

ITEM 5

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

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

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

Suggested items for 2015 – 2016 work programme:

To review the corporate plan after the general election, once the new government's programme had been clarified.

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



NORWICH
City Council

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
SCRUTINY 26 FEB	Pavement and street scene safety	Overview of the pavement and street scene safety such as trips and falls and winter maintenance around Norwich. To assess issues that may impact on people's safety around the city.	Cllr Stonard Andy Watt Head of city development services EXT 2691		Dave Moorcroft	PH	No
CABINET 11 MAR	Quarter 3 2014-15 performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 3 of 2014-15	Cllr Arthur Phil Shreeve Policy and performance manager EXT 2356 Roger Denton Performance and Research Officer EXT 2535	25 Feb	Russell O'Keefe	PH	No
CABINET 11 MAR	Establishing a local housing company – KEY DECISION	To approve the establishment of a local housing company to allow the council to take forward development.	Cllr Bremner Andy Watt Head of city development services EXT 2691 Gwyn Jones City growth and development manager EXT 2364	25 Feb	Dave Moorcroft	PH	No



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CABINET 11 MAR	Affordable housing supplementary planning document (SPD)	To approve adoption of the revised affordable housing SPD.	Cllr Stonard Graham Nelson Head of planning services EXT 2530	25 Feb	Dave Moorcroft	CB	No
CABINET 11 MAR	Duty to Cooperate: options report.	To agree how Norwich City Council will meet the requirement to cooperate on strategic matters in local plan making.	Cllr Stonard Graham Nelson Head of planning services EXT 2530 Mike Burrell Policy team leader (planning) EXT 2525	25 Feb	Dave Moorcroft	PH	No
CABINET 11 MAR	Constitution review	To review appendices 4, 8 and 9 of the council's constitution.	Cllr Waters Andy Emms Democratic services manager EXT 2459 Jackie Rodger Senior committee officer EXT 2033	25 Feb	Anton Bull	PH	No
CABINET 11 MAR	Safeguarding and safer communities	To report the activities the council is undertaking to meet its safeguarding duties and responsibilities and to seek approval for a number of proposed actions.	Cllr Harris Bob Cronk Head of local neighbourhood services EXT 2373	25 Feb	Russell O'Keefe	PH	No



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CABINET 11 MAR	Revenue budget monitoring 2014-15 – period 10	To update cabinet on the financial position as at 31 January 2014, the forecast outturn for the year 2014/15, and the consequent forecast general fund and housing revenue account balances.	Justine Hartley Chief finance officer, LGSS EXT 2440 Neil Wright, Service accountant, LGSS 2498	25 Feb	Justine Hartley	PH	No
CABINET 11 MAR	Reducing inequalities action plan.	To agree a series of actions designed to target council activity at reducing key economic, social and other inequalities.	Cllr Harris Russell O’Keefe Executive head of service, strategy, people and neighbourhoods EXT 2908 Phil Shreeve, Policy, performance and partnerships manager EXT 2356	25 Feb	Russell O’Keefe	PH	No
CABINET 11 MAR	Business rates transitional relief for small and medium properties policy – KEY DECISION	To consider the implementation of the Business rates transitional relief for small and medium properties policy	Cllr Waters Tracy Woods Business relationship manager EXT 2140	25 Feb	Anton Bull	PH	No



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 11 MAR	Antisocial Behaviour, Crime and Policing Act 2014 –Norwich City Council's response	To inform members of new legislation and the impacts it will have on current working practices, and to identify any issues, decisions and delegations the council is required to take.	Cllr Driver Bob Cronk Head of local neighbourhood services EXT 2373 Adrian Akester Head of citywide services EXT 2331 Tracy John Head of housing EXT 2939	25 Feb	Russell O'Keefe	PH	No
CABINET 11 MAR	Contract award – Housing Improvement Agency: framework of suppliers to provide housing improvement works – KEY DECISION	To inform members of the procurement process resulting in the selection suppliers to deliver the works and to seek authority to award the contract to the suppliers	Cllr Bremner Andy Watt Head of city development services EXT 2691	25 Feb	Dave Moorcroft	PH	No
CABINET 11 MAR	Contract award – Housing improvement works and services – KEY DECISION	To inform members of the procurement process resulting in the selection suppliers to deliver the works and services and to seek authority to award the contracts to the suppliers	Cllr Bremner Andy Watt Head of city development services EXT 2691	25 Feb	Dave Moorcroft	PH	No
CABINET 11 MAR	Review of partnerships, business relationships and grants – KEY DECISION	To consider the council's key external relationships for 2015- 16 including partnerships, business relationships and grants.	Cllr Arthur Adam Clark, senior policy officer EXT 2273	25 Feb	Russell O'Keefe	PH	No



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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 11 MAR	Mountergate West phase 2 – KEY DECISION	To approve the entering into collaboration agreement with the Great Hospital to take forwards the development of housing on the Mountergate West site.	Cllr Bremner Andy Watt Head of city development services EXT 2691 Gwyn Jones City growth and development manager EXT 2364	25 Feb	Dave Moorcroft	PH	Yes (Para. 3)
CABINET 11 MAR	Proposed write-off of bad debt	To consider the proposed write- off of debt believed to be irrecoverable.	Justine Hartley Chief finance officer, LGSS EXT 2440 Neil Wright, Service accountant, LGSS 2498	25 Feb	Justine Hartley	PH	Yes (Para. 3)
CABINET 11 MAR	Managing Assets (Housing) – KEY DECISION	To outline the options available for its future within the housing stock.	Cllr Bremner Chris Rayner operations director NPS Norwich TEL 227902 Jay Warnes property investment manager NPS Norwich	25 Feb	Dave Moorcroft	PH	Yes (Para 3)



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			TEL 227906				
CABINET 11 MAR	Managing Assets (Non housing) – KEY DECISION	To consider the disposal of a property and a strip of land as identified in this report.	Cllr Waters David Rogers, client property and parking manager EXT 2463	25 Feb	Dave Moorcroft	PH	Yes (Para 3)
AUDIT 17 MAR							
COUNCIL 17 MAR							
SCRUTINY 19 MAR	Annual review of scrutiny	To agree the annual review of the scrutiny committee's work 2014 to 2015 and recommend it for adoption of the council	Cllr Wright Steve Goddard	11 Mar	Steve Goddard	PH	No
SCRUTINY 19 MAR	Report of the task and finish group; self-esteem and aspiration in communities	For the task and finish group finding to be presented to the scrutiny committee for adoption.	Cllr Galvin Russell O'Keefe		Russell O'Keefe		
COUNCIL 26 MAY							

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

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

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

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

Specific, Measurable, Attainable, Relevant and Time-bound

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

