

ITEM 5

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET PORTFOLIO COUNCILLOR or ORGANISATION	SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
6 July 2015	Quarter 4 performance monitoring (14/15)	Cllr Alan Waters, Russell O'Keefe and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data
6 July 2015	Establishing a local housing company	Cllr Bert Bremner and David Moorcroft	Pre-scrutiny of the report going to cabinet that outlines arrangements for the council towards establishing a local housing company to allow the council to take forward housing development in Norwich.
6 July 2015	Update from May meeting of the Norfolk county health overview and scrutiny committee	Steve Goddard	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
16 July 2015	Update of the rep for the Norfolk county health overview and scrutiny committee	Cllr Sandra Bogelein	A brief Oral update of the meeting of NHOSC that was held earlier in the day at county hall. (A written update will be available at the September meeting along with the September update)
16 July 2015	Overview of DWP sanctions	Phil Shreeve	To look at how the council can work with partners to help those who may be affected with a particular focus on young people and the homeless.

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16 July 2015	Benefits processing times	Anton Bull, LGSS and Cllr Alan Waters	To address the performance levels towards improving the average processing time for new housing benefit and council tax reduction scheme claims.
17 September 2015	Update of the rep for the Norfolk county health overview and scrutiny committee (July & Sept report)	Cllr rep and Steve Goddard	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next meeting of NHOSC
17 September 2015	Looking at the co-operative agenda in local government	Cllr Alan Waters, Russell O'Keefe and Phil Shreeve	Looking at co-operative innovations and solutions and suggestions for how Norwich might benefit. (Subject to final agreement over scope)
15 October 2015	Assessment of the corporate plan against the programme of the new government	Cllr Alan Waters, Russell O'Keefe and Phil Shreeve	To gain an overview of the new governments programme and any implications this may have for the council's corporate plan
15 October 2015	Transformation programme for the Council	Cllr Alan Waters and Russell O'Keefe	For the scrutiny committee to comment on and make suggestions towards the development of the council's programme for transformation

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
12 November 2015	Quarter 2 performance monitoring (15/16)	Cllr Alan waters, Russell O'Keefe and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data
12 November 2015	Review of community space - update on progress	Cllr Keith Driver, Russell O'Keefe and Bob Cronk	A report back to the scrutiny committee on how work has progressed since the task and finish group.
12 November 2015	Update of the rep for the Norfolk county health overview and scrutiny committee (Oct report)	Councillor rep and Steve Goddard	For the committee to note the work of the HOSC and comment on any implications for Norwich residents for the residents for the rep to take back to NHOSC
12 November 2015	Update on the delivery of the work plan for the building social inclusion and capital in Norwich project	Cllr Keith Driver and Russell O'Keefe	For the committee to receive and note a briefing paper as an update on progress at this early stage in the work.
17 December 2015	Transformation programme for the Council	Cllr Alan Waters and Russell O'Keefe	Ongoing scrutiny to consider the development of the transformation programme.
17 December 2015	Annual equality information report	Cllr Vaughan Thomas and Phil Shreeve	Pre scrutiny of the report before it goes to cabinet

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17 December 2015	Update of the rep for the Norfolk county health overview and scrutiny committee (Dec report)	Councillor rep and Steve Goddard	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC
28 January 2016	Pre-scrutiny of the proposed policy and budget frame work	Cllr Alan Waters, Russell O'Keefe and Justine Hartley	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy and look into how tenants can use communal areas
28 January 2016	(Environmental strategy) Yearly update on the progress statement	Cllr Bert Bremner, Richard Willson and David Moorcroft	Identification of any issues to consider and note successes and progress reported in the progress statement
25 February 2016	Verge and pavement issues	Cllr Bert Bremner, David Moorcroft and Andy Ellis	Pre- scrutiny of the cabinet report on a review of verge and pavement issues
25 February 2016	Update of the rep for the Norfolk county health overview and scrutiny committee	Councillor rep and Steve Goddard	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC

17 March 2016	Annual review of scrutiny	Cllr James Wright and Steve Goddard	To agree the annual review of the scrutiny committee's work 2015 to 2016 and recommend it for adoption of the council
17 March 2015	Academies		(Subject to final agreement over scope)

Scrutiny committee tracker

2015 – 2016

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
11 June 2015	Verge and pavement issues	Andy Watt	For the scrutiny committee members to receive an update on progress regarding verge and pavement issues raised at earlier meetings.	Members received an email update from the head of city development services on 12 June reporting on the current position. The scrutiny committee will also be pre scrutinising a report that will cover the review of verge and pavement issues at the 25 February 2016 meeting.
11 June 2015	Best practice in tackling transphobic hate crimes	Bob Cronk	For the head of neighbourhood services to provide an update and information as an email briefing to the scrutiny committee	Ongoing
11 June 2015	The council's consultation process	Nikki Rotsos	For a briefing paper to be circulated, for scrutiny members to gain an overview and understanding of the council's current work in this area.	Ongoing

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
11 June 2015	The communications approach of the scrutiny committee	Chair of scrutiny and Nikki Rotsos	To make this an ongoing piece of work with a view to make suggestions on how members advertise and publicise their work.	Ongoing
6 July 2015	Self-esteem and aspirations task and finish group; annual update	Russell O'Keefe	Future updates on the progress being made with the work programme, as a result of the self-esteem and aspirations task and finish group.	Expected to be in spring 2016.
6 July 2015	Quarter 4 performance monitoring (14/15)	Tracy John and Chris Haystead	HCH5 states that our target is to prevent 50% of people who contact us to become homeless: Could it be clarified why this target is so low?	We needed to factor in the challenging environment for homelessness and prevention. While current performance is good, we are working at our optimum within existing resources. As such, shifting external factors (further welfare reform, effect of cuts to services by partner organisations etc) will potentially limit our effectiveness and performance. Therefore, the 50% target is both realistic and challenging. In addition, this would be very good performance compared to most local authorities.

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
6 July 2015	Quarter 4 performance monitoring (14/15)	Chris Haystead	HCH8 the target has reduced from 87% to 77% why is that? Has satisfaction with the housing service gone down?	Satisfaction with the housing service has actually improved considerably. It has increased by over 11% between our survey in 2013 and the one carried out this year, taking overall satisfaction to 81%. This puts us the 3rd best in the country in terms of large local authority landlords. However, the previous target of 87% was unrealistic and we need to ensure targets strike the right balance between being realistic and challenging. As you will be aware, targets are then reviewed each year.
		Russell O'Keefe	VFM3 – the target has reduced why is that?	As set out above we need, to ensure targets strike the right balance between being realistic and challenging and 85% had gone beyond challenging to unrealistic.
		Anton Bull	VFM6: how has this measure been revised?	This is a composite of the 4 main elements of council income collected - council tax, NNDR, housing rent and sundry income. Prior to 2012 we had “in-year” collection targets for council tax and NNDR of 96.5% and 98.2%. In measuring the “% of income owed to the council collected” for the 2012-15 corporate plan the amount of council tax

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6 July 2015	Quarter 4 performance monitoring (14/15)		VFM6: how has this measure been revised? (continued)	and NNDR we had actually collected was taken as a percentage of the amount we expected to collect. In that regard it was actually a percentage of the target percentage not a percentage of the “total amount”. For the new corporate plan we have aimed to simplify this. So now, the % of council tax and NNDR collected are as a percentage of the total amount not the expected amount. (N.B. In year the monthly “amount due” still has to be estimated as there isn’t an actual monthly amount due. This is modelled based on typical collection rates from previous years. However, this builds towards a percentage of the total amount due for the year).The target for this has therefore been reduced from 96% to 95% as the change has resulted in the denominator (amount due) getting bigger.

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
6 July 2015	Quarter 4 performance monitoring (14/15)	Adrian Akester	With regards to the effect of the waste officers door knocking: has there been a pre/post comparison with regards to uptake of recycling, general waste reduction and use of food waste, thus a comparison of numbers before the door knocking and afterwards?	Door knocking was one small part of a much wider and concerted strategy to increase recycling etc. However, pre – implementation of this overall strategy recycling rates were 18% and are obviously now 36%.

FORWARD AGENDA: CABINET, COUNCIL, SCRUTINY AND COMMITTEES and MEMBER BRIEFINGS 2015 – 2016

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
CABINET 4 NOV 2015	Revenue budget monitoring 2015/16 period 6	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances	Cllr Stonard Justine Hartley, chief finance officer EXT 2440 Neil Wright, Service accountant EXT 2498		Justine Hartley	PH	NO
CABINET 4 NOV 2015	Capital budget monitoring 2015/16 quarter 2	To update cabinet on the financial position of the capital programmes	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman group accountant EXT 2805		Justine Hartley	PH	NO
CABINET 4 NOV 2015	Adoption of the greater Norwich homelessness strategy 2015-20 – KEY DECISION	To consider adoption of a homelessness strategy for greater Norwich, following public consultation	Cllr Harris Chris Hancock Housing strategy officer EXT 2852 Andy Watt Head of city development services		Dave Moorcroft	PH	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2691				
CABINET 4 NOV 2015	Reducing Inequalities Action Plan	To consider the updated Reducing Inequalities Action Plan.	Cllr Thomas Russell O'Keefe Executive head of strategy, people and neighbourhoods EXT 2908		Russell O'Keefe		NO
CABINET 4 NOV 2015	Healthy Norwich action plan – KEY DECISION	To consider the Healthy Norwich action plan	Cllr Harris Russell O'Keefe Executive head of strategy, people and neighbourhoods EXT 2908		Russell O'Keefe		No
CABINET 4 NOV 2015	Housing Development Company- Business plan.	To consider the business plan of the housing development company.	Cllr Stonard Gwyn Jones City Growth and Development Manager EXT 2364 Andy Watt, Head of City Development Services EXT 2691		Dave Moorcroft		NO
CABINET 4 NOV 2015	Housing Development Company- Business plan. APPENDIX	To consider the business plan of the housing development company.	Cllr Stonard Gwyn Jones City Growth and		Dave Moorcroft		YES

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			Development Manager EXT 2364 Andy Watt, Head of City Development Services EXT 2691				
CABINET 4 NOV 2015	Award of contract for the development at Riley Close - KEY DECISION	To consider the award of a contract relating to the design and construction of two dwellings at Riley Close.	Cllr Bremner, Andy Watt Head of city development services EXT 2691 Andrew Turnbull Senior development officer (enabling) EXT 2778		Dave Moorcroft		YES
SCRUTINY 12 NOV 2015	Quarter 2 performance monitoring (15/16)	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data	Cllr Alan waters, Russell O'Keefe and Phil Shreeve		Russell O'Keefe		
SCRUTINY 12 NOV 2015	Review of community space - update on progress	A report back to the scrutiny committee on how work has progressed since the task and finish group.	Cllr Keith Driver, Russell O'Keefe and Bob Cronk		Russell O'Keefe		
SCRUTINY 12 NOV	Update of the rep for the Norfolk county	For the committee to note the work of the HOSC and comment on any	Councillor rep and Steve		Russell O'Keefe		

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
2015	health overview and scrutiny committee (Oct report)	implications for Norwich residents for the residents for the rep to take back to NHOSC	Goddard				
SCRUTINY 12 NOV 2015	Update on the delivery of the work plan for the building social inclusion and capital in Norwich project	For the committee to receive and note a briefing paper as an update on progress at this early stage in the work.	Cllr Keith Driver and Russell O'Keefe		Russell O'Keefe		
COUNCIL 24 NOV 2015	Housing Development Company- finance for Three Score Phase 2	To agree additional funding in the council's capital programme for Three Score phase 2.	Cllr Stonard Gwyn Jones City Growth and Development Manager EXT 2364		Dave Moorcroft	PH	NO
COUNCIL 24 NOV 2015	Greater Norwich Growth Programme 2016-7.	To approve the Greater Norwich Growth Programme for 2016-7.	Cllr Waters Gwyn Jones City growth and development manager EXT: 2364.				
CABINET 9 DEC 2015	Heritage interpretation supplementary planning document - Adoption	To consider adopting the Heritage interpretation supplementary planning document to support policies in the statutory development plan for Norwich	Cllr Bremner Graham Nelson Head of planning services		Dave Moorcroft		NO
CABINET 9 DEC 2015	Revenue budget monitoring 2015-16	To provide an update on the current financial position, the forecast outturn	Cllr Stonard Justine Hartley		Justine Hartley	PH	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
	period 7	for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498				
CABINET 9 DEC 2015	Treasury Management Mid-Year Review 2015-16	To advise of the treasury management performance for the first six months of the financial year to 30 September 2015.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Philippa Dransfield chief accountant EXT 2562		Justine Hartley	PH	NO
CABINET 9 DEC 2015	Mountergate West phase 2 – KEY DECISION	To approve the entering into collaboration agreement with the Great Hospital to take forwards the development of housing on the Mountergate West site.	Cllr Harris Andy Watt Head of city development services EXT 2691 Gwyn Jones City growth and development manager EXT 2364		Dave Moorcroft	PH	YES (Paragraph 3)
CABINET 9 DEC 2015	Managing Assets (Housing) – KEY	To outline the options available for its future within the housing stock.	Cllr Harris Gary Atkins Operations				YES

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
	DECISION		Director NPS Norwich Ltd Jay Warnes Property Investment Manager NPS Norwich Ltd.				
CABINET 9 DEC 2015	Managing Assets - KEY DECISION	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
CABINET 9 DEC 2015	Push the Pedalways – appropriation of council-owned land for adoption as highway	To consider the appropriation of several sections of pathway and associated infrastructure on City Council-owned land for adoption as public highway to form part of the pink pedalway	Cllr Bremner Cllr Stonard Andy Watt Head of city development services EXT: 2691 Ben Webster Design, Conservation and Landscape Manager		Dave Moorcroft	PH	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT: 2518				
SCRUTINY 17 DEC 2015	Transformation programme for the Council	Ongoing scrutiny to consider the development of the transformation programme.	Cllr Alan Waters and Russell O'Keefe		Russell O'Keefe		
SCRUTINY 17 DEC 2015	Annual equality information report	Pre scrutiny of the report before it goes to cabinet	Cllr Vaughan Thomas and Phil Shreeve		Russell O'Keefe		
SCRUTINY 17 DEC 2015	Update of the rep for the Norfolk county health overview and scrutiny committee	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC	Councillor rep and Steve Goddard				
CABINET 13 JAN 2016	Revenue budget monitoring 2015/16 period 8	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Justine Hartley	PH	NO
CABINET 13 JAN 2015	Managing Assets - KEY DECISION	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property		Dave Moorcroft	PH	YES

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			and parking manager EXT 2463				
COUNCIL 26 JAN 2016							
SCRUTINY 28 JAN 2016	Pre-scrutiny of the proposed policy and budget frame work	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy and look into how tenants can use communal areas	Cllr Alan Waters, Justine Hartley		Russell O'Keefe		
SCRUTINY 28 JAN 2016	(Environmental strategy) Yearly update on the progress statement	Identification of any issues to consider and note successes and progress reported in the progress statement	Cllr Bert Bremner, Richard Willson		David Moorcroft		
CABINET 3 FEB 2016	Revenue budget monitoring 2015/16 period 9	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Justine Hartley	PH	NO
CABINET 3 FEB 2016	Capital budget monitoring 2015/16 quarter 3	To update cabinet on the financial position of the capital programmes	Cllr Stonard Justine Hartley chief finance		Justine Hartley	PH	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			officer EXT 2440 Shaun Flaxman group accountant EXT 2805				
CABINET 3 FEB 2016	General Fund revenue budget 2016-17 and capital programme 2016-17 to 2020-21	To set a budgetary requirement, council tax requirement and level of council tax for the financial year 2015/16 and to approve the capital programme 2016-17 to 2020-21.	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO
CABINET 3 FEB 2016	Housing rents and budgets 2016-17	To consider the housing revenue account budget for 2016-17, council housing rents for 2016-17, the prudent minimum level of HRA reserves 2016-17, the housing capital plan 2016-17 to 2020-21; and the housing capital programme 2016-17.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman group accountant EXT 2805		Justine Hartley	PH	NO
CABINET 3 FEB 2016	Treasury Management Strategy 2016-17	To consider the council's prudential indicators for 2016-17 through to 2018-19 and set out the expected treasury operations for this period.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Philippa Dransfield chief accountant EXT 2562		Justine Hartley	PH	NO
CABINET 3 FEB 2016	Managing Assets - KEY DECISION	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city		Dave Moorcroft	PH	YES

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			development services EXT 2691 David Rogers Client property and parking manager EXT 2463				
COUNCIL 16 FEB 2016	General Fund revenue budget 2016/17 and capital programme 2016/17 to 2020/21	To propose for approval the budget and budgetary requirement, council tax requirement, level of council tax, and non-housing capital programme, for the financial year 2015-16 and the non-housing capital plan 2015-16 to 2019-20	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO
COUNCIL 16 FEB 2016	Housing rents and budgets 2016-17	To propose for approval the Housing Revenue Account (HRA) budget for 2016-17, council housing rents for 2016-17, the prudent minimum level of HRA reserves 2016-17, the housing capital plan 2016-17 to 2020-21; and the capital programme 2016-17	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO
COUNCIL 16 FEB 2016	Treasury Management Strategy 2016-17	To outline the council's prudential indicators for 2015-16 through to 2017-18 and set out the expected treasury operations for this period.	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			Philippa Dransfield chief accountant EXT 2562				
SCRUTINY 25 FEB 2016	Verge and pavement issues	Pre- scrutiny of the cabinet report on a review of verge and pavement issues	Cllr Bert Bremner, and Andy Ellis		David Moorcroft		
SCRUTINY 25 FEB 2016	Update of the rep for the Norfolk county health overview and scrutiny committee	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC	Councillor rep and Steve Goddard				
CABINET 9 MAR 2016	Revenue budget monitoring 2015-16 period 10	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Justine Hartley	PH	NO
CABINET 9 MAR 2016	Proposed write off of bad debt	To provide an update regarding the write off of non- recoverable debt.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Carole Jowett revenues and benefits		Justine Hartley	PH	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			operations manager EXT 2684				
CABINET 9 MAR 2016	Managing Assets - KEY DECISION	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
SCRUTINY 17 MAR 2016	Annual review of scrutiny	To agree the annual review of the scrutiny committee's work 2015 to 2016 and recommend it for adoption by the council	Cllr James Wright and Steve Goddard				
COUNCIL 22 MAR 2016							