

Scrutiny committee

Date: Thursday, 22 September 2016

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.

For further information please contact:

COMMITTEE MEMBERS:

Councillors:

Wright (chair)

Maguire (vice chair)

Bogelein

Bradford

Coleshill

Davis

Fullman

Grahame

Haynes

Malik

Manning

Packer

Peek

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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.

Agenda

1 Apologies

To receive apologies for absence

2 Public questions/petitions

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)

3 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)

4 Minutes

7 - 10

To approve the accuracy of the minutes of the meeting held on 30 June 2016

5 Scrutiny committee work programme 2016 - 17

11 - 34

Purpose - To note the scrutiny work programme and agree any potential topic(s) that may be tested against the TOPIC analysis for future inclusion. For the assistance of members, the cabinet forward agenda is included. At a the meeting in June, members requested previous work programmes be made available - these are also attached.

6 Update of the representative for the Norfolk Health Overview and Scrutiny Committee (verbal update)

Purpose - For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the representative to take back to the next NHOSC meeting.

7 Evidence gathering - educational attainment and academies

Purpose - To consider the current state of educational outcomes in Norwich with reference to changing school structures such as academies and free schools.

Date of publication: **Wednesday, 14 September 2016**

- 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

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

16:30 to 18:30

30 June 2016

Present: Councillors Wright (chair), Maguire (vice chair), Bradford, Davis, Fullman, Grahame, Malik, Manning, Packer and Peek.

Also present: Councillors Button (substitute for Coleshill), Carlo (substitute for Bogelein) and Raby (substitute for Hyanes)

1. Apologies

Apologies were received from councillors Bogelein, Coleshill and Haynes. Substitutes detailed above.

2. Declarations of interest

There were no declarations of interest

3. Public questions / petitions

There were no questions or petitions from members of the public

4. Minutes

RESOLVED to agree the accuracy of the minutes of the meeting held on 26 May 2016

5. Scrutiny committee work programme 2016 - 2017

The chair said that additional fleshing out was needed regarding the academies item. It was agreed that counsellor Manning would continue this work.

The chair explained that the devolution item planned for July 14 was no longer required due to recent developments around that particular issue. As such, it was agreed that 14 July would be a potentially good date for a tour of areas of the city with a view to examining access issues. Ideally, this would take place with the head of city development services and the strategy manager, however a date would be finalised once the availability of suitable council officers and access groups (an invite would be extended to RNIB and the Norfolk and Norwich Association for the Blind) could be confirmed.

With regard to the communications and consultation issue also planned for July 14, the strategy manager said that he would circulate an email he had received from the executive head of service for communications, customers and culture. If members then felt they required this as an item on the work program, he said the issue could be re-tabled. He said that for now it would be pencilled in for the October meeting.

During discussion all members agreed that the item regarding academies should not slip off the agenda. The chair said that since lots of discussion had taken place in Westminster regarding the academies issue, he was keen to keep this item on the agenda for September.

Discussion ensued regarding the issue of food poverty and community supermarkets. It was felt that this should be addressed as a specifically Norwich-based issue and that two meetings ought to be devoted to it to make any work meaningful. The following suggestions were then made:

- Session one could examine the problem and session two could develop solutions.
- Session one should include a definition of the works, including an example of the breadth and depth of causes. The issues should be examined structurally and at a personal, lived level.
- Session two should include in-depth consideration of approaches and strategies about how to address the issues raised in session one.
- It was agreed that it would be very useful to hear from those people living with the situation of food poverty.
- When examining the structural level of food poverty, it was considered vital to invite an academic to attend to provide context.
- It was also agreed that the committee required expert witnesses to understand the problems and to develop a Norwich-specific approach to a Norwich problem.
- Structurally, it was agreed that two formal meetings should take place alongside informal sessions during which members could gather testimony.
- Valuable work could be achieved by following up the sessions with the Department for Work and Pensions and the Health and well-being board.
- A suggestion was given that a conference could be held at Saint Andrews Hall to share any expertise gathered in a larger-scale way.
- It was also suggested that the investigative work could lead to a workshop with the emphasis on solution and action (to include schools, children's health etc.)
- It was agreed that councillor Maguire would develop and draft out this area of work and bring it back in the autumn.

Following discussion, it was agreed that a list of previous scrutiny topics and outcomes would allow new members to view the bigger picture of the work of the committee. The strategy manager agreed and suggested that the previous scrutiny work programme could be collated by subject. He said that he would draw this together and circulate to all members.

RESOLVED:

1. To note the work programme;
2. To use two future meetings of the scrutiny committee to examine the problem of food poverty within Norwich and to develop potential solutions; and,
3. That the strategy manager would collate the previous scrutiny work programme by subject and circulate to all members.

6. Quarterly performance report

The strategy manager presented the report. With reference to measure PVC4 (number of new business start-ups) members requested further information, in particular what would happen if a new business were to close. Whilst acknowledging the interest amongst members in this area, he explained that members needed to consider what the scrutiny committee would be able to do with this information since there were many factors beyond the control of its membership.

RESOLVED to note the quarterly performance figures contained in the report.

7. Update on the Norwich market consultation

The public protection manager presented the report. In response to members' questions, the following points were made:

- The toilets within the marketplace would be upgraded once the funding was available.
- Members wished to examine the possibility for a bus route to take in the market place via Saint Peters Street. It was agreed that this could be followed up with the bus companies. It was also suggested that sign posting could be improved from existing bus stops (particularly on Castle Meadow)
- Seasonal rents were discussed and it was explained that this was already within the strategy and that it was being worked through with the market traders.
- The balance of goods policy had been reinstated, particularly in light of what food was available within the market. It was stressed that the aim was to make the offer on the market as flexible and varied as possible.

RESOLVED to:

Examine the possibility:

1. for a bus route to take in the market place via Saint Peters Street; and,
2. to improve sign posting from existing bus stops to the market (particularly on Castle Meadow)

8. Review of the grounds maintenance contract 2013-2022

The head of citywide services presented the report, highlighting the development of the joint-venture over the years. He explained that efficiencies have been achieved through carefully managing teams as time has gone on.

Discussion ensued during which the following points were made:

- The review process for the contract was assessment-based and complaints were reviewed through the Norse liaison board.
- It was agreed that working closely with 'Friends of' groups was incredibly important where any changes were to be made to contracts. In particular, play areas often involve work with landscape project teams.

It was suggested that in the interests of biodiversity money saved from grass cutting budgets could be redirected into the street tree budgets. The head of citywide services explained that although the type of grass-cutting had changed, this did not necessarily lead to monetary savings as a great deal of work still had to be done to maintain conservation.

In response to a member's question, the head of citywide services said that the maintenance of alleyways was about striking a balance with residents – many liked them a little overgrown to deter people wandering into them, whilst others preferred them well-kept. He said that the housing team were often involved and that any specific concerns should be directed to him.

RESOLVED to note the review of the grounds maintenance contract.

CHAIR

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
30 June 2016	Market Consultation	Adrian Akester (Head of Citywide Services)	To update members on the outcomes of the consultation on Norwich Market.
30 June 2016	Grounds Maintenance Contract	Adrian Akester (Head of Citywide Services)	To gain clarification on whether efficiencies can be found in the budget regarding the Grounds Maintenance Contract.
30 June 2016	Publication of Traffic Regulation Orders	Phil Shreeve	To understand how the council will publicise information about Traffic Regulation Orders
30 June 2016	Quarter 4 Performance Review	Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data
14 July 2016 MEETING CANCELLED	Communications and Consultation	Nikki Rotsos and portfolio holder (Cllr Waters)	
14 July 2016 MEETING CANCELLED	Devolution	Phil Shreeve and Cllr Wright	
14 July 2016	City Accessibility Tour	Andy Watt and Cllr Wright	This scrutiny meeting was cancelled and instead some members took part in a tour of the city looking at accessibility around the city. Access groups were also invited to attend, including RNIB and NNAB.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
22 September 2016	Update from 21st July meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Maguire and Beth Clark	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.
22 September 2016	Update from 8th September meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Maguire and Beth Clark	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.
22 September 2016	Academies and education attainment		
20 October 2016	Update from 13th October meeting of the Norfolk Health and Overview Scrutiny Committee	Cllr Maguire and Beth Clark	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.
24 November 2016	Greater Norwich Growth Board/Local Enterprise Partnership	Dave Moorcroft	
24 November 2016	Employability and young people	Dave Moorcroft	
15 December 2016	Equality Report	Adam Clark	

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
15 December 2016	Neighbourhood Model and ward councillors	Bob Cronk	
26 January 2016			
26 January 2016			
23 February 2016	Food Poverty		Problem – evidence meeting
23 February 2016			
23 March 2016	Community Supermarkets		Solution meeting – following the Food Poverty meeting.
23 March 2016	Annual Review of the Scrutiny Committee	Beth Clark and Cllr Wright	Chance to look back on the Civic year and comment for future scrutiny committees

UNALLOCATED ITEMS

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET, PORTFOLIO HOLDER, COUNCILLOR, or ORGNISATION	SCOPE – REASON FOR TOPIC REQUEST and OUTCOME SOUGHT
TBC – at county meeting?	Care Act	Cllr Maguire	
TBC	Housing and Planning Act		
TBC	Transformation/Budget/Efficiency Plan		

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
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.	This item is provisionally allocated to be reviewed by the committee on 14 July 2016
15 October 2015	Scrutiny Committee Work Programme 2015 – 2016	James Wright	Discussion of income generation led to the suggestion of involving cooperatives in this work. Idea to hold a half-day seminar for senior staff and officers to provide clarification around the way in which they work	The cooperatives item is being progressed by the strategy manager and Cllr Herries for a future scrutiny committee meeting – date tbc. It was also agreed that workshops would be held to update members.
12 November 2015	Community Space Review	Bob Cronk	It was agreed a website containing a centralised tool for room bookings across all community centres would worthwhile	A central online booking system is something that has previously been explored with the volunteer management committees/community associations that operate the council's community centres. A centralised tool would provide some positive benefits but not all of the centres use IT regularly. The new community centres website could be used as a basis for this and further development work with the centres has been proposed linking this proposal with the council's digital inclusion activity. The majority of the centres still work with a paper booking system and taking forward a web based system would require endorsement from the centres but something the council can encourage and will continue to do so, building on those centres that do use web tools.
17 December 2015	*Transformation Update	Bob Cronk	Discuss with the communications team about publishing the changes to the Housing and Planning Bill	Members can find an update on the Housing and Planning Act on the Local Government Information Unit website: http://www.lgiu.org.uk/briefing/housing-and-planning-bill-update/

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
17 December 2015	Quarter 2 performance monitoring 2015 – 2016	Andy Watt	The homelessness strategy shows that Norwich is way below the average with regards to preventing homelessness by keeping people in their own homes. How does this relate to the target of preventing homelessness? Would it be worth having a new target to help increase the number of people staying in their own home?	Members can find an update on e-councillor
28 January 2016	Scrutiny Committee Work Programme 2015 – 2016	James Wright	Ask the chair to provide members with an update on the cooperatives briefing	The cooperatives item is being progressed by the strategy manager and Cllr Herries for a future scrutiny committee meeting – date tbc. It was also agreed that workshops would be held to update members.
25 February 2016	Norfolk Health and Overview Scrutiny Committee	Phil Shreeve	Ask the strategy manager to contact the chair of the CCG to see which consultations on planned changes to commissioning intentions may be able to be made available via e-councillor	A discussion has been held and further options looked at once the CCG have looked again at their consultation and engagement processes
	Council policies for the control of verge parking and A boards	Andy Watt	Contact all schools in the Norwich City Council area for a copy of their travel plan to collect data on how children travel to school	Members can find information here: <u>\\Sfil2\Shared Folders\Transport and infrastructure\Transport planning\School Travel\School Travel Plans\School Travel Plans (2016)</u>
			Liaise with the communications team and place an article in Citizen magazine to promote best practise around verge parking	The communications team have confirmed that the article has been written, signed off and filed ready for the summer issue (which is circulated from June 6 th)

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
17 March 2016	Push the Pedalways	Jo Deverick	Percentage of roads that are 20mph on the pink pedalway	<p>West area (around The Avenues), including North Park Avenue. 10763 metres (10.8 kilometres)</p> <p>- Britannia Road (includes part of Gurney Road and Vincent Road). 1284 metres (1.3 kilometres)</p> <p>- East area (Heartsease). 12401 metres (12.4 kilometres)</p> <p>Areas that have been approved and designed as part of the CCAG1 but will be installed as part of the CCAG2</p> <p>- City centre - the new areas of 20mph. This includes all new areas within the old city walls and a small area north of Barrack Street. 23738 metres (23.8 kilometres)</p> <p>More information about the benefits of 20 mph areas please look on Norwich City Council website under the Cabinet Committee papers section from March 9th meeting.</p>
			Members asked for verification of the width of the contraflow cycle path of Essex Street	Ongoing
		Phil Shreeve	Understand the health benefits of the pedalway scheme and benefits for 20mph zones	<p>Benefits of 20mph zones - http://www.britac.ac.uk/policy/health_inequalities.cfm</p>

Date	Topic	Responsible Officer	Scrutiny Request	Outcomes or current position
				Benefits of physical activity - http://www.ukactive.com/turningthetide/ https://www.gov.uk/government/publications/everybody-active-every-day-a-framework-to-embed-physical-activity-into-daily-life
26 May 2016	Setting of the Scrutiny Committee Work Programme	Phil Shreeve	Publication of Traffic Regulation Orders	The service is looking at getting TROs online as soon as resource enables it to happen.
30 June 2016	Quarterly performance report	Phil Shreeve	With reference to measure PVC4 (number of new business start-ups) members requested further information, in particular what would happen if a new business were to close?	Ongoing

FORWARD AGENDA: CABINET and COUNCIL MEETINGS 2016 – 2017

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 14 SEP 2016	Treasury Management Report 2015-16	To update members on the Treasury Management performance for the financial year to 31 March 2016.	Cllr Mike Stonard Justine Hartley	24 AUG	Justine Hartley	NO
CABINET 14 SEP 2016	Quarter 1 2016-17 Performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 1 of 2016-17	Cllr Alan Waters	24 AUG	Laura McGillivray	NO
CABINET 14 SEP 2016	Revenue budget monitoring 2016/17 – Period 3	To update Cabinet on the provisional financial position as at 30 June 2016, the forecast outturn for the year 2016-17, and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Mike Stonard Justine Hartley	24 AUG	Justine Hartley	NO
CABINET 14 SEP 2016	Revenue budget monitoring 2016/17 – Period 4	To update Cabinet on the provisional financial position for the period 1 July 2016 to the present, the forecast outturn for the year 2016-17, and the consequent forecast of the General Fund and Housing Revenue Account balances.	Cllr Mike Stonard Justine Hartley	24 AUG	Justine Hartley	NO
CABINET 14 SEP 2016	Corporate risk register	To update members on the results of the key risks facing the council and the associated mitigating actions, recorded in the council's corporate risk register	Cllr Mike Stonard Justine Hartley	24 AUG	Justine Hartley	NO
CABINET 14 SEP 2016	Capital budget monitoring 2016/17 quarter 1	To update cabinet on the financial position of the capital programmes as at 30 June 2016, the carry-forward of underspent 2015/16 budgets into 2016-17	Cllr Mike Stonard Justine Hartley	24 AUG	Justine Hartley	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
		and seek approval of capital budget virements and adjustments to the 2016/17 capital programme.				
CABINET 14 SEP 2016	Financial sustainability plan	To propose for approval the draft financial sustainability plan incorporating the requirements of the four year efficiency plan and flexible use of capital receipts strategy.	Cllr Stonard Laura McGillivray Justine Hartley	24 AUG	Laura McGillivray	NO
CABINET 14 SEP 2016	Procurement Strategy 2016 - 2020	To consider the Procurement Strategy for the period 2016 to 2020	Cllr Mike Stonard Anton Bull	24 AUG	Anton Bull	NO
CABINET 14 SEP 2016	'A' Board Policy KEY DECISION	To consider the results of the recent consultation on an A board policy for the city and agree to adopt that policy	Cllr Bert Bremner Andy Watt Joanne Deverick	24 AUG	Dave Moorcroft	
CABINET 14 SEP 2016	Pedalways – appropriation of council-owned land for adoption as highway KEY DECISION	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 pedalway network	Cllr Bert Bremner Andy Watt	24 Aug	Dave Moorcroft	No
CABINET 14 SEP 2016	Houses in Multiple Occupation - Options	To seek approval to introduce an Article 4 Direction to restrict the conversion of dwellings to small houses in multiple occupation in tow specified areas of the city where a 30% threshold has been exceeded.	Cllr Bert Bremner Graham Nelson	24 Aug	Dave Moorcroft	Yes
CABINET 14 SEP 2016	Managing Assets (Housing) KEY DECISION	To approve disposal of the assets mentioned in the report.	Cllr Gail Harris Bob Cronk/Lee Robson Gary Atkins	24 AUG	Bob Cronk Gary Atkins	YES (Para 3)
CABINET 14 SEP 2016	Proposed write off of a national non-domestic rates (NNDR) bad debt	To consider the proposed write off of one NNDR debt believed to be irrecoverable	Cllr Stonard Justine Hartley Chief finance officer	24 AUG	Justine Hartley	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
			EXT 2440			
COUNCIL 27 SEP 2016	Treasury Management Report 2015-16	To update members on the Treasury Management performance for the financial year to 31 March 2016.	Cllr Stonard Justine Hartley	16 SEP	Justine Hartley	NO
COUNCIL 27 SEP 2016	Greater Norwich Investment Plan KEY DECISION	To agree on the inclusion of projects in the 2017-18 Greater Norwich Investment Plan	Cllr Bremner Dave Moorcroft	16 SEP	Dave Moorcroft	NO
COUNCIL 27 SEP 2016	Adoption of new bye- law: Acupuncture, tattooing, semi- permanent skin- colouring, cosmetic piercing and electrolysis	To seek approval for the adoption of a single replacement bye-law for the existing three bye-laws which were adopted in 1986 that regulate acupuncture, ear piercing, electrolysis and tattooing.	Cllr Kendrick Adrian Akester Head of citywide services Vicky Ellis Environmental health officer	16 SEP	Bob Cronk	NO
COUNCIL 27 SEP 2016	Treasury management full year review 2015/16		Cllr Stonard Justine Hartley		Justine Hartley	
COUNCIL 27 SEP 2016	Four year efficiency plan and use of capital receipts strategy		Cllr Stonard Justine Hartley		Justine Hartley	
CABINET 12 OCT 2016	Private sector housing financial assistance policy	To add additional financial assistance packages to the existing policy	Cllr Bremner Dave Moorcroft Paul Swanborough	21 SEP	Dave Moorcroft	NO
CABINET 12 OCT 2016	Procurement of the housing gas heating servicing and repairs contract KEY DECISION	To inform cabinet of the procurement process for the re-provision of the housing gas servicing and repairs contract; and to seek approval to award the contract.	Cllr Harris Bob Cronk	21 SEP	Bob Cronk	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 12 OCT 2016	Council tax reduction scheme and discounts 2017/18	To approve for consultation recommendations from cross party working group on changes to CTRS scheme and discounts for 2017/18	Cllr Stonard Cllr Vaughan Thomas Anton Bull	21 SEP	Anton Bull	NO
CABINET 12 OCT 2016	Future Arrangements for the Operation of Norwich Enterprise Centre KEY DECISION	To consider options and approve action for the future operational arrangements of Norwich Enterprise Centre, 4B Guildhall Hill, Norwich	Cllr Waters, Andy Watt, Ellen Tilney	21 SEP	Andy Watt	NO
CABINET 12 OCT 2016	Procurement of various housing structural repairs contracts KEY DECISION	To inform cabinet of the procurement process for various structural repairs schemes and to ask for approval to place the orders	Cllr Harris Bob Cronk	21 SEP	Bob Cronk	NO
CABINET 12 OCT 2016	Procurement of drainage repairs contractor Housing capital and revenue programmes KEY DECISION	To inform Cabinet of the tender results for housing drainage repairs and to ask for approval to place the orders	Cllr Harris Bob Cronk	21 SEP	Bob Cronk	NO
CABINET 12 OCT 2016	Procurement of repairs to City Hall clock tower KEY DECISION	To inform Cabinet of the procurement process for the repairs to City Hall clock tower and to ask for delegated approval to place the orders	Cllr Stonard Andy Watt	21 SEP	Andy Watt	NO
CABINET 12 OCT 2016	Procurement of structural repairs to St Giles multi-storey car	To inform Cabinet of the procurement process for the repairs to St Giles multi- storey car park and to ask for delegated	Cllr Stonard Andy Watt	21 SEP	Andy Watt	NO

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
	park KEY DECISION	approval to place the orders				
CABINET 12 OCT 2016	Proposed variations to car park fees and charges	To approve variations to car park fees and charges	Cllr Mike Stonard Cllr Bert Bremner Andy Watt David Rogers	21 SEP	Dave Moorcroft	
CABINET 12 OCT 2016	Procurement of structural consultancy services for housing repairs KEY DECISION	To inform cabinet of the procurement process for structural consultancy services and to approve the placing of orders	Cllr Gail Harris Bob Cronk	21 SEP	Bob Cronk	NO
CABINET 12 OCT 2016	Grant of right to buy one for one receipts KEY DECISION	To consider the granting of right to buy one for one receipts to support the provision of new homes by registered providers.	Cllr Mike Stonard Andy Watt Andrew Turnbull	21 SEP	Anton Bull	YES (Para 3)
CABINET 12 OCT 2016	Revenue budget monitoring 2016/17 period 5		Cllr Mike Stonard Justine Hartley	21 SEP	Justine Hartley	
CABINET 12 OCT 2016	Council Tax Reduction Scheme 2017/18 (pre consultation)		Cllr Mike Stonard Justine Hartley	21 SEP	Justine Hartley	
CABINET 14 SEP 2016	Greater Norwich Investment Plan KEY DECISION	To agree on the inclusion of projects in the 2017-18 Greater Norwich Investment Plan	Cllr Waters Dave Moorcroft		Dave Moorcroft	NO
CABINET 12 OCT 2016	Anti-fraud, whistleblowing and anti-money laundering policies		Cllr Stonard Justine Hartley	21 SEP	Justine Hartley	
CABINET 12 OCT 2016	Development sites – KEY DECISION	To approve inclusion of site in the business plan of Norwich Regeneration Ltd	Cllr Stonard Gwyn Jones			

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
CABINET 12 OCT 2016	CIL Neighbourhood funding	To approve CIL neighbourhood funded projects for 2017-18	Cllr Stonard Gwyn Jones			
CABINET 16 NOV 2016	Revenue budget monitoring 2016/17 period 6		Cllr Mike Stonard Justine Hartley		Justine Hartley	
CABINET 16 NOV 2016	Capital budget monitoring 2016/17 quarter 2		Cllr Mike Stonard Justine Hartley		Justine Hartley	
CABINET 16 NOV 2016	Statement of Community Involvement - adoption	To seek approval for the adoption of a revised Statement of Community Involvement	Cllr Bremner Graham Nelson Lara Emerson		Dave Moorcroft	NO
CABINET 14 DEC 2016	Quarter 2 2016-17 Performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2016-17	Cllr Alan Waters		Laura McGillivray	NO
CABINET 14 DEC 2016	City Hall clock tower		Carol Marney			
CABINET 14 DEC 2016	Revenue budget monitoring 2016/17 period 7		Cllr Mike Stonard Justine Hartley		Justine Hartley	
CABINET 14 DEC 2016	Treasury management mid-year review 2016/17		Cllr Mike Stonard Justine Hartley		Justine Hartley	
CABINET 14 DEC	Municipal Bonds Agency borrowing		Cllr Mike Stonard Justine Hartley		Justine Hartley	

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
2016	framework					
CABINET 18 JAN 2017	Revenue budget monitoring 2016/17 period 8		Cllr Mike Stonard Justine Hartley		Justine Hartley	
CABINET 18 JAN 2017	Council Tax Reduction Scheme 2017/18? (post consultation)		Cllr Mike Stonard Justine Hartley		Justine Hartley	
CABINET 18 JAN 2017	Risk management report		Cllr Mike Stonard Justine Hartley		Justine Hartley	
CABINET 18 JAN 2017	Corporate plan and performance	To consider amendments to corporate performance KPIs	Cllr Waters Adam Clark		Laura McGillivray	NO
COUNCIL 31 JAN 2017	Member's allowances	To receive recommendations on member's allowances from the independent panel.	Cllr Stonard Anton Bull Andy Emms		Anton Bull	NO
COUNCIL 31 JAN 2017	Council Tax Reduction Scheme 2017/18		Cllr Mike Stonard Justine Hartley		Justine Hartley	
COUNCIL 31 JAN 2017	Municipal Bonds Agency borrowing framework		Cllr Mike Stonard Justine Hartley		Justine Hartley	
CABINET 17 FEB 2017	Revenue budget monitoring 2016/17 period 9		Cllr Mike Stonard Justine Hartley	Justine Hartley		
CABINET 17 FEB	Capital budget monitoring 2016/17		Cllr Mike Stonard Justine Hartley	Justine Hartley		

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
2017	quarter 3					
CABINET 17 FEB 2017	General fund revenue budget 2017/18 and capital programme 2017/18 to 2021/22		Cllr Mike Stonard Justine Hartley	Justine Hartley		
CABINET 17 FEB 2017	Housing rents and budgets 2017/18		Cllr Mike Stonard Justine Hartley	Justine Hartley		
CABINET 17 FEB 2017	Treasury management strategy 2017/18		Cllr Mike Stonard Justine Hartley	Justine Hartley		
COUNCIL 21 FEB 2017	General fund revenue budget 2017/18 and capital programme 2017/18 to 2021/ 22		Cllr Mike Stonard Justine Hartley	Justine Hartley		
COUNCIL 21 FEB 2017	Housing rents and budget 2017/18		Cllr Mike Stonard Justine Hartley	Justine Hartley		
COUNCIL 21 FEB 2017	Treasury management strategy 2017/18		Cllr Mike Stonard Justine Hartley	Justine Hartley		
CABINET 18 JAN 2017	Corporate plan and performance	To consider amendments to corporate performance KPIs	Cllr Waters Adam Clark		Laura McGillivray	NO
COUNCIL 21 FEB 2017	Corporate Plan update		Cllr Mike Stonard Justine Hartley	Justine Hartley		
CABINET	Revenue budget		Cllr Mike Stonard	Justine		

ALLOCATED ITEMS						
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Exempt?
15 MAR 2017	monitoring 2016/17 period 10		Justine Hartley	Hartley		
CABINET 15 MAR 2017	Proposed right off of bad debt		Cllr Mike Stonard Justine Hartley	Justine Hartley		
CABINET 15 MAR 2017	Grant of right to buy one for one receipts		Cllr Mike Stonard Justine Hartley	Justine Hartley		

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
18 July 2013	Switch and Save	Councillor Bert Bremner, Russell O’Keefe and Richard Willson	Identification of any lessons learned for switch and save moving forward
26 Sept 2013	Revenues and benefits performance	Councillor Alan Waters, Anton Bull, Russell O’Keefe and LGSS	a) review the progress of the implementation plan including overview of a case study b) the response to welfare reform and universal credit (overview of the council’s preparedness for dealing with the implications of welfare reform)
24 Oct 2013	Welfare reform	Councillors Alan Waters and Mike Sands and Phil Shreeve (others to be determined depending on scope being agreed)	To look at how the council may work with other bodies in addressing fairness and inequality issues in Norwich
28 Nov 2013	City deal	Councillor Brenda Arthur and Jerry Massey	To gain an overview and to comment on the accountability aspects of the city deal
28 Nov 2013	Annual housing report and housing review	Councillor Bert Bremner, Jerry Massey, Tracy John, Andy Watt and tenant reps	Annual update and overview
19 Dec 2013	Overview of the corporate plan	Councillor Brenda Arthur and Russell O’Keefe	For the scrutiny committee to gain an overview and refresh their knowledge of the corporate plan prior to pre scrutiny of the proposed policy and budget framework in February
19 Dec 2013	Quarters 1 and 2 performance monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O’Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data
30 Jan 2014	Pre scrutiny of the proposed budget and policy framework	Councillor Brenda Arthur, Councillor Alan Waters, Laura McGillivray, Jerry Massey, Russell O’Keefe, Caroline Ryba and Mark Smith	To comment on the proposed budget and make suggestions to cabinet regarding the proposed budget’s ability to deliver the priorities of the council

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
27 Feb 2014	Healthy city	Councillor Brenda Arthur, Russell O’Keefe and Rachael Metson	Overview of the progress being made between partners and the council and consideration of possible further scrutiny options
22 May 2014	Annual scrutiny review	Councillor Claire Stephenson	To agree the annual review of the scrutiny committee’s work 2013 to 2014 and recommend it for adoption of the council
22 May 2014	Review of the work programme	Scrutiny committee, corporate leadership team, cabinet and the scrutiny officer	To identify the issues facing the work of the council for the civic year and agree the scrutiny committee work programme up to April 2015
Date TBC	Quarters 1 and 2 performance monitoring	Councillor Brenda Arthur, Councillor Alan Waters, Russell O’Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data
30 Sept 2014	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 2014	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 2014	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 2014	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.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
27 Nov 2014	Street scene and road safety overview	Councillor Mike Stonard and Andy Watt 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 2014	Quarter 2 performance monitoring	Councillor Brenda Arthur and Russell O'Keefe	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data
27 Nov 2014	Progress update of the task & finish group; Self-esteem and aspiration in communities	Russell O'Keefe and Councillor Lucy Galvin	For the committee to note the progress made by the task and finish group.
18 Dec 2014	Draft corporate plan (and transformation programme)	Councillor Brenda Arthur and Russell O'Keefe	Ongoing scrutiny to consider the draft plan, the transformation programme and the development of the corporate plan towards the end of the public consultation.
18 Dec 2014	Annual equality information report	Councillor Gail Harris and Russell O'Keefe	Pre scrutiny of the report before it goes to cabinet.
15 Jan 2015 (Special meeting)	Rough sleeping and homelessness – challenges and response	Councillor Bert Bremner and Russell O'Keefe	Review of the evidence around the challenges and response to rough sleeping and homelessness and consideration of the council's draft rough sleeping strategy
29 Jan 2015	Pre – scrutiny of the proposed policy and budget framework	Councillor Brenda Arthur and Russell O'Keefe	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy framework (corporate plan).

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
29 Jan 2015	Environmental strategy	Councillor Mike Stonard and Russell O'Keefe	Pre-scrutiny of the draft strategy before it goes to cabinet.
29 Jan 2015	Verge side issues update	Councillor Mike Stonard and Andy Watt	A briefing paper to outline the likely direction of any council activity in this area and the possible options for the council and the implications for the council of any measure that may be used.
26 Feb 2015	Pavement and street scene safety	Councillor Mike Stonard, Andy Watt	Overview of the pavement and street scene safety such as trips and falls and winter maintenance around Norwich. To assess issues that may impact on people's safety around the City.
19 Mar 2015	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 by council.
19 Mar 2015	Report of the task & finish group; Self-esteem and aspiration in communities	Councillor Lucy Galvin and Russell O'Keefe	For the task and finish group findings to be presented to the scrutiny committee for adoption.
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.

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
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.
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 Sept 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 Sept 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 Oct 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

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
15 Oct 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
12 Nov 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 Nov 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 Nov 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 Nov 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 Dec 2015	Transformation programme for the Council	Cllr Alan Waters and Russell O'Keefe	Ongoing scrutiny to consider the development of the transformation programme.
17 Dec 2015	Annual equality information report	Cllr Vaughan Thomas and Phil Shreeve	Pre scrutiny of the report before it goes to cabinet

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
17 Dec 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 Jan 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 Jan 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 Feb 2016	Verge and pavement issues	Cllr Bert Bremner, David Moorcroft and Andy Ellis	To make recommendations to inform the verge parking review and revised A board policy for consideration by cabinet.
25 Feb 2016	Update of the rep for the Norfolk county health overview and scrutiny committee	Councillor rep	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 Mar 2016	Annual review of scrutiny	Cllr James Wright	To agree the annual review of the scrutiny committee’s work 2015 to 2016 and recommend it for adoption of the council
17 Mar 2016	Push the Pedalways	Andy Watt	