



NORWICH City Council

Committee Name: Scrutiny

Committee Date: 02/02/2023

Report Title: Scrutiny Committee Work Programme 2022-23

Portfolio: Councillor Kendrick, cabinet member for resources

Report from: Executive director of community services

Wards: All Wards

OPEN PUBLIC ITEM

Purpose

To assist scrutiny committee members to review the scrutiny committee work programme 2022-23.

Recommendation:

It is recommended that members consider and approve changes to the scrutiny committee work programme 2022-23

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the Norwich City Council is in good shape to serve the city corporate priority

Report Details

Developing a work programme for the scrutiny committee

1. Members had an informal work programme setting workshop on 26 May 2022, the work programme was then reviewed and ratified at the committee meeting on 9 June 2022. The work programme was further updated at the committee meetings on 14 July 2022, 13 October 2022 and 8 December 2022 and is attached as Appendix A.
2. Members discussed the scope for the “Welcoming Refugees into Norwich and overcoming obstacles to their smooth integration” topic at the committee meeting held on 8 December 2022. The scope was extended to consider the integration of asylum seekers given the decision of the Home Office to site asylum seekers in Norwich hotels.
3. The review aims to incorporate the voices of asylum seekers and refugees to learn directly from their experiences. To this end the Terms of Reference (ToR) for this item were reviewed by committee at its meeting on 19 January 2023 and officers are in the process of amending the ToR to reflect discussions.
4. Members had requested a tracker aimed at showing the progress of scrutiny committee recommendations and this is presented as Appendix B to this report, member feedback on the new tracker, its style and content is welcomed.

Recurring items

5. There are certain items that occur throughout the civic year that are programmed in. These are the scrutiny committee work programme (each meeting), Equality Information Report (December/ January), pre-scrutiny of the proposed budget (February) and the annual review of the scrutiny committee (March).
6. Updates are received from the council’s representative on the Norfolk Health and Overview Scrutiny Committee (NHOSC) and the council’s representative on the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel (NCCSPSSP).

Scope for scheduling items onto the work programme

7. It has been previously agreed that committee should agree as few as possible substantive topics per meeting. The main reason for this is to ensure that there is enough time for the committee to effectively consider the issues and make fair and evidence based recommendations. Ideally one substantive item per meeting would be the aim.
8. Members are able to revise the work programme on a month basis if and when required due to changing events. This is done through the work programme standing item at each meeting. Members therefore may wish to consider keeping some space on the work programme to facilitate this.

Consultation

9. Members of the scrutiny committee were consulted on the attached work programme at the meeting on 13 October 2022. Members of the public are encouraged to submit topics for scrutiny via a form on the council's website. The portfolio holder will be briefed as part of the regular portfolio holder briefings.

Implications

Financial and Resources

Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan and Budget.

10. Any impact on resources resulting from this report will be accommodated within existing budgets or the relevant approvals will be sought if additional budget is required.

Legal

11. No specific legal implications of this report.

Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	None
Children and Adults Safeguarding	None
Environmental Impact	None

Risk Management

Risk	Consequence	Controls Required
None		

Other Options Considered

12. There have been no other options considered for this report.

Reasons for the decision/recommendation

13. This is a standing item on the scrutiny committee agenda to allow members to review the scrutiny committee work programme.

Background papers: None

Appendices:

A - work programme

B - tracker

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Appendix A

Date	Report	Purpose	Portfolio Holder + Senior Officer + Report author
19/01/2023	Financing for renewable energy/energy efficiency	To consider a report on “financing for renewable energy/energy efficiency”	Cllr Hampton Neville Murton
19/01/2023	Equality information report	To consider the annual equality information report	Cllr Waters Lou Rawsthorne Ramona Herdman
19/01/2023	Work programme	To review the scrutiny committee work programme	Cllr Kendrick Lou Rawsthorne Lucy Palmer
19/01/2023	Updates from NHOSC and NCCSPSSP	To receive a report from council’s representative on NHOSC and NCCSPSSP	Cllr Kendrick Lou Rawsthorne Alex Hand
02/02/2023	Pre-scrutiny of the budget	To pre-scrutinise the budget	Cllr Kendrick Neville Murton
02/02/2023	Work programme	To review the scrutiny committee work programme	Cllr Kendrick Lou Rawsthorne Alex Hand
02/02/2023	Updates from NHOSC and NCCSPSSP	To receive a report from council’s representative on NHOSC and NCCSPSSP	Cllr Kendrick Lou Rawsthorne Alex Hand
16/03/2023	Annual Review of scrutiny committee	To consider the annual scrutiny committee report	Cllr Kendrick Lou Rawsthorne Alex Hand
16/03/2023	Welcoming refugees into Norwich and overcoming obstacles to their smooth integration	To consider a report on “welcoming refugees into Norwich and overcoming obstacles to their smooth integration”	Cllr Waters Lou Rawsthorne
16/03/2023	Updates from NHOSC and NCCSPSSP	To receive a report from council’s representative on NHOSC and NCCSPSSP	Cllr Kendrick Lou Rawsthorne Alex Hand
TBC June 2023	Levelling Up Agenda	To consider a report on the “Levelling Up agenda”	Cllr Waters Graham Nelson Ellen Tilney



Scrutiny committee recommendation tracker 2022-23

Date	Recommendation	Agreed by cabinet?	Status	Updates
Report from Communal bins and fly-tipping task and finish group				
14/07/2022	1) Note the outcomes of the task and finish group investigations	N/A	Complete	
14/07/2022	2) Note the outcomes of the online survey	N/A	Complete	
14/07/2022	3) Recommend to Cabinet that the following proposals arising from the task and finish group be adopted: a) That the council decision in February 2007 to discontinue Waste Amnesty collections in areas of highest fly-tipping incidence is reviewed	Agreed - 16/11/2022	In progress	Details contained within cabinet report: "9. These implications can be mitigated in a number of ways, primarily as follows a. In March of this year, the Council submitted a bid to the UK Shared Prosperity Fund for a programme of neighbourhood improvements. £0.341m in capital and revenue funding has been requested to provide a programme of Neighbourhood Clean-Ups in areas identified by data. Activities will include removal of fly tipping, and an amnesty on waste which will be monitored so that anything usable can be donated or upcycled for further use. It is also proposed that relevant staff will be on hand to speak with residents about wider priorities for their local area to maximize

Scrutiny committee recommendation tracker 2022-23

Date	Recommendation	Agreed by cabinet?	Status	Updates
				engagement with the council and promote the formation of local community groups. This should address the recommendation in paragraph 3 a and mean that the re introduction of the waste amnesty and the review of the charging structure for bulky waste collections are no longer necessary"
14/07/2022	b)The number, locations, and types of bins in communal areas are reviewed in the fly-tipping hotspots identified, as well as developing designs for storage areas that prevent and deter fly-tipping	Agreed - 16/11/2022	In progress	Details from cabinet report: "This recommendation would be considered best practice"
14/07/2022	c) Pre Covid enforcement arrangements for fly-tipping are re-established, and expanded to include the use of CCTV	Agreed - 16/11/2022	In progress	Details contained within cabinet report: "9c. With regards to fly tipping, proposals include increased investigation of fly tipping incidents in identified hot spots, increased use of CCTV where appropriate, improved engagement with residents and communities through the Neighbourhood and Community Enablement team. In addition, data relating to environmental anti social behaviour is now regularly reviewed by officers and used to develop interventions in known hot spots. This

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				will allow Environment Services to contribute to actions arising from the new Community Safety Strategy"
14/07/2022	d) Arrangements for engaging with residents with regards to fly-tipping are reviewed and improved, including consultation on proposed actions arising from this report. This should include improved partnership working between Citywide Services and Housing Estate Management in the design of services and facilities to reduce fly-tipping in our Housing Estates	Agreed - 16/11/2022	In progress	Details contained within cabinet report: "9c. With regards to fly tipping, proposals include increased investigation of fly tipping incidents in identified hot spots, increased use of CCTV where appropriate, improved engagement with residents and communities through the Neighbourhood and Community Enablement team. In addition, data relating to environmental anti social behaviour is now regularly reviewed by officers and used to develop interventions in known hot spots. This will allow Environment Services to contribute to actions arising from the new Community Safety Strategy 9e. Environment Services has also started working with Housing Services to identify bin stores requiring upgrade. Housing Services have committed to funding these upgrades through its Estate Improvement programme. Timescales for carrying out the work

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Date	Recommendation	Agreed by cabinet?	Status	Updates
				have yet to be confirmed, but will take place as soon as possible once locations have been confirmed"
14/07/2022	e) Local facilities for upcycling and reuse of unwanted items are considered in partnership with the County Council as Waste Disposal Authority	Agreed - 16/11/2022	In progress	Details from cabinet report: "This recommendation would be considered best practice"
14/07/2022	f) The workflow and processes for managing fly-tipping between NCSL, Biffa and the council are reviewed and streamlined to improve efficiency and effectiveness	Agreed - 16/11/2022	Complete	Details contained within cabinet report: "9 d. Finally, the workflow between citywide services, Biffa and NCSL is under continuous review, and the work carried out by the Fly Tipping Task and Finish Group has allowed us to make a number of improvements in this regard"
14/07/2022	g) The charging structure for the Bulky Uplift service is reviewed to make accessing the service easier for residents on low incomes and Universal Credit	Agreed - 16/11/2022	In progress	Details contained within cabinet report: "11. The budget for Bulky Waste income is £0.054m per annum (£0.082m actual for FY 2021/22). Environment Services are reviewing the charging structure for the Bulky Uplift service to make accessing the service easier for residents on low incomes and Universal Credit."
14/07/2022	h) The service considers the use of an app for reporting fly-tipping	Agreed - 16/11/2022	In progress	Details from cabinet report: "This recommendation would be considered best practice"

Scrutiny committee recommendation tracker 2022-23

Date	Recommendation	Agreed by cabinet?	Status	Updates
14/07/2022	i) The manner in which the council records and analyses Environmental Anti-Social Behaviour is reviewed	Agreed - 16/11/2022	Complete	Details from cabinet report: "9c. With regards to fly tipping, proposals include increased investigation of fly tipping incidents in identified hot spots, increased use of CCTV where appropriate, improved engagement with residents and communities through the Neighbourhood and Community Enablement team. In addition, data relating to environmental anti social behaviour is now regularly reviewed by officers and used to develop interventions in known hot spots. This will allow Environment Services to contribute to actions arising from the new Community Safety Strategy"
14/07/2022	j) The service continues to review best practice elsewhere	Agreed - 16/11/2022	In progress	Details from cabinet report: "This recommendation would be considered best practice"
14/07/2022	k) That the Council reviews current enforcement arrangements to ensure that the full range of sanctions available to the council are used more effectively	Agreed - 16/11/2022	In progress	Details contained within cabinet report: "9c. With regards to fly tipping, proposals include increased investigation of fly tipping incidents in identified hot spots, increased use of CCTV where appropriate, improved engagement with residents and communities through the

Scrutiny committee recommendation tracker 2022-23

Date	Recommendation	Agreed by cabinet?	Status	Updates
				Neighbourhood and Community Enablement team. In addition, data relating to environmental anti social behaviour is now regularly reviewed by officers and used to develop interventions in known hot spots. This will allow Environment Services to contribute to actions arising from the new Community Safety Strategy"
14/07/2022	4) Thank the operatives involved in waste management and dealing with fly-tipping and to ensure there is a process for gathering feedback from these operatives	TBC	In progress	Emailed officer for further details on this
14/07/2022	5) Recommend cabinet: a) To ask officers to work with partners and local businesses on dealing with waste that arises from their products or services being used and promoting any existing services	Agreed - 16/11/2022	Complete	Details contained within cabinet report: "9b. The council is also about to launch its "Love Norwich – do your bit" campaign, which will also target environmental Anti Social Behaviour in our neighbourhoods. This recognizes the increasing demand for robust action to be taken against those committing environmental ASB. It will also address the recommendation at paragraph 4.a., that officers work with partners and local businesses on dealing with waste that arises from their products

Scrutiny committee recommendation tracker 2022-23

Date	Recommendation	Agreed by cabinet?	Status	Updates
				or services being used and promoting any existing services"
14/07/2022	b) To ensure that any actions and reviews arising from the task and finish group have a clear timeline for implementation so that they can be monitored and followed up on	Amended and then agreed - 16/11/2022	In progress	This recommendation was amended at cabinet to read "4) Agree a timeline is set to an action plan with Key Performance Indicators being considered at the annual refresh of the corporate plan."
14/07/2022	6) Ask the leader of the council to write to the leader of Norfolk County Council to ask the county council to: a) Reverse charges on DIY waste at recycling centres. b) Provide funding for lower income residents of Norwich city centre to deal with their bulky waste	N/A	In progress	Letters currently being drafted
14/07/2022	7) Ask group leaders to write to Government to ask for cuts to local government to be reversed; and	N/A	In progress	Letters currently being drafted
14/07/2022	8) To publish the results of the survey in the minutes of this meeting	N/A	Complete	Published on the website
County Lines				
13/10/2022	1) note the update on county lines; and	N/A	Complete	
13/10/2022	2) to ask the committee officer to circulate an update on the committee recommendations on county lines from the	N/A	In progress	

Scrutiny committee recommendation tracker 2022-23

Date	Recommendation	Agreed by cabinet?	Status	Updates
	scrutiny committee meeting held in September 2018.			
13/10/2022	<p>Recommendations from 2018:</p> <ol style="list-style-type: none"> 1) liaise with contractors to provide front line staff with training on safeguarding and awareness of County Lines and that there is a process for reporting incidents to contribute to intelligence gathering; 2) provide Norwich City Council Councillors with training on safeguarding and awareness of County Lines and that there is a process for reporting incidents to contribute to intelligence gathering; 3) following consultation with the police, that the council explores the removal of tags which demarcate the territories of drug gangs; 4) review the licensing policy and procedures to ensure that County Lines' activity is captured particularly in relation to the fit and proper test in relation to licences for private hire drivers and hackney carriage drivers; and 5) review tenancy agreements and procedures for rapid response to County Lines' activities and treatment of vulnerable tenants "cuckooed" by criminals. 	N/A	In progress	<p>In relation to 4) update from officers: "Right now, the county lines issue is captured by the wider safeguarding sections of the policies & conditions. New drivers must complete safeguarding training prior to licensing and there is a safeguarding code of conduct for all drivers covering signs to look out for and how to report concerns.</p> <p>Since 2018, there has been some legislative reform with county lines covered specifically in the Statutory Taxi & Private Hire Vehicle Standards published by the DfT July 2020. We must have regard to that document already and in the coming months our taxi policy and conditions are to be updated to implement the recommendations made in those statutory standards subject to consultation and committee agreement. Somewhat delayed but as I said that requirement to take those statutory standards into</p>

Scrutiny committee recommendation tracker 2022-23

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	Emails sent to relevant officers to provide update			account exists without the policy changes. On individual applicants / licence holders, the DBS and police disclosure schemes are in operation to allow information sharing if people are suspected / charged / convicted of any relevant offences."
Update on debt advice and support services				
08/12/2022	1) That the council maintains a 100% Council Tax reduction scheme;	Agreed - 18/01/2023	In progress	This will form part of the Local Council Tax Reduction Scheme report that will be considered by cabinet and council in February 2023.
08/12/2022	2) That the council maintain its financial support of the Financial Inclusion Consortium;	Agreed - 18/01/2023	In progress	This information will form part of the budget papers for 2023-24 that will be considered in February 2023
08/12/2022	3) That cabinet lobbies against the punitive elements of the benefit system such as the recovery of overpayments and the Spare Room Subsidy;	Agreed - 18/01/2023	In progress	Letters currently being drafted
08/12/2022	4) That the council campaigns to encourage everyone to claim what benefits they are entitled to;	Agreed - 18/01/2023	In progress	Emailed relevant officers
08/12/2022	5) That officers circulate a list to councillors of any additional subsidiary advice agencies that could assist residents;	N/A	Complete	This list does not exist so unable to circulate to members
08/12/2022	6) That council tax and housing benefit letters when revised are brought to scrutiny	Agreed - 18/01/2023	In progress	Emailed relevant officers

Scrutiny committee recommendation tracker 2022-23

Date	Recommendation	Agreed by cabinet?	Status	Updates
	committee to be reviewed and that partners such as the tenant improvement panel, leaseholder group, Citizens Advice Bureau and Norfolk Community Law Service are consulted on changes;			
08/12/2022	7) If collected, that information as to why households fall into debt is provided; and	Agreed - 18/01/2023	In progress	Emailed relevant officers
08/12/2022	8) Illustrate how many people access debt information and by what means; in person, online or by telephone.	Agreed - 18/01/2023	In progress	Emailed relevant officers
NRL Business Plan				
08/12/2022	RESOLVED to note the Norwich Regeneration Ltd business plan 2023-2033.	N/A	Complete	A recommendation was made at the cabinet meeting on 14 December 2022 which was as follows: To both grow, deliver and to mitigate overexposure to commercial risk from one sector, cabinet will support more detailed work on the part of NRL to spread risk and build resilience further into the business, by committing to its scoping in detail the business case for projects like energy saving pilots and skills building for young people.