

## ITEM 5

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET PORTFOLIO COUNCILLOR or ORGANISATION	SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
6 July 2015	<b>Quarter 4 performance monitoring (14/15)</b>	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	<b>Establishing a local housing company</b>	Cllr Bert Bremner and David Moorcroft	Pre-scrutiny of the report going to cabinet that outlines arrangements for the council towards establishing a local housing company to allow the council to take forward housing development in Norwich.
6 July 2015	<b>Update from May meeting of the Norfolk county health overview and scrutiny committee</b>	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	<b>Update of the rep for the Norfolk county health overview and scrutiny committee</b>	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	<b>Overview of DWP sanctions</b>	Phil Shreeve	To look at how the council can work with partners to help those who may be affected with a particular focus on young people and the homeless.

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

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

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

17 March 2016	<b>Annual review of scrutiny</b>	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 March 2015	<b>Academies</b>		(Subject to final agreement over scope)

## Scrutiny committee tracker

2015 – 2016

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

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

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
6 July 2015	<b>Quarter 4 performance monitoring (14/15)</b>	Phil Shreeve	<p>HCH8 the target has reduced from 875 to 77% why is that? Has satisfaction with the housing service gone down?</p> <p>VFM3 – the target has reduced why is that?</p> <p>VFM6: how has this measure been revised?</p>	<p>Satisfaction with the housing service has actually improved considerably. It has increased by over 11% between our survey in 2013 and the one carried out this year, taking overall satisfaction to 81%. This puts us the 3rd best in the country in terms of large local authority landlords. However, the previous target of 87% was unrealistic and we need to ensure targets strike the right balance between being realistic and challenging. As you will be aware, targets are then reviewed each year.</p> <p>As set out above we need, to ensure targets strike the right balance between being realistic and challenging and 85% had gone beyond challenging to unrealistic.</p> <p>This is a composite of the 4 main elements of council income collected - council tax, NNDR, housing rent and sundry income. Prior to 2012 we had “in-year” collection targets for council tax and NNDR of 96.5% and 98.2%. In measuring the “% of income owed to the council collected” for the 2012-15 corporate plan the amount of council tax</p>



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

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

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

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>CABINET 9 SEP 2015</b>	Quarter 1 2015-16 performance report.	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 1 of 2016-16	Cllr Waters Russell O'Keefe, Executive head of strategy, people and neighbourhoods EXT 2908 Phil Shreeve, Policy and performance manager EXT 2356		Russell O'Keefe	PH	NO
<b>CABINET 9 SEP 2015</b>	Norwich economic strategy action plan 2015-16 and review of 2014-15 action plan	To consider the council's economic strategy action plan for the period 2015 - 16 and review the action plan for the period 2014-15 for publication.	Andy Watt Head of city development services EXT 2691 Ellen Tilney Economic development manager 07771 562069		Dave Moorcroft	PH	NO
<b>CABINET 9 SEP 2015</b>	Norfolk Strategic Framework update	To provide an update on progress on the Norfolk Strategic Framework update	Cllr Bremner Graham Nelson Mike Burrell EXT 2525		Dave Moorcroft	PH	NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>CABINET 9 SEP 2015</b>	Treasury Management Full Year Review 2014/15	To consider the Treasury Management performance for the year to 31 March 2014	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Philippa Dransfield chief accountant EXT 2562		Justine Hartley	PH	NO
<b>CABINET 9 SEP 2015</b>	Revenue budget monitoring 2015/16 periods 3 and 4	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Justine Hartley	PH	NO
<b>CABINET 9 SEP 2015</b>	Capital budget monitoring 2015/16 quarter 1	To provide an update on the financial position of the capital programmes	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman group accountant EXT 2805		Justine Hartley	PH	NO
<b>CABINET 9 SEP 2015</b>	Proposed write off of bad debt	To provide an update regarding the write off of non- recoverable debt.	Cllr Stonard Justine Hartley chief finance officer		Justine Hartley	PH	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2440 Carole Jowett revenues and benefits operations manager EXT 2684				
<b>CABINET 9 SEP 2015</b>	Use of right to buy one for one receipts - <b>KEY DECISION</b>	To consider the use of right to buy one for one receipts to support the provision of new homes by registered providers	Cllr Bremner Cllr Stonard Andy Watt Head of city development services EXT 2691 Andrew Turnbull senior development officer (enabling) EXT 2778 Justine Hartley Chief finance officer EXT 2440		Dave Moorcroft	PH	NO
<b>CABINET 9 SEP 2015</b>	Procurement of thermodynamic hot water systems for social housing – <b>KEY DECISION</b>	To confirm previously agreed budget and authorise selected contractor.	SO=Gary Atkins, RA=Jay Warnes			PH	NO
<b>CABINET</b>	Procurement of works	To advise of the procurement process	Cllr Harris		Russell	PH	NO

Document up to date as at 10:31 Thursday, 10 September 2015 – please note that this is a live document. *A/ways* consult the electronic original for the latest

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>9 SEP 2015</b>	– Various key decisions for expenditure on housing repairs and upgrades contracts - <b>KEY DECISION</b>	for various work programmes and schemes and to ask for approval to place the orders.	Russell O'Keefe Gary Atkins Carol Marney		O'Keefe		
<b>CABINET 9 SEP 2015</b>	Procurement of works – for structural maintenance and improvement – structural repairs at Heathgate – phase 2	To inform cabinet of the procurement process for a large structural repair contract and to ask for approval to award the contract.	Cllr Harris Russell O'Keefe Gary Atkins Carol Marney		Russell O'Keefe	PH	NO
<b>CABINET 9 SEP 2015</b>	Revenues and benefits shared service provision - <b>KEY DECISION</b>	To approve the next phase of shared services for revenues and benefits.	Cllrs Waters, Stonard, Thomas Anton Bull Executive head of service business relationship management and democracy EXT 2326		Anton Bull	PH	YES
<b>CABINET 9 SEP 2015</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking		Dave Moorcroft	PH	YES

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			manager EXT 2463				
<b>SCRUTINY 17 SEP 2015</b>	Looking at the co- operative agenda in local government	Looking at co-operative innovations and solutions and suggestions for how Norwich might benefit.	Cllr Alan Waters Phil Shreeve Policy and performance manager		Russell O'Keefe		
<b>AUDIT 22 SEP</b>							
<b>COUNCIL 29 SEP 2015</b>	Treasury Management Full Year Review 2014/15	To set out the treasury management performance for the year to 31 March 2015.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Philippa Dransfield chief accountant EXT 2562		Justine Hartley	PH	NO
<b>CABINET 7 OCT 2015</b>	Revenue budget monitoring 2015/16 period 5	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant		Justine Hartley	PH	NO

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			EXT 2498				
<b>CABINET 7 OCT 2015</b>	Proposed car park fees and charges.	To seek approval for proposed tariff changes to off-street car parks.			Dave Moorcroft		NO
<b>CABINET 7 OCT 2015</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>CABINET 7 OCT 2015</b>	Sites to be developed for the affordable homes programme - <b>KEY DECISION</b>	To approve the disposal of the sites and to invite registered provider partners to bid for the package of sites which will be developed for affordable housing	Cllr Harris Debbie Gould Senior housing development officer EXT 2851 Andy Watt Head of city development services EXT 2691		Dave Moorcroft	PH	NO
<b>CABINET 7 OCT 2015</b>	Open space and play supplementary planning document - Adoption	To consider adopting the Open space and play supplementary planning document to support policies in the statutory development plan for Norwich	Cllr Bremner - environment and sustainable development; Graham Nelson -		Dave Moorcroft	PH	NO



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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			head of planning services				
<b>CABINET 7 OCT 2015</b>	Air Quality Action Plan - <b>KEY DECISION</b>	To confirm an action plan for the city centre air quality management area	Cllr Bremner Andy Watt Head of city development services EXT 2691		Dave Moorcroft		NO
<b>CABINET 7 OCT 2015</b>	Award of contract for loft and cavity wall Insulation.	To advise of the procurement process for the loft and cavity wall insulation contract and seek approval to award the contract to the selected supplier.	Cllr Stonard Tracy Woods Business relationship and procurement manager EXT 2140 Gillian Newton - Contract Officer EXT 2169		Anton Bull	PH	NO
<b>CABINET 7 OCT 2015</b>	Housing Development company- finance and land for Three Score phase 2 – <b>KEY DECISION</b>	To agree to transfer the land and finance the housing development company to enable the development of Three Score phase 2	Cllr Stonard Gwyn Jones City Growth and Development Manager EXT 2364		Dave Moorcroft	PH	NO
<b>CABINET 7 OCT 2015</b>	Community centre at the Hall Road Asda site	To agree to the leasehold acquisition to provide a new community centre at the Hall Road Asda site	Cllr Driver Andy Watt Bob Cronk		Dave Moorcroft	PH	NO
<b>CABINET 7 OCT 2015</b>	Home Options allocation policy refresh	To consider adoption of an updated Home Options allocation policy	Cllr Harris Tracy John Head of Housing		Russell O'Keefe	PH	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2939 Chris Haystead Housing Options manager EXT 2936				
<b>CABINET 7 OCT 2015</b>	Community Infrastructure Level (CIL) Business plan 2016-7.	To recommend to Council the approval of the CIL Business Plan for 2016-7.	Cllr Waters Andy Watt Head of city development services EXT: 2691 Gwyn Jones City growth and development manager EXT: 2364.		Dave Moorcroft	PH	NO
<b>CABINET 7 Oct 2015</b>	Enforcement of building act notice	To decide upon the appropriate course of action following failure by the owner of a dilapidated building to comply with a building act notice	Cllr Bremner Andy Watt, Head of City Development Services (EXT 2691) Paul Swanborough, Strategic Housing Manager (EXT 2388)		Dave Moorcroft	PH	Yes
<b>CABINET 7 OCT 2015</b>	Push the Pedalways – appropriation of	To consider the appropriation of sections of pathway and associated	Cllr Bremner Cllr Stonard		Dave Moorcroft	PH	NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
	council-owned land for adoption as highway	infrastructure on City Council-owned land at five locations on the pink pedalway as part of the Push the Pedalways programme.	Andy Watt Head of city development services EXT: 2691 Ben Webster Design, Conservation and Landscape Manager EXT: 2518				
<b>CABINET 7 OCT 2015</b>	Transformation programme	To consider the Transformation Programme– <b>KEY DECISION</b>	Cllr Waters Russell O'Keefe Executive head of strategy, people and neighbourhoods EXT 2908		Russell O'Keefe		YES (PARA 3)
<b>CABINET 7 OCT 2015</b>	Review of the Neighbourhood Model	To consider the Neighbourhood Model – <b>KEY DECISION</b>	Cllr Driver Russell O'Keefe Executive head of strategy, people and neighbourhoods EXT 2908		Russell O'Keefe		YES (PARA 3)
<b>CABINET 7 OCT 2015</b>	HRA Business Plan	To consider the HRA Business Plan – <b>KEY DECISION</b>	Cllr Harris Russell O'Keefe Executive head of		Russell O'Keefe		NO

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			strategy, people and neighbourhoods EXT 2908				
<b>CABINET 7 OCT 2015</b>	Reducing Inequalities Action Plan	To consider the updated Reducing Inequalities Action Plan. – <b>KEY DECISION</b>	Cllr Thomas Russell O'Keefe Executive head of strategy, people and neighbourhoods EXT 2908		Russell O'Keefe		NO
<b>CABINET 7 OCT 2015</b>	Local plan implementation issues resulting from the housing standards review	To approve revised Local Plan advice and information notes to take account of the housing standards review	Cllr Bremner, Graham Nelson Michael Burrell planning policy team leader, EXT: 2525		Dave Moorcroft		NO
<b>CABINET 7 OCT 2015</b>	Treasury Management Strategy – loans to third parties – <b>KEY DECISION</b>	To consider changes to the Treasury Management Strategy relating to loans to third parties	Cllr Stonard, Justine Hartley Chief finance officer EXT 2440, Andy Watt Head of city development services EXT: 2691		Justine Hartley		Yes

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<b>CABINET 7 OCT 2015</b>	Use of right to buy one for one receipts - <b>KEY DECISION</b>	To consider the use of right to buy one for one receipts	Cllr Bremner Cllr Stonard Andy Watt Head of city development services EXT 2691 Andrew Turnbull senior development officer (enabling) EXT 2778 Justine Hartley Chief finance officer EXT 2440		Justine Hartley	PH	NO
<b>CABINET 7 OCT 2015</b>	Greater Norwich Growth Programme 2016-7	To recommend to Council the approval of the Greater Norwich Growth Programme for 2016-7	Cllr Waters Gwyn Jones City Growth and Development Manager EXT 2364				NO
<b>SCRUTINY 15 OCT 2015</b>	Assessment of the corporate plan against the programme of the new government	To gain an overview of the new governments programme and any implications this may have for the council's corporate plan	Cllr Alan Waters Phil Shreeve Policy and performance manager		Russell O'Keefe		
<b>SCRUTINY 15 OCT</b>	Transformation programme for the	For the scrutiny committee to comment on and make suggestions	Cllr Alan Waters		Russell O'Keefe		NO

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2015	Council	towards the development of the council's programme for transformation					
<b>CABINET 4 NOV 2015</b>	Revenue budget monitoring 2015/16 period 6	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances	Cllr Stonard Justine Hartley, chief finance officer EXT 2440 Neil Wright, Service accountant EXT 2498		Justine Hartley	PH	NO
<b>CABINET 4 NOV 2015</b>	Adoption of the greater Norwich homelessness strategy 2015-20 – <b>KEY DECISION</b>	To consider adoption of a homelessness strategy for greater Norwich, following public consultation	Cllr Harris Chris Hancock Housing strategy officer EXT 2852 Andy Watt Head of city development services EXT 2691		Dave Moorcroft	PH	NO
<b>CABINET 4 NOV 2015</b>	Capital budget monitoring 2015/16 quarter 2	To update cabinet on the financial position of the capital programmes	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman		Justine Hartley	PH	NO

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			group accountant EXT 2805				
<b>CABINET 4 NOV 2015</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>SCRUTINY 12 NOV 2015</b>	Quarter 2 performance monitoring (15/16)	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data	Cllr Alan waters, Russell O'Keefe and Phil Shreeve		Russell O'Keefe		
<b>SCRUTINY 12 NOV 2015</b>	Review of community space - update on progress	A report back to the scrutiny committee on how work has progressed since the task and finish group.	Cllr Keith Driver, Russell O'Keefe and Bob Cronk		Russell O'Keefe		
<b>SCRUTINY 12 NOV 2015</b>	Update of the rep for the Norfolk county health overview and scrutiny committee (Oct report)	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	Councillor rep and Steve Goddard		Russell O'Keefe		
<b>SCRUTINY 12 NOV</b>	Update on the delivery of the work plan for the	For the committee to receive and note a briefing paper as an update on	Cllr Keith Driver and Russell		Russell O'Keefe		

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<b>2015</b>	building social inclusion and capital in Norwich project	progress at this early stage in the work.	O'Keefe				
<b>COUNCIL 24 NOV 2015</b>	Housing Development Company- finance for Three Score Phase 2	To agree additional funding in the council's capital programme for Three Score phase 2.	Cllr Stonard Gwyn Jones City Growth and Development Manager EXT 2364		Dave Moorcroft	PH	NO
<b>COUNCIL 24 NOV 2015</b>	Community Infrastructure Level (CIL) Business plan 2016-7.	To approve of the CIL Business Plan for 2016-7.	Cllr Waters Gwyn Jones City growth and development manager EXT: 2364.		Andy Watt	PH	NO
<b>COUNCIL 24 NOV 2015</b>	Greater Norwich Growth Programme 2016-7.	To approve the Greater Norwich Growth Programme for 2016-7.	Cllr Waters Gwyn Jones City growth and development manager EXT: 2364.				
<b>CABINET 9 DEC 2015</b>	Heritage interpretation supplementary planning document - Adoption	To consider adopting the Heritage interpretation supplementary planning document to support policies in the statutory development plan for Norwich	Cllr Bremner Graham Nelson Head of planning services		Dave Moorcroft		NO
<b>CABINET</b>	Revenue budget	To provide an update on the current	Cllr Stonard		Justine	PH	NO

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

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
		council.	Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463				
<b>SCRUTINY 17 DEC 2015</b>	Transformation programme for the Council	Ongoing scrutiny to consider the development of the transformation programme.	Cllr Alan Waters and Russell O'Keefe		Russell O'Keefe		
<b>SCRUTINY 17 DEC 2015</b>	Annual equality information report	Pre scrutiny of the report before it goes to cabinet	Cllr Vaughan Thomas and Phil Shreeve		Russell O'Keefe		
<b>SCRUTINY 17 DEC 2015</b>	Update of the rep for the Norfolk county health overview and scrutiny committee	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC	Councillor rep and Steve Goddard				
<b>CABINET 13 JAN 2016</b>	Revenue budget monitoring 2015/16 period 8	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Justine Hartley	PH	NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>CABINET 13 JAN 2015</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>COUNCIL 26 JAN 2016</b>							
<b>SCRUTINY 28 JAN 2016</b>	Pre-scrutiny of the proposed policy and budget frame work	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy and look into how tenants can use communal areas	Cllr Alan Waters, Justine Hartley		Russell O'Keefe		
<b>SCRUTINY 28 JAN 2016</b>	(Environmental strategy) Yearly update on the progress statement	Identification of any issues to consider and note successes and progress reported in the progress statement	Cllr Bert Bremner, Richard Willson		David Moorcroft		
<b>CABINET 3 FEB 2016</b>	Revenue budget monitoring 2015/16 period 9	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general	Cllr Stonard Justine Hartley chief finance officer		Justine Hartley	PH	NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
		fund and housing revenue account balances.	EXT 2440 Neil Wright Service accountant EXT 2498				
<b>CABINET 3 FEB 2016</b>	Capital budget monitoring 2015/16 quarter 3	To update cabinet on the financial position of the capital programmes	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman group accountant EXT 2805		Justine Hartley	PH	NO
<b>CABINET 3 FEB 2016</b>	General Fund revenue budget 2016-17 and capital programme 2016-17 to 2020-21	To set a budgetary requirement, council tax requirement and level of council tax for the financial year 2015/16 and to approve the capital programme 2016-17 to 2020-21.	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO
<b>CABINET 3 FEB 2016</b>	Housing rents and budgets 2016-17	To consider the housing revenue account budget for 2016-17, council housing rents for 2016-17, the prudent minimum level of HRA reserves 2016-17, the housing capital plan 2016-17 to 2020-21; and the housing capital programme 2016-17.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman group accountant EXT 2805		Justine Hartley	PH	NO
<b>CABINET 3 FEB 2016</b>	Treasury Management Strategy 2016-17	To consider the council's prudential indicators for 2016-17 through to 2018-19 and set out the expected treasury operations for this period.	Cllr Stonard Justine Hartley chief finance officer		Justine Hartley	PH	NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2440 Philippa Dransfield chief accountant EXT 2562				
<b>CABINET 3 FEB 2016</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>COUNCIL 16 FEB 2016</b>	General Fund revenue budget 2016/17 and capital programme 2016/17 to 2020/21	To propose for approval the budget and budgetary requirement, council tax requirement, level of council tax, and non-housing capital programme, for the financial year 2015-16 and the non-housing capital plan 2015-16 to 2019-20	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO
<b>COUNCIL 16 FEB 2016</b>	Housing rents and budgets 2016-17	To propose for approval the Housing Revenue Account (HRA) budget for 2016-17, council housing rents for 2016-17, the prudent minimum level of HRA reserves 2016-17, the housing capital plan 2016-17 to	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
		2020-21; and the capital programme 2016-17					
<b>COUNCIL 16 FEB 2016</b>	Treasury Management Strategy 2016-17	To outline the council's prudential indicators for 2015-16 through to 2017-18 and set out the expected treasury operations for this period.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Philippa Dransfield chief accountant EXT 2562		Justine Hartley	PH	NO
<b>SCRUTINY 25 FEB 2016</b>	Verge and pavement issues	Pre- scrutiny of the cabinet report on a review of verge and pavement issues	Cllr Bert Bremner, and Andy Ellis		David Moorcroft		
<b>SCRUTINY 25 FEB 2016</b>	Update of the rep for the Norfolk county health overview and scrutiny committee	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC	Councillor rep and Steve Goddard				
<b>CABINET 9 MAR 2016</b>	Revenue budget monitoring 2015-16 period 10	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Justine Hartley	PH	NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>CABINET 9 MAR 2016</b>	Proposed write off of bad debt	To provide an update regarding the write off of non- recoverable debt.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Carole Jowett revenues and benefits operations manager EXT 2684		Justine Hartley	PH	NO
<b>CABINET 9 MAR 2016</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>SCRUTINY 17 MAR 2016</b>	Annual review of scrutiny	To agree the annual review of the scrutiny committee's work 2015 to 2016 and recommend it for adoption by the council	Cllr James Wright and Steve Goddard				
<b>COUNCIL 22 MAR</b>							

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
2016							