

Scrutiny committee

Date: Thursday, 16 October 2014

Time: 16:30

Venue: Mancroft room

City Hall, St Peters Street, Norwich, NR2 1NH

All group pre-meeting briefing – 16:00 Mancroft room

This is for members only and is not part of the formal scrutiny meeting which will follow at 16:30

The pre meeting is an opportunity for the committee to make final preparations before the start of the scrutiny committee meeting. The public will not be given access to the Mancroft room before 16:30

Committee members:

For further information please contact:

COMMITTEE MEMBERS:

Councillors:

Wright (chair)

Barker

Bogelein

Carlo

Galvin

Haynes

Herries

Howard

Manning

Maxwell

Packer

Ryan

Woollard

Committee officer: Lucy Green

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Information for members of the public

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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.

Agenda

1 Apologies

To receive apologies for absence

2 Public questions/petitions

To receive questions / petitions from the public (notice of public questions to be given to committee officer by 10am Monday 13 October and notice of petitions to be given to the committee officer by 10am Wednesday 15 October.) This is in accordance with appendix 1 of the council's constitution.

3 Declaration 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)

4 Minutes

5 - 8

Purpose - To agree the accuracy of the minutes of the meeting held on 30 September 2014.

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

9 - 10

5 Scrutiny committee work programme 2014 - 2015

11 - 30

Purpose - To note the scrutiny committee work programme and agree any potential topic(s) that may be tested against the TOPIC analysis for future inclusion onto the programme. For the assistance of members, the cabinet forward agenda and the scrutiny tracker are also included.

6 Welfare reform (To follow)

Members will be given the opportunity to consider outcomes around the current recomissioning exercise that the council is undertaking, which will enable them to carry out their agreed purpose (as below)

Purpose - To look at and evaluate what advice and sign posting is offered, to see if it is meeting need and easily accessed.

Date of publication: **Wednesday, 08 October 2014**



SCRUTINY COMMITTEE

16:30 – 18:55

30 September 2014

Present: Councillors Wright (chair) Barker, Bogelein, Carlo, Galvin, Herries, Haynes, Howard, Manning, Maxwell, Packer, Ryan and Sands (M) (substitute for Woollard)

Also present: Councillor Arthur

Apologies: Councillor Woollard

1. Declaration of interests

There were no declarations of interest.

2. Minutes

RESOLVED to approve the minutes of the meeting held on 17 July 2014.

3. Draft corporate plan 2015 – 2020

The chair agreed to take this item first. The Leader of the council presented the report.

Discussion ensued about the consultation document in which members debated the use of a ranking system for the first question. Some members thought that this may be limiting for the respondents, by funnelling their choices too early in the process. They felt that as all five themes were priorities, it would be difficult for respondents to give more weighting to one than another. It was argued that an open question as the first question on the consultation could make it possible for respondents to explain why a theme was a priority for them. The Policy and performance manager said that it was possible to extract broad themes from the answers to an open question.

Officers explained that by ranking priorities in the consultation document, the public could assist the council when it came to overall resourcing but emphasised that this did not mean that any of the priorities would be cut.

The Executive head of strategy, people and neighbourhoods reminded the members that the corporate plan reflected the council's duties and responsibilities and it may be the case with certain approaches that the council will receive comments from the

public on things that cannot be influenced. A member suggested that this could be mitigated with a brief opening paragraph outlining the services that Norwich City Council was responsible for in order to make a clear distinction between City and county responsibilities.

A member commented that the corporate plan needed to be explicitly linked to the consultation document to give respondents as much information as possible. It was suggested that this be achieved via a link in the electronic version and that paper copies also be readily available.

It was also suggested that the consultation document emphasised that not all questions need to be completed and that they can be skipped if the respondent wanted to.

Also relating to accessibility, it was suggested that there be a staff presence available to assist anyone wishing to take part in the consultation by using the computer in the customer contact centre.

The Policy and performance manager said that the consultation document had been evolving over a number of years and that work had previously been undertaken with focus groups and professional companies with expertise in the field.

In response to a member's question, the Executive head of people, strategy and neighbourhoods said that this was an annual consultation and the opportunity was used to test other ideas that were important to the council at the time. A piece of work on channel shifting was being undertaken, along with work on 20mph speed limits which was why those two topics were specifically mentioned.

RESOLVED to:

1) Ask cabinet to consider the following amendments to the draft corporate plan consultation document:

- a) Provide a concise list of the council's main responsibilities with the document
- b) Provide a link to the draft corporate plan with the electronic version of the consultation document and to make paper copies available
- c) Start the consultation with an open question designed to capture overall ideas or suggestions for priorities for the corporate plan
- d) Retain the ranking of the 5 corporate priorities as already proposed
- e) 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
- f) Include a question to ascertain people's views on how the council could make it easier for residents to access services via the website.
- g) In the final section include the question; "Do you work more than one job to make up your income?"

- h) To ensure the final document is easy to access for all especially in terms of language, layout and length

2) 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

4. Private rented housing market

The Strategic housing manager presented the report and gave a short presentation on the work of the private sector housing team.

A member raised concerns about electrical and gas safety in the private rented sector with regards to unqualified contractor carrying out works. The Strategic housing manager said that there was a requirement for a gas safety certificate to be given to the property and this was enforced by the Health and Safety Executive. A notice could be served to a landlord if an electrical fault was found. He said that influencing safe choices when it came to using contractors would be part of the proposed accreditation scheme. In a House of Multiple Occupation (HMO) there was a requirement to have adequate fire precautions and these were published under national standards.

(Councillor Sands left the meeting at this point)

In response to a member's question, the Housing strategy officer explained that the team had good engagement with landlords but struggled to engage with private tenants. The team wanted to engage with private tenants to ascertain what they would want to gain from an accreditation scheme and to educate private tenants on their rights. The Strategic housing manager said that this type of work had already been undertaken in partnership with the University of East Anglia (UEA) student's union.

Members were informed that the proposed licensing and accreditation process would allow the private sector housing team to make the best use of the resources available by helping landlords to identify problems with their properties, as the property would be accredited rather than the landlord. National conditions would form the basis of the accreditation scheme along with local conditions that would be relevant to Norwich.

(Councillor Haynes left the meeting at this point).

The Strategic housing manager confirmed that the accreditation system would be voluntary as the law was limited around mandatory schemes, however, HMO licensing would be mandatory. By introducing mandatory licensing schemes to cover HMOs not in an accreditation scheme, the number of HMOs covered by such schemes would rise from 160 to approximately 3000. If the standards of the accreditation scheme were not met, landlords would instead be licensed which would be more costly for the landlord.

(Councillor Howard left the meeting at this point).

The Housing strategy officer said that a draft marketing plan was being developed in conjunction with the communications team. A suite of postcard publications were being designed along with press releases, Citizen articles and launch events. A system of 'star ratings' was also being proposed with a minimum requirement to join the scheme. This would mean that prospective tenants could research landlords in advance.

(Councillor Manning left the meeting at this point)

RESOLVED to:

- 1) Ask the scrutiny committee members to pay regard to the cabinet papers for the cabinet meeting on 12 November regarding the accreditation
- 2) Ask the Scrutiny officer to collate any comments from scrutiny members on the above report and forward these to the appropriate officers by 12noon on Monday 10 November; and
- 3) Ask the Strategic housing manager to consider development of tenant engagement with the council within the private rented sector.

5. Scope of the topics on the scrutiny committee work programme 2014 - 2015

The chair suggested that any comments on items on the scrutiny committee work programme could be picked up throughout the year as this would be a standing item on the agenda.

RESOLVED to agree the report.

CHAIR

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

Scrutiny committee work programme 2014 - 2015

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
30 Sept 14	Draft corporate plan – early stage development scrutiny	Councillor Brenda Arthur and Russell O'Keefe	To consider the draft plan when it is in an early stage of development prior to the commencement of a public consultation exercise in October.
30 Sept 14	Private rented housing market	Councillor Bert Bremner, Russell O'Keefe, Paul Swanborough, Emma Smith and Andy Watt	To consider and look at ways in which the council is able to safeguard tenants in the private rented sector in its work.
30 Sept 14	Final draft of the agreed scrutiny work programme	Councillor James Wright and Steve Goddard	To agree the scoping element to the agreed topics on the work programme which was set at the 17 July meeting of the scrutiny committee
16 Oct 14	Welfare reform	Councillor Alan Waters, Councillor Brenda Arthur, Councillor Gail Harris, Bob Cronk, Adam Clark and Boyd Taylor	To look at and evaluate what advice and sign posting is offered to see if it is meeting need and is easily accessed. Ask how those entitled to help who are not coming forward can be reached.
27 Nov 14	Street scene and road safety overview	Councillor Mike Stonard, Andy Watt and Joanne Deverick with officers from the county council, police and health service.	In forming an overview and understanding of road casualty trends in Norwich and the work that is carried out to reduce casualties, the committee wishes to look at evidence based ways to keep the City's roads safe.
27 Nov 14	Quarter 2 performance monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Nisar Ahmed and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data
18 Dec 14	Draft corporate plan	Councillor Brenda Arthur and Russell O'Keefe	Ongoing scrutiny to consider the draft plan and its development towards the end of the public consultation.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
18 Dec 14	Annual equality information report	Councillor Gail Harris and Nadia Jones	Pre scrutiny of the report before it goes to cabinet.
29 Jan 15	Pre – scrutiny of the proposed policy and budget framework	Councillor Brenda Arthur, Russell O'Keefe, Nisar Ahmed and Justine Hartley	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy framework (corporate plan).
26 Feb 15	Council housing communal areas	Councillor Bert Bremner, Tracy John and the Fire service	Working with the tenant scrutiny panel and other tenants and involving the relevant authorities, to review current policy and look into how tenants can use communal areas.
19 Mar 15	Annual review of scrutiny	Councillor James Wright and Steve Goddard	To agree the annual review of the scrutiny committee's work 2014 to 2015 and recommend it for adoption of the council
19 March 15	Report of the task & finish group; Self-esteem and aspiration in communities	Russell O'Keefe and Councillor Lucy Galvin	For the task and finish group findings to be presented for the scrutiny committee for adoption

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

ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 8 OCT	Managing Assets (General Fund) – KEY DECISION	To consider the disposal of buildings and land as identified in this report.	Cllr Waters Andy Watt Head of city development services EXT 2691	17 Sep	Andy Watt	PH	Yes (Para. 3)
CABINET 8 OCT	Revenue budget monitoring 2014-15	To update cabinet on the financial position, the forecast outturn for the year 2014-15, and the consequent forecast general fund and housing revenue account balances.	Cllr Waters Justine Hartley, Chief Finance Officer EXT 2440	17 Sep	Justine Hartley	PH	No
CABINET 8 OCT	Land to be developed for the affordable homes programme – KEY DECISION	To request approval to progress sites owned by the council for development for affordable housing, by either the council or registered provider partners.	Cllr Bremner Andy Watt Head of city development services EXT 2691 Debbie Gould Senior	17 Sep	Andy Watt	PH	Yes (Para. 3)

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
			development officer (enabling) EXT 2851				
CABINET 8 OCT	Change to the council's constitution	To consider revisions to the constitution following recent senior management changes.	Cllr Waters Anton Bull Executive head of service for business relation management and democracy EXT 2326	17 Sep	Anton Bull	PH	No
CABINET 8 OCT	Draft Corporate Plan and Transformation Programme	To consider the next steps on the development of the council's new corporate plan 2015-2020 and income and savings options for 2015/16.	Cllr Arthur Russell O'Keefe Executive head of strategy, people and neighbourhoods EXT 2908	17 Sep	Russell O'Keefe	PH	One of the annexes is below the line for both commercial and staffing reasons.
SCRUTINY 16 OCT	Welfare reform	To look at and evaluate what advice and sign posting is offered to see if it is meeting need and is easily accessed. Ask how those entitled to help who are not coming forward can be reached.	Councillor Gail Harris, Councillor Brenda Arthur, Bob Cronk	8 Oct	Russell O'Keefe	PH	No

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 12 NOV	Polling District Review	To decide on the most appropriate polling districts and polling following a review under The Electoral Registration and Administration Act, 2013	Cllr Waters Andy Emms EXT 2459		Russell O'Keefe	PH	
CABINET 12 NOV	Adoption of Site Allocations and Site Specific Policies DPD and Development Management Policies DPD	To recommend to Council the adoption these development plan documents as part of the local plan for Norwich.	Cllr Stonard Graham Nelson Head of planning services EXT 2530 Judith Davison Planning team leader - projects EXT 2529		Graham Nelson	CB	No
CABINET 12 NOV	Main town centre uses and retail frontages Supplementary planning document (SPD)	To approve adoption of this new SPD (to take effect on adoption of DM policies plan following November council)	Cllr Stonard, Graham Nelson		Graham Nelson	PH	No
CABINET 12 NOV	Managing Assets (Housing) 1 - Key Decision	To consider the disposal of an area of land	Cllr Waters David Rogers Client Property and Parking Manager EXT 2463		Andy Watt	PH	Yes (Para. 3)

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 12 NOV	Managing Assets (Housing) 2 - Key Decision	To consider the disposal of an area of land	Cllr Waters David Rogers Client Property and Parking Manager EXT 2463		Andy Watt	PH	Yes (Para. 3)
CABINET 12 NOV	Greater Norwich homelessness strategy 2015-20	To approve the draft of the Greater Norwich homelessness strategy 2015-20 to go out to consultation with stakeholders.	Cllr Bremner Chris Hancock Housing strategy officer EXT 2852		Andy Watt	PH	No
CABINET 12 NOV	Private sector housing accreditation scheme and additional licencing of HMOs	To approve adoption of a property accreditation scheme for Norwich and the recommended approach to the additional licensing of HMOs	Cllr Bremner Andy Watt Head of city development services EXT 2691 Paul Swanborough Strategic housing manager EXT 2388		Andy Watt	PH	No
CABINET 12 NOV	Local Government Act 1972: making of skateboarding bylaw	To consider the introduction of a bylaw to control skateboarding in the city	Cllr Driver Cllr Arthur Adrian Akester Head of citywide		Russell O'Keefe	PH	No

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
			services EXT: 2331				
CABINET 12 NOV	Laundry equipment contract extension – KEY DECISION	To approve a five year extension to the sheltered housing laundry equipment contract	Cllr Waters Gilly Newton Contracts officer Ext 2169 Robin Hare Strategic contracts manager EXT 2412		Anton Bull	PH	Yes (Para 3)
CABINET 12 NOV	Managing assets (General Fund) – KEY DECISION	To consider the purchase of an area of land for housing	Cllr Waters Andy Watt Head of city development services EXT 2691		Andy Watt	PH	Yes (Para. 3)
CABINET 12 NOV	Managing assets (Housing) 3 – KEY DECISION	To outline the options available for the future of a property within the housing stock.	Cllr Bremner Chris Rayner Head of Property Services NPS Norwich Ltd, Steven Cleveland Senior Building Surveyor NPS		Anton Bull	PH	Yes (Para. 3)

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 12 NOV	Managing assets (non - housing) – KEY DECISION	To consider the disposal of a general fund property.	Norwich Ltd Cllr Waters David Rogers Client property and parking manager EXT 2463		Anton Bull	PH	Yes (Para. 3)
AUDIT 18 NOV							
COUNCIL 25 NOV	Polling District Review	To decide on the most appropriate polling districts and polling following a review under The Electoral Registration and Administration Act, 2013	Councillor Waters Andy Emms (x 2459)		Russell O'Keefe		
COUNCIL 25 NOV	Adoption of Site Allocations and Site Specific Policies DPD and Development Management Policies DPD	To adopt these development plan documents as part of the local plan for Norwich.	Cllr Stonard, Graham Nelson Head of planning services EXT 2530 Judith Davison Planning team leader - projects EXT 2529		Graham Nelson	CB	No

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
SCRUTINY 27 NOV	Quarter 2 performance monitoring	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data	Brenda Arthur, Councillor Alan Waters, Russell O'Keefe	19 Nov	Russell O'Keefe	PH	No
SCRUTINY 27 NOV	Street scene and road safety overview	In forming an overview and understanding of road casualty trends in Norwich and the work that is carried out to reduce casualties, the committee wished to look at evidence based ways to keep the City's roads safe.	Councillor Mike Stonard Andy Watt	19 Nov	Andy Watt	PH	No
CABINET 10 DEC	Quarterly Performance Report		Cllr Arthur Roger Denton Performance and Research Officer EXT 2535				
CABINET 10 DEC	Affordable Housing Supplementary planning document (SPD)	To approve adoption of the revised Affordable Housing SPD.	Cllr Stonard Graham Nelson		Graham Nelson	CB	No
CABINET 10 DEC	Norwich City Council Council Tax Hardship Relief Policy – KEY	To seek approval and implementation of the council tax hardship relief policy.	Cllr Waters Anton Bull Executive Head		Anton Bull	PH	No

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
	DECISION		of business relationship management and democracy				
SCRUTINY DEC 18	Draft corporate plan	Ongoing scrutiny to consider the draft plan and its development towards the end of the public consultation.	Councillor Brenda Arthur and Russell O'Keefe	10 Dec	Russell O'Keefe	PH	No
SCRUTINY DEC 18	Annual equality information report	Pre scrutiny of the report before it goes to cabinet.	Councillor Brenda Arthur and Nadia Jones	10 Dec	Russell O'Keefe	PH	No
CABINET 14 JAN							
AUDIT 20 JAN							
COUNCIL 27 JAN							
SCRUTINY 29 JAN	Pre – scrutiny of the proposed policy and budget framework	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy framework (corporate plan).	Councillor Brenda Arthur, Justine Hartley, Chief finance officer	21 Jan	Justine Hartley	PH	No

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
CABINET 4 FEB	Homeless outreach service – KEY DECISION	To agree the recommendations regarding the homeless outreach service	Cllr Bremner Chris Hancock Housing strategy officer EXT 2852 Paul Swanborough Private Sector Housing Manager EXT 2388		Andy Watt	PH	Yes (Para. 3)
COUNCIL 17 FEB							
SCRUTINY 26 FEB	Council housing communal areas	Working with the tenant scrutiny panel and other tenants and involving the relevant authorities, to review current policy and look into how tenants can use communal areas.	Councillor Bert Bremner, Tracy John	18 Feb	Tracy John	PH	No
CABINET 11 MAR	Quarterly Performance Report		Cllr Arthur Roger Denton Performance and Research				

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
			Officer EXT 2535				
AUDIT 17 MAR							
COUNCIL 17 MAR							
SCRUTINY 19 MAR	Annual review of scrutiny	To agree the annual review of the scrutiny committee's work 2014 to 2015 and recommend it for adoption of the council	Councillor James Wright and Steve Goddard	11 Mar	Steve Goddard	PH	No
COUNCIL 26 MAY							

The scrutiny tracker and outcomes

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome(s)
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.	On going	
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	On going	
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	Dec 2014 scrutiny meeting – Q2 perf report	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome(s)
19 June 2014	Q4 perf; SCC1 – streets found clean on inspection	Steve Goddard	Provide members with a street view to show hotspots	On going	
19 June 2014	Q4 perf; DHA4 – number of households prevented from becoming homeless	Russell O'Keefe	To circulate % of those presenting as homeless that the council was unable to assist (Other than sign post and advise)	On going	
19 June 2014	Budget monitoring	Gwyn Jones and Andy Watt	To circulate detail of why some projects in the capital plan had not progressed as planned	On going	
30 Sept	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.	On going	
30 Sept 2014	Draft corporate plan 2015 – 2020 (Consultation)	Russell O'Keefe	Recommendations were: Provide a concise list of the council's main	On going; the scrutiny committee will see the results of	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome(s)
	Draft corporate plan 2015 – 2020 (Consultation)		<p>responsibilities with the document</p> <p>Provide a link to the draft corporate plan with the electronic version of the consultation document and to make paper copies available</p> <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</p>	the consultation later in the year.	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome(s)
	Draft corporate plan 2015 – 2020 (Consultation)		<p>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> <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</p>		

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome(s)
			part in the consultation		

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

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

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

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

Specific, Measurable, Attainable, Relevant and Time-bound

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



