

Council

Members of the council are hereby summoned to attend the
meeting of the council to be held in the
council chamber, City Hall, St Peters Street, Norwich, NR2 1NH

on

Tuesday, 26 June 2018

19:30

Agenda

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| 1 | Lord Mayor's announcements | |
| 2 | 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) | |
| 3 | Questions from the public | |
| 4 | Petitions | |
| 5 | Minutes | 7 - 40 |
| | To approve the accuracy of the minutes of the meetings held on 20 March 2018 and 22 May 2018 | |
| 6 | Questions to cabinet members / committee chairs | |
| | (A printed copy of the questions and replies will be available at the meeting) | |
| 7 | Annual review of the scrutiny committee 2017-18 | 41 - 76 |
| | Purpose - To consider the work and progress that has been made by the scrutiny committee for the civic year 2017-18 | |
| 8 | Annual report of the audit committee 2017-18 | 77 - 90 |
| | Purpose - To present the annual audit committee report 2017-18 to council. | |
| 9 | Appointment of representatives to outside bodies 2018- | 91 - 100 |

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Purpose - To consider appointments to outside bodies for the civic year 2018-19

10 Motion - Refugee week

Proposed by Councillor Ackroyd

Seconded by Councillor Lubbock

Norwich has just celebrated the 20th anniversary of Refugee Week which ran from 18- 24 June 2018 and it is recognised that the refugee crisis has uprooted almost 50 million children from their homes who are now vulnerable to exploitation, abuse and trafficking

Council therefore **RESOLVES** to;

1. Acknowledge that this year's messaging for Refugee Week of 'Different Pasts, Shared Futures' is of great significance to ensuring refugees in our area are welcomed by us all
2. Formally thank the many organisations that supported Norwich Refugee Week this year.
3. Ask group leaders to write a joint letter to the City's MPs to call on the Government to do more to support the Refugee Crisis by:

a) Considering the extension of the Vulnerable Children's Resettlement Scheme to achieve a significant increase in the number of children resettled and that it is sufficiently resourced and funded to carry this out; and

b) Acknowledging the importance of Family Reunification by the Governmentreconsidering its position on not allowing children to sponsor their parents to be reunited with them in the UK.

11 Motion - Brexit

Proposed by Councillor Wright

Seconded by Councillor Ackroyd

23 June 2018 was the second anniversary of the 'Brexit' vote and there is mounting and indisputable evidence of damage that 'Brexit' would cause both to the national economy and to our regional economy.

Businesses within the region, like those elsewhere in the UK,

are reconsidering investment plans in new production and new jobs while they await the Brexit deal.

Many are concerned that the current rights of EU citizens living in the UK should always be fully protected and not used as a bargaining chip by the UK Government.

Council therefore **RESOLVES** to;

1. Note the following in relation to 'Brexit'

a)The increasing problems that the NHS is having in recruiting nurses and doctors since the decision to leave the European Union was made and that this is having a real impact on the health of local residents.

b)The potential impact of Brexit both on our local economy and on established mutually beneficial partnerships and links with European cities.

c)That the UK economy is now the slowest growing economy in Europe, reducing the prosperity of the UK and our local residents.

d)That new investment in the region is being jeopardised and new job opportunities are being lost.

e)That Inflation caused by Brexit-related depreciation of the pound is driving up living costs for the poorest residents, a further squeezing of living standards.

f)That Bristol, Brighton & Hove and Hammersmith & Fulham councils have already passed motions that back a vote on the final deal and an option to stay within the European Union.

2. Ask the Leader of the Council to write to the City's MPs and James Brokenshire, Secretary of State for Housing, Communities and Local Government, expressing this council's strong desire for a vote on the final deal, including the option to maintain full EU membership.

12 Motion - Air quality

Proposed by Councillor Carlo

Seconded by Councillor Henderson

Although improvements in the Norwich Air Quality

Management Area have been shown, City Council monitoring still indicate levels exceeding Local Air Quality Management objectives for nitrogen dioxide. A report by the Anglia Square developer reveals even higher levels of nitrogen dioxide pollution on the nearby inner ring road which have not been picked up by Council monitoring. In relation to particulates, the World Health Organisation (WHO) named Norwich as one of 30 UK cities in breach of safe average limits. The EU is now taking the UK to the European Court of Justice on its poor compliance with the EU Directive.

RESOLVED to:-

1. Ask council in relation to the Corporate Plan to:

a)make air quality a priority and key action under 'A safe, clean and low carbon city';

b)make Local Air Quality Management Area objectives for nitrogen dioxide a key performance measure and target;

2. make WHO guideline values on fine particulate matter a key performance measure and target.

3. Ask cabinet to:

a)review and extend the council's air quality monitoring network to cover the inner ring road and outside schools;

b)work with partners to develop further measures to improve air quality across the Norwich built up area.

13 Motion - Consideration of a major planning application

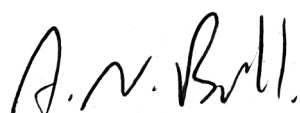
Proposed by Councillor Lubbock

Seconded by Councillor Wright

The proposed Anglia Square development is significant for the city, with hundreds of comments received by the council as part of the consultation process.

Council therefore **RESOLVES** to agree that the planning

application for Anglia Square be determined by Full Council in order that all councillors can participate in taking this decision.



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Information for members of the public

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Council**19:30 to 21:45****20 March 2018**

Present: Councillors Fullman (Lord Mayor), Ackroyd, Bögelein, Bradford, Bremner, Brociek-Coulton, Button, Carlo, Davis, Harris, Haynes, Herries, Jackson, Jones (B) Jones(T), Kendrick, Lubbock, Maguire, Malik, Manning, Maxwell, Packer, Peek, Price, Raby, Ryan, Sands (M), Sands (S), Schmierer, Stonard, Thomas (Va)¹, Thomas (Vi)², Waters, Woollard and Wright

Apologies: Mr David Walker (Sheriff); and Councillors Coleshill, Driver, Grahame and Henderson

1. Lord Mayor's Announcements

The Lord Mayor thanked the members of staff who had made it into work during the recent bad weather and especially those who worked with homeless people.

The Lord Mayor said that he understood that Councillors Bremner, Herries, Woollard, Haynes, Tim Jones and Jackson had indicated that they would be standing down from the council after the May elections. He invited the three group leaders, Councillors Waters, Schmierer and Wright to say a few words acknowledging the contribution of the outgoing councillors after which he presented the outgoing councillors with a badge in recognition of their service to the city council.

2. Declarations of interest

Councillor Beth Jones declared a pecuniary interest in item 13 on the agenda – motion on Health services in Norwich, as she was employed by the NHS.

It became apparent during the meeting that Councillor Bogelein had a pecuniary interest in item 11 on the agenda – motion on public drinking fountains for Norwich - as she was conducting a research project which was sponsored by Anglian Water.

3. Questions from the public

No public questions were received.

4. Petitions

¹ Inserted for accuracy 04.04.2018

² Inserted for accuracy 04.04.2018

No petitions were received.

5. Minutes

RESOLVED, unanimously, to approve the minutes of the meeting held on 20 February 2018

6. Questions to Cabinet Members and Committee Chairs

The Lord Mayor said that 16 questions had been received from members of the council to cabinet members for which notice had been given in accordance with the provisions of appendix 1 of the council's constitution.

- | | |
|--------------------|---|
| Question 1 | Councillor Bogelein to ask the cabinet member for sustainable and inclusive growth about satisfaction closure of car parks in the Armes Street and Northumberland Street area |
| Question 2 | Councillor Haynes to ask the leader of the council about improvements for those with less visible disabilities. |
| Question 3 | Councillor Tim Jones to ask the cabinet member for health and wellbeing about the gates into Earlham cemetery. |
| Question 4 | Councillor Carlo to ask the cabinet member for safe city environment about replacing glyphosate with an alternative. |
| Question 5 | Councillor Price to ask the cabinet member for safe city environment about the introduction of pollution exclusion zones. |
| Question 6 | Councillor Grahame to ask the cabinet member for social inclusion about the Cosy City take up. |
| Question 7 | Councillor Jackson to ask the cabinet member for safe city environment about the Severe Weather Emergency Protocol. |
| Question 8 | Councillor Schmierer to ask the cabinet member for sustainable and inclusive growth about the one way scheme on Cow Hill |
| Question 9 | Councillor Maxwell to ask the leader of the council about the Chancellor's spring statement |
| Question 10 | Councillor Manning to ask the cabinet member for social inclusion about the Big Switch and Save. |
| Question 11 | Councillor Ryan to ask the leader of the council about the work to support Britvic and Unilever employees. |
| Question 12 | Councillor Vaughan Thomas to ask the deputy leader and |

cabinet member for social housing about the Goldsmith Street development

- Question 13** Councillor Malik to ask the cabinet member for safe city environment about the Severe Weather Emergency Protocol arrangements.
- Question 14** Councillor Coleshill to ask the cabinet member for health and wellbeing about the customer contact centre.
- Question 15** Councillor Peek to ask the leader of the council about the 2040 City Vision work
- Question 16** Councillor Beth Jones to ask the cabinet member for safer, stronger neighbourhoods about the Active Hours initiative.

(Details of the questions and responses and any supplementary questions and responses are attached as Appendix A to these minutes.)

7. Nominations for Lord Mayor and Sheriff 2018-19

Councillor Waters moved and Councillor Tim Jones seconded that council received the following nominations for the 2018/19 civic year, the formal appointment to be made at the council's AGM in May:-

Councillor Martin Schmierer – Lord Mayor

Ros Brown - Sheriff

RESOLVED, unanimously to receive the nominations for Lord Mayor and Sheriff for 2018-19

8. Appointment of a Deputy Electoral Registration Officer

Councillor Kendrick moved and Councillor Maxwell seconded the recommendations as set out in the report.

RESOLVED unanimously to appoint the democratic and elections manager as the Deputy Electoral Registration Officer for the Norwich City Council area.

9. Pay policy statement 2018-19

Councillor Waters moved and Councillor Kendrick seconded the recommendations as set out in the report.

The ratio between the highest paid employee and other employees based on the median earner was 1:4.9.

The ratio of the highest and lowest pay point was 1:7.9

RESOLVED, unanimously, to approve the pay policy statement 2018-19

10. Motion: Matching spare rooms with people in housing need

Councillor Bogelein moved and Councillor Raby seconded the motion as set out on the agenda.

RESOLVED unanimously that:-

“Norwich has 4,000 people on the housing list, with 300 in hostels. The combination of insecure incomes, high rents and the fact that many letting agencies won’t accept tenants on housing benefit leaves many people unable to rent privately. Meanwhile, people with spare bedrooms available to rent – including council tenants subject to the bedroom tax – may be unaware of these issues or how they can help. The council’s role as housing advisor, landlord and conduit between various agencies puts it in a strong position to bring together people in housing need and those who can offer an affordable room.

Council **RESOLVES** to:

- 1) Note the difficulty experienced by many people in accessing the private rented sector;
- 2) Ask cabinet to:
 - a) explore options for publicising the need for more rooms available to people in receipt of housing benefit or on low and/or insecure incomes, and for facilitating and publicising the subletting of rooms in council houses;
 - b) consider establishing a strategic partnership with charities and other local organisations working on housing and homelessness, to explore solutions to this issue;
 - c) explore other ways of working with the private rented sector to increase housing provision for people in receipt of housing benefit or on low and/or insecure incomes.

11. Motion: Public drinking fountains for Norwich

(Councillor Bogelein declared a pecuniary interest in this item and left the meeting during discussion)

The Lord Mayor announced that notice had been received in advance of an amendment to the motion from Councillor Maguire, on behalf of the Labour group, which had been circulated at the meeting, as follows:

“At resolution 2, add the word ‘consider’ after ‘ask cabinet to so that the resolution reads:

- 2) ask cabinet to consider
 - a) working with the Business Improvement District and Anglian Water to develop a plan for the funding, installation and maintenance of public drinking fountains;
 - b) seeking residents’ views on desirable locations for drinking fountains.”

Councillor Jackson had indicated that he was willing to accept the amendment and as no other member of the council objected, the amendment became part of the substantive motion.

Councillor Jackson moved and Councillor Schmierer seconded the motion as set out on the agenda and as amended above.

Following debate, it was:

RESOLVED, unanimously, that:

Until around 40 years ago, public drinking fountains were a common sight in UK towns and cities. Most have fallen out of use, and there are no council-maintained fountains in Norwich.

The growing awareness of the damage done by single-use plastics such as water bottles has led to campaigns around the country for fountains to be reinstated. The Mayor of London recently announced that 20 new fountains would be installed in London this year, while several other cities including Hull and Bristol installed new fountains last year in partnerships between councils, water companies and waste boards.

Council **RESOLVES** to:

- 1) Acknowledge the importance of providing access to free drinking water around the city and the excellent work done by Refill Norwich on this issue, and give its support to the reintroduction of public drinking fountains;
- 2) Ask cabinet to consider
 - a) working with the Business Improvement District and Anglian Water to develop a plan for the funding, installation and maintenance of public drinking fountains;
 - b) seeking residents’ views on desirable locations for drinking fountains.

(Councillor Bogelein was readmitted to the meeting)

12. Motion: Boundary review submission to the Local Government Boundary Commission for England

The Lord Mayor announced that notice had been received in advance of three amendments to the motion from Councillors Maxwell and Bremner, on behalf of the Labour group, and from Councillor Wright on behalf of the Liberal Democrat group which had been circulated at the meeting, as follows:

Councillor Maxwell to move and Councillor Bradford to second the following amendment to the motion

At resolution (3) after ...'High Green...' insert the words '...the new section of the Rosary cemetery, Lionwood Infantry School as far south as the junction with Cotman Road, the along the middle of Telegraph Lane East...'

Councillor Wright to move and Councillor Ackroyd to second the following amendment to the motion:

At resolution (4) to insert the words ' , Arlington Lane and The Mews' after '..Mount Pleasant...'

Councillor Bremner to move and Councillor Packer to second the following amendment to the motion:

At the end of resolution (1) add the words "and add this area to the University ward."

Councillor Kendrick had indicated that he was willing to accept the amendments detailed above and as no other member of the council objected, the amendments became part of the substantive motion.

The Lord Mayor said that notice had been received in advance of two amendments from Councillor Schmierer and Councillor Wright which had been circulated. Councillor Kendrick had indicated that he was not willing to accept the amendments. These would therefore be dealt with in the usual way after the substantive motion had been moved and seconded.

Councillor Kendrick moved and Councillor Stonard seconded the motion as set out on the agenda.

Councillor Schmierer moved and Councillor Wright seconded the following amendment to the motion:

To add the words '..along with details of the number of votes cast for and against this motion...' after ' ..to ask the portfolio holder for resources to submit the following

proposals..' and at the end of the same paragraph, add the words ' ..noting that all political groups will be putting forward their own submissions to the boundary review and that the following proposal is the position of the Labour group.'

On being put to the vote, with 24 members voting against and 11 members voting in favour, the amendment was lost.

Councillor Wright moved and Councillor Lubbock seconded the following amendment to the motion:

At resolution (3) delete all words after the first sentence and replace with:

'Most of the existing TH1 polling district will be transferred to Crome ward, but not including Silver Road which will be added to Sewell ward. A section of the existing CR3 polling district with Plumstead Road to the north and Wellesley Avenue North to the east to be transferred to Thorpe Hamlet ward. A section of the existing TH4 polling district, north of the path linking Gurney Road to the Britannia Road / Vincent Road junction to be transferred to Crome ward.'

On being put to the vote, with 24 members voting against, 3 members voting in favour, and 8 abstentions the amendment was lost.

Councillor Schmierer requested a recorded vote on this item and with the support of five additional members, the request was granted.

The Lord Mayor announced that he had also been asked to take the vote on resolution (3) of the amendment separately and therefore there would be two recorded votes; the first on resolutions (1)-(2) and (4)-(14) and the second on resolution (3).

RESOLVED, with 27 members voting in favour (Councillors Ackroyd, Bradford, Bremner, Brociek-Coulton, Button, Davis, Fullman, Harris, Herries, Jones (B), Kendrick, Lubbock, Maguire, Malik, Manning, Maxwell, Packer, Peek, Ryan, Sands (M), Sands (S), Stonard, Thomas (Va), Thomas (Vi), Waters, Woollard and Wright) and 7 members voting against (Councillors Bogelëin, Carlo, Haynes, Jackson, Jones (T), Raby and Schmierer) and Councillor Price abstaining to approve resolutions (1)-(2) and (4)-(14)

RESOLVED, with 24 members voting in favour (Councillors Bradford, Bremner, Brociek-Coulton, Button, Davis, Fullman, Harris, Herries, Jones (B), Kendrick, Maguire, Malik, Manning, Maxwell, Packer, Peek, Ryan, Sands (M), Sands (S), Stonard, Thomas (Va), Thomas (Vi), Waters and Woollard) and 10 members voting against (Councillors Ackroyd, Bogelëin, Carlo, Haynes, Jackson, Jones (T), Lubbock, Raby, Schmierer and Wright) and Councillor Price abstaining to approve resolution (3)

So that the substantive motion reads:

“The guidelines of the Local Government Boundary Commission for England in regards to the electoral cycle of the council, sets out the need for electoral equality between the number of votes for each councillor and the need to respect community links.

Council **RESOLVES** to ask the portfolio holder for resources to submit the following proposals, on behalf of the council to the Local Government Boundary Commission for England:

- (1) To divide the BO4 polling district along the following boundary south along the middle of Larkman Lane (that part which lies within the BO4 polling district), then west along the footpath that runs parallel north of St. Mildreds Road, and then south along the middle of Malbrook Road and then across the open ground to the River Yare and add this area to the University ward.
- (2) To make no change to the boundaries of the Catton Grove ward as it is very close to the quota.
- (3) To take an area from the present Thorpe Hamlet ward and add it to the proposed Crome ward. The new boundary will go down the middle of Gurney Road. The both sides of Kett's Hill and Ladbroke Place shall be included within the Crome ward, the boundary will then go down the middle of Quebec Road, then include both sides of Telegraph Lane East including Stan Petersen Close, High Green, the new section of the Rosary cemetery, Lionwood Infantry School as far south as the junction with Cotman Road, the along the middle of Telegraph Lane East, then proceed across Thorpe Road to the city boundary.
- (4) To transfer the part of Town Close ward north west of Newmarket Road and to the south, but including Mount Pleasant, Arlington Lane and The Mews from Town Close ward to Eaton ward.
- (5) To add the area around Carrow Hill from Mancroft ward and Thorpe Hamlet ward to the proposed Lakenham ward. The precise boundary of the new area to be added to proposed Lakenham ward, is to the south and east of a boundary which will proceed down the middle of Finkelgate, then along the middle of Ber Street (between Finkelgate to Mariners Lane), then down the middle of Mariners Lane, then along the footpath to Rouen Road, then down the middle of Rouen Road and Kings Street until the Novi Sad friendship bridge where the River Wensum shall form the northern boundary.
- (6) To take the area bounded by the River Wensum to the west, and Saint Crispins Road to the south and to the east by Saint Augustines Street and Pitt Street from Mancroft ward and add it to the proposed Mile Cross ward.
- (7) To take Bargate Court, the eastern side of Charlton Road and that part of the south side of Bull Close Road between Charlton Road and Silver Road from Mancroft ward and add it to the proposed Sewell ward.

- (8) To add the rest of the TH3 polling district (not being added to the Lakenham ward), to the proposed Mancroft ward.
- (9) To add Mancroft ward east of Whitefriars and south of Barrack Street to Thorpe Hamlet ward.
- (10) To take the area west of Christchurch Road from Nelson ward and add it to the proposed University ward.
- (11) To take the MA1 polling district from Mancroft ward and add it to the proposed Nelson ward.
- (12) To add the following area from within Mancroft and Wensum wards to the proposed Nelson ward, including the area between the Dereham Road to the south, Northumberland Street to the west, Old Palace Road to the east and to the north, West End Street (from Northumberland Street to Nelson Street) then to the south of Armes Street.
- (13) To add the area within Wensum ward south of the Bowthorpe Road to the proposed University ward.
- (14) To add the area of Mancroft ward to the north of Armes Street and to the west of the footpath between Heigham Street and the River Wensum and middle of Old Palace Road to the proposed Wensum ward."

(Two hours having passed since the start of the meeting the Lord Mayor invited members to consider any unopposed business. Items 13 - 15, below, were taken as unopposed business.)

13. Motion: Health services in Norwich

An amendment to the motion as set out on the agenda had been received from Councillor Wright which had been circulated, as follows:

"To insert two additional clauses:

- (c) publish a White Paper by summer 2018 outlining the Government's intentions for integrating and funding health and social care provision in the future.
- (d) take appropriate steps to protect community pharmacies in the Norwich.

Councillor Stonard had indicated that he was willing to accept the amendment, and as no other member objected, the amendment became part of the substantive motion.

RESOLVED, unopposed, that:

“Patients and staff are facing an appalling and entirely predictable winter crisis. Eight years of severe underfunding have left our National Health Service resources stretched leaving thousands of patients languishing in the back of ambulances and being diverted from A&E Departments nationwide this winter. Experts have repeatedly warned that the NHS funding squeeze imposed by the Government is damaging standards of patient care.

Council **RESOLVES** to

- (1) Note a commitment to an NHS which is fully-funded, comprehensive, universal, publicly-provided and publicly accountable, in line with the principles established when Labour introduced it
- (2) condemn the current NHS pay cap for all staff and the scrapping of the university training bursary for health students as significant contributors to the current staffing crisis.
- (3) call on the Government to
 - a) urgently provide funding to enable the swift rescheduling of cancelled operations and end this winter of misery
 - b) reverse recent funding cuts and invest in our health service, and to take urgent action to save the NHS by:
 - i. providing immediate emergency funding to enable Trusts to reschedule elective operations as soon as possible
 - ii. providing adequate funding for all services, including mental health services
 - iii. tackling the causes of ill-health, e.g. austerity, poverty and poor housing, via a properly funded public health programme
 - iv. reversing private involvement in NHS management and provision;
 - v. recognising of the continuing vital NHS role of EU nationals;
 - vi. Having constructive engagement with NHS staff-organisations
 - vii. increasing recruitment and training
 - viii. scrapping the cap on pay-levels;
 - ix. restoring NHS student bursaries;
 - x. halting the sell-off of NHS sites;
 - c) publish a White Paper by summer 2018 outlining the Government’s intentions for integrating and funding health and social care provision in the future.
 - d) take appropriate steps to protect community pharmacies in the Norwich area.
- (4) Ask the leader of the council and the cabinet member for Health and Wellbeing to write to the Prime Minister and health secretary, demanding that they give the NHS the support and resources it urgently needs, and asking

what they will do to make sure patients and their families never suffer a winter crisis like last year ever again.

14. Motion: Railway guards

Councillor Davis moved and Councillor Harris seconded the motion as set out on the agenda.

RESOLVED, unopposed, that:

“Passengers on two thirds of the rail network are currently guaranteed the protection of a highly-trained railway guard. The guard must be fully trained in operational safety and route knowledge, including protecting the train and acting in emergencies such as derailments, fires, driver incapacitation, and is also responsible for safely securing doors and protecting the platform train interface;

The Government and some rail operators are seeking to introduce driver-only operation, which will jeopardise passenger safety and service by removing guards, meaning the driver will be expected to drive the train whilst at the same time being responsible for passenger safety.”

Council **RESOLVES** to:

- (1) welcome the fact that the guard’s safety role also means passengers are guaranteed to have a guard on board their train at all times to provide advice, assurance and assistance and to look after disabled, older and other passengers who may be vulnerable;
- (2) agree that this train guard guarantee is even more relevant at a time of growing passenger numbers and heightened security threats.
- (3) Ask the leader of the council to:-
 - a) call on the Government and rail employers to withdraw proposals for driver-only operation and instead work constructively with the RMT and ASLEF to protect passenger service and safety; and
 - b) write to local MPs asking for their support to keep the guard on the train

15. Motion: Health inequality

An amendment to the motion as set out on the agenda had been received from Councillor Packer which had been circulated, as follows:

“At resolution (a), insert the word ‘consider’ at the start of the resolution

At resolution (b) insert the words 'continues to be' after 'ensure that their responsibility for leisure and spatial planning..'

At resolution (c), insert the words 'continue to..' at the start of the resolution

At resolution (2) insert the words '...to work with other appropriate agencies towards reducing...' after 'Ask council to consider a commitment in the council's next Corporate Plan..'

Councillor Lubbock had indicated that she was willing to accept the amendment, and as no other member objected, the amendment became part of the substantive motion.

RESOLVED, unopposed, that:

"Children who live in deprived areas are almost twice as likely to be obese. This health inequality has an impact on a child's life chances and ultimately their length of life. Tackling the issue early while children are of primary age prevents taking that health disadvantage into adulthood and prevents increased expenditure from the NHS. Promoting healthy lifestyles in children and young adults including enhanced physical activity improves their mental health and wellbeing."

Council **RESOLVES** to

(1) ask cabinet to;

- a) Consider extending the range of data pinpointed through the State of Norwich to include those areas experiencing greatest health deprivation.
- b) ensure that their responsibility for leisure and spatial planning continues to be discharged with regard to obesity in children.
- c) Continue to work in partnership with the Clinical Commissioning Group, Norfolk County Council and the voluntary, community and small enterprise sector to highlight this inequality, prioritise work in the area of childhood obesity and consider cost effective interventions.

(2) Ask council to consider a commitment in the council's next Corporate Plan to work with other appropriate agencies towards reducing obesity in children in the most deprived areas of the city.

LORD MAYOR

Questions to cabinet members / committee chairs

Question 1

Councillor Bogelëin to ask the cabinet member for sustainable and inclusive growth the following question:

“Last year, I strongly opposed the decision to close three residents’ car parks in the Armes Street/Northumberland Street area for redevelopment. While residents agree that there is a need for more affordable housing, this must be planned properly and the needs of existing residents taken into account. Feedback from residents stated unequivocally that this would cause severe parking problems in the area, and I made this point repeatedly to the council, but the plan went ahead. As predicted, the lack of parking is now causing significant upset and conflict among residents, with some cars being vandalised.

Now the predictions of residents and Green councillors have been proved correct, will the cabinet member apologise for the council’s misjudgement in closing all three of these car parks at the same time?”

Councillor Stonard, cabinet member for sustainable and inclusive growth’s reply:

“Councillor Bogelëin’s objections were noted during the planning process including at pre-application and planning applications committee stages.

These three sites were part of a wider programme of 16 sites which are being transferred to Orwell Housing Association for badly needed affordable housing. They form part of a programme that has been fully researched and planned over the last four years. Sites were identified and assessed by officers and ward councillors were consulted on each site’s suitability prior to the cabinet approving the programme in October 2014. The sites were granted planning permission in October and November 2016.

Local residents were consulted as part of the pre-application process and officers increased the number of residents consulted following a request by Councillor Bogelëin. There was a 16 per cent response rate from local residents and loss of parking was their primary concern.

When a car park is proposed for development, a number of car park surveys are undertaken by officers to ascertain whether or not their loss would have a negative impact on the area. Due to the proximity of these three sites to each other, it was agreed with planners that the sites should be assessed together. Car park surveys were carried out throughout 2016 with cars and available spaces monitored at various times during the day and night, including at

midnight. Each of these car park surveys showed that there were enough spaces on the road to accommodate all vehicles using the car parks. We therefore proceeded with the applications.

Neither council officers, nor Orwell or their contractors have been notified of any acts of vandalism. If vandalism has occurred it should be reported to the police.

Orwell's contractors have received only one call about their vans being parked such that residents were unable to park their cars. This was addressed straight away and arrangements were made with the local school to enable them to park on the school grounds.

At planning applications committee, the three sites were considered as separate applications rather than together. The committee report for each noted that there would be some harm to residential amenity caused by the loss of parking but that this must be weighed against the significant benefits of delivering affordable housing in a sustainable location in the city. Planning applications committee agreed with the officer advice, that in planning policy terms, addressing housing need is of greater importance than providing off-road parking spaces. This is particularly so in a location which has good links to public transport and the city centre where there is the opportunity to use other modes of transport such as buses and cycles.

Construction commenced at all three sites in October 2017 and is due to be completed this autumn. Between them, the three sites will provide eight one bed flats and three two bed houses."

In response to a supplementary question from Councillor Bogelein, Councillor Stonard said that the evidence offered around the parking provision was anecdotal and he would need to see stronger evidence before taking any further action.

Question 2

Councillor Haynes to ask the cabinet member for social inclusion the following question:

"The council has done work lately to improve things for people with disabilities in the city. However, despite repeated requests from me over the last couple of years, little or no attention has been paid to less visible disabilities such as deafness, learning disabilities and autism spectrum disorder. Does the cabinet member for social inclusion think the council is doing enough to help those with less visible disabilities?"

Councillor Davis, cabinet member for social inclusion's response:

"It is very important to ensure that all in society have access to services and environments as far as practically possible and clearly councils play a key part in helping to ensure this. I am therefore pleased with the steps the council has taken to improve access for people with disabilities – such as streetscape

improvements and providing grant funding to Norwich Door to Door – as well as the support it provides to groups that support people with disabilities.

The needs of people with less visible disabilities is also important and whilst we have relied on consulting with umbrella groups to help inform our highway schemes in the past we will be ensuring a greater range of groups representing specific disabilities are consulted in future. This work will begin in the new civic year.

It goes without saying that there would always be the possibility of more work being done around this (and many other areas) if resources weren't so tight and we will continue to campaign for better funding for local government.

In response to a supplementary question from Councillor Haynes, Councillor Davis said that she would like to see as many people included as possible in consulting on planning policy.

Question 3

Councillor Tim Jones to ask the cabinet member for health and wellbeing the following question:

"Towards the end of last year, the council unlocked the side gate to Earlham Cemetery at the top of St Thomas Road to allow public access during the daytime. The gate had been closed for many years following instances of anti-social behaviour in the cemetery. Regrettably, the council did not consult nor advise

St Thomas Road residents or Green Party ward councillors about their decision to open the side gate. In response to complaints from St Thomas Road residents, the environmental services department replied, "This is an historic and established access point for the cemetery and there is no requirement to consult on whether it should be opened and closed as it forms part of the listed site".

However, this doesn't address concerns expressed about the environmental impact of re-opening the side gate which has allowed people and their dogs to walk across an area of previously undisturbed soft ground planted with bulbs in a quiet area of the cemetery, making it very muddy.

Will the cabinet member ask for the side gate to be closed again, and does s/he agree that the council should be doing more to consult residents and all ward councillors on local matters that affect them?"

Councillor Packer, cabinet member for health and wellbeing's response:

"The council unlocked the cemetery gate on St Thomas Road for public use as this is an historic and established access point for the cemetery. The gate is opened and closed in accordance with the cemetery gate opening schedule.

I am aware that there were some issues in this locality previously; however, the majority of problems concerned drivers and vehicle passengers depositing

drug and sex paraphernalia inside the cemetery near to this gate. The perpetrators of these acts gained access to the cemetery through one of the main entry points and not through this pedestrian access. These particular problems have reduced significantly over recent years and both Earlham and Rosary cemeteries whilst places for burial and quiet reflection are also public open space and have not been designed to keep people out.

In terms of any anti-social behaviour that may have impacted directly on residents as a result of this gate being opened in the past, I note that this was many years ago and it is very likely that the perpetrators will have moved on by now. We have had no complaints from residents about ASB since we opened the gate and neither have we had complaints about the bulbs being damaged. Officers will of course monitor any specific and verifiable complaints of ASB in this area as and when they are reported and officers will work with the police if required, to resolve any such issues should they arise. We will also review the use of this access point if there is any clear evidence that the access itself is actually a cause of ASB.

The decision to close this gate should have been the subject of proper consultation at the time, given that it is an historic and established access point to a listed cemetery. Unfortunately there is no record of this having taken place. Should there be any future discussion on an opening or closure for this or any other cemetery gate then views would be sought with stakeholders including residents and members. We always try and consult both formally or informally with local residents and ward councillors on issues that will affect them. The environmental impact of increased footfall will be assessed and options will be forthcoming for future management and maintenance regimes.

As part of our ongoing works to enhance and protect both Earlham and Rosary cemeteries it is important that the public are aware of the spaces in-line with a desire to make them places for the living as well as quiet reflection.”

In response to a supplementary question from Councillor Tim Jones, Councillor Packer said that he would investigate whether any complaints had been received subsequently about damage to the bulbs.

Question 4

Councillor Carlo to ask the cabinet member for safe city environment the following question:

“Last summer, the council asked Norse to trial alternatives to glyphosate-based weedkiller in light of a growing body of scientific evidence which links it with serious health issues including birth defects and cancers, as well as damage to ecosystems. Norse conducted a trial in an area of soft landscaping in Earlham Cemetery using three substances, one of which was vinegar – which is not recommended as a tool for large-scale weed control. It was unclear how the substances had been chosen. I contacted Weedingtech, who produce Foamstream, a plant-based non-toxic foam used in conjunction with hot water, to enquire about the possibility of a trial in Norwich.

Foamstream is used by half the UK's water companies and several councils, including Glastonbury, Hammersmith & Fulham and Southwark.

At my request, Norse agreed to invite Weedingtech to Norwich to demonstrate the Foamstream equipment. In their report back to me, Norse said that the process proved slow. However, it turned out that the demonstration site used was the hard paving next to the Lilly Pond and the adjoining listed buildings at Eaton Park. If glyphosate is currently used in this area, this is a serious hazard because the run-off goes straight into the pond, and its application should be stopped immediately. If it is not used there, it seems an unhelpful choice of site for the Foamstream demonstration.

Does the cabinet member agree that more serious consideration should be given to replacing glyphosate with non-toxic alternatives, and that further trials should be conducted based on the available evidence about which alternatives are effective?"

Councillor Maguire, cabinet member for safe city environment's reply:

"Investigations of alternatives to glyphosate based products have been trialled, not least because the council is continually examining potential efficiency savings in all areas of the joint venture and the need to meet the council's environmental responsibilities. The council is also working with NNE to examine ways to reduce the total amount of the product that is applied in order to reduce ongoing costs.

With regard to the 'Vinegar Trials', Norwich was not the only authority to trial its use: Bristol made national headlines because of the smell over its trial areas. Like these other authorities, we found it not to be effective against long rooted weeds.

It must be recognised that Glyphosate-based products have proven to be particularly effective against perennial weeds and, to date, no equally effective and comparably priced alternative has been identified. All potential alternatives have proved to be less effective than glyphosate based products in terms of:

- Cost - they are more expensive
- Weed reduction is less effective
- Re-growth is quicker
- Re-growth is more plentiful
- Roots are not killed
- They are more labour intensive
- They require re-treatments

In addition to these factors, there is no proven alternative to a glyphosate-based herbicide for the treatment of Japanese Knotweed which occurs in the city and the council has a duty to remove on council owned land.

With regard to the comments about use in the vicinity of the Eaton Park Lily Pond, the herbicide used is Barclay Trustee Amenity and is specifically defined as an aquatic herbicide. The product label describes it as “For weed control near watercourses and lakes in the presence or absence of fish. Provided that use is as directed on this label, water may be used for irrigation or livestock without interruption”.

For Foamstream and other alternatives, as trialled both here and in other parts of the UK, test results are variable and inconclusive. In order to make an informed choice on replacing a herbicide that has been used effectively for 45 years, the council will need to see a persuasive body of evidence to support any proposed alternative. Typically this would need to be 2-3 years' worth of evidence which confirmed the long-term effectiveness against re-growth (measured across seasonal changes) and proving that a similar standard of weed control could be achieved at or below current costs.”

In response to a supplementary question from Councillor Carlo, Councillor Maguire said that all implications would need to be carefully considered before changing a policy and guidance would be sought from officers.

Question 5

Councillor Price to ask the cabinet member for safe city environment the following question:

“There is a growing body of evidence showing that exposure to polluted air does long-term damage to children’s health, in particular respiratory system and lung function. A recent study from ClientEarth showed that 60 per cent of parents want traffic diverted away from schools at the beginning and end of the day, with just 13 per cent opposing the idea.

Does the cabinet member support the introduction of such ‘pollution exclusion zones’ to protect children from polluted air, and will he raise the matter with the joint highways committee?”

Councillor Maguire, cabinet member for safe city environment’s reply:

“As Councillor Price says air pollution appears to have a much greater impact on children than adults in general with the British Lung Foundation stating that it can stunt the development of children’s lungs. I am therefore sure all members will agree in the importance of addressing this.

I am pleased that the councillor has made reference to ClientEarth. The day after their recent successful High Court action against the UK Government, I, with several other Councillors across the UK, met ClientEarth. Norwich was not among the list of 33 Local Authorities for which the High Court required action: they were happy with our Action Plan submitted to the DEFRA.

Monitoring shows that air quality in Norwich is on an improving trend due to the work of city and county councils to, for example, remove extraneous traffic from city centre streets and retro-fitting the exhausts of buses to reduce

emissions. I am also pleased that we will ask the Secretary of State to allow us to undertake targeted enforcement of drivers who leave their vehicle's engine idling unnecessarily. However, that said, there remain pockets of poor air quality that need tackling through a variety of approaches, that will involve the use of legislation, partnership working, new technologies and a change in behaviour away from car use.

Members may have seen the questions on air quality that form part of the public consultation to inform the Transport for Norwich strategy review. This is because it is planned that air quality will feature prominently in the review providing a clear way forward.

The outcome of the review is not due to be published until summer 2018 however and we cannot afford to sit on our hands in the meantime. Officers will continue therefore to work with partners such as the UEA and transport operators in making bids for funding and exploring different and innovative approaches to improve air quality. Specifically regarding children, all schools should have a travel plan to encourage increased numbers of pupils and parents/carers to walk and cycle to school instead of travelling by car and we will continue to engage with schools on delivery of these plans.

Turning to exclusion zones – such zones would be very complicated to introduce, challenging to enforce and it would be essential that such a measure did not simply transfer the problem to elsewhere. They also could be very costly. However they are an innovative approach which other local authorities are piloting and I am therefore happy to ask Norwich Highways Agency committee if they would be prepared to explore pollution exclusion zones further.”

In response to a supplementary question from Councillor Price, Councillor Maguire confirmed that talks would continue with Norfolk County Council to ensure that travel plans were updated accordingly.

Question 6

Councillor Grahame to ask the cabinet member for social inclusion the following question:

“As part of the Cosy City scheme, the council writes to residents eligible for government grant funding for energy saving improvements such as loft insulation. Homeowners and private sector tenants who are in receipt of benefits or suffering from an illness made worse by the cold can access these improvements at no cost to them. Officers have informed me that there is only a 10% response rate to these letters, despite the fact that residents could save hundreds of pounds a year on fuel bills if they took advantage of the grants.

This appears to be a huge missed opportunity to improve Norwich's housing, lift people out of fuel poverty and reduce the risk of council tax arrears and other costs to the council.

Does the cabinet member agree that we should not accept this 10 per cent take-up as adequate, and what are her views on how the council can increase take-up of this funding which could mean warmer homes for so many of Norwich's poorest and most vulnerable residents?"

Councillor Davis, cabinet member for social inclusion's response:

"Thank you for your timely question.

With the severe winter this year I do agree that our poorest and most vulnerable residents should be taking advantage of the council's affordable warmth programmes.

We continue to deploy a range of engagement activities in addition to direct marketing to encourage residents to take up the support that is on offer. This includes promoting the levels of available support via the Citizen, public events and other marketing platforms such as social media.

The Cosy City team also works directly with a wide range of stakeholders in the city such as Age UK the CCG (Clinical Commissioning Group) and CAN (Community Action Norfolk)

Direct referrals from our stakeholders are an excellent way to help access the hard to reach groups in the city who may have underlying health issues or are worried about rogue tradesmen.

I would also like to add some context to your question on direct marketing. According to the DMA (Direct Marketing Association) mailing out letters is still one of the most effective forms of direct marketing, with a 4.4 per cent response rate. Therefore, with a 10 per cent take-up and the additional marketing initiatives outlined above, we are continuing to generate positive outcomes in helping residents out of fuel poverty. So, while fuel poverty levels are increasing nationally (11%), we have bucked the trend in Norwich for the fourth consecutive year (9.9%) This equates to over 1,400 less fuel poor homes since 2012.

This is a real achievement especially during a period of reducing grants for domestic energy improvements from central government."

Question 7

Councillor Jackson to ask the cabinet member for safe city environment the following question:

"During the recent cold weather, there was considerable concern and distress from members of the public about the welfare of people who were sleeping rough despite the activation of the council's severe weather emergency protocol (SWEP). Officers were clearly working hard to find accommodation for people, but it was equally clear that there were still people out on the street. There were also reports of people who called the emergency out-of-hours number to report people sleeping rough not getting through or being told that nothing could be done. Five days after the activation of SWEP, with

temperatures having been below freezing for several days, it was arranged for St Peter Mancroft Church's Octagon building to be opened as a night shelter until the worst of the weather was over. Around 30 people accessed this shelter – roughly the same as the council's estimate for the total number of rough sleepers in Norwich.

Can the cabinet member comment on why it took five days and the intervention of volunteer groups to find accommodation for these 30 people and why the emergency number was not consistently available; and can he state what actions the council is taking to ensure it is better prepared for the next occurrence of extreme weather?"

Councillor Maguire, cabinet member for safe city environment's response:

"Under SWEP the council works with many partners to plan and provide additional capacity to provide accommodation to all rough sleepers. The number of SWEP beds provided in supported housing projects and hostels is limited, which means that when the council have more applicants than available supported housing beds we move onto hotels or bed and breakfast provision. This ensures that no-one is ever turned away and that accommodation is always available for rough sleepers in severe weather.

In this instance, SWEP was triggered on 22 February and all rough sleepers were offered accommodation, as were all those contacting the council's out of hours service. Only ten people agreed to take up our offer of accommodation. Of these 10 people, only six used the accommodation over that weekend. While we can offer accommodation and assistance, we cannot compel people to take the accommodation up.

Over the following week the weather deteriorated significantly and more rough sleepers were persuaded to accept our offers of assistance. Accommodation that had been arranged in the city filled up and officers were unable to place clients in accommodation that would have been used which was out of the city because transport links had been cut due to the heavy snow. As such, we were grateful for the offer from the vicar of St Peter Mancroft church to provide additional capacity. While the initial offer was for clients to sleep on pews or floors, the council was able to provide camp beds, sleeping bags and blankets. Norfolk County Council social care provided volunteers from their teams to attend in the evenings to assist anyone who had support or social care needs.

Officers continued to provide SWEP beds in supported housing projects, B&Bs and hotels but when this filled up, clients were directed to the church. The information about provision at St Peter Mancroft was also given to rough sleepers who had declined previous offers of accommodation in case they changed their minds, or wanted to sleep somewhere more anonymous.

The people who used the St Peter Mancroft provision were not all rough sleepers. Our calculations show that around half of the people who attended

were those who regularly use the soup run and had stayed at the church rather than return to their own accommodation.

Supported housing and hostel providers have confirmed that a number of their residents did not use their rooms during that period.

On the day that SWEF finished all those clients accommodated under the provision were asked to attend an advice session so that assistance could be given to engage with services and address their longer term accommodation needs. Only five of those clients who had used the SWEF accommodation attended.

While social media reported that some calls were not getting through to the out of hours service, volumes of contact to this service were understandably high due to the weather conditions and therefore some callers may have experienced delays. Be assured however that all reports, calls and emails were acted upon.

I would also like to respond to your observation that it took five days and the intervention of volunteer groups to find accommodation for these people.

The council's response to rough sleeping and the provision of accommodation, including during SWEF arrangements, has always involved voluntary sector organisations. These arrangements are implemented and plans escalated, as they were on this occasion, to access additional accommodation as conditions require. During the recent period of cold weather, the council implemented emergency planning arrangements to ensure that people were provided with accommodation. My observations are that the SWEF arrangements were implemented successfully in what were very unusual conditions.

I would like to thank all the organisations who supported the SWEF arrangements and the officers concerned who co-ordinated the arrangements as I know they all worked extremely hard to support some of the most vulnerable people in our city."

In response to a supplementary question from Councillor Jackson, Councillor Maguire said that lessons would be learnt from these instances of SEWP being triggered and the city council, along with its partner, did everything they could to publicise SWEF.

Question 8

Councillor Schmierer to ask the cabinet member for sustainable and inclusive growth the following question:

"Earlier this year Cow Hill was closed off to traffic to allow scaffolding and building work to be carried out on a property there. Since then, a large number of cars have been using Willow Lane as a cut through to get onto St Giles Street, despite signage informing motorists that this road is a one-way street. Given the narrow nature of this road and the limited visibility, this is very dangerous. I have had reports of road-rage incidents, and feel it is only a

matter of time before an accident occurs. I have had correspondence with council officers and the police on this issue, but am not satisfied that adequate enforcement action is being taken. Does the cabinet member agree that this dangerous situation needs to be addressed, and will he ensure that the one-way system is enforced?"

Councillor Stonard cabinet member for sustainable and inclusive growth's response:

"Clearly the situation Councillor Schmierer describes is far from satisfactory. However I am not sure what more he expects the city council to do about it. As we all know the council does not have any powers in respect of enforcing moving traffic offences which is what drivers ignoring the one way restriction are committing; only Norfolk Constabulary can take enforcement action in respect of this.

I understand that the city network co-ordinator has explained to Councillor Schmierer the efforts that have gone into coming up with a traffic management plan for the closure of Cow Hill. He is satisfied that the traffic management company responsible for the closure have supplied adequate signage but unfortunately vehicle users are choosing to make an illegal manoeuvre and ignore a permanent one-way restriction. One of the street works inspectors is regularly checking the site to ensure that the signage remains in place, and has not identified any deficiencies. Notwithstanding this, discussions are underway with the traffic management company to see if there is a suitable place to provide further information signage around Wellington Lane. As some motorists are ignoring the permanent and increased temporary signage already, however, additional signage is unlikely to stop such behaviour altogether.

I understand, Councillor Schmierer, that the city network co-ordinator has offered to walk round this site and the sites of other road works in your ward to look at the potential issues but as yet you have not taken him up on this suggestion. I am assured that the offer remains in place and you just need to contact him to arrange a convenient time."

In response to a supplementary question from Councillor Schmierer, Councillor Stonard confirmed that he would be happy to speak to the police about any action they could take regarding this subject.

Question 9

Councillor Maxwell to ask the leader of the council the following question:

"The Chancellor's Spring Statement was revealed last week posing further significant challenges for local government. Can the Leader comment on these in relation to the impact upon Norwich City Council?

Councillor Waters, leader of the council's response:

"Can I thank Councillor Maxwell for this timely question. I will start by referencing some of the more technical announcements.

No changes were made to fiscal policy in the Spring Statement. While GDP growth forecasts have been revised upwards in the short-term, overall the average GDP growth throughout this period remains at 1.4 per cent and so the structural deficit remains broadly unchanged. Any impact of the revised forecast on local government funding will be known until the Autumn Budget 2018.

£1.7 billion was announced at Autumn Budget 2017 for improving transport in English cities. Half of this was given to Combined Authorities with mayors. The government is now inviting bids from cities across England for the remaining £840 million. We are awaiting details of the bidding criteria for this fund, or the authorities that will be eligible.

The Statement confirmed the government's commitment to delivering an investment programme of at least £44 billion over the next five years as announced in the Autumn Budget 2017. The council was successful in their bid for £12.2m funding from the Housing Infrastructure Fund to help facilitate the physical regeneration of the site and delivery of social housing at Anglia Square.

Spring Statement 2018 announces that the next revaluation, currently due in 2022, will be brought forward to 2021. This is bringing forward the existing government promise to increase the frequency of the revaluations from five years to three years.

At a more fundamental and political level, the Spring Statement was a missed opportunity to address the havoc wrought on public services by a misguided and malign 'austerity'. It is local government, more than any other public service that has borne the brunt of these policies over the last eight years."

Question 10

Councillor Manning to ask the cabinet member for social inclusion the following question:

"I was pleased to see yet another tranche of Big Switch Save being launched once again. I understand it now also includes renewable energy providers too which is positive addition. Can the cabinet member for social inclusion comment on the success of the scheme and new opportunities it offers?

Councillor Davis cabinet member for social inclusion's response:

"Thank you for highlighting this practical and popular scheme that has helped thousands of Norwich citizens to save money.

Through the power of collective purchasing we work to secure the lowest energy prices for our registrants each winter, therefore helping to reduce the cost of energy and offset rising energy prices.

You are right to highlight the 16th edition of the Norwich Big Switch and Save as being especially exciting as for the first time two renewable energy providers won the auction.

This means you can save money and play your part in reducing carbon emissions by supporting the renewable energy industry.

Over the last 15 tranches, 22,000 people have registered for the Norwich Big Switch and Save. If all homes took up the offered savings a total of at least £5 million would be saved on energy bills: money that would be better spent in our local economy. So I would urge residents to take advantage of the exceptionally good offer.

Finally I would like to note that Norwich City Council endeavours to engage with fuel poor households regularly to ensure that they are aware of the Switch and Save and other available help.

We will continue to work hard to help our residents out of the fuel poverty trap. So while fuel poverty levels are increasing nationally, we have bucked the trend in Norwich for the fourth consecutive year. Norwich now has 1,400 less households in fuel poverty, not having to make the agonising decision of whether to heat or eat.”

Question 11

Councillor Ryan to ask the leader of the council the following question:

“I was pleased to see former Leader of Norwich City Council, Councillor Steve Morphew and Robert Ashton launch a bid to develop ‘Norfolk Mustard’ in response to Unilever declaring that they will be withdrawing from Colman’s factory. Can the Leader comment once again on our ongoing work to support employees at both Britvic and Unilever?

Councillor Waters leader of the council’s reply:

“Thank you, Councillor Ryan, for your question.

Since my last response to council in January, we have continued to work proactively with both Unilever and Britvic and the workforce in both companies. I have met with representatives of the Unite and GMB Unions alongside the city’s two members of Parliament, Clive Lewis and Chloe Smith, to explore options for both companies to stay in the city.

In reality, the council has very little influence to change each companies’ decision. Following the meeting, and at the city council’s suggestion, GMB Union have written to Chloe Smith MP requesting an urgent meeting with Secretary of State Greg Clarke in Norwich to explore the development of alternative proposals that retains the business in Norwich.

At the beginning of March, I was in contact with Britvic who confirmed that they have made the decision to move out of Norwich for commercial reasons. They were now working with other providers to deliver an enhanced redundancy package for their workers alongside support for retraining and redeployment opportunities with other employers in the city. Unilever on the other hand are still engaged in a formal consultation process with their workforce and they are not able to discuss future options for the site until the consultation period has been completed. Once this process has been

completed we will reconvene our meetings with Unilever to review the outcome of the consultation.”

Question 12

Councillor Vaughan Thomas to ask the deputy leader and cabinet member for social housing the following question:

“I was pleased to read that even the Secretary of State for Local Government, Savid Javid, name checked the positive Goldsmith Street development as an example of best practice building in social housing. Will the cabinet member for Social Housing comment on how the development is progressing and how, if the government is supposedly positive about this, it might change its policy direction to help unlock our capacity to increase home building within the city?”

Councillor Harris deputy leader and cabinet member for social housing’s response:

“Thank you for your question. We welcome Goldsmith Street being recognised as an exemplar scheme by the Secretary of State alongside being recently highlighted in an article about the Best New (World) Architecture of 2018.

Development is progressing on site, with all of the timber frame now erected, internal fit out of the dwellings is well under way and it is anticipated that the development will be complete by mid-October.

One of the main barriers to local authorities developing new affordable housing is right to buy and the government restrictions around the use of right to buy receipts, such as the cap of 30 per cent on any scheme cost and only allowing three years from receipt to spending the money. There has been much discussion of late in the housing press that the government is starting to recognise these barriers but I wait to see if the proposed social housing green paper will include an easing of these restrictions that would free up the council to deliver far more new homes which I know council fully supports and are much needed.

The government has recently announced £1bn of additional HRA borrowing that will be made available for local authorities in areas of high affordability. A prospectus for bidding is due to be published within the next month, and I look forward with interest to see the detail of this, including what the definition is of high affordability, which will determine the opportunities for the council to bid to be able to develop further excellent schemes for social rent.

Ideally the council would like to see the borrowing cap removed. This was recommended by the Treasury Committee in January; as otherwise, they concluded that the government’s housebuilding targets would not be met.

There is still a potential threat to the HRA, in the form of a high value assets levy that stock owning local authorities may have to pay to cover the cost of extending the right to buy to housing association tenants. This has been postponed for this year but the government has yet to determine if this will be a requirement in the future. If government were to provide some certainty around this policy it would allow us to plan accordingly.

Despite the restrictions in place the council has delivered 43 new council homes for social rent since 2014 with a further 111 under construction, and agreements in place to purchase a further 39 which comprise the remaining 30 social rented units at Three Score phase 2 and 9 on Northumberland Street.”

Question 13

Councillor Malik to ask the cabinet member for safe city environment the following question:

“Will the cabinet member for Safe City Environment join me in thanking all staff involved with the SWEP arrangements earlier in the month, but also comment on the significance of the “Meeting complex needs and the prevention of rough sleeping innovation funding award” paper taken at cabinet on 14 March?”

Councillor Maguire cabinet member for safe city environment’s response:

“Naturally, I am pleased to have the opportunity to thank all staff for their tireless efforts to provide accommodation and support to rough sleepers during the recent severe weather. I would also take this opportunity to thank our valued partners and those dedicated volunteers that all played a significant role in ensuring that no rough sleeper was without accommodation. I am sure that of council are appreciative and would like to thank those involved.

This council is proud of its commitment to addressing homelessness and rough sleeping. Our innovation funding award is indeed significant and marks a step change in the way the council’s response to rough sleeping is delivered. What the council is doing is really new and innovative; a shared response from the statutory and voluntary sector to the challenge of addressing rough sleeping and helping people with complex needs.

We are excited and proud to be working with partners who are so committed to improving people’s lives, and this collaborative approach will make a real difference by combining the resources we have to help vulnerable people.”

Question 14

Councillor Coleshill to ask the cabinet member for health and wellbeing the following question:

“I was pleased to see the plans launched for the new customer contact centre at City Hall. Given the changing needs and demands of our citizens, investing in a modern new service will give significant benefits. Can the cabinet member for health and wellbeing comment on the plans and the benefits likely to be achieved?”

Councillor Packer cabinet member for health and wellbeing’s response:

“It is an exciting opportunity for us to provide a modern, bright, flexible space suitable for the modern service expectations of all our customers. The new

look centre will have accessible support available across the day with our fully trained staff visible throughout the light and airy centre, 'floor walking' and providing a mobile reception service to our most vulnerable customers. Clear signage from all entrances and zoned areas, delivered through a mixture of carpeting and furniture, will lead customers through the space supported by the floor walkers and the central help point positioned near the main entrance at Bethel Street.

Our new customer service model of 'self serve' and 'appointment based' service will provide all customers with an opportunity to choose an appointment time that suits them, as well as enabling them to get assistance through our self serve points, where support from trained digital champions will be available to reassure and smooth any worries about using digital processes.

Our centre will provide a range of spaces suitable for the many types of interaction we have with customers from highly secure and private spaces to more relaxed and open environments that help us to deliver a personal individual service or potentially provide the professional space for groups of customers to use our facilities to view the most recent planning applications supported by a duty planning officer.

Self serve facilities to quickly provide documentary proof for support of an application will be available without the need to spend long periods of time in the centre.

Opportunities for continued development of partnership working and co-location of services that support our customer model will be enhanced through this new look centre.

The centre will provide a tailored, supportive service that is easy to access and enables all elements of a person's personal journey to be delivered in the one location either directly by our staff or through partners working alongside us or by sign posting to the right service."

Question 15

Councillor Peek to ask the leader of the council the following question:

"I was pleased to read some of the positive feedback coming from the consultation work around the 2040 Vision. Can the Leader comment on the significance of this and how ongoing consultation will lead to a new draft vision document and associated actions?"

Councillor Waters, leader of the council's response:

"Our vision for Norwich needs to be rooted in the views of everyone who lives in the city as well as those who visit it. Therefore, I am delighted that recent feedback reflects what we know Norwich to be: a vibrant growing city with social, economic and cultural strengths, offering a variety of experiences, which truly make it a unique destination city to live, learn, work and visit.

Not only are people passionate about the city, it's encouraging to hear that they are also broadly positive about the council, recognising that we are good

at keeping the city a pleasant and clean place to be, and providing good quality council housing stock.

Whilst there is much to celebrate, people understand that we face challenges too, with pockets of deprivation, poor educational attainment and health inequalities, skills mismatches and difficulties in recruiting the right staff.

The feedback also highlights that people recognise the need for a shared ambitious vision and that they want to be involved in, its development and delivery.

The current phase of consultation concludes with the 2040 Norwich City Vision Youth Conference taking place on 1 May. This was scheduled for 1 March but was cancelled due to the severe weather we had. We are keen to obtain some feedback from young people so in the meantime a short online survey for 11-25 year olds was launched on Monday 12 March for two weeks.

On completion of the engagement phase, we will be working with key partners and stakeholders, via a City Vision Network, to co-produce a draft vision framework and identify key priorities and actions, ready for public consultation in the summer. Our aim is to launch the 2040 Norwich City Vision at a follow up conference in November.

The City Vision Network will be flexible and consist of existing strategic partnerships, professional networks and groups representing a range of communities. These organisations and partnerships will be grouped around the city vision themes forming hubs that will own priorities and be responsible for developing and taking forward specific actions to deliver the vision.

This approach of co-production and shared ownership will provide real direction for our journey to 2040, enabling the city to build on its strengths, tackle the challenges and maximise opportunities over the coming months and years, making Norwich a world-class city."

Question 16

Councillor Beth Jones to ask the cabinet member for safer, stronger neighbourhoods the following question:

"I was pleased to see the launch of the new Active Hours initiative which will be the city's first social currency project. Can the cabinet member for Safer, Stronger Neighbourhoods comment on the initiative and the benefits for our city?"

Councillor Herries, cabinet member for safer, stronger neighbourhood's response:

"I am very excited to be launching this new project in April 2018. Sitting within the wider Get Involved programme, the council, in partnership with Active Norfolk, were successful in securing £150,000 over three years to pilot this as an approach. This is another example where secured external funds have been secured to support core areas of work.

Active Hours will create a collaborative, networked partnership of organisations in neighbourhoods where the joint ambition is to improve the wellbeing and social capital of residents through activities which involve physical activity although often in less traditional ways than simply sport. The project will support these partners to create great opportunities for residents to engage with delivery of their local activities in a way which makes best use of their passion and skills and suits their lives.

The target will be in four geographic areas: West Earlham; Lakenham; Mile Cross and Heartsease. The project will prioritise people in the 21-50 age group (working age) and aim to engage a significant number of women, residents with disability and long term health conditions, and BAME residents as key under-represented demographics within physical activity volunteering.

The ambition is to incentivise residents who have been less likely to volunteer in the past due to the barriers they faced both with the currency and also by helping the organisations involved address and mitigate those barriers.

For those residents we would expect to see an increase in confidence especially in engaging others in their own communities, better social connections and an improved sense of wellbeing. Through use of the currency element, we would also expect to see them increasing their own participation in activities which are not those run by their own organisation and an increase in their levels of physical activity accordingly.

Complementary to the benefits of individuals is the benefit to the community groups themselves as a result of access to development support, training, new volunteers and partnerships with other local organisations. We seek to make these groups more robust and resilient, teaching them about evaluation and impact in order to support them to apply for external funding and to become an organisation which values and nurtures their volunteers to improve retention.

The project will assess the development of the organisations themselves as a result of changing the way they recruit, train and develop these participants. There will be a Theories of Change model which would be used with all organisations taking part, and assessed regularly as the project develops. It will measure confidence, competence, volunteer experiences and retention and ability to work sustainably.

As a result of increase capacity in groups, we would hope to see an increase in the availability of community-based fitness activities which also increase the use of assets in the local area. We would hope to see groups taking more ownership of local areas (activities taking place in parks and woodlands, more activities running in community buildings). The programme seeks to learn how better to communicate with harder to reach communities, therefore we would hope to see members of the wider community having an increased knowledge of what is available in their area and, even if they are not currently taking up activities or volunteering, where to find out information if they chose to.

The first year of this project will focus on developing the partnership of organisations, allowing them to shape the model and delivery. This will be underpinned by local resident engagement workshops identifying and understanding why people do not currently volunteer so as to inform the training and development of the groups.

In year two, these groups will begin to offer residents opportunities to earn and spend this currency, joining Active Hours as a member and participating in a way which suits them."



MINUTES

COUNCIL - ANNUAL MEETING

15.30 – 16:55

22 May 2018

Present: Councillor Schmierer (Lord Mayor following election), Ros Brown (Sheriff, following election), Councillors Ackroyd, Bradford, Brociek-Coulton, Button, Carlo, Coleshill, Davis, Driver, Fullman, Fulton-McAlister (M), Hampton, Harris, Henderson, Huntley, Jones, Kendrick, Lubbock, Manning, Maguire, Malik, Maxwell, Packer, Peek, Price, Raby, Ryan, Sands (M), Sands (S), Smith, Stonard, Stewart, Stutely, Thomas (Va), Thomas (Vi), Trevor, Waters, and Wright

Apologies: Councillors Fulton-McAlister (E)

1. Lord Mayor's Announcements

The Lord Mayor (Councillor Fullman) paid tribute to former Lord Mayor and city councillor, Barbara Stephenson, who had recently passed away. As a mark of respect a minute's silence was held.

The Lord Mayor welcomed Councillors Maxwell, Packer, Stonard, Sands (S) and Wright who had been re-elected to the council, and welcomed the newly elected members, Councillor Fulton-McAlister (E) (absent), Fulton-McAlister (M), Hampton, Huntley, Smith, Steward, Stutely and Trevor.

2. Election of Lord Mayor

Councillor moved Raby and Councillor Maxwell seconded and it was –

RESOLVED, unanimously, to elect Councillor Schmierer to the office of Lord Mayor of Norwich for the new civic year.

Councillor Schmierer then read and signed the declaration of acceptance of office and acknowledged the honour conferred on him.

(The Lord Mayor (Councillor Schmierer) in the chair)

3. Appointment of Sheriff

Councillor Waters moved and Councillor Lubbock seconded and it was –

RESOLVED, unanimously, to elect Ms Rosamunde Brown to the office of Sheriff of Norwich for the new civic year.

Rosamunde (Ros) Brown then made and signed the declaration of acceptance of office and acknowledged the honour conferred on her.

Jane Anderson was named as her under- sheriff.

4. Vote of thanks to the outgoing Lord Mayor and the outgoing Sheriff

Councillor Harris moved and Councillor Price seconded and it was –

RESOLVED, unanimously, to express the council's appreciation of the valuable service rendered to the city by:

- (1) Councillor Fullman as Lord Mayor and by his Lord Mayor's Consorts during the past year and, on behalf of the citizens of Norwich, records its warmest thanks;
- (2) Mr David Walker as Sheriff and Mrs Gisele Walker, as Sheriff's consort, during the past year and, on behalf of the citizens of Norwich, records its warmest thanks.

The outgoing Lord Mayor and Sheriff then returned thanks.

5. Election of Deputy Lord Mayor

Councillor Waters moved and Councillor Manning seconded and it was -

RESOLVED, unanimously, to elect Councillor Ryan, as Deputy Lord Mayor for the purpose of chairing council meetings in the absence of the Lord Mayor, given that the Sheriff is not a member of the council.

6. Election of Leader of the Council

Councillor Harris moved and Councillor Davis seconded and it was -

RESOLVED, unanimously, to elect Councillor Waters as the Leader of the Council.

7. Leader of the council's cabinet appointments

RESOLVED to note, having been elected as Leader of the Council, Councillor Waters' cabinet appointments are as follows:-

Councillor Harris, Deputy leader and cabinet member for social housing
Councillor Maguire, Cabinet member for safe city environment
Councillor Davis, Cabinet member for social inclusion
Councillor Stonard, Cabinet member for sustainable and inclusive growth
Councillor Jones, Cabinet member for safer, stronger neighbourhoods
Councillor Packer, Cabinet member for health and wellbeing
Councillor Kendrick, Cabinet member for resources

8. Appointment of Honorary Recorder

Councillor Ryan moved and Councillor Raby seconded and it was -

RESOLVED, unanimously, to appoint His Honour Robert Charles Stephen Holt as the Honorary recorder for the new civic year.

9. Appointment of Committees, Joint Committees and Other Working Parties/Panels and Schedule of Meetings for 2017-18

Councillor Waters moved and Councillor Harris seconded and it was _

RESOLVED, unanimously, to:

- (a) elect :-
 - (i) Councillor Wright to the chair of the scrutiny committee, and,
 - (ii) Councillor Price to the chair of the audit committee for the new civic year;
- (b) elect Councillor Malik to the chair of the licensing committee and Councillor Driver to the chair of the planning applications committee and that the number of places on these committees, which are not set out in the constitution, for the new civic year, be determined as follows:-

Licensing committee	13
Planning applications committee	13
- (c) elect Councillor Stonard to the vice-chair of the Norwich Highways Agency committee for the new civic year;
- (d) approve the schedule of ordinary meetings of the council, and notes the schedule for main committees for the new civic year (in accordance with appendix B);
- (e) delegate to the director of business services in consultation with the leaders of the political groups , the appointment of members in accordance with the political balance rules to committees, joint committees and other working parties/panels of the council.

LORD MAYOR

Report to Council
26 June 2018
Report of Strategy manager
Subject Annual scrutiny review 2017-18

Item

7

Purpose

To consider the work and progress that has been made by the scrutiny committee for the civic year 2017 – 2018.

Recommendation

To receive the annual review of the scrutiny committee 2017-18

Corporate and service priorities

The work of the scrutiny committee contributes to all of the council's corporate priorities.

Financial implications

No direct financial implications

Ward/s: All Wards

Cabinet member: Councillor Waters - Leader

Contact officers

Adam Clark, strategy manager

01603 212273

Background documents

None

Report

Report

1. Article 6.3(d) of the council's constitution (overview and scrutiny committees) requires the scrutiny committee to report annually to the council on its workings and make recommendations for future work programmes and amended working methods if appropriate.
2. At the 22 March 2018 meeting of the scrutiny committee the annual review of scrutiny report (attached at appendix A) was agreed for submission to the council for adoption.
3. This snapshot view of outcomes as a result of scrutiny activity helps to reinforce that successful scrutiny is collaboration between the scrutiny committee, the cabinet, residents, partners and the officers of the council.
4. Scrutiny not only produces outcomes in terms of feeding into the decisions that are made but it can also play a valuable role to inform and develop knowledge for members.
5. Members are asked to note that an update report on progress regarding outstanding points on the scrutiny tracker is being prepared by officers and will be circulated to the scrutiny committee on completion.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Council
Committee date:	26 June 2018
Head of service:	Strategy manager
Report subject:	Annual review of the scrutiny committee 2017-18
Date assessed:	12 June 2018
Description:	To consider work and progress that has been made by the scrutiny committee for the civic year 2017-18.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
Positive
Negative
Neutral
Issues

Annual review of the scrutiny committee 2017- 2018

Introduction by **James Wright, the chair of the scrutiny committee**

This annual review of the scrutiny committee is aimed at assessing the effectiveness of the work done by the scrutiny committee at Norwich City Council for the civic year 2017– 2018.



NORWICH
City Council

I would like to begin by thanking all those who have been involved with the scrutiny process this year, particularly those people from groups who would otherwise not engage with the council and whose input has been invaluable in a number of areas of scrutiny.

Throughout the year, the committee has looked at various aspects of delivery of the Corporate Plan, including making regular comment on the quarterly performance reports and feeding into the transformation and budget setting process, with members making recommendations to cabinet that help shape and strengthen the work of the council.

As always there have been items for scrutiny that members of the committee would like to have looked at, but due to pressures of time it has not been possible to address these.

The scrutiny year began with a look at accessibility issues within the city, and concluded with a recommendation to ask cabinet to address the production of an access charter, and to make sure that includes working with those groups to represent those with hidden disabilities

The cooperative agenda in local government was considered at our July meeting.

The outcome of this was to arrange for a briefing on co-operatives have worked with other local authorities and how the Norwich City Council could work as part of this model.

Members who attended the subsequent briefing have reported back how valuable it was to them in improving their understanding.

In October, scrutiny went into the community to undertake a piece of work address health inequality in Norwich, where the new Harford Community Centre on Hall Road played host to the committee.

The committee heard from a number a number of experts, including a detailed overview of public health statistics, and made several recommendations as to how the council might reduce health inequalities.

Perhaps our most significant undertaking this year was in relation to access to justice, where the committee considered “the impact of legal aid cuts, changes to tribunal fees, debt and the impact of cuts to probation/prisons/courts. The city council’s commissioning of advice services which provide elements of legal advice and how these work in Norwich”

Following a comprehensive evidence gathering session, the committee made a number of recommendations including committing to a longer term for the council’s funding for social welfare advice services in the city, reducing burden on funded organisations by standardising application and monitoring process, and to explore this with other funders, and additional activities around the Better off Norwich platform.

With 14,000 private rented homes in Norwich, the committee used our February meeting to gain an understanding about some of the hazards affecting those living in the private rented sector, as the council has a duty to tackle these.

A significant proportion of rented homes in Norwich are hazardous and consequently the council has to target its enforcement resources at the worst cases.

The committee heard how the property registration scheme launched by the council in 2016 has not received sufficient support from local landlords and is therefore suspended.

The committee’s recommendations included asking cabinet to resource, far earlier, the introduction of additional HMO licensing in conjunction with a relaunched property registration scheme and fund more environmental health officers to inspect properties and try to identify rogue landlords.

At the time of writing this draft foreword, the committee has not met to consider enforcement and this document will be updated to reflect the outcomes of that scrutiny before presentation to council in June.

We are also pleased to see that members of the public are engaging through the scrutiny process in the form of questions.

I would like to continue to see the work programme for next year in part informed by public request, and to that end would encourage members of the public contact the committee officer to suggest topics for scrutiny.

During the year the committee also addressed two scrutiny call-ins. Call-ins are a vehicle for councillors who are concerned about a particular decision to place it open to further scrutiny.

Ultimately, both scrutiny call-ins this year were in relation to procedural issues around publication of decision notices and information to councillors and have now resulted changes being made by officers.

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

Councillor James Wright – Chair of the scrutiny committee

Working style of the scrutiny committee and a protocol for those attending scrutiny

- 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

Index

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- 2 Working style of the scrutiny committee and a protocol for those attending scrutiny (page 4)
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- 5 What is scrutiny? (page 7)
- 6 The scrutiny year; the work of the scrutiny committee and outcomes (page 9)
- 7 *Highlight of the scrutiny year* (page 22)
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- 9 Guidance for placing items onto the scrutiny committee work programme (page 26)
- 10 Public involvement and getting in touch with scrutiny (page 28)
- 11 Request form to raise an item for scrutiny review (page 29)

The membership of the scrutiny committee 2017 – 2018

Councillors:

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

Other non-executive members also took part as substitute members as and when required

The scrutiny committee is politically balanced and is made up of councillors from the political parties of the council. Only non – cabinet members can be on the committee and this allows those councillors to have an active role in the council's decision making process.

What is scrutiny?

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.

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.

The cabinet proposes and implements policies and the non-executive members review policies and scrutinise decisions or pre scrutinise proposed decisions of the cabinet.

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.

The scrutiny committee assists non-executive and cabinet members in accordance with the Act by:

- Acting as a critical friend by challenging performance and helping improve services
- Ensuring policies are working as intended and, where there are gaps help develop policy
- Bringing a wide perspective, from the city's residents and stakeholders and examining broader issues affecting local communities
- Acting as a consultative body

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.

4 Principles of Effective Scrutiny

The Centre for Public Scrutiny (www.cfps.org.uk) has produced a guide to effective public scrutiny, which provides 4 Principles of Effective Scrutiny:

Critical friendship to decision-makers

Engaging the public and enabling the voice of the public and communities to be heard in the process

Owning the process and work programme with non-cabinet members driving the scrutiny process

Making an impact through continuously looking for improvements in public service delivery

For this to happen the scrutiny committee and the processes that support it must be independent, robust and challenging. This is because scrutiny works best when it is part of a positive culture that supports and promotes the scrutiny process. The way in which the scrutiny process has the ability to engage with and involve the council's residents and service users can be a way to ensure that reviews take on the views of local communities.

The effectiveness of scrutiny is balanced on the need to ensure that any purpose and benefits it can provide are clearly understood. The following questions for reviewing the effectiveness of a scrutiny function could ask:

- Is it effectively holding decision-makers to account?
- Is it helping to improve services?
- Is it building links between the Council, its partners and the community?
- Is it helping to improve the quality of life for local people?
- Is it adding value?

In addition to the above questions; there should be a continued recognition from both officers and members of the value of effective challenge in helping towards continuous improvement. As Norwich city council has continuously strived to achieve, the friendly challenge of the scrutiny committee to decision makers needs to not only be informed by ward members but also evidenced by the experiences encountered of service users and residents.

The scrutiny year

Setting the work for the year – work programme

*At the May 2016 meeting of the scrutiny committee, members discussed and agreed the work programme; the outcomes of which are detailed in this report and shown in the section, **the work of the scrutiny committee and outcomes for 2016 – 2017**. This section starts on page 10 of this review, and provides an overview of the work carried out by the scrutiny committee over the last 12 month period. The scrutiny committee's work programme varies in content, ranging from standing items, such as the yearly update on the environmental strategy to specific pieces of scrutiny work requested by the committee such as academies and educational attainment in Norwich.*

Other standing items include:

Corporate plan review

Equality information report

Pre-scrutiny of the proposed budget

Annual review of the scrutiny committee

Also, verbal updates from the committee's NHOSC representation are brought to meetings as and when.

The work programme is also a standing item at every committee meeting, and members have the opportunity to add or remove items from the work programme if they wish.

The agenda papers and minutes of the committee meetings can be found on the council's web-site:

https://cmis.city.norwich.gov.uk/cmislive/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/4/Default.aspx

(At the time of this review's publication, work has already begun by the scrutiny liaison officer and the committee members around the work programme for 2017 – 2018 and this will be officially agreed by the scrutiny committee in May at the first meeting of the new civic year.)

Training

At the beginning of the scrutiny year in May, the committee took part in an afternoon of training. The aim of this session was to assist existing scrutiny members in gaining knowledge and building upon experience from previous training, and for the newly appointed members to be introduced to their scrutiny role.

The training consisted of a mixture of group exercises, discussions and presentations and was delivered by an external trainer.

The session contained the following content:

- What overview and scrutiny is

- Scrutiny trends over the past 10 years

- The key skills required of members in scrutiny

- Some pointers on the programming of scrutiny work

- How to plan and scope your scrutiny work

- Being tactical in the use of scrutiny

Following on from the discussion which ensued at the training and based on the working style of the committee throughout the following months, it seems the pre-existing protocols are working effectively for the scrutiny committee.

The members of the scrutiny committee also continue to come together for a pre-meeting in advance of the scrutiny committee so that they can plan the committee's approach for the topic being discussed at the committee meeting.

The work of the scrutiny committee and outcomes for 2017 – 2018

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
22 June 2017	City accessibility	Andy Watt (Head of city development)	To consider the recent changes to the layout and transportation in the city centre, particularly in relation to citizens with protected characteristics under the Equalities Act.	<ul style="list-style-type: none"> (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

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
				<p>evaluated in terms of accessibility</p> <p>(6) ask the Norwich Highways Agency Committee to consider formally pausing the use of shared space schemes,</p> <p>(7) ensure the A Boards policy is easily accessible on the Norwich City Council website,</p> <p>(8) ask the relevant body to consider ways to more robustly enforce the engine switch off policy for buses within Norwich,</p> <p>(9) ask the relevant body to consider ways to increase awareness of ways to report misuse of blue badge parking,</p> <p>(10) ask the chair of the licensing committee to consider receiving a report on the sufficient supply of wheelchair accessible private hire vehicles, and</p> <p>(11) ask relevant officers to</p>

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
				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.
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	<p>(1) ask the financial inclusion manager for some anecdotal evidence around timely access to debt advice,</p> <p>(2) ask the strategy manager to investigate why the performance target for measure FAC5 was so high; and</p> <p>(3) ask the director of neighbourhood services to circulate any commentary captured around why residents felt unsafe.</p>

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
21 September 2017	Pre-scrutiny of the proposed budget consultation	Nikki Rotsos (Head 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.	(1) consider how best to involve members in shaping the budget consultation with an update brought back to scrutiny at appropriate time to allow changes to be considered ; and (2) include an 'easy-read' sheet to sit alongside the budget consultation
21 September 2017	The cooperative agenda in local government	Councillor Chris Herries	To agree areas for further review and to consider identifying a suitable time for an all members briefing/workshop about co-operatives.	Resolved to ask the democratic and elections manager to arrange an all members briefing on co-operatives to include examples of how co-operatives have worked with other local authorities and what services were available to Norwich City Council.
19 October 2017	Health inequality in Norwich	Adam Clark (Strategy manager)	A review of health inequality in Norwich and the role of the city council	(1) To ask the chair of scrutiny to liaise with the leader of the council around progressing accessibility charter and to acknowledge all

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
				<p>recommendations from June scrutiny committee meeting on city access</p> <p>(2) To ensure provision of web information linked across organisations</p> <p>(3) To ensure health and wellbeing is taken into consideration when the review of parks and open spaces takes place</p> <p>(4) To scrutinise the river Wensum strategy to ensure health inequality actions are considered</p> <p>(5) To scrutinise the social value and procurement framework as part of next year's work programme; and</p> <p>(6) For the strategy manager to feedback to members regarding the significantly negative outliers for</p>

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
				Norwich from the Public Health Outcomes Framework
23 November 2017	Access to justice	Councillor Vaughan 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	<p>Resolved to ask cabinet to consider;</p> <p>(1) committing to a longer term for the council's funding for social welfare advice services in the city,</p> <p>(2) how to reduce burden on funded organisations by standardising application and monitoring process, and to explore this with other funders</p> <p>(3) including a link to the Better Off Norwich platform in all relevant communications sent to customers and within their online council accounts to ensure they are</p>

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
				accessing their entitlements; and (4) working with digital hubs around Norwich to train volunteers on Universal Credit and the Better off Norwich platform.
14 December 2017	Corporate plan and performance framework	Adam Clark (Strategy manager)	To consider amendments to corporate performance KPIs	Resolved to recommend the draft corporate measures 2018-19 to council for approval.
14 December 2017	Equality information report	Adam Clark (Strategy manager)	Pre-scrutiny of the equality information report prior to it being considered by cabinet.	To note the equality information report.
14 December 2017	Emerging position on the 2018/19 budget and MTFS	Karen Watling (Chief finance officer)	To note latest financial forecasts, savings options and capital plans which will inform budget setting for 2018/19.	Resolved to note the Emerging position on the 2018-19 Budget and Medium Term Financial Strategy (MTFS) and HRA Business Plan
25 January 2018	Scrutiny of the proposed budget, MTFS, and transformation programme	Karen Watling (Chief finance officer)	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy.	Resolved to note the pre-scrutiny of the proposed budget 2018-19

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
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.	Resolved to ask cabinet to consider:- (1) working with partners to such as the BID and the UEA to facilitate the delivery of electric vehicle charging points, (2) working with producers of air quality sensors and researchers to ensure that good quality field data around air quality is produced; and (3) investigating the possibility of a social value and environmental framework to purchase assets
7 February 2018	Call – in	Anton Bull (Director of	The decision notice published to	Resolved to ask:

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
	meetingPurchase of an asset	business services)	councillors regarding the purchase of an asset had no supporting exempt documentation, making it largely meaningless.	<p>(1) the director of business services to send an exempt pack of information relating to assets purchased to all members once a notice of key decision had been published,</p> <p>(2) the chief finance officer to simplify the information around the payback period within the exempt pack of information sent to all members; and</p> <p>(3) the democratic and elections manager to include an all members briefing on the treasury management strategy in the councillor development programme for the next civic year.</p>
22 February 2018	The private rented sector	Paul Swanborough (Private sector housing manager)	To provide members with key information on housing conditions in the private rented sector and to consider the evidence presented at this meeting and considers any recommendations the committee may wish to make	<p>Resolved to ask cabinet to consider:-</p> <p>(1) Resourcing, far earlier, the introduction of additional HMO licensing in conjunction with a relaunched property registration scheme,</p> <p>(2) writing to the two Norwich</p>

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
				<p>MPs to ask them to investigate when the mandatory licensing scheme would be commencing</p> <p>(3) funding for more environmental health officers to inspect properties and try to identify rogue landlords; and</p> <p>(4) working with other organisations to facilitate private sector tenants forums.</p>
22 March 2018	Norwich City Council debt collection policy	Anton Bull (Director of business services)	The scrutiny committee has asked to review the implementation of the debt collection policy and that the council's use of enforcement powers to recover debts is consistent with the policy objectives.	<p>1) Explore how to make council debt-related letters more accessible by:</p> <p>a) developing easy read letters, potentially in conjunction with a service user led organisation (such as Opening Doors) to offer staff training</p> <p>b) testing the reading age of our letters</p> <p>c) extending the use of a summary or key facts covering letter</p> <p>d) learning from 'nudge' techniques</p> <p>2) Appoint a member of the communications team to lead on improving our correspondence and to report progress to scrutiny committee in six</p>

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME
				<p>months</p> <p>(3) Ensure that comprehensive information about the full range of an individual's debts to the council is available to all council staff and can be reflected in any correspondence, no matter which debt the customer has initial contact with the council regarding</p> <p>(4) Consider increasing the PCN fine and reducing the discount amount with consideration to current legislation</p> <p>(5) Develop initial screening to ensure all information about a customer is available and proactively identify any vulnerability or existing debts</p>

An investigation into Access to Justice in Norwich

This civic year, when setting their work programme, the scrutiny committee chose to investigate the issue of access to justice. This was discussed at the November meeting.

The original scope for the item was for the committee to consider:

“The impact of legal aid cuts, changes to tribunal fees, debt and the impact of cuts to probation/prisons/courts.
The city council’s commissioning of advice services which provide elements of legal advice and how these work in Norwich”

Several speakers were invited to give evidence to the members and are listed below:

- Gareth Thomas, Director of UEA Law Clinic and trustee of the Eastern Legal Support Trust, (ELST)
- Janka Rodziewicz, Strategy Manager at Norfolk Community Advice Network, (NCAN)
- Judi Lincoln, advice and volunteer manager, Norwich Community Legal Service, (NCLS)
- Sue Bailey, President of the Norfolk and Norwich law society

The committee was presented with an array of evidence from the various speakers to support their understanding of the landscape of legal advice provision (particularly around social welfare law) and the changes that had been experienced over recent years.

Professor Thomas gave an overview of how the ability of citizens to understand and exercise rights was an integral part of the rule of law in our society, and that the changes to legal aid since 2013 had impacted on this. He provided an insight into the role of various stakeholders, including central government, the legal profession and the Voluntary, Community and Social Enterprise sector.

He explored how the provision of advice that was provided by the UEA law clinic and students supported this in practical terms. He also explained the role of the Eastern Legal Support Trust (ELST) in funding and supporting free legal advice in the region.

Janka Rodziewicz provided an overview of the Norfolk Community Advice Network (NCAN) and the various services provided by its members, as well as some of the issues that they faced. These issues included capacity, short-term funding, diversity of evaluation and increasing complexity of cases. She also explained how NCAN sought to address some of these issues and ensure that their members' services were optimised for the benefit of service users. She also explained how the city council engaged with the sector, both as a part of NCAN and as a funder of and strategic influence on social welfare advice.

Focusing on the specific issues faced in the area of family law, Judi Lincoln explained how the changes to legal aid had resulted in a paucity of support to people navigating the court system. She explained that Norfolk Community Law Service (NCLS) had sought to respond to these issues by establishing a service that provides so-called litigants in person with a measure of 'handholding' and support in court. She was able to give some insight into the lived experience of the people who had used the service and how it was helping them

The final speaker, Sue Bailey, was able to give a legal profession perspective on the issue of access to justice. Again, she was able to give the committee a sense of how the changes to legal aid nationally had played out locally, and what this meant for residents, courts and the legal profession. She also touched on the impact on criminal law and how there was a similar gap in advice provision as had been discussed around civil and social welfare law.

Having heard this evidence, the committee was able to explore the issues further. Discussions covered diverse issues such as the role of volunteers, the tribunal system, the council's funding of social welfare advice and digital inclusion.

Recommendations

The committee formulated their recommendations around Access to Justice at their January meeting. A report on these recommendations was taken to cabinet for consideration on 14 March 2018. These recommendations and the responses to them were as follows:

Consider committing to a longer term for the council's funding for social welfare advice services in the city

Ideally we would commit to all voluntary community social enterprise (VCSE) funding over 3 years. However, with the current uncertainty around local government finance and ongoing challenge about how we respond to that through the council's transformation programme, all of our budgets for external funding need to be kept under review annually. We will continue to work with existing funding recipients so that they are aware of the terms and restrictions of any funding, and can plan accordingly.

Consider how to reduce burden on funded organisations by standardising application and monitoring process, and to explore this with other funders

We are working with Norfolk Community Advice Network, (NCAN) and the current social welfare providers to identify ways of standardising reporting without adding additional burdens, but providing consistent reporting that supports their ability to demonstrate the impact of their services. We are initiating conversations with other funders of these services locally to explore this further.

Include a link to the Better Off Norwich platform in all relevant communications sent to customers and within their online council accounts to ensure they are accessing their entitlements

This is not currently in place; cabinet could consider asking officers to consider the viability of this.

Work with digital hubs around Norwich to train volunteers on Universal Credit and the Better off Norwich platform

The city council regularly provide training to Voluntary Norfolk trained volunteers (based at Digital Hubs). This has included Switch and Save, smart meters, avoiding scams and working with people with disabilities. We ran a session for volunteers on Universal Credit, (UC) when the scheme first came to the city. It is in the digital inclusion action plan for Year 4 (2018/19) to redeliver this for the fully live service at an appropriate time. Voluntary Norfolk volunteers have supported people to make UC applications, and the UC team leader came to the external partners steering group in January to give an update to the group too. Regarding 'Better Off' Norwich information has been sent to all the volunteers on the digital inclusion programme and details are available on their web-resource site.

Conclusion

This piece of work was a good example of how the committee was able to consider a range of evidence from diverse stakeholders around an issue that is topical and has an impact on local residents. They were then able to relate this to the council's role and make concrete recommendations that can improve how the council works with other agencies to address the issue.

All of the minutes and materials used at this meeting can be found on the Norwich City Council website under:

Committees > Scrutiny committee > 23 November 2017

Or at this link:

Annual review page 24

https://cmis.norwich.gov.uk/live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/4/Default.asp

Joint scrutiny bodies

Norfolk county health overview and scrutiny committee; Norwich City Council has a scrutiny member representative who sits on the Norfolk county health overview and scrutiny committee plus one substitute member. For the period 2017 – 2018 the member representative has been Councillor Julie Brociek-Coulton with Councillor Lesley Grahame being the substitute member.

The role of the Norfolk county health overview and scrutiny committee 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.

Please follow the link to the Norfolk county council website for papers and minutes concerning the above:

<http://www.norfolk.gov.uk/index.htm> and click on council and democracy then committee meeting dates, minutes, agendas and reports.

Norfolk countywide community safety partnership scrutiny sub panel; Norwich City Council has a scrutiny member representative who sits on the Norfolk countywide community safety partnership scrutiny sub panel plus one substitute member. For the period 2017 – 2018 the member representative has been Councillor Vaughan Thomas with Councillor Lesley Grahame being the substitute member.

The role of the Norfolk countywide community safety partnership scrutiny sub panel is to:

- 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
- Scrutinise the priorities as set out in the annual countywide community safety partnership plan
- Make any reports or recommendations to the countywide community safety partnership.

While the scrutiny sub panel has the duty of scrutinising the work of the CCSP 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 at county hall.

Guidance for placing items onto the scrutiny committee work programme

The guidance takes the form of a **flow chart** which outlines the process by which members and officers can discuss the merits of producing a report to the committee. Once a request for scrutiny has been received by the scrutiny officer; the process begins with a meeting between the member making the request, the scrutiny officer and the relevant responsible officer to discuss whether a report to the committee is necessary and justified while taking account of the TOPIC **analysis**:

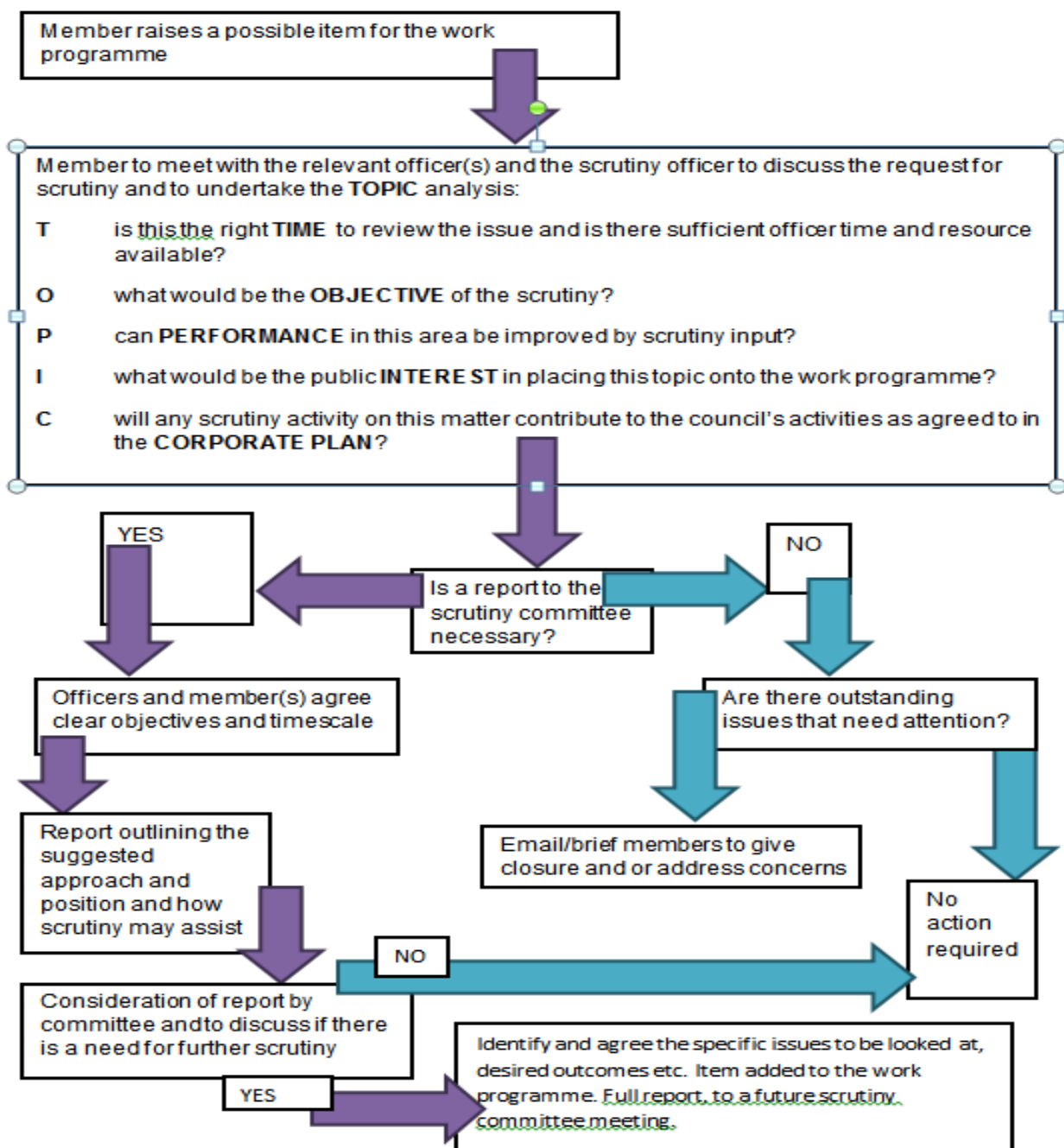
- T is this the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O what would be the **OBJECTIVE** of the scrutiny?
- P can **PERFORMANCE** in this area be improved by scrutiny input?
- I what would be the public **INTEREST** in placing this topic onto 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 recommendations that are; **Specific, Measurable, Attainable, Relevant and Time-bound**.

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



Public involvement and getting in touch with scrutiny

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.

Members of the public are also welcome 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 the committee officer who will liaise with the Chair of the committee and the scrutiny officer. Any questions for the committee have to be received no later than 10.00 am on the day before the meeting but in order for you to obtain a thorough answer it would be helpful if you could contact us as early as possible. To contact the committee officer please phone 01603 212416

Getting in touch with scrutiny

If you are a member of the public and wish to find out more about the scrutiny process and the committee or if you have any queries regarding this Annual Review, please feel free to contact the council's scrutiny liaison officer; If you have any topic suggestions for scrutiny please use the form attached over this page and send it to the scrutiny liaison officer or hand it in at the council's reception – for the attention of the scrutiny liaison officer.

Lucy Palmer

Democratic team leader

Democratic services

Norwich City Council

01603 2121416

lucypalmer@norwich.gov.uk

Request form to raise an item for Scrutiny Review

Councillors should be asked to carry out the following scrutiny review:

Please give your reasons (continue on a separate sheet if necessary)

Name:

Address:

Daytime Tel No

Email:

Date

Please return this form to Jo Rowan, Scrutiny Liaison Officer, Norwich City Council, City Hall, St Peters Street, Norwich NR2 1NH

Email: jorowan@norwich.gov.uk

Report to Council
26 June 2018
Report of Director of business services
Subject Annual audit committee report 2017-18

Item

8

Purpose

To present of the annual audit committee report 2017-18 to council.

Recommendation

To receive the annual audit committee report 2017-18

Corporate and service priorities

The report helps to meet the corporate priority value for money services

Financial implications

The report has no direct financial consequences

Ward/s: All Wards

Chair of audit committee: Councillor Price

Cabinet member: Councillor Kendrick, resources

Contact officers

Anton Bull, director of business services 01603 212326

Karen Watling, chief finance officer 01603 212440

Jackie Rodger, senior committee officer 01603 212033

Background documents

None

Report

1. On 11 March 2014, the audit committee resolved to approve new procedures for the audit committee in line with Chartered Institute of Public Finance and Accountancy (CIPFA) guidance. The CIPFA guidance says that:

“The purpose of an audit committee is to provide to those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.”

2. The guidance goes on to set out that the core functions of the audit committee are to:

- a) Be satisfied that the authority’s assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it, and demonstrate how governance supports the achievements of the authority’s objectives.
- b) In relation to the authority’s internal audit functions:
 - i) oversee its independence, objectivity, performance and professionalism
 - ii) support the effectiveness of the internal audit process
 - iii) promote the effective use of internal audit within the assurance framework.
- c) Consider the effectiveness of the authority’s risk management arrangements and the control environment. Review the risk profile of the organisation and assurances that action is being taken on risk-related issues, including partnerships with other organisations.
- d) Monitor the effectiveness of the control environment, including arrangements for ensuring value for money and for managing the authority’s exposure to the risks of fraud and corruption.
- e) Consider the reports and recommendations of external audit and inspection agencies and their implications for governance, risk management or control

3. The annual report of the audit committee 2017-18 summarises the work of the committee over the past financial year. Following discussion, the committee approved the report at its meeting on 12 June 2018..
4. The report concludes that the committee has been effective in undertaking the functions set out in its terms of reference, in accordance with the council’s procedure rules and the Accounts and Audit Regulations 2015.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Council
Committee date:	26 June 2018
Director / Head of service	Director of business services
Report subject:	Annual audit committee report 2017-18
Date assessed:	15 June 2018
Description:	Report summarises the activities of the audit committee in the previous civic year

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment
Positive
Negative
Neutral
Issues

Annual Report of the Audit Committee 2017-18

Introduction

This is the third annual report of the audit committee and advises the council of the work of the audit committee for the period of the civic year 2017-18.

Councillor Ben Price
Chair, audit committee

Councillor Keith Driver
Vice chair, audit committee

Background

1. This report covers the work of the audit committee for the financial and civic year 2017-18. The committee met five times during this period. The committee held an extraordinary meeting on 26 September 2017 because the original meeting date was too early in the month for the external audit to be completed. The meeting in January 2018 was not convened following consultation with the chair and the vice chair.
2. The council established an audit committee in 2007. Article 17, Audit committee, of the council's constitution sets out the terms of reference and procedures for the committee. Article 17 was reviewed and reissued in July 2014. A copy of Article 17 is appended to this report as Appendix A. The production of an annual report by the committee is good practice.
3. The members on the committee in 2017-18 were:-

Councillor Ben Price (chair)
Councillor Keith Driver (vice chair)
Councillor Bert Bremner (until September 2017)
Councillor Ed Coleshill (replacing Councillor Bremner in September 2017)
Councillor Beth Jones
Councillor Judith Lubbock
Councillor Marion Maxwell
Councillor Martin Schmierer
4. In accordance with good practice, no members of the committee were members of cabinet or the chair of scrutiny committee. Councillor Paul Kendrick, cabinet member for resources attended meetings of the committee.
5. The key officers who supported the audit committee were:

Karen Watling, chief finance officer and S151 officer
Hannah Simpson, strategic business partner (Deputy S151 officer)
Jonathan Tully, principal audit manager (LGSS) to December 2017
Magen Powell, principal auditor (LGSS), replacing Jonathan Tully
Neil Hunter, head of internal audit and risk management (LGSS).
Duncan Wilkinson, chief internal auditor (LGSS)
Laura McGillivray, chief executive

The committee would like to express its gratitude to Jonathan Tully who as principal audit manager who has been invaluable in his support to the chair and members of the committee and to congratulate him on his promotion.
6. The engagement team of the external auditors (Ernst & Young LLP) is led by Mark Hodgson and was supported by David Riglar until the closure of the 2016-17 accounts. In line with good practice, Sappho Powell has been appointed as the external audit manager for the 2017-18 accounts and going forward. The external auditors attend meetings of the audit committee to present their reports and answer members' questions. Ernst & Young LLP was reappointed as the council's local auditor with effect from April 2018.
7. The committee monitors the fees paid by the council to the external auditors to ensure value for money.

8. The committee requests training as required. Training is not restricted to committee members and there is an open invitation for all members of the council to attend. The external auditors also provide information briefings for audit committees which are circulated to members of the committee. The chair and vice chair have taken opportunities to attend briefing and networking sessions arranged by the external auditors for local government audit committee members and by CIPFA.

Statement of accounts and annual governance statement

9. For the fourth year running the council's Statement of accounts (2016-17) was approved by the statutory deadline of 30 September 2017. The accounts received an unqualified opinion from the external auditors. The statement of accounts and the external audit results report were considered at the extraordinary meeting on 26 September 2017. The external auditors had been unable to provide papers to the scheduled meeting on 5 September 2017. This was due to a delay in the progress of the audit but also due to the meeting date being scheduled too early in the month for the external audit work to be completed.
10. The committee had the opportunity to comment on the draft unaudited accounts at its meeting on 20 June 2017. Members were advised that actions would be taken in future to ensure there was a better explanation between the key figures in the outturn position. During discussion members considered works to recover bad debt related to housing benefit; the use of right to buy receipts within the three year deadline imposed by government, and the assessment of pension liability.
11. The statement of accounts and audit results report 2016-17 were considered at an extraordinary meeting on 26 September 2017. There was one unadjusted error relating to notional interest on Decent Homes Loans that was not material and would be adjusted in the following year's statement of accounts.
12. Members have been concerned that the new deadlines for the closure of accounts were achievable and were pleased that the finance team closed the 2016-2017 accounts by 31 May 2017 which bodes well for meeting the earlier deadlines in 2018. The chief finance officer assured members at the meeting on 26 September 2017 that there was also a closure of accounts project plan in place which would ensure that advertisement and arrangements for the public inspection period of the account complies with the Account and Audit Regulations 2015. The external auditor confirmed that it would be a challenge to ensure that the audit was completed by the end of July. The audit would be streamlined and focused, with a toolkit to test working papers. It is appreciated that meeting the new targets is more difficult for district councils than larger unitary authorities, with teams of dedicated teams working on the preparation. The chair requested that officers and external audit advised him immediately if there were any problems with achieving the deadlines.

External Audit

13. At its meeting on 14 November 2017, the committee reviewed the annual audit letter 2015-16 from the external auditors. The letter is the public facing document of the external auditors' findings on completion of the audit for 2016-17. A section of the report, "Focussing on your future" set out the actions for the earlier deadlines for production and audit of the financial statements from 2017-18.
14. In accordance with best practice, the annual audit letter was circulated to all members of the council and published on the council's website by 31 October 2017.
15. On 13 March 2018, the external auditor presented the Certification of Claims and Returns Annual Report 2016-17 to the committee. He confirmed that the fees were as predicted and pointed out that no materiality was allowed in relation to benefits. The chair commended the officers for their diligence in ensuring that transactions were correct. The vice chair said that it was important that people needing benefits received their full entitlement.
16. The external auditors presented their External Audit Plan 2017-18 to the committee in March. This report sets out how external audit will carry out the audit of the council's 2017-18 accounts. This is a robust audit plan and the level of materiality demonstrates that external audit is working well with the finance and internal audit teams. The external auditor explained that 2 per cent was standard and if material errors were found it could be dropped to 1 per cent. Members were advised that the annual audit letter included data where the whole population was tested. Additional work could be provided if necessary.
17. External audit is subject to review by the Public Sector Audit Appointments (PSAA)

Risk Management

18. The committee reviews the corporate risk register throughout the year and notes any changes to the register proposed by the corporate leadership team. The council's risk management processes are well embedded within the council, and members can be assured that the corporate risk register is kept up to date following regular review by the corporate leadership team and business management group of the key risks to achieving the council's objectives. Cabinet also reviews the corporate risk register annually and in the event of there being a change to risks which exceed the council's risk appetite.
19. The committee has noted that the residual risk for the council's housing investment strategy and public sector finance are above the council's risk appetite and that the council has put in place the controls that it can. There is continuing uncertainty surrounding public sector finances. Members were advised that the council's housing investment strategy had been re-profiled to take account of the one per cent rent cap imposed by the government and would ensure that spending meets the requirements of the thirty year plan. The committee has concerns about the long term financial implications regarding uncertain government policies. The council's Medium Term Financial Strategy seeks to mitigate the uncertainty of public sector finance which is outside the council's control.

20. Following the Grenfell Tower tragedy members sought reassurance that the council's emergency planning was reviewed in relation to tower block safety.
21. On 5 September 2018, Steve Day, head of IT (LGSS) facilitated a pre-meeting briefing at the members' request to help them understand the risks to the council's IT security from cyberattack and the measures that have been put in place.
22. At its meeting on 14 November 2017, members sought reassurance that interest rates would be incorporated into financial modelling. The committee is aware that the council, like many other authorities, is responding to government cuts to public sector funding by increasing its commercial activities and focus on income generation. Members have received assurance that the council's level of commercial activity is appropriate to the scale of the authority and it is based on a sound financial model. The council's ethos is to use new income from commercial activities to fund front line services. The retention of council services is particularly important as many residents are under financial pressure which would be exacerbated by rising interest rates.
23. Members are aware that the council's commercial activities and focus on income generation is greater than in previous years as a response to cuts to public sector funding and have expressed concern that this increases the potential risk to the council. The committee will need assurance that the governance arrangements are in place to protect the council against this risk.

Internal audit

24. The committee received the annual internal audit opinion for 2016-17 at its meeting on 20 June 2017 and receives reports on the progress against the audit plan report at each meeting. This gives the committee an opportunity to ask detailed questions and monitor progress. Members were reassured that the council had received good assurance on compliance and operated to Public Sector Internal Audit Standards.
25. On 15 March 2016 the committee agreed a new approach for the internal audit plan for 2016-17. This approach reviews the control environment for mitigating the risk that anything goes wrong. The internal audit plan is regularly monitored by the chief finance officer, audit committee and external audit. The number of days allocated to the plan for 2017-18 remained at the level which was finally agreed for 2016-17.
26. At the meeting on 14 November 2017, the chair welcomed that fees and charges had been included in the plan at the request of the committee. Members were advised that the work would include substantial testing around the transaction process. Members also considered the proposal to postpone the review of the NPS contract management and received assurance that the delay would not cause any significant risk. The audit would be picked up in the first part of the audit cycle to ensure that recommendations from a previous audit had been implemented. There was sufficient coverage from a previous audit to provide assurance for an audit opinion. The external auditor also gave assurance that an internal audit had not identified any significant risk.

27. A member of the committee raised the issue of the transformation project and the loss of skillsets and knowledge. This appears to be a shared concern when facing budget cuts whilst maintaining services. The local authority could take on trainees and encourage professional development to ensure that skills were transferred. The committee noted that the benefit of review the control environment was the removal of controls which did not affect risk and therefore reducing unnecessary bureaucracy.
28. The committee discussed the completion of the debt recovery audit assignment at its meeting on 13 March 2018 and noted that cabinet would be considering writing off irrecoverable national non domestic rate debt (14 March 2018). The recommendations from the audit should be in place by 31 July 2018. Members also considered the council's participation in the National Fraud Initiative (NFI) and commented that more information should be available about eligibility for single person council tax discount.
29. The committee approved the internal audit plan for Norwich City Council 2018-19 at the March meeting. It was noted that fees and charges appeared twice on the plan because the council had to agree a fees and charges policy and then it had to be audited after implementation. Members also sought clarification about procurement compliance and how the council could ensure that council leaseholders received value for money.
30. The plan is robust and the impact of any changes to the plan will be discussed in detail with the corporate leadership team. The plan covers a two year period and there is some flexibility to re-profile the plan in response to changing areas or risk. Members requested that it would be useful in future years to include the number of days allocated to an item so that comparisons could be made on a year on year basis. Audits not completed in 2017-18 will be carried over into 2018-19.
31. The external auditors seek confirmation from the chair each year requesting confirmation of the council's management processes and arrangements. Councillor Price, the chair responded to this letter and copies have been circulated to members of the committee.

Conclusion

32. The committee has been effective in undertaking the functions set out in its terms of reference, in accordance with the council's procedure rules and the Accounts and Audit Regulations 2015.

Report to Council
26 June 2018
Report of Director of business services
Subject Appointment of representatives to outside bodies 2018-19

Item

9

Purpose

To consider appointments to outside bodies for the current civic year.

Recommendations

To:

- (1) make appointments to outside bodies for 2018-19 as set out in appendix A to this report; and,
- (2) delegate to director of business services, in consultation with the leaders of the political groups, to agree nominations to any vacancies arising during the year.

Corporate and service priorities

The report helps to meet the corporate priority value for money services.

Financial implications

There are no direct financial implications of the report.

Ward/s: All wards

Cabinet member: Councillor Kendrick – Resources

Contact officers

Anton Bull - director of business services 01603 212908

Stuart Guthrie, democratic and elections manager 01603 212055

Background documents

None

Report

1. There are a large number of outside bodies to which the council appoints representatives. A list of nominations for 2018-19 is appended to this report (appendix A).

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Council
Committee date:	26 June 2018
Head of service:	Director of business services
Report subject:	Appointment of representatives to outside bodies 2018-19
Date assessed:	12 June 2018
Description:	To consider appointments to outside bodies for the current civic year.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Risk management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Recommendations from impact assessment	
Positive	
Negative	
Neutral	
Issues	

REPRESENTATION ON OUTSIDE BODIES 2018-19

Advice and guidance

For each outside body a relevant senior officer/ head of service has been identified who is available to the councillor(s) to provide advice and guidance if required. Depending on the nature of the enquiry they may take further advice such as from the council's chief executive, monitoring officer or section 151 officer.

Outside bodies

Organisation	Representation	Relevant senior officer
Active Norfolk	Cllr Coleshill	Nikki Rotsos
Broads Authority	Cllr Harris	Andy Watt
The Forum Trust Limited	Cllr Harris	Nikki Rotsos
Lilian Armitage Charity (4 year term of office)	Brenda Arthur Cllr Fullman TBC	Lee Robson
Theatre Royal (Norwich) Trust Limited	Cllr Fullman	Nikki Rotsos
Norfolk (Countywide) Community Safety Partnership Scrutiny Sub Panel	Cllr Stewart Cllr Thomas (VA) (sub)	Bob Cronk
Norfolk Health Scrutiny Committee	Cllr Packer Cllr Fullman (sub)	Adam Clark
Norwich Access Group	Cllr Brociek-Coulton	Andy Watt
Norwich Airport Consultative Committee	Cllr Coleshill	Andy Watt
Norwich Airport Joint Advisory Committee	Cllr Coleshill TBC	Andy Watt
Norwich Consolidated Charities (4 year term of office)	Cllr Maxwell 2019 Lesley Grahame 2018 Cllr Jones (B) 2020 Chris Herries 2020 Cllr Davis 2021 Jeanne Southgate 2021	Bob Cronk

Organisation	Representation	Relevant senior officer
Norwich Historic Churches Trust Limited (THE)	Cllr Fullman Cllr Huntley Chris Herries	Graham Nelson
Norwich Preservation Trust Limited	Cllr Maguire Cllr Stonard Cllr Raby Cllr Lubbock	Graham Nelson
Cooperative Councils Innovation Network - Values and Principles Board.	Cllr Jones (B)	Anton Bull
Older People's Forum	Cllr Davis	Bob Cronk

Appointments by the Cabinet to specific groups

Organisation	Representation	Relevant senior officer
Association of Retained Council Housing	Cllr Harris	Lee Robson
CNC Building Control Services Board	Cllr Stonard	Anton Bull
Eastern Procurement Limited Company Board	Anton Bull	
Greater Norwich Growth Board	Cllr Waters	Dave Moorcroft
Greater Norwich Development Partnership	Cllr Waters Cllr Stonard Cllr Kendrick	Dave Moorcroft
IESE Limited Company Board	Cllr Harris	Anton Bull
Joint Norfolk Waste Partnership	Cllr Maguire	Adrian Akester
Legislator 1656 Limited Company Board	Andy Watt	

Organisation	Representation	Relevant senior officer
Legislator 1657 Limited Company Board	Andy Watt	
LG Pensions Committee	Cllr Waters	Karen Watling
Local Government Association (Norfolk Branch)	Cllr Waters	Laura McGillivray
Local Government Association – General Assembly	Cllr Waters	Laura McGillivray
Local Government Information Unit	Cllr Harris	CLT/Adam Clark
New Anglia Local Enterprise Partnership Limited Company Board	Cllr Waters	Dave Moorcroft
NPlaw Board	Cllr Kendrick	Anton Bull
Norwich Airport Limited Company Board	Cllr Waters	Andy Watt Karen Watling
Norwich Business Improvement District Limited (Company board)	Cllr Waters	Nikki Rotsos
Norwich NORSE Environmental Limited Company Board	Cllr Maguire Bob Cronk	Adrian Akester
Norwich NORSE Building Limited Company Board	Cllr Harris Dave Moorcroft	Lee Robson
NPS Norwich Limited Company Board	Cllr Kendrick Anton Bull	
Norwich Regeneration Limited Company Board	Cllr Stonard (chair) Cllr Kendrick Anton Bull Dave Moorcroft Karen Watling Terry Fuller	
Norfolk health and Wellbeing Board	Cllr Packer	Adam Clark
Norfolk Police and Crime	Cllr Maguire	Bob Cronk

Organisation	Representation	Relevant senior officer
Panel	Cllr Kendrick (dep)	
Strategic Board of the Norwich and HCA Strategic Partnership	Cllr Waters Cllr Kendrick Cllr Stonard	Dave Moorcroft
Three Score Open Space Management Limited Company Board	Cllr Kendrick Lee Robson	
Travel Norwich Airport Limited Company Board	Cllr Waters	Andy Watt
UK Healthy Cities	Cllr Packer	Debbie Cronk
War Memorials Trust	Richard Jewson Ernie Green Cllr Manning Cllr Sands (M) <i>(4 of 7 trustees are council appointments and 3 appointed by trustees)</i>	Anton Bull
Writers' Centre Norwich (Company board)	Cllr Waters	Nikki Rotsos