNCIL 20/27 FEB 2018	Housing rents and budgets 2018/19 and housing capital programme 2018/19 to 2022/23		Cllr Kendrick Karen Watling		Karen Watling	

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
COUNCIL 20/27 FEB 2018	Housing rents and budgets 2018/19 and housing capital programme 2018/19 to 2022/23 (EXEMPT appendix)		Cllr Kendrick Karen Watling		Karen Watling	
COUNCIL 20/27 FEB 2018	Treasury management strategy 2018/19 (Corporate Plan update should also go if not taken earlier)		Cllr Kendrick Karen Watling		Karen Watling	
CABINET MARCH 14 2018	Revenue budget monitoring 2017/18 period 10	To update Cabinet on the provisional financial position as at 31 January 2018, the forecast outturn for the year 2017-18 and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Kendrick Karen Watling		Karen Watling	
CABINET MARCH 14 2018	Proposed right off of bad debt (KEY DECISION)	The proposed write of debt deemed to be non recoverable.	Cllr Kendrick Karen Watling		Karen Watling	
CABINET MARCH 14 2018	Quarter 3 2017/18 quarterly performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2017/18	Councillor Waters Ben Foster		Adam Clark	NO

Norwich City Council
SCRUTINY COMMITTEE

Item No 7

REPORT for meeting to be held on 21 September 2017

Pre-scrutiny of the proposed budget consultation

Summary:

A briefing note is attached to this report detailing the methods of consultation used at the council and what the council uses consultation to achieve with the public and stakeholders.

The document also explains how the public are kept informed about the consultation policy of the council and the different channels these updates are published on.

Conclusions:

This meeting is a chance for the scrutiny committee to scrutinise the existing policy regarding the consultation process and ask the relevant officer questions and then possibly make recommendations.

Recommendation:

That the scrutiny committee notes the consultation process of the council and considers specific ways of enhancing this.

Contact Officer:

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Director of Customers and Culture
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Background

1. Norwich City Council will soon be holding a range of consultations, including on the Budget for 2018 – 2019.

Approach to consultation

2. This year there are three interrelated strands to the consultation which will help inform the budget setting process, these are:
 - Commissioning qualitative and quantitative research to help inform a new vision for the city and a delivery model for the Council from 2019/20 onwards,
 - Undertaking statutory consultation on the Council Tax Reduction Scheme (CTRS) for 2018/19,
 - And consulting residents, stakeholders and businesses on key aspects of the proposed 2018/19 budget.

New vision and operating model

3. Norwich City Council is commissioning a programme of qualitative and quantitative research to help inform our next steps in developing and delivering a new vision for the city and priorities and a delivery model for the council.

Through this we will gain:

- validated resident and stakeholder input into a new city vision
- validated resident and stakeholder input into how Norwich City Council might make changes to our priorities to support the new city vision
- an evidence base to help us shape our transformation and budget setting for future years

This approach will enable us to:

- gather, analyse and interpret the views of residents and stakeholders on a long term vision for the city of Norwich
- gather analyse and interpret the views of residents and stakeholders on how they see the council's role in contributing to

that vision.

- test perceptions and understanding of the work of the council, and some service specific proposals.

Statutory consultation 2018/19

4. There are also a number of statutory items that we will need to test. We will need to gather views on:
 - the council tax reduction scheme
 - setting council tax
 - any changes to housing rents and service charges

Consulting on specific proposals

5. We will also need to consult on any specific service reductions or savings which would affect residents or particular groups of residents

How we will do this

6. We will be working with a professional research company to determine the best most appropriate consultation, but it is envisaged these will include:
 - Focus groups
 - Workshops
 - Stakeholder meetings
 - Surveys

Proposed timescales

7. We will begin qualitative research in October and quantitative from the end of November, closing in January to enable the information gathered to inform budget setting in February.

Norwich City Council
SCRUTINY COMMITTEE

Item No 8

REPORT for meeting to be held on 21 September 2017

The co-operative agenda in local government

Summary:

This background report, written collaboratively between officers and the cooperatives lead member, summarises a definition and the background to this topic and work currently being progressed to allow an initial discussion by the committee about areas they may wish to focus on in more detail and to come up with any initial suggestions.

Conclusions:

A report which informs the committee of the current work/case studies of co-operatives throughout the country and how/what city council may be able to implement; what cooperatives currently exist and operate in the district area. To understand how the co-operative and social enterprise sector could contribute to council strategy.

Recommendation:

To agree areas for further review and to consider identifying a suitable time for an all members briefing/workshop about co-operatives. To consider what resources exist locally that could be deployed.

Contact Officer:

Bethany Clark
Scrutiny liaison officer
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01603 212153

Lead member:

Councillor Herries
c.herries@cllr.norwich.gov.uk

Background:

1. The International Cooperative Alliance defines a cooperative as "an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise".

Cooperatives include:

- businesses owned and controlled by the people who use their products and services (a consumer cooperative)
 - organisations owned and controlled by the people who work there (worker cooperatives)
 - organisations owned and controlled by the people who live in the accommodation (housing cooperatives)
 - multi-stakeholder cooperatives whose owner members are workers, recipients or purchasers of services and members of the local communities – eg Care Cooperatives
 - Procurement cooperatives where the cooperative purchases on behalf of its owner members thereby exercising greater buying power – eg agricultural cooperatives
 - second- and third-tier cooperatives whose owner members are other cooperatives
2. All cooperatives are owned and controlled by their members rather than by external share-holders, members decide strategy for the cooperative and any profits – surplus – is divided between members at regular intervals on the basis of their participation with the cooperative. All bona-fide cooperatives must sign up to Cooperative values and principles:
 - **Open membership** – anyone who fits the criteria for the cooperative is eligible to join
 - **Democracy** – decisions are made on the basis of one member one vote
 - **Autonomy** – a cooperative is self-governing
 - **Equity** – each member makes a financial contribution
 - **Equality** – all members are equal regardless of the stake that they hold

- **Education** – members ensure that education in relevant areas is provided
- **Cooperation** – cooperatives support other cooperatives
- **Care for the community** – benefitting society and the environment

Quick facts:

Co-operatives contribute £36 billion a year to the UK economy

13.6 million people own the UK's co-operatives

Colman's Mustard seeds come from a UK co-operative - and there are many more examples of associations between big brands and co-ops

Source: <https://www.uk.coop/about/what-co-operative>

3. In September 2015 the scrutiny committee discussed cooperative innovations and solutions for how Norwich might benefit. The following recommendations were made to cabinet:
 - That representation be made and consideration given to asking that both the Local Enterprise Partnership (LEP) and Greater Norwich Growth Board (GNGB) to include co-operative business representation;
 - That the LEP be approached to support use of development funds to support co-operatives within the Norwich economy;
 - That when considering the broader transformation process and meeting the required savings targets consideration be given to how to actively support co-operative service or asset provision with particular examples around pubs and energy supply;
 - To consider how the existing grants and commissioning process could support co-operatives and community interest company models as well as the current voluntary sector grant models;
4. Although these recommendations have not been taken forward formally by cabinet, the council's role in championing co-operatives to external stakeholders (such as those mentioned in the recommendation) could be discussed alongside the future item on 'Co-operatives fortnight' recommended by council in June 2015.
5. Transformation programme officers have engaged with other councils

in the Co-operative Council's Innovation Network (CCIN) around specific projects, in order to learn lessons from good practice examples, though this has not so far involved either pubs or energy supply.

6. In terms of energy supply, the council has run a number of projects which have increased the use of renewables or reduced energy demand that are "collective" or group/bulk purchase in nature, but are not strictly based on co-operative models. Officers maintain a watching brief on innovations in the market, such as community energy projects, and actively consider how these could be applied in Norwich to achieve corporate priorities and operating model.
7. The commissioning process for grant awards has been revised subsequent to this recommendation to ensure that this is not restricted to traditional 'charity' and voluntary sector organisations, but also reflects the breadth of social enterprise and co-operative models.
8. The scrutiny committee included the cooperative item on their 2017 - 2018 work programme to identify existing cooperatives in the district area, and understand how other local councils have introduced cooperatives throughout the country.
9. Case studies of local government co-operatives throughout the country:
(Source: <http://www.councils.coop/case-studies/>)

9.1 Community Asset Transfer Programme – South Tyneside Council

South Tyneside Council is the midst of a major programme of community asset transfer which is empowering communities and charity groups to take over the running of local public assets.

Local authorities across the country have faced difficult decisions and have been challenged to find effective and efficient solutions to the continued delivery of valued local services. Proactively embracing the values and models of a Cooperative Council, South Tyneside has taken steps to prioritise community partnership initiatives and cooperative models of working, including developing a new Cabinet Portfolio for the Voluntary Sector, Partnerships, and Cooperatives. (Report Appendix 1)

9.2 Community creates a new garden for Bragbury End – Stevenage Borough Council

In 2016 Bragbury End Residents' Association told us of a strip of land and that they would like to take over to create a community garden. The council had no other plans for the land and were pleased to accept the residents' offer to take care of it.

Green-fingered volunteers of all ages planted raised beds and bushes at the garden and have mulberry, walnut, pear and cherry trees as well as flowers and shrubs. They have created a thriving display for all residents to enjoy and used it to join in with our celebrations to mark the town's 70th anniversary.

(Report Appendix 2)

9.3 The local community budget scheme – Stevenage Borough Council

The Local Community Budget scheme was launched by Stevenage Borough Council in 2011 to help community groups and organisations to develop an idea, support an existing initiative or deliver a local priority. Stevenage Borough Council Councillors each have a budget of £2,500 and the Youth Mayor a budget of £3,300: a total of £100,800 to be allocated to support initiatives across the borough.

(Report Appendix 3)

10. Members may also wish to consider how the 5 foundations of the Co-operative Councils' Network 'collaborative place' approach are relevant to Norwich. The report can be found at http://www.councils.coop/wp-content/uploads/2014/04/Co-operative-Councils_Places-Report_Collaborate-and-Oldham-Council.pdf

11. What cooperatives currently exist and operate in the district area?

A search was conducted on the UK Cooperatives website to show some of the cooperatives which currently exist and operate within the local district area, this is shown on the map on page six, and a list of the cooperatives on the map is on page seven.

A more extensive search to find any cooperatives which may be missing from the map and list below can be conducted at this address: <https://www.uk.coop/directory>

Location

Keywords

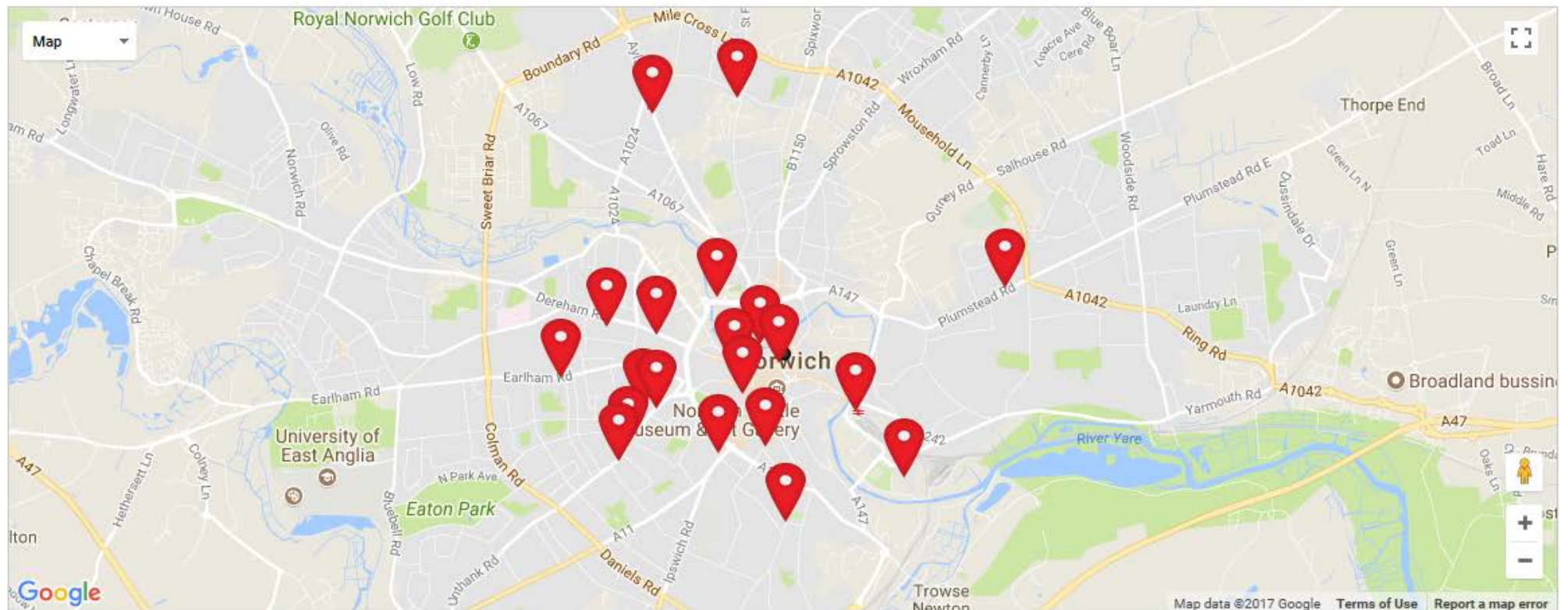
Category

- Any -

Apply

Showing 20 of 131 results within 20 miles

1 2 3 4 5 6 7 next › last »



(Source: [https://www.uk.coop/directory?loc\[distance\]=20&loc\[unit\]=3959&loc\[origin\]=Norwich&keys=&cat=All](https://www.uk.coop/directory?loc[distance]=20&loc[unit]=3959&loc[origin]=Norwich&keys=&cat=All))

Shown on the map:

Norwich Credit Union Boardman House Redwell Street, Norwich	Banana Link 42-58 St George Street, Norwich
Norwich Farmshare (formerly Norwich Community Agriculture) 135-137 King Street, Norwich	Wherry Dragon Credit Union City Hall, St Peters Street, Norwich
Norfolk Country Markets Evelyn Suffield House 45 All Saints Green, Norwich	East of England Co-operative Foodstore 4 Station Approach, Norwich
George Bush Funeral Service 93 Oak Street, Norwich	East of England Co-operative Funeral Service St Stephens Square, Norwich
East of England Co-operative Foodstore 58-62 Dereham Road, Norwich	Norfolk CDS 50 Unthank Road, Norwich
Willow Housing Co-operative 26 Grosvenor Road, Norwich	East of England Co-operative Foodstore 110 Hall Road, Norwich
Norwich Community Solar 11 Kerrison Road, Norwich	East of England Co-operative Foodstore 95 Unthank Road, Norwich
The Canaries Trust 8 St Phillips Road, Norwich	East of England Co-operative Foodstore 154 Unthank Road
The Co-operative Food Earlham Road, Norwich	The Co-operative Food – Norwich – Plumstead 169 Plumstead Road, Norwich
East of England Co-operative Foodstore 3 Woodgrove Parade Catton Groove Road, Norwich	East of England Co-operative Foodstore 321 Aylsham Road Mile Cross, Norwich



ASSET TRANSFER

South Tyneside Council

South Tyneside Community Asset Transfer

South Tyneside Council is the midst of a major programme of community asset transfer which is empowering communities and charity groups to take over the running of local public assets.

Local authorities across the country have faced difficult decisions and have been challenged to find effective and efficient solutions to the continued delivery of valued local services. Proactively embracing the values and models of a Cooperative Council, South Tyneside has taken steps to prioritise community partnership initiatives and cooperative models of working, including developing a new Cabinet Portfolio for the Voluntary Sector, Partnerships and Cooperatives.

Councillors and officers are determined to ensure that, in the face of immense financial and efficiency challenges, much-loved South Tyneside community spaces and services are not simply closed, dismantled and sold off to the highest bidder. Instead, the Council has worked to ensure these resources are retained within the community and used as a vehicle to grow community capacity and engagement.

This year has seen an acceleration of the cooperative agenda, with 12 formerly Council-run community associations currently being supported to draw up business plans and begin the process of being transferred directly into the hands of the local people who use them.

The process is being managed with care, with a focus on ensuring that community management is both financially sustainable and empowering and worthwhile to the individuals involved.

Business delivery plans, drawn up with Council support, identify new opportunities for commercial initiatives and routes to accessing new sources of charitable funding, with the aim of ensuring future financial independence and sustainability.



E: comms@councils.coop | T: [@CoopInnovation](https://twitter.com/CoopInnovation) | W: councils.coop

South Tyneside Council has long recognised the value of cooperating with community partners and service users to deliver services effectively. The current community asset transfer programme goes further, empowering communities with these assets, and equipping them with the skills and support needed for them to manage and set priorities for the delivery of their own spaces and activities.

For further information contact:

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Housing

Stevenage Borough Council

Community creates a new garden for Bragbury End

In 2016 Bragbury End Residents' Association told us of a strip of land and that they would like to take over to create a community garden. The council had no other plans for the land and were pleased to accept the residents' offer to take care of it.

Green-fingered volunteers of all ages planted raised beds and bushes at the garden and have mulberry, walnut, pear and cherry trees as well as flowers and shrubs. They have created a thriving display for all residents to enjoy and used it to join in with our celebrations to mark the town's 70th anniversary.

The Bragbury End Community Garden volunteers meet on Saturday mornings for gardening sessions, and also regularly hold social events there.

For further information contact:

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Stevenage Borough Council

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Community Budget

Stevenage Borough Council

The Local Community Budget Scheme

The Local Community Budget scheme was launched by Stevenage Borough Council in 2011 to help community groups and organisations to develop an idea, support an existing initiative or deliver a local priority.

Stevenage Borough Council Councillors each have a budget of £2,500 and the Youth Mayor a budget of £3,300: a total of £100,800 to be allocated to support initiatives across the borough.

Some examples of our community using this funding are below:

- **Anti-Litter campaign as part of SET youth parliament project**
 The Thomas Alleyne Academy needed some more litter pickers and hoops for their anti-litter and school ecology campaign. It was part of a wider youth parliament project and campaign in Stevenage through the work of Stevenage Education Trust. Our Councillors awarded the Academy with the funding it needed to carry out this project.
- **Road Safety Project for under-fives in the Stevenage North Children's Centre area**
 Stevenage North Group Children's Centre created a road safety initiative for families with under-fives in the area. Working with local schools, pre-schools, day nurseries, childminders and toddler groups they needed funding to run some events to teach under-fives and their families about road safety. The project would provide every child at the events with a hi-vis arm band to wear, making the children much more visible in the dusk or dark and reducing the risk of them being involved in an accident. The Children's Centre created a fun environment for the children to play in while learning about road safety with role play areas with road safety equipment such as traffic lights and zebra crossings.
- **Oak Church Stevenage Pop Up Cafe**
 The pop up café is an initiative by Oak Church Stevenage, a local church with a specific heart for young people.

The vision for the term-time café is to use it as a place to engage with young people who spend their time in King Georges' playing fields after school. The young people who have used it so far have had some very positive things to say about it:

'It's a great chance to hang out with people who are friendly and approachable' - Georgia, 17

'There is a great diversity that hang out in here and the guys just come and hang out and show us respect' - Mo, 18

- **Community Spirit Project**

The Community Spirit project was organised and run by volunteer Committee Members of St Hilda's Church, with support from volunteers of other organisations. A range of activities were on offer including family entertainment, a flower festival, street theatre and street dance with food and refreshments on offer in the Church grounds. The event brought together local community organisations, charities, neighbourhood shops, schools and local churches and helped to raise awareness of what's available locally.

- **70th celebration of Stevenage New Town (2016/17)**

In 2016 Stevenage celebrated its 70th anniversary as the first New Town in the country. To mark the occasion a funding pot was created specifically to support local groups to organise their own events and projects to celebrate the contribution they have made to the local community over the years. The groups who took part in the celebrations are below and we are incredibly proud of the difference they have made to their local areas and to local residents.

- South Stevenage Flower Club
- Friends of Hampson Park
- Fairview Road Residents' Association
- Stevenage Arts Society
- Dance Motion
- Symonds Green Community Association
- Bragbury End Residents' Group
- The Bragbury Centre
- Age Concern
- Douglas Drive Senior Citizens' Association

For further information contact:

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