

Report to Council
27 June 2017
Report of Strategy manager
Subject Annual scrutiny review 2016-17

Item

7

Purpose

To consider the work and progress that has been made by the scrutiny committee for the civic year 2016 – 2017.

Recommendation

To receive the annual review of the scrutiny committee 2016-17.

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 17 March 2017 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:	27 June 2017
Head of service:	Strategy manager
Report subject:	Annual review of the scrutiny committee 2016-17
Date assessed:	June 2017
Description:	To consider work and progress that has been made by the scrutiny committee for the civic year 2016-17.

	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</u> 1998	<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 2016 - 2017

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 2016– 2017.



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.

Unfortunately, there have been a number of areas 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. It is hoped to include these when the work programme for the next civic year is discussed.

At the September and October meetings, the committee had the opportunity to questions representatives from Norfolk County Council, the National Union of Teachers, and DNEAT as to how the current education system impacts on the outcomes of our young people in Norwich, both at school, but also the impact of education on social mobility.

The committee had recommendations around the additional interventions for vulnerable families who expressed disquiet around the lack of alternative provision in Norwich.

One of the concerns levelled at the Academies and Free Schools programme is the lack of link to local democratic institutions. It is therefore significant that one of the recommendations from this piece of scrutiny is that the City Council should seek to establish a cooperative academy chain.

Local government faces a generational change in what it can deliver, and the City Council is not immune from that change. The November meeting focused on the neighbourhood model and ward councillors, looking at how councillors can work as enablers in their community.

Following this meeting a highly successful workshop was held for all councillors, the outcomes of which have fed into further development of the neighbourhood model.

Perhaps the most significant piece of work has been to investigate the causes of food poverty in Norwich. The committee used the February and March meetings to take evidence from a range of experts, and following good coverage of the February meeting, a number of public questions were submitted.

At the time of writing this foreword, the committee has not met to produce formal recommendations, but these will be discussed at the meeting of April 6. However, areas that the City Council could have a positive influence would be around having an umbrella food poverty strategy – bringing together existing services, and consider the use of vacant council retail premises for social enterprise use.

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

The committee has agreed a change to setting the work programme, with all members being asked to work up detailed items for scrutiny during April / May rather than using our first meeting for discussing ideas. It is hoped that this way we will be able to achieve more detailed scrutiny during the year.

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 to contact me to suggest topics for scrutiny.

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

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The membership of the scrutiny committee 2016 – 2017

Councillors:

Wright (Chair)
Maguire (Vice-Chair)

Bogelein
Bradford
Coleshill
Davis
Fullman
Grahame
Haynes
Mailk
Manning
Packer
Peek

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.

Performance monitoring reports are an agenda item every six months, with members continuing to receive performance data every quarter for overview purposes.

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.

City council officers associated with the scrutiny committee also took part in a training event this year delivered by the same trainer. The aim of this session was to give officers support in their understanding of what scrutiny is and why it is important. The officer training session also considered the role of officers in scrutiny and techniques for work programming.

The work of the scrutiny committee and outcomes for 2016 – 2017

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME/REFER TO TRACKER
26 May 2016	Publication of Traffic Regulation Orders	Phil Shreeve (Strategy manager)	To understand how the council will publicise information about Traffic Regulation Orders	Refer to tracker
30 June 2016	Market Consultation	Adrian Akester (Head of Citywide Services)	To update members on the outcomes of the consultation on Norwich Market.	Refer to tracker
30 June 2016	Grounds Maintenance Contract	Adrian Akester (Head of Citywide Services)	To gain clarification on whether efficiencies can be found in the budget regarding the Grounds Maintenance Contract.	RESOLVED to note the review of the grounds maintenance contract.
30 June 2016	Quarter 4 Performance Review	Phil Shreeve (Strategy manager)	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data	RESOLVED to note the quarterly performance figures contained in the report Refer to tracker

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME/REFER TO TRACKER
14 July 2016 MEETING CANCELLED	Communications and Consultation	Nikki Rotsos and portfolio holder (Cllr Waters)	The strategy manager circulated a briefing paper and the committee will look at this document at the meeting on 20 October	Briefing document sent to all members.
14 July 2016 MEETING CANCELLED	Devolution	Phil Shreeve and Cllr Wright	To discuss the council's position on the proposed East Anglian devolution plan.	The 14 th July meeting was cancelled following NCC's rejection of the devolution deal
14 July 2016 Evidence gathering meeting	City Accessibility Tour	Andy Watt and Cllr Wright	This scrutiny committee meeting was cancelled and instead some members took part in a tour of the city looking at accessibility around the city. Access groups were also invited to attend, including RNIB and NNAB.	Some members took part in this non-scrutiny tour of Norwich. Members agreed to use the 23 February to look at this item. It was then moved to the 6 April for a special meeting, then moved (due to the pre-election period) to 22 June
22 September 2016	Update from 21st July meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.	RESOLVED to note the update from the NHOSC representative.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME/REFER TO TRACKER
22 September 2016	Update from 8th September meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.	RESOLVED to note the update from the NHOSC representative.
22 September 2016	Academies and education attainment	Cllr Wright, chair of scrutiny	To consider the current state of educational outcomes in Norwich with reference to changing school structures such as academies and free schools.	RESOLVED to continue receive evidence at the October scrutiny committee meeting from further stakeholders.
20 October 2016	Update from 13th October meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.	RESOLVED to note the update from the NHOSC representative.
20 October 2016	Educational outcomes for the young people of Norwich	Cllr Wright, chair of scrutiny	To consider the current state of educational outcomes in Norwich with reference to changing school structures such as academies and free schools.	RESOLVED to note the evidence gathered on academies and educational outcomes

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20 October 2016	Consultation method	Nikki Rotsos (Director of customers and culture)	That the scrutiny committee notes the consultation process of the council and considers specific ways of enhancing this.	RESOLVED to note the report on consultation methods.
24 November 2016	Greater Norwich Growth Board and Local Enterprise Partnership	Dave Moorcroft (Director of regeneration and development)	A briefing paper about the 'current state of play' in regard to GNGB and LEP.	Refer to tracker
24 November 2016	Education and Social Mobility	James Wright, chair of scrutiny	To provide members the opportunity to form recommendations following the evidence gathering meetings around academies at the September and October scrutiny committee meetings	Refer to tracker
15 December 2016	Update from 8th December meeting of the Norfolk Health Overview and Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.	RESOLVED to note the update from the NHOSC representative.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME/REFER TO TRACKER
15 December 2016	Corporate Plan Review	Adam Clark (Strategy manager)	To consider amendments to corporate performance KPIs	RESOLVED to note the amendments to corporate performance KPIs
15 December 2016	Equality Information Report	Adam Clark (Strategy manager)	Pre scrutiny of the report before it goes to cabinet.	Refer to tracker
15 December 2016	Neighbourhood Model and ward councillors	Bob Cronk (Director of neighbourhoods)	Scrutinise the Neighbourhood Model to see how the public is engaged, how councillors are involved and how resources will be allocated	Refer to tracker
26 January 2017	Pre scrutiny of the proposed budget	Justine Hartley (Chief finance officer)	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy.	Refer to tracker
26 January 2017	Environmental Strategy – Yearly update on the progress statement	Richard Willson (Environmental strategy manager)	Identification of any issues to consider and note successes and progress reported in the progress statement.	Refer to tracker

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME/REFER TO TRACKER
26 January 2017	Update from 12th January meeting of the Norfolk Health Overview and Scrutiny Committee	Cllr Maguire, NHOSC councillor rep	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.	RESOLVED to note the update from the NHOSC representative.
23 February 2017	Food Poverty	Adam Clark (Strategy manager) and Cllr Maguire	For the committee to identify and address the cause and effects around food poverty in Norwich.	RESOLVED to ask all members of the scrutiny committee to send their initial thoughts on the main drivers of food poverty to the scrutiny liaison officer.
23 March 2017	Summary of Food Poverty meeting	Adam Clark (Strategy manager) and Cllr Maguire	Following the first food poverty meeting, this committee meeting will aim to identify solutions and resolutions to recommend to cabinet for consideration	RESOLVED to: (1) thank Rosie Ogleby and Caroline Seaman for their presentations; (2) ask the scrutiny liaison officer to add an item to the work programme for the meeting of the scrutiny committee on 6 April 2017 to

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME/REFER TO TRACKER
	Summary of Food Poverty meeting			discuss solutions to food poverty; and 3) ask members to bring suggested solutions to the issue of food poverty to the meeting on 6 April.
6 April 2017	Annual Review of the Scrutiny Committee	Beth Clark and Cllr Wright	To agree the annual review of the scrutiny committee's work 2016 to 2017 and recommend it for adoption of the council	RESOLVED to: 1) add a column to the work programme within the Annual Review to show the outcome of items 2) add a reference to the access walk of Norwich undertaken on 14 July 2016 to the annual review of the scrutiny committee; and 3) to recommend the annual scrutiny review for approval at the next available meeting of full council.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT	OUTCOME/REFER TO TRACKER
6 April 2017 (exempt item)	*Portfolio Disposal Transition Strategy	Andy Watt (Head of city development services) Justine Hartley (Chief finance officer)	Pre scrutiny of the strategy before it goes to cabinet.	Refer to tracker
6 April 2017	Food poverty	Adam Clark (Strategy manager) and Cllr Maguire	To discuss solutions to food poverty following on from evidence provided to members at the February and March committee meetings	Refer to tracker

After some members and officers undertook a city access tour of Norwich, the scrutiny committee decided to look at this item at their meeting on 6 April, however due to the pre-election period this was moved to the next available meeting slot on 22 June:

Items brought forward to next civic year

22 June 2017	City Accessibility	Andy Watt (Head of city development services)	To make appropriate recommendations on how the council could ensure that people with visual impairments/disabilities can access the city safely and with confidence.
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The scrutiny committee: work and outcomes tracker 2016 – 2017

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
26 May 2016	Setting of the Scrutiny Committee Work Programme	Phil Shreeve	Members asked for information about the publication of Traffic Regulation Orders	The service is looking at getting TROs online as soon as resource enables it to happen.
30 June 2016	Quarterly performance report	Phil Shreeve	With reference to measure PVC4 (number of new business start-ups) members requested further information, in particular what would happen if a new business were to close?	<p>The Economic development officer responded – ‘The figure was gross, it measures new businesses which have started with support from local business support agencies. It is not a measure of active businesses which is a net figure i.e .new businesses + existing businesses – business closures. This measure is available from official statistics but is subject to a 2 year time lag which is why it is not used as a performance measure, it is not timely enough.</p> <p>The measure does not include business closures’</p>
30 June 2016	Update on the Norwich Market Consultation	Adrian Akester	<p>The scrutiny committee to explore the possibility of</p> <ol style="list-style-type: none"> 1. for a bus route to take in the market place via Saint Peters Street; and, 2. to improve sign posting from existing bus stops to the market (particularly on Castle Meadow) 	<p>The head of city development responded, ‘1) is a matter for the county council as they are the passenger transport authority. From the knowledge I do have it is very unlikely to be viable and also a single bus route is only going to be of use for a small proportion of the population.</p> <p>As Scrutiny Committee notes the nearest main bus stops are at Castle Meadow. The market is already signed from Castle Meadow (at the junction with Davey Place). To</p>

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
	Update on the Norwich Market Consultation			provide more signs as requested under 2) would be costly, however there is no budget for this, nor for future maintenance. Such provision could only therefore be justified based on well researched marketing advice of which I am unaware. Additional signs would also add to street clutter.
22 September 2016	Switch and Save	Adam Clark	For members to better understand the Switch and Save process	It was agreed that the best way to implement this would be for the scrutiny committee to refer to documents available on the Norwich City council website
24 November 2016	Greater Norwich Growth Board (GNGB) and New Anglia Local Enterprise Partnership (NALEP) update	Cllr James Wright	RESOLVED that the chair would write to: a) The GNGB to request as a part of their meetings the inclusion of public questions and the publication of papers in advance of any meeting; and, b) The NALEP to request as a part of their meetings the inclusion of public questions and the publication of papers in advance of any meeting and to encourage trade union representation as a part of the group.	Ongoing
	Education and Social Mobility	Cabinet member for fairness and equality, Vaughan Thomas	Ask the cabinet member for fairness and equality to complete the government consultation entitled 'Schools that work for everyone';	Due to time constraints, the cabinet member was unable to complete the consultation before the deadline of 12 December 2016.
24 November 2016	Education and social mobility	Cllr James Wright	Recommend to cabinet the establishment of a cooperative academy chain	Ongoing

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
		Cllr James Wright	Recommend to Norfolk County Council children's services that they encourage academies to engage more fully with the work of the Early Help Hub	Ongoing
		Cllr James Wright	The chair to write to the new head of children's services at Norfolk County Council, welcoming them to the role and asking that – given the state of educational outcomes in the city – what work was being planned around: i) Vulnerable families; and, ii) Lack of alternative provision	Ongoing
15 December 2016	Equality Information Report	Adam Clark	a) Consider if the current proposed timescale for producing and publishing the equality report is the most suitable or time appropriate. b) Change the final sentence of the equality information to report to refer to the Equality Act 2010 (Specific Duties) Regulations 2011, rather than the Equality act (2010)	These recommendations were considered by cabinet on 18 January 2017. a) Given the timetable for the publication of underlying data, the existing schedule of publishing the report by the end of January remains optimal. b) Changes implemented on Equality Information Report on council website.
	Neighbourhood model and the role of the ward councillor	Bob Cronk	A workshop on the Neighbourhood model to answer the questions: How are councillors currently engaged and supporting local community activity? - What do members think is the role of the ward councillor in the enabling programme? - What support or training do members need to help communities do more for themselves?	This workshop took place on 10 January 2017

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
26 January 2017	Pre scrutiny of the proposed budget	Justine Hartley	RESOLVED to: 1) ask the strategy manager to: a) to review the integrated impact assessments for the budget papers prior to the report being taken to cabinet, in consultation with the chief finance officer, b) circulate to all members, information on the purpose of impact assessment for committee reports 2) ask the chief finance officer to: a) circulate information to scrutiny committee members on the decrease in community safety and environment b) review the communication strategy and consultation timing around the budget papers to council to ensure the citizens of Norwich can engage effectively in the process c) consider using the summer edition of Citizen magazine to publish an accessible summary of the 2017 – 18 budget 3) note the importance of parks and facilities in Norwich	A response to these points was circulated to all members by the scrutiny liaison officer.
26 January 2017	Pre scrutiny of the proposed budget			
	Environmental Strategy – Yearly update on the progress statement	Richard Willson	RESOLVED to: 1) note the Environmental Strategy 2015 – 2018 progress update, 2) ask the environmental strategy manager to: a) consider linking the priorities in the Environmental Strategy and the	A response to these points was circulated to all members by the scrutiny liaison officer.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
	Environmental Strategy – Yearly update on the progress statement		Environmental Statement to allow for easy cross referencing of the documents; and b) send a link to scrutiny committee members to the national dataset for carbon emissions 3) ask the director of regeneration and development to bring the draft environmental strategy 2018 – 2021 to the scrutiny committee at an appropriate time; and 4) to consider using a member briefing session for a workshop on the draft environmental strategy 2018 – 2021 to allow all councillor input.	
23 February 2017	Causes of food poverty in Norwich	Bethany Clark, Adam Clark and Cllr Kevin Maguire	To ask all members of the scrutiny committee to send their initial thoughts on the main drivers of food poverty to the scrutiny liaison officer.	Members emailed suggestions and these have been collated in the food poverty report for the 23 March 2017 scrutiny committee agenda
6 April 2017	Food poverty	Adam Clark and Cllr Kevin Maguire	RESOLVED to ask cabinet to consider;- 1) trying to access charitable trust funding to resource projects such as social supermarkets 2) developing a food poverty strategy to act as an umbrella document for existing actions 3) increasing awareness and availability of financial advice and early intervention 4) developing community led food literacy projects 5) increasing awareness of the Go4less	These recommendations are currently on the cabinet's forward agenda.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER/LEAD MEMBER	SCRUTINY REQUEST	OUTCOMES OR CURRENT POSITION
	Food poverty		cards which entitle residents to reduced allotment fees; and 6) linking older and socially isolated people with good food literacy skills with younger generations in need of such skills	
6 April 2017 (exempt item)	*Portfolio Disposal Transition Strategy	Andy Watt and Justine Hartley	RESOLVED to 1) note the asset and investment strategy; and 2) to ask cabinet to consider instead of increasing the delegated authority spending limit for portfolio acquisitions, cabinet instead considers the implementation of a 'fast-track' recorded procedure for purchases retaining wider cabinet member involvement.	This recommendation was taken to 12 April cabinet and the decision was made: To delegate authority to the director of regeneration and development, in consultation with the chief finance officer and the equivalent number of a quorum of cabinet members, including the cabinet member for resources and business liaison, to invest in income generating assets up to the limit in value described in this report as budgeted for in the council's capital programme.

An investigation into food poverty in Norwich

This civic year, when setting their work programme, the scrutiny committee chose to investigate the issue of food poverty in the city of Norwich. The committee decided to devote two meetings to this item to allow for meaningful and thorough work.

In the first session, the members would examine the problem, including a definition of the works, and examples of the breadth and depth of the causes of food poverty. Members suggested examining the problem at different levels; structural, organisational and individual, in order to be able to create accurate resolutions.

It was also agreed by the committee that they would need to hear from expert witnesses to understand the problem and to ultimately develop a Norwich-specific approach to a Norwich problem. Therefore, scrutiny members suggested that it would be useful for them to hear from those people living with the situation of food poverty and when examining the structural level, it was considered vital to invite an academic to provide context. It was advised that the committee should identify at least three main drivers of food poverty in Norwich, and identify possible solutions and recommendations based on these drivers at the March meeting.

Then, in the second investigation of the food poverty session, the committee would take an in-depth consideration of approaches and strategies about how to address the issues raised in the first session. The scrutiny members elected to invite speakers who could educate the committee on how what impact their organisation has had on food poverty. The committee could then consider this evidence provided to them when making their resolutions.

It was concluded by the scrutiny committee that valuable work could be achieved by following up the sessions with the Department for Work and Pensions and the Health and Wellbeing Board.

On 23 February 2017, the committee held the first of two food poverty meetings, with three speakers invited to provide expert witness. This included:

- Jo Mack, lecturer at the Open University, television producer and co-author of Breadline Britain: The rise of mass poverty
- Hannah Worsley, Norwich foodbank project manager. Foodbank provides emergency food supplies and support
- Councillor Vaughan Thomas, cabinet member for fairness and equality

Jo Mack gave a presentation to members outlining the national picture of food poverty, and she also highlighted that eating was a social activity as well as a necessity and therefore food poverty was not only a health issue, but also a social issue.

The committee then heard from Councillor Vaughan Thomas, cabinet member for Fairness and Equality at Norwich City Council. He put onus on the complex appeal process for benefit sanctions and individuals not being able to navigate this process. He suggested better awareness on this could aid those facing food poverty.

Finally, the committee then heard recordings, collected by Future Radio, of short interviews with Norwich Foodbank users explaining why they had to use the foodbank. The reasons varied from benefit sanctions to a delay in wages being paid. Hannah Worsley, the Norwich Foodbank manager, presented the recordings and explained that they saw a wide range of users from those on benefits to those who were in work but were still unable to make ends meet.

All of the minutes and materials used at this meeting can be found on the Norwich City Council website under:
Committees > Scrutiny committee > 23 February 2017

Or at this link: https://cmis.norwich.gov.uk/live/Committees/tabid/62/ctl/ViewCMIS_CommitteeDetails/mid/381/id/4/Default.aspx

Questioning and discussion ensued by the committee leading to the resolution that the members of the scrutiny committee would send their initial thoughts on the main drivers of food poverty to officers, who would collate these suggestions and then bring back to the March scrutiny committee meeting.

The table overleaf is a culmination of the suggestions submitted by some of scrutiny committee of what the main drivers of food poverty in Norwich are based on the evidence they heard from speakers at the 23 February meeting.

	Understanding the Causes	Sustainable Response
Structural	Insecure work Low wage Welfare system that does not always prevent crises Distribution/accessibility of nutritious food	
Organisational	Benefit delays Benefit sanctions Universal credit Debt recovery by landlords and others	
Individual	Food literacy/skills Knowledge of navigating benefit system Low financial capability	

On the 23 March 2017, the scrutiny committee held the final of the two food poverty meetings, and heard from the following speakers:

- Rosie Ogleby, National Director of Feeding Britain
- Caroline Seaman, Food Literacy practitioner

At this meeting, the chair of the scrutiny committee received two questions from members of the public.

A question from Clive Lewis MP, who asked, 'What does Norwich City Council currently do to help its citizens in food poverty? And what can the City Council do in a sustainable manner to begin to turn the tide of food poverty in our city?'

The other from Emma Stopford of Norwich FarmShare, who asked, 'Could the Committee give a view on how Norwich FarmShare can be best included in the Council's strategy to end food poverty - including the suggestions above and other ideas the Committee may have and could the Committee help ensure that Norwich FarmShare is to be formally included in this strategy?'

The full questions submitted and answers given can be found in the minutes of the meeting on the Norwich City Council website under Committees. Or at the following link:

<https://cmis.norwich.gov.uk/live/Meetingscalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/268/Committee/4/Default.aspx>

Following the public questions, the committee then heard from the National Director of Feeding Britain, Rosie Oglesby who gave the members an overview of what Feeding Britain is and its role to helping those living in food poverty. She also spoke of the possibility of a pilot for Feeding Norwich, if it was something Norwich City Council was interested in pursuing.

The committee then heard from Caroline Seaman who is a food literacy practitioner. Caroline's presentation looked at food literacy and the need to build on this in order to help prevent food poverty. She spoke of various options the council could consider in order to help resolve the issue of food poverty, like the uptake of acceptance of Healthy Start vouchers by market stalls and independent shops.

After discussion and questions by the committee and the speakers, the members split off into two groups to begin thinking of solutions, all of which are in the table below:

	Understanding the Causes	Sustainable Response
Structural	<p>Insecure work</p> <p>Low wage</p> <p>Welfare system that does not always prevent crises</p> <p>Distribution/accessibility of nutritious food</p>	<p>Charitable trust funding e.g. social supermarkets/pop up shops</p> <p>Increasing roll out of discount supermarkets?</p> <p>Opportunities coming from Sustainability and Transformation Plans to engage GPs and hospitals</p> <p>Surplus food projects based around food preserving skills</p>
Organisational	<p>Benefit delays</p> <p>Benefit sanctions</p> <p>Universal credit</p> <p>Debt recovery by landlords and others</p> <p>6 week gap prior to UC claim</p>	<p>Food poverty strategy – umbrella document</p> <p>Use of vacant HRA shops for social/enterprise use</p> <p>Widening knowledge of Discretionary Housing Payments</p> <p>Widening availability of apprenticeships e.g. NPS</p> <p>Improving information on availability of advice – signposting</p> <p>Free school meals take up</p> <p>Go 4 less – encouraging take up</p> <p>Social value in procurement</p>
Individual	<p>Food literacy/skills</p> <p>Knowledge of navigating benefit system</p> <p>Low financial capability</p>	<p>Role of crowdfunding for surplus food enterprises</p> <p>Food literacy activity – cooking, shopping, community led</p> <p>After school food clubs</p> <p>Opportunity for sharing/trading surplus food on allotments – schemes in community centres</p> <p>Skills sharing between generations</p> <p>Healthy start vouchers accepted by independent retailers</p> <p>Promote access of affordable credit</p>

During this workshop, the committee members, with the support of officers and the invited speakers, began to pull together ideas for solutions to food poverty, and how they could form these solutions into recommendations. All of the suggestions made by the scrutiny councillors are detailed in the 'sustainable response' column of the table above.

The March committee meeting then came to an end, and the members resolved to consider the suggestions at the next meeting on April 6 2017 to produce formal recommendations. At the time of publication of this review, the committee had not yet met again, but the committee's resolutions will be available online in the minutes of this meeting:

<https://cmis.norwich.gov.uk/live/Meetingscalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/365/Committee/4/Default.aspx>

These two sessions taken together show how the scrutiny committee has been able to take a rounded look at a complex issue and, using evidence from a range of stakeholders, play a valuable role in shaping the way that the city council seeks to address local issues.

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 2016 – 2017 the member representative has been Councillor Kevin Maguire 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 2016 – 2017 the member representative has been Councillor David Fullman 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**:

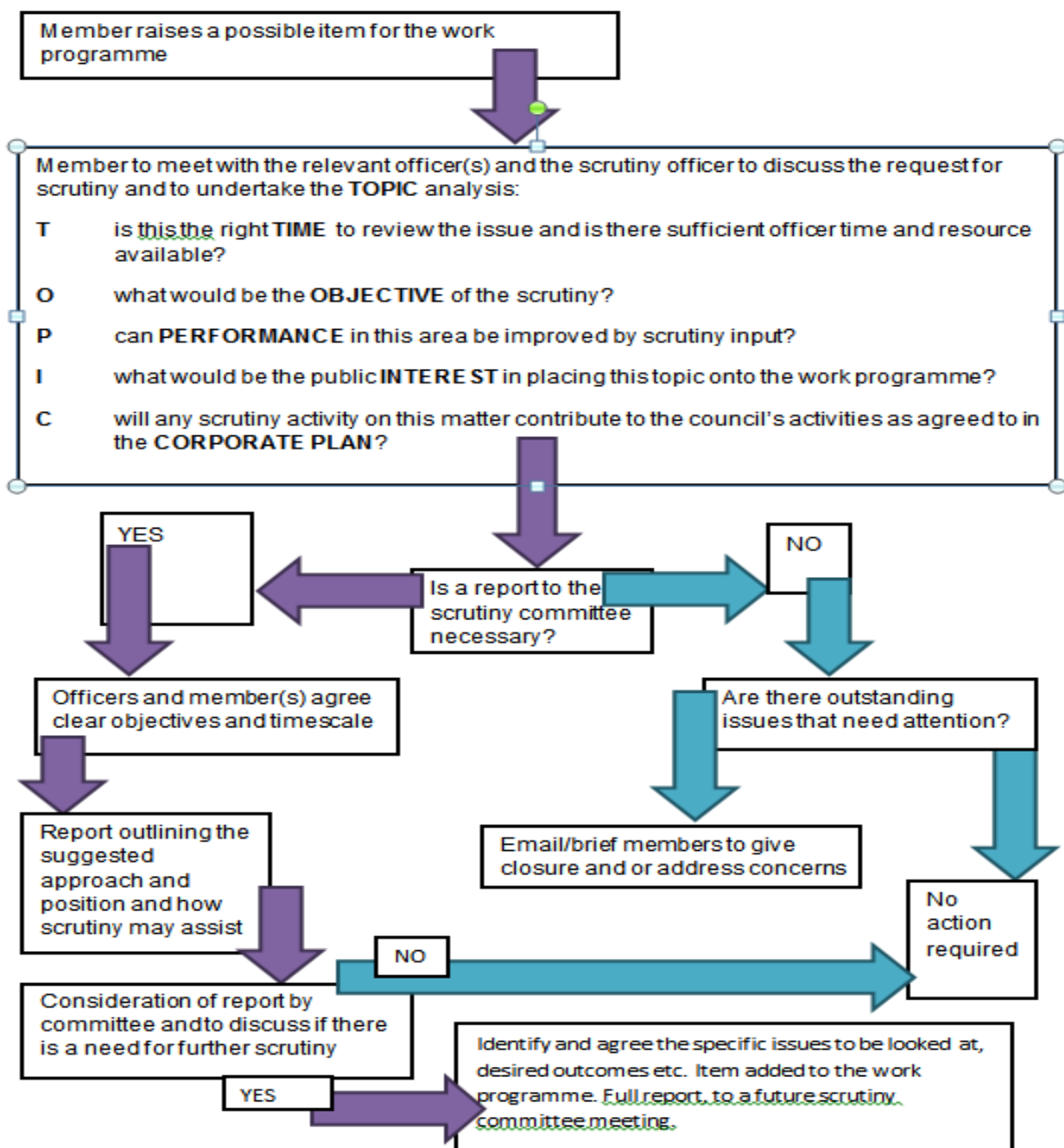
- T** is this the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O** what would be the **OBJECTIVE** of the scrutiny?
- P** can **PERFORMANCE** in this area be improved by scrutiny input?
- I** what would be the public **INTEREST** in placing this topic 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.

Bethany Clark

Scrutiny liaison officer

Strategy and transformation team
Norwich City Council

01603 212153

bethanyclark@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 Bethany Clark, Scrutiny Liaison Officer, Norwich City Council, City Hall, St Peters Street, Norwich NR2 1NH

Email: bethanyclark@norwich.gov.uk