



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, 23 June 2015

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 - 10 |
| 6 | Questions to cabinet members / committee chairs

(A printed copy of the quesiotns and replies will be available at the meeting) | |
| 7 | Appointment of representatives to outside bodies 2015-16

Purpose - To consider appointments to outside bodies for the current civic year. | 11 - 24 |
| 8 | Constitution review - The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 | 25 - 32 |

Purpose - To consider the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

9 Statement of licensing policy Cumulative impact policy 33 - 42

Purpose - To consider the recommendation from licensing committee to adopt the special *Cumulative impact policy* attached at appendix A to the report as part of the council's statement of licensing policy.

10 Adjustment to 2015-16 non-housing capital programme 43 - 50

Purpose - To seek approval for an adjustment to the non-housing capital programme 2015-16.

11 Annual review of the scrutiny committee 2014-2015 51 - 96

Purpose - To consider the work and progress that has been made by the Scrutiny Committee for the civic year 2014 – 2015.

12 Motion - Queen's Speech

Proposed by Councillor Vaughn Thomas and seconded by Councillor Harris.

The Queen's Speech included plans for legislation to extend the right to buy to housing associations, freeze working age benefits for two years, lower the benefit cap and remove automatic entitlement to housing benefit for 18-21 year olds. Council, **RESOLVES** to ask the leader of the council to write to the Prime Minister and the Interim Leader of the opposition saying that :-

1) it believes such moves will; -

a) have a huge impact both on housing associations and on local authorities, as councils would have to sell off their most valuable homes to fund replacements.

b) make it harder for people on lower incomes who are already struggling to access a decent home at a price they can afford and result in the loss of vital social and affordable homes.

2) freezing working age benefits for two years, lowering the benefit cap and removing automatic entitlement to housing benefit for 18-21 year olds fails to reflect the reality of the

housing crisis. Britain is not building enough homes, which means the cost of housing and therefore the housing benefit bill is going up.

3) millions of people have no choice but to rely on housing benefit to secure a roof over their head. That includes an increasing number of people in work – the number of people in work who still have to claim housing benefit has more than doubled from around 445,000 to just over a million in the last five years.

4) cutting housing benefit for under 21s fails to take into account the reality of many young people's lives. It could have a serious impact on vulnerable young people who have left home, including those who have been rough sleeping and may be forced to return to it. It could also mean that young people would be unwilling to take risks such as moving for work because there would be no safety net for them.

5) the best way of helping people on lower incomes into home ownership is by increasing the supply of affordable housing.

13 Motion – Co-operatives fortnight

Proposed by Councillor Herries and seconded by Councillor Maxwell

Co-operatives make a significant contribution to the Norwich and UK economy with their combined turnover of over £37 billion. Many people believe that reciprocity and co-operation are vital for better communities and better economies. Council therefore **RESOLVES** to:-

1) recognise that co-operatives help narrow the gap between rich and poor through employee ownership and profit sharing and further recognises that community ownership can save local services including village shops and pubs as well as enable people to take action on housing, arts, sport, land, finance and renewable energy

2) welcome co-operatives fortnight

3) ask Cabinet to; -

a) support Co-operatives fortnight each year and, where possible, the work of local co-operatives within the city.

b) continue to work closely with the Co-operative Councils

Innovation Network to harness and develop the benefits of co-operation to empower local people and improve services.

14 Motion - United Nations climate change conference COP-21

Proposed by Councillor Bogelein and seconded by Councillor Henderson.

In December 2015, the United Nations' COP-21 faces a decision of great global importance: whether to commit to a binding legal agreement on world-wide emission reductions. Support and pressure from the public and their local authorities will give governments strength to agree to binding commitments. In line with the council's strong commitment to a low carbon future –

Council **RESOLVES** to ask cabinet to:-

- 1) include an article in the CITIZEN to raise residents' awareness of COP21, including the options they have to influence the negotiations via organisations like The Climate Coalition and Live Earth.
- 2) update the council website section on climate change, including information on COP21.
- 3) lobby national government to stand up for a strong, binding commitment at the COP21 negotiations.
- 4) support local and national groups of residents that aim to create public awareness for the COP21 negotiations

15 Motion - Bedroom tax

Proposed by Councillor Haynes and seconded by Councillor Howard

As the new government has no plan to scrap the bedroom tax, council -

RESOLVES to ask cabinet :-

- 1) for a period of one year, to disregard the sum by which a household's housing benefit payment has been reduced by under- occupancy restrictions when determining whether and when to initiate proceedings to recover a tenancy as a consequence of rent arrears;
- 2) to repeat the call to the government to withdraw the

provisions of the Welfare Reform Act relating to the so called 'under occupation' in social housing ('the bedroom tax'), ensuring that people are not penalised as a result of the long term chronic under supply of social housing or changes to family circumstances

3) explore all legally acceptable ways of preventing evictions after the one year period mentioned in part 1)



Anton Bull
Executive head of business relationship management and democracy

For further information please contact:

Andy Emms, democratic services manager
t: (01603) 212459
e: andyemms@norwich.gov.uk

Democratic services
City Hall, Norwich, NR2 1NH
www.norwich.gov.uk

Date of publication: **Monday, 15 June 2015**

Information for members of the public

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

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



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.



MINUTES

COUNCIL - ANNUAL MEETING

3.30 pm - 4.50 pm

26 May 2015

Present: Councillor Arthur (Lord Mayor following election), Beryl Blower (Sheriff, following election), Councillors Ackroyd, Blunt; Bogelein, Boswell, Bradford, Bremner, Brociek-Coulton, Button, Carlo, Coleshill, Driver, Grahame, Harris, Haynes, Henderson, Herries, Howard, Jackson, Jones, Kendrick, Lubbock, Maxwell, Neale, Packer, Peek, Price, Raby, Ryan, Sands(M), Sands (S), Schmierer, Stonard, Thomas(Va), Thomas(Vi), Waters, Woollard and Wright

Apologies: Councillor Manning

1. LORD MAYOR'S ANNOUNCEMENTS

The Lord Mayor, Councillor Lubbock, updated council on some of her engagements since the last meeting which included the Radio One Big Weekend free music festival in Earlham Park. She also congratulated Norwich City FC on gaining promotion to the Premier League.

2. ELECTION OF LORD MAYOR

Councillor Waters moved and Councillor Wright seconded and it was –

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

Councillor Arthur then made and signed the declaration of acceptance of office and acknowledged the honour conferred on her.

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

3. APPOINTMENT OF SHERIFF

Councillor Bremner moved and Councillor Boswell seconded and it was –

RESOLVED, unanimously, to elect Beryl Blower to the office of Sheriff of Norwich for the new civic year.

Beryl Blower 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 Ackroyd moved and Councillor Harris seconded and it was –

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

- (1) Councillor Judith Lubbock as Lord Mayor and Nigel Lubbock as consort during the past year and, on behalf of the citizens of Norwich, records its warmest thanks;
- (2) William Armstrong OBE as Sheriff and Monica Armstrong as Sheriff's Lady 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 Thomas (Va) moved and Councillor Haynes seconded and it was -

RESOLVED, unanimously, to elect Councillor Wright 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 THE LEADER OF THE COUNCIL

Councillor Harris moved and Councillor Stonard 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 as follows:-

Name	Portfolio
Harris	Deputy leader and Housing and wellbeing
Councillor Bremner	Environment and sustainable development
Councillor Stonard	Resources and income generation
Councillor Driver	Neighbourhoods and community safety
Councillor Thomas (Va)	Fairness and Equality
Councillor Kendrick	Parks, Markets and open spaces

8. APPOINTMENT OF HONORARY RECORDER

Councillor Maxwell moved and Councillor Grahame seconded and it was -

RESOLVED, unanimously, to appoint 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 14/15

Councillor Waters moved and Councillor Harris seconded the following :

- (a) To elect Councillor Wright as chair of the scrutiny committee for the new civic year;
- (b) (ii) To elect Councillor Neale as chair of the audit committee for the new civic year;
- (c) To elect Councillor Button to the chair of the licensing committee and Councillor sands (M) 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	12
- (c) To elect Councillor Bremner to the vice-chair of the Norwich Highways Agency committee for the new civic year;
- (e) to (g) as set out in the agenda papers.

Councillor Boswell moved and Councillor Neale seconded that:

“Item 9 (a) be amended to elect Councillor Haynes as chair of the scrutiny committee”

On being put to the vote and with 14 voting in favour, 21 against and 1 abstention, the amendment was declared lost.

The Lord Mayor then put the substantive motion to the vote and it was -

RESOLVED:-

(1) with 26 voting in favour, 7 against and 3 abstentions, to:-;

- (a) elect Councillor Wright as chair of the scrutiny committee for the new civic year

(2) unanimously, to :-,

- a) elect Councillor Wright as chair of the scrutiny committee for the new civic year;
- b) elect Councillor Neale as chair of the audit committee for the new civic year;
- c) elect Councillor Button to the chair of the licensing committee and Councillor Sands (M) 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	12

- d) elect Councillor Bremner to the vice-chair of the Norwich Highways Agency committee for the new civic year;
- e) 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);
- f) delegate to the executive head of business relationship management and democracy, 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;
- g) note that a report on the appointment of representatives to outside organisations will be submitted to the council on 23 June 2015 and to agree that any changes to existing appointments to organisations meeting before this council should be delegated to the executive head of business relationship management in consultation with the leaders of the political groups.

LORD MAYOR

Report to	Council	Item
	23 June 2015	
Report of	Executive head of business relationship management and democracy	7
Subject	Appointment of representatives to outside bodies 2015-16	

Purpose

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

Recommendations

- 1) To make appointments to outside bodies for 2015-16 as set out in appendix A to this report; and,
- 2) To devolve authority to the executive head of business relationship management and democracy, 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 Stonard –Resources and income generation

Contact officers

Anton Bull - Executive head of business relationship management and democracy	01603 212908
Andy Emms, Democratic services manager	01603 212459

Background documents

None

Report

1. There are a large number of outside bodies to which the council appoints representatives. A list of nominations for 2015-16 is appended to this report (appendix A) along with support and reporting arrangements.

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:	23 June, 2015
Head of service:	Executive head of business relationship management and democracy
Report subject:	Appointment of representatives to outside bodies 2015-16
Date assessed:	15 June, 2015
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	

Integrated impact assessment



NORWICH
City Council

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

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Report author to complete

Committee:	Council
Committee date:	23 June, 2015
Head of service:	Executive head of business relationship management and democracy
Report subject:	Appointment of representatives to outside bodies 2015-16
Date assessed:	15 June, 2015
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 2015/16

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.

Reporting back

Councillors on outside bodies are asked to report back on the work being done by their organisations. A proforma report form is available for this purpose on e-councillor (the member's information portal). Any completed report forms sent to the Democratic services manager will be published on e-councillor for the information of all councillors. Councillors are asked to complete at least one report no later than December 2015.

Outside bodies

Organisation	Representation	Relevant senior officer
Active Norfolk	Cllr Thomas (Va)	Nikki Rotsos
Visit Norwich	Cllr Waters	Nikki Rotsos
Broads Authority	Cllr Harris rep	Andy Watt
Forum Trust Board	Cllr Waters	Nikki Rotsos
Lilian Armitage Charity (4 year term of office)	Cllr Arthur Jill Surridge David Fullman	Tracy John
Norfolk Archaeological Services Advisory Committee	Cllr Brociek-Coulton	Graham Nelson
Theatre Royal	Cllr Arthur	Nikki Rotsos
Norfolk (Countywide) Community Safety Partnership Scrutiny Sub Panel	Cllr Maxwell	Bob Cronk
Norfolk Health Scrutiny Committee	Cllr Bogelein	Russell O'Keefe
Norwich Access Group	Cllr Thomas (Va)	Russell O'Keefe

Organisation	Representation	Relevant senior officer
Norwich Airport Consultative Committee	Cllr Driver	Andy Watt
Norwich Airport Joint Advisory Committee	Cllr Driver Cllr Bogelein	Andy Watt
Norwich Consolidated Charities (4 year term of office)	Roy Blower Green Cllr tbc Jeremy Hooke 2016 Cllr Arthur 2016 Pam Scutter 2017 Jeanne Southgate 2017	Bob Cronk
Norwich Fringe Countryside Management Project	Cllr Button	Adrian Akester
Norwich Historic Churches Trust	Cllr Herries Cllr Maxwell Cllr Blunt	Graham Nelson
Norwich Preservation Trust	Cllr Bremner Cllr Thomas (Vi) Cllr Blunt Cllr Lubbock	Graham Nelson
Twinning Committee	Cllr Bremner, Cllr Maxwell Cllr Sands (M) Cllr Thomas (Vi) Cllr Henderson Cllr Jones Cllr Raby	Anton Bull
Liaison Boards	Representation	Relevant senior officer
NPS (Norwich) Liaison Board	Cllr Stonard Cllr Kendrick Cllr Blunt Cllr Wright	Andy Watt
Norwich NORSE (Environmental) Liaison Board	Cllr Driver Cllr Button Cllr Price Cllr Lubbock	Adrian Akester
Norwich NORSE (Building) Liaison Board	Cllr Harris Cllr Woollard Cllr Jackson Cllr Ackroyd	Tracy John

Appointments by the Cabinet to specific groups

Association of Retained Council Housing	Cllr Harris One officer (<i>currently Paul Sutton</i>)	Tracy John
CNC Building Control Services Board	Cllr Bremner	Anton Bull
CNC Consultancy Services Ltd Company Board	Cllr Bremner	Anton Bull
Greater Norwich Growth Board	Cllr Waters	Dave Moorcroft
LGSS Revenues and benefits Board	Cllr Stonard Cllr Waters	Anton Bull
Local Enterprise Partnership Board	Cllr Waters Sub Cllr Stonard	Dave Moorcroft
Local Government Association (Norfolk Branch)	Cllr Waters	Laura McGillivray
Local Government Association – General Assembly	Cllr Waters	Laura McGillivray
Local Government Information Unit	Cllr Harris	Russell O’Keefe
Norfolk Environmental Waste Services (Company board)	Cllr Stonard	Adrian Akester
nplaw Board	Cllr Stonard	Anton Bull
IESE Board	Cllr Harris	Russell O’Keefe
Norwich International Airport Board	Cllr Waters	Andy Watt
Norwich BID	Cllr Waters	Nikki Rotsos
NPS NORSE (Building) Company Board	Cllr Harris	Andy Watt
Norwich NORSE (Environmental) Company Board	Cllr Driver	Adrian Akester

Norwich NORSE (Building) Company Board	Cllr Harris	Tracy John
Norfolk Health and Wellbeing Board	Cllr Harris	Russell O'Keefe
Norfolk Police and Crime Panel	Cllr Driver Cllr Waters (substitute)	Bob Cronk
Strategic Board of the Norwich and HCA Strategic Partnership	Cllr Waters Cllr Stonard Cllr Bremner	Jerry Massey
War Memorials Trust	Richard Jewson Ernie Green Cllr Arthur Cllr Sands (M <i>(4 of 7 the trustees are council appointments and 3 appointed by trustees)</i>	Anton Bull
Joint Norfolk Waste Partnership	Cllr Bremner	Adrian Akester
LG Pensions Cttee	Cllr Waters	Justine Hartley

Report to	Council 23 June 2015	Item
Report of	Executive head of business relationship management and democracy	8
Subject	Constitution review - The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015	

Purpose

To consider the requirements of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015.

Recommendation

To amend appendix 12 of the constitution to reflect the requirements of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 as summarised in appendix A

Corporate and service priorities

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

Financial implications

There are no direct financial implications arising from this report.

Ward/s: All

Cabinet member: Councillor Stonard, cabinet member for resources and income generation

Contact officers

Andy Emms, democratic services manager

01603 212459

Background documents

None

Background

1. The Local Authorities (Standing Orders) (England) Regulations 2001 have recently been amended by The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 and council is required to make appropriate changes to its standing orders.
2. The change relates to the dismissal of certain chief officers (head of the authority's paid service, chief finance officer and monitoring officer).
3. In summary, the change is that instead of a 'designated independent person' to be engaged to provide an independent external view on any proposed dismissal, council must take into account the advice, views and recommendations of a panel composed of at least two of the independent persons appointed under the Localism Act 2011.
4. These posts were created in 2012 to deal with standards and ethics issues. As most authorities (including Norwich City Council) only appointed one independent person it will usually be the case that an independent person from another authority will need to be engaged to form the panel required by the new regulations.
5. The council's independent person is Mr. Alistair Roy. Expenses for this duty will be at the same rate as currently paid to the independent person for existing duties.
6. This report and its appendix were reviewed by cabinet on 10 June 2015. A recommendation was made that council should amend the constitution accordingly.

Integrated impact assessment



NORWICH
City Council

Report author to complete

Committee:	Cabinet
Committee date:	10 June 2015
Head of service:	Executive head of business relationship management and democracy
Report subject:	The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015
Date assessed:	1 June 2015
Description:	Statutory requirement for councils to amend standing order at first council after annual council

	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	
Neutral	
Issues	

Change to constitution in relation to dismissal of certain chief officers

1. A chief finance officer, head of the authority's paid service or monitoring officer (each defined as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001) may not be dismissed by the authority unless the procedure set out in the following paragraphs is complied with.
2. The authority must invite relevant independent persons (meaning persons appointed under section 28(7) of the Localism Act 2011) to be considered for appointment to the panel, with a view to appointing at least two such persons to the panel.
3. The "relevant independent person" means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.
4. The authority must appoint to the panel at least two such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order -
 - (a) a relevant independent person who has been appointed by the authority and who is a local government elector;
 - (b) any other relevant independent person who has been appointed by the authority;
 - (c) a relevant independent person who has been appointed by another authority or authorities.
5. The authority must appoint any panel at least 20 working days before the relevant meeting.
6. Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular –
 - (a) any advice, views or recommendations of the panel;
 - (b) the conclusions of any investigation into the proposed dismissal; and
 - (c) any representations from the relevant officer.
7. Any remuneration, allowances or fees paid by the authority to an independent person appointed to the panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the Localism Act 2011.

Report to Council
23 June 2015
Report of Head of citywide services
Subject Statement of licensing policy: *Cumulative impact policy*

Item
9

Purpose

To consider the recommendation from licensing committee to adopt the special *Cumulative impact policy* attached at appendix A to the report as part of the council's statement of licensing policy.

Recommendation

To adopt the special *Cumulative impact policy* attached at appendix A to the report as part of the council's statement of licensing policy.

Corporate and service priorities

The report helps to meet the corporate priority of a safe, clean and low carbon city and the service plan priority of protecting the interests of the public through the administration of the licensing function.

Financial implications

Advertising costs to be met from existing budget.

Ward/s: All wards

Cabinet member: Councillor Driver – neighbourhoods and community safety

Contact officers

Ian Streeter, licensing manager

01603 212761

Background documents

None

Report

1. Although not specifically mentioned in the Licensing Act 2003, cumulative impact is defined in the guidance issued to licensing authorities by the Home Office as “the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area”.
2. The council’s current statement of licensing policy does not include a special policy in relation to ‘cumulative impact’. The Home Office guidance states that “the cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for the council as a licensing authority to consider in developing its licensing policy statement”.
3. A special *Cumulative impact policy* proposed by Norfolk Constabulary for inclusion within the council’s statement of licensing policy was the subject of a statutory consultation procedure, the responses to which were considered by the licensing committee on 23 March 2015.
4. Licensing committee resolved to recommend that council adopt the special *Cumulative impact policy* attached at appendix A to the report as part of the council’s statement of licensing policy.
5. The Licensing Act 2003 requires the licensing function in respect of revisions to statements of licensing policies to be discharged by the licensing authority (i.e. council).
6. If council resolves to adopt the special *Cumulative impact policy*, then a notice of intention to publish a revised statement of licensing policy must be given, with the revised policy taking effect one month later.

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:	23 June, 2015
Head of service:	Executive head of strategy, people and neighbourhoods
Report subject:	Statement of licensing policy: Cumulative impact policy
Date assessed:	15 June, 2015
Description:	To consider the recommendation from licensing committee to adopt the special Cumulative impact policy attached at appendix A to the report as part of the council's statement of licensing policy.

	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

9. Cumulative impact

9.1 Cumulative impact is the potential impact on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area e.g. the potential impact on crime and disorder or public nuisance.

9.2 The cumulative impact of licensed premises on the promotion of the licensing objectives is a matter that the licensing authority can take into account. This should not, however, be confused with 'need' which concerns the commercial demand for a particular type of premises e.g., a pub, restaurant or hotel. The issue of 'need' is therefore primarily a matter for the market to decide and does not form part of this licensing policy statement.

9.3 Once away from the licensed premises, a minority of consumers will behave badly and unlawfully. However, there are other mechanisms, both within and outside the licensing regime, that are available for addressing such issues. For example:

- planning controls;
- positive measures to create a safe and clean environment in partnership with local businesses, transport operators and others;
- the provision of CCTV;
- powers to designate parts of the city as places where alcohol may not be consumed publicly;
- confiscation of alcohol from adults and children in designated areas;
- police enforcement of the law with regard to disorder and anti-social behaviour, including the issuing of fixed penalty notices;
- enforcement action against those selling alcohol to people who are drunk;
- police powers to close some premises for up to 24 hours on the grounds of disorder, the likelihood of disorder or excessive noise; and
- the power of police, local businesses or residents to seek a review of the licence or certificate.

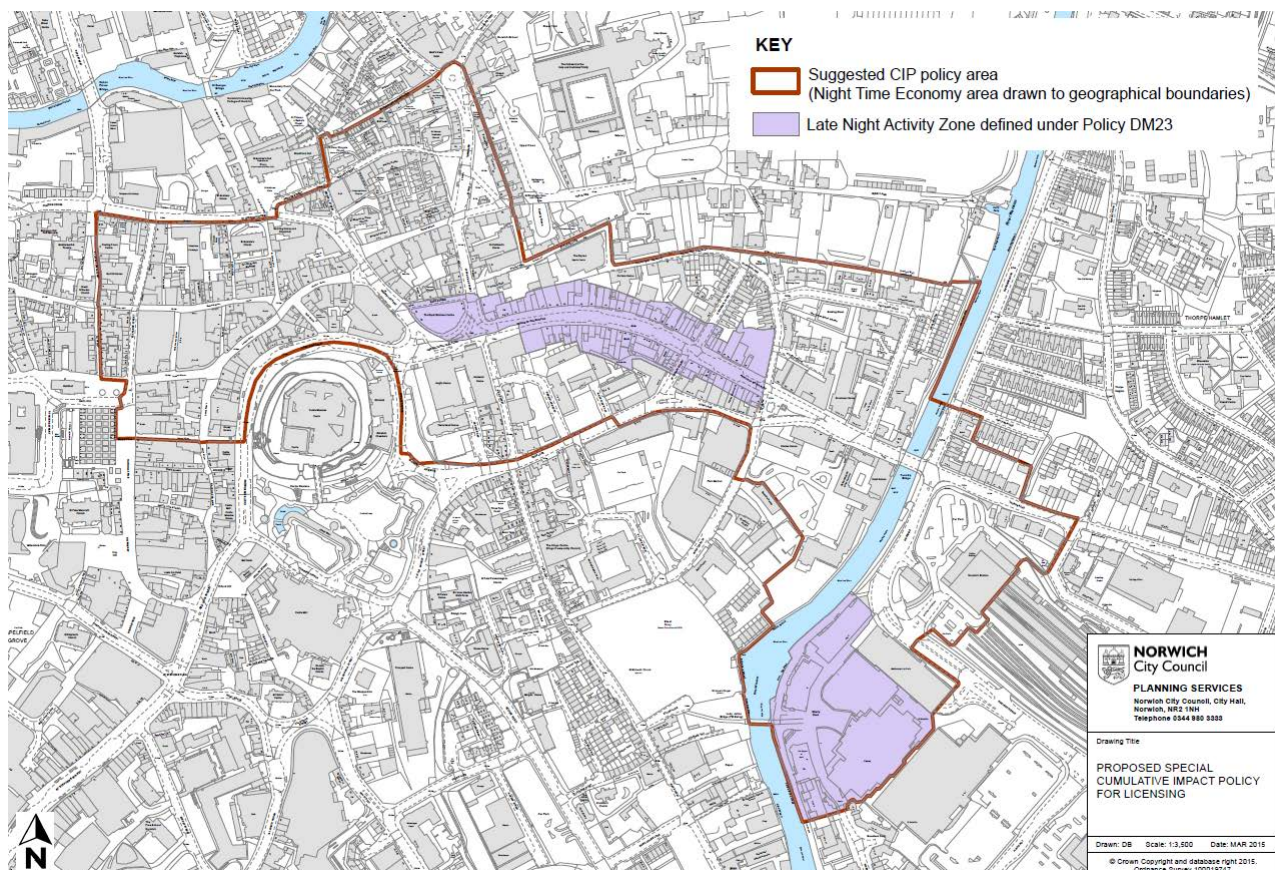
Proposed special policy on cumulative impact

9.4 The licensing authority should only adopt a special policy on cumulative impact if there is evidence that a significant number of licensed premises concentrated in one area are causing a cumulative impact on one or more of the licensing objectives.

9.5 The licensing authority has received representations from Norfolk Constabulary that the high concentration of premises licensed to sell alcohol and/or provide late night refreshment between the hours of 2100 and 0600 within the police's late night economy public order policing zone has produced a detrimental impact upon the licensing objectives.

9.6 The special cumulative impact policy would apply to those premises applying for the grant or variation of a licence seeking any of the following licensable activities, between the hours of 2100 and 0600 and within the area indicated on the map shown below:

- the sale by retail sale of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club;
- the provision of late night refreshment.



Applications

9.7 A cumulative impact policy creates a rebuttable presumption that applications for the grant or variation of premises licences or club premises certificates in respect of premises that fall within a designated cumulative impact area will normally be refused if relevant representations are received, unless the applicant can demonstrate in the operating schedule that there will be no negative cumulative impact on one or more of the licensing objectives.

9.8 An applicant wishing to obtain a new or varied licence for premises falling within a cumulative impact area must identify, through the risk assessment process (if used) and operating schedule, the steps that he or she intends to take so that the council and responsible authorities can be satisfied that granting a new licence will not add to the impact already being experienced.

9.9 To assist this process applicants are encouraged to submit a full and thoroughly considered application at the earliest opportunity. The onus is on the applicant to demonstrate to the responsible authorities the suitability and detail for their site. The applicant is encouraged to make early contact with the responsible authorities to discuss their plans, and suggested control measures. Applicants should also have particular regard to the guidance issued by the Home Office under section 182 of the Act.

9.10 Despite the presumption against grant or variation, responsible authorities and other persons will still need to make a relevant representation before the council may lawfully consider giving effect to its cumulative impact policy.

9.11 The council recognises that a cumulative impact policy should not be absolute. The circumstances of each application will be considered properly and application for licences that are unlikely to add to the cumulative impact on the licensing objectives may be granted. After receiving representations in relation to a new application or for a variation of a licence, the licensing authority will consider whether it would be justified in departing from its cumulative impact policy in the light of the individual circumstances of the case. The impact can be expected to be different for premises with different styles and characteristics. If the council decides that an application should be refused, it will still need to show that the grant of the application would undermine the promotion of the licensing objectives and that necessary conditions would be ineffective in preventing the problems involved.

9.12 This special policy will not be used:

- as a ground for revoking an existing licence or certificate when representations are received about problems with those premises;
- to justify rejecting applications to vary an existing licence or certificate except where those modifications are directly relevant to the policy (for example, an application to vary a licence with a view to increasing the capacity limits of the premises) and are strictly necessary for the promotion of the licensing objectives;
- to impose quotas - based on either the number of premises or the capacity of those premises - that restrict the consideration of any application on its individual merits. Quotas have no regard to individual characteristics of the premises concerned. Proper regard will be given to those differences and the differing impact they will have on the promotion of the licensing objectives

9.13 This special policy will be reviewed regularly to assess whether it is still needed or should be expanded.

Report to Cabinet
23 June 2015
Report of Chief finance officer
Subject Adjustment to 2015-16 non-housing capital programme

Item

10

Purpose

To seek approval for an adjustment to the non-housing capital programme 2015-16.

Recommendation

To agree the addition to the 2015-16 non-housing capital programme of spend funded by capital contributions and external ring fenced monies as set out in this report.

Corporate and service priorities

The report helps to meet the corporate priority value for money services and the service plan priority to provide accurate, relevant and timely financial information.

Financial implications

The financial implications are set out in the body of the report.

Ward/s: All wards

Cabinet member: Councillor Stonard – resources and income generation

Contact officers

Justine Hartley, chief finance officer 01603 212440

Shaun Flaxman, group accountant 01603 212805

Background documents

None

Report

Background

1. On 25 June 2014, cabinet resolved to delegate to the executive head of business relationship management in consultation with the deputy leader and resources portfolio holder, authority to amend the agreement with LGSS to include the implementation of a new finance system.
2. On 17 February 2015, council approved the 2015-16 non-housing capital programme. At this time, a number of different options were available for the new finance system, therefore a specific provision was not included within the 2015-16 capital IT development budget.
3. On 17 February 2015, council approved the draft corporate plan 2015-20, which incorporates the delivery of the digital inclusion action plan as part of the fair city council priority. The council applied for a Transformation Challenge Award grant to support this work, the award of which has now been confirmed.

Proposed additions to the 2015-16 capital programme

4. Discussions with LGSS around the procurement of a new finance system are now reaching an advanced stage and it is anticipated that funding will be needed for the procurement of this system in 2015-16. The arrangements relating to the ending of the previous IT contract made provision for receipt of a capital contribution of £400,000 towards the cost of strategic IT development. This is currently held as an unallocated capital reserve. Approval is sought to transfer this reserve balance to the 2015/16 capital programme and increase the approved expenditure on the IT development budget by this £400,000 to contribute to the implementation of a new finance system. The remaining costs of implementing the new system are anticipated to be covered by the IT development budgets already approved in the 5 year capital plan agreed at Council on 17 February 2015.
5. In April 2015, the council received confirmation that it would receive a Transformation Challenge Award grant of £445,575. This included a capital provision of £107,000 for website functionality development. Approval is sought to increase the capital programme by this funding to facilitate the automation of online forms and ensure the website is responsive to mobile devices, in line with the digital inclusion action plan.
6. The following table sets out the proposed adjustments to the 2015-16 non-housing capital programme.

Scheme	Approved Budget 2015-16 £000's	Additional Budget 2015-16 £000's	Proposed Budget 2015-16 £000's
Financial system replacement	0	400	400
Website functionality development	0	107	107
Total	0	507	507

References

General fund revenue budget and non-housing capital programme 2015-16 report
(Council 17 February 2015)

Replacement finance system report (Cabinet 25 June 2014)

Draft corporate plan 2015-20 report (Council 17 February 2015)

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:	23 June 2015
Head of service:	Justine Hartley, Chief Finance Officer
Report subject:	Adjustment to 2015-16 non-housing capital programme
Date assessed:	
Description:	To seek approval for an adjustment to the non-housing capital programme 2015-16.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Efficient, effective, and economic delivery of capital programme, maximising use of grants and existing capital resources.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Improved IT systems and website functionality
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"/>	
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
None
Negative
None
Neutral

None
Issues
None

Report to Council
23 June 2015
Report of Executive head of strategy, people and neighbourhoods
Subject Annual review of the scrutiny committee 2014-2015

Item

11

Purpose

To consider the work and progress that has been made by the Scrutiny Committee for the civic year 2014 – 2015.

Recommendation

To receive the Annual Review of the Scrutiny Committee 2014 - 2015

Corporate and service priorities

The work of the Scrutiny Committee contributes to all of the Council's priorities.

Financial implications

No direct financial implications

Ward/s: All wards

Contact officers

Russell O'Keefe – Executive head of strategy, people and neighbourhoods 01603 212908

Steve Goddard – Scrutiny officer 01603 212491

Background documents:

None

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 19 March 2015 meeting of the scrutiny committee the annual review of scrutiny report (attached at appendix A) was agreed for submission to the council for adoption. In adopting the annual review, the scrutiny committee also agreed to; receive regular updates and reports from the Council's representative on the Norfolk Health Overview and Scrutiny Committee (NHOSC).
3. The scrutiny officer at the request of the chair of the scrutiny committee has since drawn up a protocol for the council's NHOSC representative to work to in their liaison role between the city council and the county council. The scrutiny committee adopted this (attached at appendix B) at its meeting of 11 June 2015.
4. Members are asked to note that an update report on progress regarding outstanding points on the scrutiny tracker is being prepared with 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:	23 June 2015
Head of service:	Executive head of strategy, people and neighbourhoods
Report subject:	Annual review of the scrutiny committee
Date assessed:	15 June 2015
Description:	To consider the work and progress that has been made by the scrutiny committee for the civic year 2014 – 2015.

	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	

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:	23 June 2015
Head of service:	Executive head of strategy, people and neighbourhoods
Report subject:	Annual review of the scrutiny committee
Date assessed:	15 June 2015
Description:	To consider the work and progress that has been made by the scrutiny committee for the civic year 2014 – 2015.

	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 2014 - 2015

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 2014 – 2015.



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.

A major piece of work was carried out around rough sleeping and homelessness issues in Norwich. Members of the committee had a number of different opportunities to engage with those who had experienced rough sleeping and take evidence from those who support them. The session at City Hall involving Big Issue sellers gave committee members a unique insight into the particular issues that they face. The culmination of this work was a meeting held at St Martins Housing Trust and I would like to give particular thanks to them for hosting our committee.

As a committee I believe that we have benefited from this different approach to scrutiny and I would like to recommend that further items of work are carried out this way in the future where appropriate.

Another significant undertaking for some members of the committee was the 'task and finish' group around self-esteem and aspirations – what can the council do to empower its citizens. I would like to thank the members of this group who have given frequently of their time in order to complete this work.

Throughout the year the committee has had a number of opportunities to feed into the development of the corporate plan (2015 – 2020) and members have been able to shape it through a number of recommendations, prior to it going to cabinet and then ultimately adoption at council.

We have continued with the recently established pre-meetings before scrutiny meetings, and have undergone training to give members the necessary skills to fully scrutinise the workings of the council. As chair, I have taken the opportunity of visiting scrutiny being undertaken elsewhere in order to further inform how it works at the City Council.

We are pleased to see that councillors have engaged with the scrutiny process by completing the request forms and working with our scrutiny officer to move things forward. 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 see the work programme for next year in part informed by public request, and to that end would encourage members of the public to suggest topics for scrutiny ahead of our work setting meeting in June, and would also seek the support of the committee in improving our engagement with the public – learning from other neighbouring councils around the use of social media in this respect.

I commend this annual review and hope that members 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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- 2 Working style of the scrutiny committee and a protocol for those attending scrutiny** (page 3)
- 3 Index** (page 4)
- 4 The membership of the scrutiny committee 2014 – 2015** (page 5)
- 5 What is scrutiny?** (page 6)
- 6 The scrutiny year; the work of the scrutiny committee and outcomes for 2014 – 2015** (page 9)
- 7 Rough sleeping and homelessness – challenges and response** (page 26)
- 8 Self-esteem and aspiration in communities task and finish group** (report appended)
- 9 Joint scrutiny bodies** (page 29)
- 10 Guidance for placing items onto the scrutiny committee work programme** (page 30)
- 11 Public involvement and getting in touch with scrutiny** (page 32)
- 12 Request form to raise an item for scrutiny review** (page 33)

The membership of the scrutiny committee 2014 – 2015

Councillors:

Wright (Chair)
Maxwell (Vice-Chair)

Barker
Bogelein
Carlo
Galvin
Haynes
Herries
Howard
Manning
Packer
Ryan
Woollard

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.

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 committee's profile

The work of the scrutiny committee this year has raised the committee's profile with interest being shown by a range of people and organisations. This work was carried out in liaison with partners and service users.

Two major scrutiny reviews, in particular, engaged a range of people; **Rough sleeping and homelessness – challenges and response** (page 28), which was a review of the evidence around the challenges and response to rough sleeping and homelessness. The other was the **Self-esteem and aspirations task and finish group (Building social inclusion and capital in Norwich)** which looked at what the council could do and its partner organisations do to build social inclusion and capital to empower its citizens to make Norwich 'a fine city for all'.

Moving forward, it is hoped that the work programme 2015 – 2016 will be of interest to the public and partner organisations once it has been agreed in the early summer.

Link to Self-esteem and aspirations task and finish group below (**Building social inclusion and capital in Norwich**):

<https://cmis.city.norwich.gov.uk/cmislive/Meetingscalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/14/Committee/4/Default.aspx>

The scrutiny year

Setting the work for the year – work programme

At the July 2014 meeting of the scrutiny committee, members agreed the work programme that is covered by this review. The outcomes are detailed in this report and the table; **the work of the scrutiny committee and outcomes for 2014 – 2015**. This can be found on page 9 of this annual review and provides an overview of the work carried out by the scrutiny committee over the last 12 month period. From looking at this, it is apparent that scrutiny investigation cannot only produce outcomes in terms of feeding into the decisions that are made but that it can also play a valuable role in informing and developing knowledge for members.

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/ViewCMISCommitteeDetails/mid/381/id/4/Default.aspx>

(The scrutiny committee will be setting its new work programme for 2015 – 2016 in June shortly after the local elections and annual meeting of the council are held)

Training

Early in the scrutiny year the scrutiny committee took part in a training event that was designed to assist scrutiny members to build on earlier training and development initiatives with the use of a mixture of group exercises, presentations and discussions.

The training looked at techniques for understanding prepared papers that enabled a confident approach to identifying areas for further probing and investigation; the use of a range of questioning and investigative techniques to enable members to get to the

'heart of an issue' under scrutiny. Also explored were techniques to enable the shaping of effective recommendations from scrutiny work, once adequate evidence had been gathered and understood.

The work of the scrutiny committee and outcomes for 2014 – 2015

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
19 June 2014	Norwich annual business plan 2014 - 2015	Gwyn Jones	For members to be provided with a link to documents that sit behind the joint core strategy regarding environmental impact/green growth.	This link is to the evidence base that sits behind the Joint Core Strategy. It includes green infrastructure, transportation etc. http://www.greaternorwichgrowth.org.uk/document-search/
19 June 2014	Norwich annual business plan 2014 - 2015	Gwyn Jones	Circulate an explanation of the process that will determine how the 15% of non-pooled CIL will be spent on communities.	Cabinet agreed the process for decisions about the 15% neighbourhood funding in February 2014 https://cmis.city.norwich.gov.uk/cmisis_live/Document.ashx
19 June 2014	Norwich annual business plan 2014 – 2015	Russell O'Keefe	Update on projects in the business plan as part of the six monthly performance data scrutiny.	The Quarter 2 performance report was considered at the December meeting of the scrutiny committee

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
19 June 2014	Q4 perf; SCC1 – streets found clean on inspection	Adrian Akester	Provide members with a street view to show hotspots.	<p>The council is currently undertaking trials with how data is recorded from the surveys which may assist in putting the results into GIS and from there then being able to do some hot spotting.</p> <p>Having looked at the data, officers advise that there are normally only a handful of streets which come up as falling below standard. For example on the last survey we had one at Grade D and three at Grade C. It is suggested that with this low number of streets it would be easier to just list the streets on future performance reports.</p>
19 June 2014	Q4 perf; DHA4 – number of households prevented from becoming homeless	Russell O'Keefe	To look at the % of those presenting as homeless that the council was unable to assist (Other than sign post and advise)	This is now covered by a performance measure within the new corporate plan.

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
30 Sep 2014t	Private rented housing market	Emma Smith	Ask the Private sector housing manager to consider development of tenant engagement with the council within the private rented sector.	We are in the process of reviewing an online rating system which will allow tenants to review their landlord as well as build up a rental history that shows they pay rent and look after their rental home. This is a commercial product and not one which we are developing in house. In addition to this we have been in contact with the National Private Tenants Organisation who may be able to support us with engagement at a local level. Following the launch of the property registration scheme, we will be in a position to directly target and engage with the tenants living in the properties registered in the scheme.
30 Sept 2014	Draft corporate plan 2015 – 2020 (Consultation)	Russell O'Keefe	Recommendations were: Provide a concise list of the council's main responsibilities with the document Provide a link to the draft corporate plan with the electronic version of the consultation document and to make paper copies available.	The consultation process was carried out which helped to further inform the council's policy and budget preparations. The scrutiny committee looked at preliminary findings in December and then pre scrutinised the draft corporate plan and the budget in January. The committee's recommendations were then considered at cabinet. The suggestions in the scrutiny request column were picked up in the process that was followed.

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
	Draft corporate plan 2015 – 2020 (Consultation)		<p>Start the consultation with an open question designed to capture further ideas or suggestions for the corporate plan.</p> <p>Retain the ranking of the 5 corporate priorities as already proposed.</p> <p>For the electronic version use 'skip logic' so that people can jump over questions or sections they do not wish to fill in and make this explicitly clear that people can do this on the paper copy also.</p> <p>Include a question to ascertain people's views on how the council could make it easier for residents to access services via the website.</p> <p>At E6, include the question; "Do you work more than one job to make up your income?"</p>	

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
	Draft corporate plan 2015 – 2020 (Consultation)		<p>To ensure the final document is easy to access for all, especially in terms of language, layout and length.</p> <p>To place a member of staff in the customer contact centre to assist anyone who wishes to use a computer to take part in the consultation.</p>	
16 Oct 2014	Welfare reform	Bob Cronk	To ask the council to consider the following in developing advice and commissioning work:	<p>These suggestions were all picked up as part of the commissioning process that was followed. A copy of the commissioning documentation is available through the following link on the council's website. http://www.norwich.gov.uk/YourCouncil/KeyDocuments/CouncilPoliciesAndStrategies/commissioning/Pages/SocialWelfareAdvice.aspx</p> <p>As well as the commissioning of advice services being a developmental process informed by a needs assessment, some of the points raised by members have been integrated. An example is lot 4 which is targeted at young people at risk of or receiving unemployment benefit sanctions.</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
16 Oct 2014	Welfare reform	Bob Cronk	<p>Develop one to one pathway assistance including peer to peer advice.</p> <p>Develop relationships and links between the third sector and the private sector with the city council acting as a central hub for advice. Develop signposting with partners by working with communities and through outreach work.</p> <p>Develop an understanding of the links between general and debt advice and use this to inform priority setting when looking at the needs assessment findings.</p>	<p>A peer to peer approach is one that could work well with the target group and has been included in the commissioning intentions.</p> <p>A very broad range of organisations across the public, voluntary and private sector provide advice. Working collaboratively has always been a fundamental objective within the councils financial inclusion work and an expectation with advice providers. This is highlighted in the commissioning intentions and this year highlights the role that that the private sector such as lenders can play in mobilising additional resources.</p> <p>The city council acting as a hub highlights two roles for the council; firstly the leadership role in facilitating, brokering and co-ordinating activity and secondly as a service provider.</p> <p>The commissioning decisions reported to Cabinet (11 March 2015) provide one opportunity to understand the relationship between the initial triaging and provision of advice and information, and the signposting and referral to other, at times more specialist advice and support services.</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
16 Oct 2015	Welfare reform	Bob Cronk		Understanding how the advice system works, will continue and will be an important area of work over the course of the next 12 months both at a city and county level given that many of the organisations concerned work beyond the city boundary and come together through the Norfolk Community Advice Network.
27 Nov 2014	Street scene and road safety overview	Andy Watt And Steve Goddard	<p>To consider arrangements to establish a task and finish group to review grass verges and road safety.</p> <p>Ask the scrutiny officer to circulate a report on the current situation relating to progress on 20mph speed limits in residential areas.</p>	<p>The scrutiny committee has received a briefing on verge issues and will consider any future scrutiny activity on this as part of the setting of the new scrutiny committee work programme for the forthcoming year.</p> <p>Members received a briefing report in January on the progress and issues around 20 mph limits and implementation in residential areas.</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
27 Nov 2014	Street scene and road safety overview	Andy Watt and Steve Goddard	And that the scrutiny committee monitors the performance of progress against the delivery of 20mph speed limits in residential areas and street scene safety.	The scrutiny committee continues to monitor street scene issues.
18 Dec 2014	Annual equality information report	Russell O'Keefe	<p>The Policy and performance manager to ensure that the draft equality information report is brought to the scrutiny committee on an annual basis before going to cabinet.</p> <p>Cabinet to consider including low socio-economic status as an addition to the protected characteristics in the next report.</p> <p>Cabinet to consider including a further breakdown of disability including protected characteristics and hidden disabilities ensuring that individuals are not identified.</p>	<p>This will now be programmed as a standing item for the new work programme 2015 – 2016.</p> <p>It was reported at cabinet that further information was being gathered and that further reports around this would be brought to cabinet at a later date. (See cabinet report 11 March)</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
18 Dec 2014	Annual equality information report	Russell O'Keefe	<p>the Head of local neighbourhood services to prepare a report on best practice in other councils and organisations with regards to tackling transphobia and transphobic hate crime</p> <p>Council to take an integrated positive approach to further promoting diversity as a positive element within our city whilst building on the work undertaken with communities of interest.</p>	<p>As part of reporting on hate incidents and crimes, transphobic figures are included within those for homophobic incidents and crimes. Further enquiries may be required to understand any data that is available from advocacy groups and the Police so that an understanding of the scale of the issue can be gauged. It would also be useful to ascertain how Norwich compares with other similar places and where this sits in the context of all hate incidents. In the first instance Officers would need to ask the cabinet if it would like to give officer time to this piece of work and receive a report at a later date to make a decision as to whether the council should look at best practice in tackling transphobic hate crime.</p> <p>The council embraces diversity within all relevant aspects of council work. However, the council would not want to duplicate the good work that is done by advocacy groups. The council very much sees its role in supporting as part of its holistic approach to diversity.</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
18 Dec 2014	Draft corporate plan and transformation programme	Russell O'Keefe	<p>To consider the corporate plan again after the 2015 general election, to assess it against the new government's programme.</p> <p>To ask cabinet to consider using:</p> <p>The figure for HCHS as a percentage of total people threatened as homeless.</p> <p>A suite of measures within the Environmental strategy relating to cycling within the city.</p>	<p>This will now be programmed for early on in the cycle of the new work programme, once it is set for 2015 – 2016.</p> <p>This has been built into the new corporate plan</p> <p>This will be covered in the wider performance information reported as part of the strategy's monitoring.</p>
29 Jan 2015	Corporate plan	Russell O'Keefe	<p>To make action plans available to members, once completed, so that members can review them for possible inclusion on the future scrutiny work programme.</p> <p>To ask officers to investigate an appropriate performance measure regarding listed buildings</p>	<p>Actions plans continue to be made available to members.</p> <p>A performance measure on the delivery of the council's heritage investment strategy action plan has been built into the corporate plan which was approved by council on the 18 February.</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
29 Jan 2015	Corporate plan	Russell O'Keefe	<p>To amend the performance measure for 'number of empty homes brought back into use' to a percentage of the total brought back into use.</p> <p>To include the delivery of regeneration action plans as a performance measure under prosperous and vibrant city.</p> <p>To amend the performance measure for 'those who feel that the work of the home improvement agency has enabled them to maintain independent living' to a percentage of those who have been assisted.</p> <p>Where the corporate plan refers to the high level of inward travel to Norwich, to acknowledge the positive effects on the city this has.</p>	<p>It was decided at cabinet that to amend the performance measure for number of empty homes bought back into use to a percentage of the total bought back into use, could not be implemented as this was an intended measure of a targeted approach by the private sector housing team to bring long term empty homes into use and a percentage figure would not reflect that.</p> <p>Cabinet agreed that delivery of the capital programme would be included as a performance measure under the prosperous and vibrant city priority as this includes all the key regeneration projects.</p> <p>This suggestion was also agreed so that those who feel the work of the home improvement agency has enabled them to maintain independent living will now be expressed as a percentage of those who have been assisted.</p> <p>This positive outcome for the city of those who travel in as tourists or to work and study has been highlighted in the new corporate plan.</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
29 Jan 2015	Pre-scrutiny of the draft environmental strategy	Russell O'Keefe	<p>To ask officers to investigate a suitable performance measure in relation to biodiversity in the built environment, relating to new developments.</p> <p>To ask the Public protection manager to produce a briefing note on the compliance with national air quality standards</p> <p>Ask group leaders to consider the inclusion of a member briefing on engaging the public in environmental issues by the Tyndall Centre, for inclusion on the member briefing programme.</p> <p>Include ward members when drafting an engagement and communications plan for the environmental strategy</p>	<p>Further work has shown that the building for life measure already included within the strategy would be the most appropriate measure.</p> <p>Members received this information in early February.</p> <p>An all members briefing has been arranged with the Tyndall Centre on approaches to engaging the public in environmental issues.</p> <p>This will be taken forward as part of developing the plan.</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
29 Jan 2015	Pre-scrutiny of the proposed budget 2015 – 2016	Russell O'Keefe and Justine Hartley	Ask the head of communications, customers and culture to provide an explanation regarding the proposed £30,000 expenditure for City Hall external lighting.	<p>The new lighting system will replace both our current 'white light' floodlighting system, which is 20 years old, and our colour change floodlights which are 15 years old; with one dual purpose energy efficient system. The current 'white light' system is used all year round and is obsolete and is not repairable if certain parts fail and not energy efficient</p> <p>The colour wash lights will be used for around 80 days this year. This takes into account all of our own events like Lord Mayors, Halloween, Fireworks, Festive Lights and other external festivals and charity events. We are increasingly being asked to light the building for charitable campaigns like World Aids day, World Diabetes Day, World Pancreatic Cancer Awareness Day and Remembrance Sunday. The system is obsolete, non-repairable and not energy efficient.</p> <p>A new dual system will reduce our energy bill for the lights by 75% and energy usage by 75%.</p> <p>We are also looking at how we might meet some of the replacement cost through environmental grants.</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
29 Jan 2015	Pre-scrutiny of the proposed budget 2015 – 2016	Russell O'Keefe and Justine Hartley	<p>Ask the head of citywide services to circulate a briefing note detailing the works on the Waterloo Park Pavilion.</p> <p>Ask in the future that wider consultation on the Housing Revenue Account budget is looked at and that the tenant involvement panels are asked to consider the potential for joint scrutiny.</p> <p>Ask officers to look at how the council will engage members in scrutinising and assessing future commercial arrangements between the council and the private sector.</p>	<p>Members received this information in early February.</p> <p>This will be taken forward as part of the approach to developing the budget for 2016 – 2017.</p> <p>The council's current practice is to work with members in the following ways in matters dealing with large capital investment projects; Some are informal such as at portfolio holder briefings and shadow portfolio briefings. Then moving through to the decision making process via cabinet/scrutiny and full council meetings.</p> <p>At the council meeting of 17 February 2015, the council agreed to ask cabinet to set up a cross party working group to look at strategy and approach to capital investment. As part of this, the group will be looking into cross party member involvement at an early stage on</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
29 Jan 2015	Pre-scrutiny of the proposed budget 2015 – 2016	Russell O'Keefe and Justine Hartley		developing an overall strategy for investment and major projects. Where possible, officers will also look to speak to all councillors informally in small groups to allow them a chance to ask questions informally on projects that have large significance to the council.
26 Feb 2015	Street scene safety – trips and falls	Andy Watt	<p>Ensure that the highways team continues to work with all other relevant areas of the council on enforcement and implementation of policy and ensure that other areas of the council are consulted at the earliest possible opportunity.</p> <p>Norwich should seek to collect further data around the pedestrian experience and work further with pedestrians in order to continue to put pedestrians first when developing the street scene, striving to remain a city of best practice.</p> <p>Circulate a paper illustrating the functions and split between the county and city council's responsibilities.</p>	<p>The highways and transportation and network teams (as the latter is also involved) work collaboratively with other areas of the council to ensure any new initiatives are as effective and appropriate as possible. This in line with the council's standard working practices and PACE values, which there are no proposals to change.</p> <p>With the roll-out of further walking schemes, Push the Pedalways 2 and city centre proposals this is the council's intention. Tools such as the Living Streets Community Street Audits or advice on making streets into places, de-cluttered and making sure pedestrians have sufficient space will be applied.</p> <p>Paper to be circulated.</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
26 Feb 2015	Street scene safety – trips and falls		<p>Norwich City Council should work with the Norfolk and Norwich hospital, the clinical commissioning group, public health and healthy Norwich to share and assess data on falls and slips (including when and where particular hotspots occur).</p> <p>Norwich City Council should promote - through a range of communication methods - actions that the public can take themselves to improve street safety.</p> <p>Norwich City Council should look at exploring options and gathering more information on any ideas surrounding 'A boards', working with pedestrian and business interest groups to develop an 'A board' strategy, ensuring that this work is adequately resourced.</p>	<p>Work to be programmed. Will need to be undertaken in collaboration with Norfolk County Council (as highway authority and lead on strategic highway matters).</p> <p>Programme to be discussed with the communications team.</p> <p>This is the intended approach to the A board review mentioned at Scrutiny Committee. The work is being prioritised on the basis that sufficient staff resources can be secured to deliver work programmes.</p>

Rough sleeping and homelessness – challenges and response

As part of the scrutiny committee's evidence gathering for reaching a conclusion to its investigation into rough sleeping and homelessness issues in Norwich a programme of engagement was undertaken in the weeks up to the meeting date. This included; meeting with a small number of Big Issue sellers who had experienced rough sleeping to hear their views and ideas, meeting with the City Reach service user group to hear their views and ideas. (City Reach provides health services to rough sleepers in Norwich.)

Also, there was a visit to Bishop Bridge House (a direct access homeless hostel in Norwich run by St Martins Housing Trust). This provided an opportunity to talk to residents and hear their views and ideas. The visit also incorporated a talk with the St Martins CAPS Team which was currently funded by the council to work with rough sleepers in Norwich.

Some members of the scrutiny committee also visited the YMCA Norwich homeless hostel for young people. This was an opportunity to talk to residents and hear their views and ideas.

Once these engagement opportunities had taken place members attended a briefing on the council's current approach to rough sleeping and homelessness.

A special meeting of the scrutiny committee was then held at St Martins Housing Trust on 15 January 2015 with the attendance of Christine Spooner from the national charity Homelessness Link. She was able to provide an independent perspective and wider context and learning on the issue. Dan Chadder, a student of the University of East Anglia also presented a report to the committee on public perceptions of rough sleepers in Norwich.

The scrutiny committee noted that Dan had found that the individuals he had spoken to were generally positive about the work being carried out by charities but displayed less of an understanding of the work of the council in this regard. He felt that this perhaps highlighted a need for a clearer dialogue between the council and those who are homeless.

Christine Spooner from Homeless Link gave the committee an overview of homelessness in the east of England and Norwich. She said that the public perception of what homeless people needed was very different from what they were actually in need of. Rough sleeper numbers used to be recorded by central government with local authorities reporting an annual figure.

Issues surrounding homelessness and rough sleeping in Norwich were typical of those both in the Eastern region and nationally. Norwich had undertaken a lot of preventative work such as reducing evictions, hostel move on services, and 'No second night out' which tried to meet needs of rough sleepers as soon as possible.

The committee noted that funding cuts for these kinds of services and the removal of ring-fenced funds meant that funding was shrinking and demand for the services was rising. The Eastern region had not experienced as deep cuts as some authorities but this was still a challenge. As a result, agencies had become very adept at assessing needs and finding individual solutions, however, service users were presenting with increasingly complex needs which was a challenge.

The following recommendations were made as a result of the evidence gathering that had been undertaken over the previous five weeks; that the council should:

- commend the proactive approach of the council and its partners towards homelessness and that investment levels are maintained and increased where possible,
- lobby against policies that detrimentally affect this client group who are suffering from mental health issues,
- develop a report on the effect of cuts on mental health services on homeless people in Norwich,
- further promote information on available services,
- recommend the development of an accreditation scheme for services in Norwich,
- support the proactive work to increase the percentage of people kept in their own homes,
- continue to provide an individualised approach and ensure services to different groups are as accessible as possible,
- explore with partners the plans for other solutions other than hostels,
- explore and develop with partners, user opportunities and to inform the work of the council's services
- ensure that an understanding of mental health issues underpins all work,

- calculate the true value of preventative approaches to homelessness and the cost of not doing so, **(continued over)**
- develop further protocols with other organisations on steps to take when dealing with the homeless and rough sleepers,
- recommend that senior officers raise, through the Norfolk Chief Executives, the issue of cost sharing when Norwich works with rough sleepers from surrounding districts,
- continue to treat people based on individual need rather than just as someone who is homeless,
- continue to work with and assist partners in identifying additional support; and
- For the scrutiny committee to carry out a review of the DWP sanctions with particular emphasis on the effects for the homeless and for officers to investigate who best to include in this scrutiny review. **(This will now be put forward as a possible item on the new work programme that the committee will be setting in June 2015)**

Link to report and recommendation papers here:

<https://cmis.city.norwich.gov.uk/cmislive/Meetingscalendar/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/109/Committee/4/Default.aspx>

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 2014-2015 the member representative has been Councillor Charmain Woollard with Councillor Sandra Bogelein 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 2014 – 2015 the member representative has been Councillor Lucy Galvin with Councillor Denise Carlo 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**:

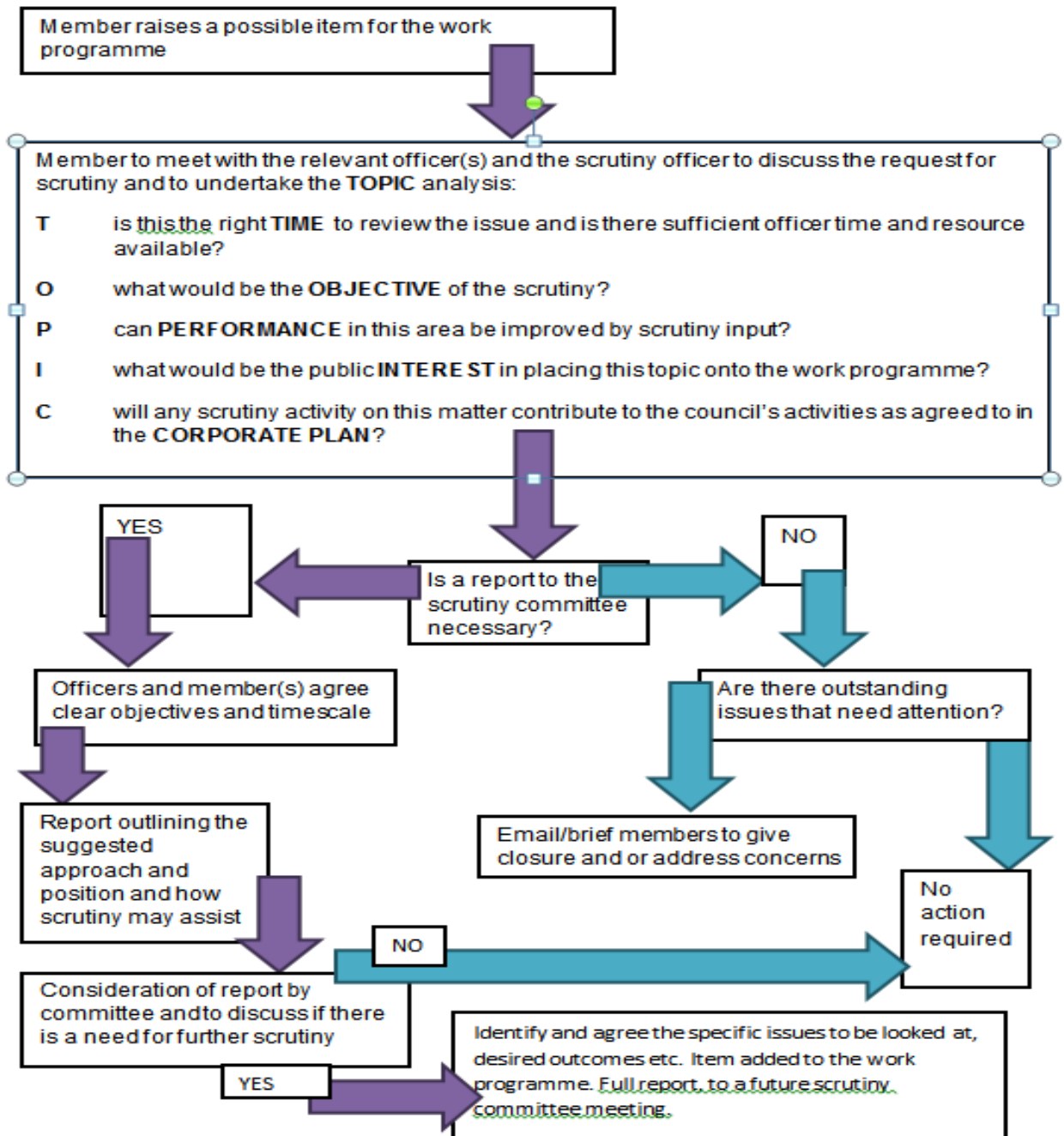
- T is this the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O what would be the **OBJECTIVE** of the scrutiny?
- P can **PERFORMANCE** in this area be improved by scrutiny input?
- I what would be the public **INTEREST** in placing this topic onto 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 officer; If you have any topic suggestions for scrutiny please use the form attached over this page and send it to the scrutiny officer or hand it in at the council's reception – for the attention of the scrutiny officer.

Steve Goddard

Scrutiny officer

Policy, performance & partnerships team
Strategy, People and Democracy
Norwich city council

01603 212491

stevegoddard@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 Steve Goddard, Scrutiny Officer, Norwich City Council, City Hall, St Peters Street, Norwich NR2 1NH

Email: stevegoddard@norwich.gov.uk

Norwich City Council
SCRUTINY COMMITTEE

Item No 6

REPORT for meeting to be held on 11 June 2015

Norfolk Health Overview and Scrutiny Committee

Summary:

This report provides a brief introduction to health scrutiny, the county council's role, the city council's role and an explanation of how the city council's representative on the Norfolk Health Overview and Scrutiny Committee (NHOSC) role is undertaken. The scrutiny committee is also requested to select a representative and substitute to sit on the Norfolk County Health Overview and Scrutiny Committee for 2015/2016.

Conclusions:

Since the Health and Social Care Act 2012 came into effect in 2013, health scrutiny powers lie with the county council rather than directly with the Norfolk Health Overview and Scrutiny Committee. County and district councils have different service responsibilities, but both have a significant impact on health and wellbeing.

By adoption of a way of working provided by the suggested protocol, the city council and its representative on NHOSC will be able to continue to work in partnership towards positive outcomes on behalf of residents.

Recommendation:

- a) Agree to adopt the suggested protocol
- b) Select a member of the scrutiny committee to be the representative to sit on NHOSC
- c) Select a member of the scrutiny committee to be the substitute representative on NHOSC

Lead member for this report:

Councillor James Wright – Chair of the scrutiny committee

Contact Officer:

Steve Goddard – scrutiny officer
stevegoddard@norwich.gov.uk
01603 212491

1 Introduction to health overview and scrutiny

1.1 Since the Health and Social Care Act 2012 Norfolk County Council has delegated its powers to Norfolk Health Overview and Scrutiny Committee (NHOSC). The county council has a statutory duty to run a county-wide Health and Well Being Board, to which the city council send a representative from the cabinet. It has eight county councillors and seven co-opted district council members. The scrutiny committee at Norwich appoints a member representative (plus a substitute).

1.2 The Norfolk County Health Overview and scrutiny committee acts as a central point to consider and review the overall links between different parts of the broad health and well-being services and activities across Norfolk. All commissioners and providers of health services, not just NHS organisations, are included in the overview / remit of health scrutiny. It also reduces the risk of organisations needing to duplicate reports or responses across a number of councils. It [defines](#) its own role as:

“The Norfolk Health Overview and Scrutiny Committee is a statutory Committee which considers all matters relating to the needs, health and health related-services of the population of Norfolk. It scrutinises services that have an impact on the health of Norfolk's citizens and challenges the outcomes of interventions designed to support the health of Norfolk people.”

1.3 County and district councils have different service responsibilities, but both have a significant impact on health and wellbeing. For example the county have social care, education and public health roles and districts have planning and housing roles.

1.4 Overall the challenges for health scrutiny can fall between taking a strategic approach and a more local focus. With this comes an importance of understanding of how the county and district councils can complement each other and add value when scrutinizing local health and wellbeing matters.

1.5 Norwich City Council has a scrutiny member representative who sits on the NHOSC plus one substitute member.

2. A protocol for a good working practice between the City Council Scrutiny Committee and the Norfolk County Health Overview Committee

2.1 All NHOSC members have the opportunity to suggest items and the chair and the full committee decides whether or not to put them onto the forward work programme. NHOSC has the ability to delegate health scrutiny powers to district councils for review of specific local subjects

2.2 Following each meeting members are given a brief note of the

outcomes and actions from the meeting to enable them to report back to their councils. At the 26 February 2015 meeting of the city council scrutiny committee it was agreed that regular updates from the NHOSC representatives should be reported back to.

2.3 It is therefore suggested that scrutiny committee agree a protocol for the representative of the council to work to:

- **The representative should make it clear if they are not representing an agreed view of the council or scrutiny committee**
- **A topic for scrutiny can be placed onto the NHOSC work programme either at a meeting of NHOSC as a member of NHOSC or on behalf of the Norwich scrutiny committee or the council if they have been asked to do so.**
- **The council's representative on NHOSC may submit relevant reports and recommendations of the scrutiny committee for consideration by NHOSC either if agreed by the chair of the scrutiny committee or by the committee itself or as a result of a request made by the NHOSC chair.**
- **The council's representative on NHOSC cannot agree on behalf of the Norwich scrutiny committee to carry out a piece of health scrutiny work. It is for the scrutiny committee to decide if it would like to include the matter on its work programme following a report back.**
- **If the Norwich scrutiny committee wishes to take on an item of the NHOSC work programme, it would need to request this via the representative, through the chair of the NHOSC to seek the appropriate agreement of the county council to delegate health scrutiny powers for that item.**
- **The council's representative on NHOSC must report back to the scrutiny committee on a regular basis and should liaise with the scrutiny officer on an ongoing basis. Reporting back will be scheduled onto the work programme. The summary of the NHOSC meeting provided by the county council will be attached to the agenda and the representative will give a verbal update and answer questions from the committee.**

3. **Scheduled meetings of the Norfolk Health Overview and Scrutiny Committee**

Thursday 28 May 2015
Thursday 16 July 2015
Thursday 3 September 2015
Thursday 15 October 2015
Thursday 3 December 2015

Dates have not yet been set for 2016.