

SCRUTINY COMMITTEE WORK PROGRAMME 2012/2013 – NORWICH CITY COUNCIL

Please contact the scrutiny officer; Steve Goddard, Scrutiny officer, Norwich city council, Room 313, City Hall, Norwich NR2 1NH

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The work programme for the scrutiny committee is informed by a combination of what councillors' feel are important topics, gathered from their ward work and their activities across the whole council or members of the public highlighting issues for debate. Also requests by cabinet for scrutiny to undertake 'pre-scrutiny' before policies are taken to cabinet. Council officers can also request that scrutiny investigate and consider certain issues on their behalf. When raising a possible topic for the work programme it is advisable to make a formal request by using the **Request form to raise an item for Scrutiny Review** which can be obtained from the scrutiny officer or via e-councillor. Once a topic request for scrutiny has been received the topic will usually be required to be put through the following:

Picc Analysis for Prioritising Topics – YOU ARE ASKED TO USE THE PICC ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS BEFORE INCLUDING THEM ON THE WORK PROGRAMME

TOPIC TITLE:

REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT:

WHO/WHAT IS THE RESPONSIBLE ORGANISATION?

WHO ARE THE RESPONSIBLE CABINET PORTFOLIO COUNCILLOR(S) AND OFFICER(S)?

The council's FIVE main priorities are provided to assist members and can be used as a guide and reminder to draw links between the work of the scrutiny committee and the corporate plan:

- TO MAKE NORWICH A CITY OF CHARACTER AND CULTURE
- TO MAKE NORWICH A SAFE CLEAN CITY
- TO MAKE NORWICH A PROSPEROUS CITY
- TO PROVIDE VALUE FOR MONEY SERVICES
- TO MAKE NORWICH A CITY WITH DECENT HOUSING FOR ALL

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|---|--|
| P Public interest | |
| Is there sufficient public interest in the topic? | |
| Where is the evidence to support this? | |
| Is interest confined to the city or of broader interest? | |
| How would it be in the public interest to look at this topic? | |

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| I Impact | |
| Will the topic impact community well-being? | |
| To what extent will the topic impact on the community? | |
| How will the review bring value to community well-being? | |

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| C Council & performance | |
| How is the council/organisation performing in this area? | |
| What is the performance data showing? (direction of travel?) | |
| Are there other performance comparisons or bench marks? | |
| Is there adequate performance measurement? | |

| | |
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| C Keeping in context | |
| What else is happening in this area such as recent reviews or inspections? | |
| How does this rank within the context of other work or priorities? | |

WHEN WOULD BE THE BEST TIME TO CARRY OUT SCRUTINY OF THIS TOPIC?

WHAT METHOD(S) SHOULD BE USED TO CARRY OUT THIS SCRUTINY? (task & finish group, topic on agenda at main meeting, themed meeting, consultation etc.)

WHO ELSE SHOULD BE INVOLVED/INVITED?

VENUE? (city hall, other venue, site visit etc)

| DATE OF MEETING | TOPIC FOR SCRUTINY | RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR | REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT | METHODS AND VENUE |
|------------------------|--|--|--|------------------------|
| 8 Nov 2012 | Q2 performance and budget monitoring | Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve | Identification of any causes for concern and note successes | Quarterly at committee |
| 8 Nov 2012 | Deprivation, inequality and welfare issues (food banks follow up) | Councillor Alan Waters, Russell O'Keefe, Bob Cronk, Rachel Metson and Boyd Taylor | To carry out further scrutiny work to gain an overview picture of the deprivation, inequality and welfare issues that Norwich residents experience. And then to decide on any further scrutiny work and/or recommendations. | Ongoing review from |
| 6 Dec 2012 | Role of the ward councillor | Russell O'Keefe, Bob Cronk, Nadia Harrington and Andy Emms | Review of the role of a ward councillor with in the new operating model and the opportunities provided by the council's neighbourhood model. To make recommendations on the role of a ward councillor and the supporting member development programme. | At committee |
| 6 Dec 2012 | Benefits claims process | Councillor Alan Waters, Jerry Massey and Jill Healey | To gain an overview and to comment on the processes involved in dealing with benefits claims and the claims backlog. | At committee |
| 20 Dec 2012 3:00 pm | New council tax benefit scheme | Councillor Alan Waters, Caroline Ryba | Pre – scrutiny of the report on draft proposals, as amended through the consultation. | At committee |
| 10 Jan 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 budget and policy framework in February | At committee |

| DATE OF MEETING | TOPIC FOR SCRUTINY | RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR | REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT | METHODS AND VENUE |
|-----------------|---|--|--|------------------------|
| 10 Jan 2013 | Budget and policy overview scrutiny event | Cabinet and corporate leadership team | To explore ideas around the setting of budgets while considering the pressures facing each service. This also helps provide an overview of the policy frame work. | tbc |
| 10 Jan 2013 | Governance scheme for community right to challenge | Councillor Alan Waters, Anton Bull, Phil Hyde, Andy Watt and David Rogers | To focus on the proposed governance arrangements for the scheme and to consider if there is possible associated role for scrutiny | At committee |
| 7 Feb 2013 | 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 | Annual at committee |
| 21 Feb 2013 | Q3 performance and budget monitoring | Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve | Identification of any causes for concern and note successes | Quarterly at committee |
| 7 March 2013 | Lgss and the revenues and benefits service | Councillor Brenda Arthur, Councillor Alan Waters and Anton Bull | A year on look at the performance of Lgss and a progress report on the revenues & benefits service. To identify any areas for improvement and to note successes. | Annual at committee |
| 11 April 2013 | Housing benefit changes | Councillor Alan Waters, Caroline Ryba and Anton Bull | It appears that universal credit implementation may not occur until after the next election. Therefore this could represent an early opportunity for the scrutiny committee to look at any early results that may emerge from any pilot schemes around the country and consider any implications for Norwich | At committee |

| DATE OF MEETING | TOPIC FOR SCRUTINY | RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR | REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT | METHODS AND VENUE |
|-----------------|-------------------------------------|---|---|----------------------|
| 30 May 2013 | Annual scrutiny review | Councillor Claire Stephenson and Steve Goddard | To agree the annual review of the scrutiny committee's work 2012 to 2013 and recommend it for adoption of the council | Annual at committee |
| 30 May 2013 | 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 2014 | Annual meeting |

FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2012/2013

| Allocated Items | | | | | | | |
|---------------------------|---------------------------------|--|---|---|----------------------------------|---|---------------------------------------|
| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| SCRUTINY 8 NOV | Quarter 2 performance report | To report progress against the delivery of the corporate plan objectives for quarter 2 of 2012-13 | Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Phil Shreeve Policy & performance manager Ext 2356 | 26 Oct | RO'K | PH | |
| SCRUTINY 8 NOV | Food banks (follow up) | To carry out further scrutiny work to gain an overview picture of the deprivation, inequality and welfare issues that Norwich residents experience. And then to decide on any further scrutiny work and/or recommendations. | Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Councillor Alan Water, Bob Cronk, Rachel Metson and Boyd Taylor | 26 Oct | RO'K | PH | |
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| Allocated Items | | | | | | | |
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| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| CABINET 14 NOV | Quarter 2 performance report | To report progress against the delivery of the corporate plan objectives for quarter 2 of 2012-13 | Cllr Waters Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Phil Shreeve Policy & performance manager Ext 2356 | 31 Oct | RO'K | PH | |
| CABINET 14 NOV | Revenue Budget Monitoring 2012/13 – Period 6 | To update cabinet on the financial position as at 30 September and the forecast outturn for the year 2012/13 | Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561 | 31 Oct | CR | PH | |
| CABINET 14 NOV | Capital budget monitoring 2012-13 | To update cabinet on the financial position as at 30 September and the forecast outturn for the year 2012/13 | Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561 | 31 Oct | CR | PH | |

| Allocated Items | | | | | | | |
|---------------------------|---|--|---|---|----------------------------------|---|--|
| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| CABINET 14 NOV | Housing investment strategy KEY DECISION | To approve investment priorities to provide decent housing for all. | Cllr MacDonald Andy Watt Ext 2691 Caroline Ryba Tel 01223 699292 | 31 Oct | CR & JM | PH | |
| CABINET 14 NOV | Provision of social housing at Pointers Field | To recommend to council, subject to planning consent, the construction of council houses and self build houses on land at Pointers Field | Cllr MacDonald Andy Watt Head of city development services Ext 2691 | 31 Oct | JM | PH | |
| CABINET 14 NOV | Proposal for a public/public partnership for service delivery KEY DECISION | To review and approve the expansion of the current joint venture company (NPS Norwich) | Cllrs Waters & Driver Jerry Massey Deputy chief executive Ext 2225 and Anton Bull 2326 | 31 Oct | JM | PHS | Para 3 Contracts WP 9 Nov |
| CABINET 14 NOV | Review of Statement of Community involvement. | To approve the revised statement of community involvement for public consultation | Cllr Bremner Jerry Massey Dep CE Graham Nelson Ext 2530 | 31 Oct | JM | PH | Sus Dev Panel on 24 Oct |

| Allocated Items | | | | | | | |
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| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| CABINET 14 NOV | Appointment of suppliers to the event support service contract framework | To authorise appointment of suppliers to the event support service contract framework | Cllr Waters Nikki Rotsos Robin Hare | 31 Oct | NR | | |
| CABINET 14 NOV | Emergency Temporary Accommodation for Young People - award of contract | To seek approval for the award of contract for the provision of emergency temporary accommodation for young people | Cllr MacDonald Deputy chief executive and Tracy John, head of housing / Andy Watt, head of city development | 31 Oct | JM | | |
| CABINET 14 NOV | Health and wellbeing (HWB) strategy | To approve the Health and wellbeing strategy produced by NHS Norwich Clinical Commissioning group | Cllr Arthur Russell O’Keefe Rachael Metson 2926 | 31 Oct | R O’K | PH | |
| CABINET 14 NOV | Riverside Leisure Centre management contract KEY DECISION | To approve the decision to appoint the successful contractor for the management of Riverside Leisure Centre | Cllr Arthur Nikki Rotsos Ext 2211 Martine Holden Sport & leisure development manager Ext 2114 | 31 Oct | Chief executive | PH | Exempt Para 3 |

| Allocated Items | | | | | | | |
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| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| CABINET 14 NOV | Disposal of 41 All Saints Green | To agree to the disposal of 41 All Saints Green | Cllr Waters Andy Watt Head of city development services Ext 2691 | 31 Oct | Capital programme board | PH | Yes – financial implications only – under para. 3 |
| CABINET 14 NOV | The sale of six small HRA sites to a housing association partner for the development of affordable housing KEY DECISION | To seek approval for the disposal by sale or transfer of six small housing sites to a developing housing association for the development of new, affordable housing | Cllr MacDonald Jerry Massey Deputy chief executive (operations) Ext 2225 Andy Watt Head of city development Ext 2691 | 31 Oct | JM | | |
| CABINET 14 NOV | Social housing regulations: tenant involvement. | To approve the revised tenant involvement structure to ensure compliance. | Cllr Victoria MacDonald Jerry Massey Tracy John | 31 Oct | JM | | |
| CABINET 14 NOV | Planning - Development Management Service Standards and Resources | To revise planning service standards, approach to pre-application charging and performance management information. To consider the | Cllr Bremner Graham Nelson Head of planning Ext 2530 | 31 Oct | JM | PH | |

| Allocated Items | | | | | | | |
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| | KEY DECISION | level of resourcing needed to deliver the standards identified. | | | | | |
| CABINET 14 NOV | Future provision of architectural services | To review and agree the options for the provision of architectural services | Cllr Bremner Chris Rayner Head of property Ext 3208 | 31 Oct | JM | PH | |
| CABINET 14 NOV | Provision of grounds maintenance, streets and other cleansing and trees services KEY DECISION | To seek approval to enter in to a public sector shared service partnership to deliver grounds maintenance, streets and other cleansing and trees services | Cllr Alan Waters/ Anton Bull - Executive head of business relationship management and Adrian Akester - Head of citywide services | 31 Oct | JM | | Yes – Paras 1 & 4 |
| CABINET 14 NOV | Affordable warmth strategy' | To approve the new affordable warmth strategy. | Cllr Bremner Russell O'Keefe Ext 2908 Richard Willson Ext 2312 | 31 Oct | RO'K | | |
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| AUDIT 20 NOV | NELM | | Cllr Waters Caroline Ryba 01223 699292 | | | | |

| Allocated Items | | | | | | | |
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| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| COUNCIL 27 NOV | Provision of social housing on phase 1 of the Bowthorpe Threescore development | Subject to planning consent to become the provider of social housing on phase 1 of the Bowthorpe Threescore development | Cllr MacDonald Andy Watt Head of city development services Ext 2691 | 31 Oct | JM | PH | |
| COUNCIL 27 NOV | Provision of social housing at Pointers Field | Subject to planning consent, to construct council houses and self build houses on land at Pointers Field | Cllr MacDonald Andy Watt Head of city development services Ext 2691 | 31 Oct | JM | PH | |
| SCRUTINY 6 DEC | Role of the ward councillor | To consider the role of a ward councillor in the changing environment the council operates in. To make recommendations on the role of a ward councillor and the supporting member development programme. | Cllr Waters Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Bob Cronk Head of local | 23 Nov | R O'K/JM | | |

| Allocated Items | | | | | | | |
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| | | | neighbourhood services Ext 2373 Andy Emms Democratic services manager Ext 2459 | | | | |
| SCRUTINY 6 DEC | Benefits claims process | To gain an overview and to comment on the processes involved in dealing with benefits claims and the claims backlog. | Councillor Alan Waters, Jerry Massey and Jill Healey | 23 Nov | R O'K/JM | | |
| CABINET 12 DEC | CIL charging schedule KEY DECISION | To recommend / agree to adopt the CIL charging schedule for Norwich | Cllr Bremner Jerry Massey Deputy chief executive (operations) Ext 2225 Gwyn Jones City growth & development manager Ext 2364 | 28 Nov | JM | | |

| Allocated Items | | | | | | | |
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| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| CABINET 12 DEC | Phone masts on council buildings and land KEY DECISION | To review and agree the council's policy for placing phone masts on council buildings and land | Cllr MacDonald Andy Watt Head of city development services Ext 2691 | 28 Nov | JM | PH | Moved from Nov |
| CABINET 12 DEC | Occupational health / Employee assistance award of contract KEY DECISION | To seek approval for the award of contract for occupational health and employee assistance | Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Dawn Bradshaw Head of HR Ext 2434 | 28 Nov | JM | | |
| CABINET 12 DEC | Norwich Economic Strategy 2013-2018 Consultation Draft | Draft Economic Strategy Consultation Document for Cabinet Approval | Ellen Tilney ext: 2501 | 28 Nov | | | |
| CABINET 12 DEC | Bowthorpe – Housing with care, dementia care | To agree to dispose of land for a housing with care and dementia care facility | Jerry Massey Deputy chief executive (operations) Ext 2225 | 28 Nov | JM | | |

| Allocated Items | | | | | | | |
|---------------------------|---|--|--|---|----------------------------------|---|---------------------------------------|
| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| | | | Gwyn Jones City growth & development manager Ext 2364 | | | | |
| CABINET 12 DEC | Bowthorpe- appropriation of land | To agree to the appropriation of small parcels of land at Bowthorpe for planning purposes | Jerry Massey Deputy chief executive (operations) Ext 2225 Gwyn Jones City growth & development manager Ext 2364 | 28 Nov | JM | | Slipped from Nov Gwyn Jones |
| CABINET 12 DEC | Review of sheltered housing KEY DECISION | | Cllr MacDonald Tracy John Nigel Andrews | 28 Nov | | | Exempt Para 3 |

| Allocated Items | | | | | | | |
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| CABINET 12 DEC | Revenue Budget Monitoring 2012/13 – Period 7 | To update cabinet on the financial position as at 31 October and the forecast outturn for the year 2012/13. | Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561 | 28 Nov | CR | PH | |
| CABINET 12 DEC | Provision of social housing on phase 1 of the Bowthorpe Threescore development | To recommend to council subject to planning consent that the council becomes the provider of social housing on phase 1 of the Bowthorpe Threescore development | Cllr MacDonald Andy Watt Head of city development services Ext 2691 | 28 Nov | JM | PH | |
| CABINET 12 DEC | Gypsy & Traveller Strategy for Norfolk and Suffolk 2012-14 | To adopt the Norfolk and Suffolk Gypsy and Traveller Strategy and action plan | Debbie Gould Senior housing development officer Ext 2851 | 28 Nov | JM | | |
| CABINET 12 DEC | Annual report on corporate risks | To update members on the key risks facing the council and the associated mitigating actions, as shown in the council's corporate risk register | Steve Dowson Audit Manager 01603 212575 | 28 Nov | | | |
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| Allocated Items | | | | | | | |
|----------------------------|--|--|---|---|----------------------------------|---|---------------------------------------|
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| SCRUTINY 20 DEC | New council tax benefit scheme | Pre – scrutiny of the report on draft proposals, as amended through the consultation. | Councillor Alan Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 | | | | |
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| SCRUTINY 10 JAN | Overview of the corporate plan | For the scrutiny committee to gain an overview and refresh their knowledge of the corporate plan prior to pre scrutiny of the proposed budget and policy framework in February | Councillor Brenda Arthur Russell O’Keefe Executive head of strategy, people and democracy Ext 2908 | 24 Dec | | | |
| SCRUTINY 10 JAN | Governance schemes for community right to challenge. | To focus on the proposed governance arrangements for the scheme and to consider the possible associated role for scrutiny or the ward member. | Anton Bull Ext 2326 Phil Hyde Head of Law and Governance Ext 2908 Andy Watt | 24 Dec | | | |

| Allocated Items | | | | | | | |
|---------------------------|------------------|--|--|---|----------------------------------|---|---------------------------------------|
| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| | | | Head of city development Ext 2691 David Rogers Strategic Parking Officer Ext 2463 | | | | |
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| CABINET 16 JAN | Tenancy Strategy | To agree to adopt the Tenancy Strategy | Jerry Massey Deputy chief executive (operations) Ext 2225 Tracy John Head of housing Ext 2939 Andy Watt Head of city development services Ext 2691 | 3 Jan | | | |

| Allocated Items | | | | | | | |
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| CABINET 16 JAN | New council tax reduction scheme | To approve the Council tax reduction scheme and recommend it to council. | Councillor Alan Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 | 3 Jan | | | |
| CABINET 16 JAN | Annual equality information report | To approve the annual equality information report | Russell O’Keefe Ext 2908 Nadia Jones Ext 2368 | 3 Jan | | | |
| CABINET 16 JAN | Revenue Budget Monitoring 2012/13 – Period 7 | To update cabinet on the financial position as at 30 Nov and the forecast outturn for the year 2012/13. | Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561 | 3 Jan | CR | PH | |
| CABINET 16 JAN | Community Infrastructure Levy (CIL) adoption | To recommend to Council the adoption of the Community Infrastructure Levy (CIL) rate for Norwich, subsequent to the completion of the CIL public examination | Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561 | 3 Jan | CR | PH | |

| Allocated Items | | | | | | | |
|---------------------------|--|---|--|---|----------------------------------|---|---------------------------------------|
| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| AUDIT 22 JAN | | | | | | | |
| COUNCIL 29 JAN | CIL charging schedule | To agree to adopt the CIL charging schedule for Norwich | Cllr Bremner Jerry Massey Deputy chief executive (operations) Ext 2225 Gwyn Jones City growth & development manager Ext 2364 | 18 Jan | JM | | |
| COUNCIL 29 JAN | New council tax reduction scheme | To approve the Council tax reduction scheme | Cllr Waters Caroline Ryba Chief finance officer 01223 699292 | 18 Jan | | | |
| COUNCIL 29 JAN | Community Infrastructure Levy (CIL) adoption | To adopt the CIL rate for Norwich | Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561 | 3 Jan | CR | PH | |

| Allocated Items | | | | | | | |
|---------------------------|--|--|---|---|----------------------------------|---|---------------------------------------|
| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| SCRUTINY 7 FEB | Pre scrutiny of the proposed budget and policy framework | To comment on the proposed budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council | Caroline Ryba Chief finance officer 01223 699292 Mark Smith Finance Control Manager Ext 2561 | 25 Jan | | | |
| CABINET 13 FEB | Quarter 3 performance report | To report progress against the delivery of the corporate plan objectives for quarter 3 of 2012-13 | Cllr Waters Russell O'Keefe, Executive head of strategy, people and democracy Ext 2908 Phil Shreeve Policy & performance manager Ext 2356 | 30 Jan | RO'K | PH | |
| CABINET 13 FEB | Development management policies submission plan | To approve the development management policies for submission to the secretary of state | Cllr Bremner Graham Nelson Ext 2530 | 30 Jan | JM | PH | SD Panel |

| Allocated Items | | | | | | | |
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| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| CABINET 13 FEB | Site allocations submission plan | To approve the Site Allocations plan for submission to the secretary of state | Cllr Bremner Graham Nelson Ext 2530 | 30 Jan | JM | PH | SD Panel |
| CABINET 13 FEB | Revenue Budget Monitoring 2012/13 – | To update cabinet on the financial position as at 31 Dec and the forecast outturn for the year 2012/13. | Cllr Waters Caroline Ryba Chief finance officer Mark Smith Ext 2561 | 31 Oct | CR | PH | |
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| BUDGET COUNCIL 19 FEB | | | | | | | |
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| SCRUTINY 21 FEB | Quarter 3 performance report | To report progress against the delivery of the corporate plan objectives for quarter 3 of 2012-13 | Cllr Waters Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Phil Shreeve Policy & performance manager Ext 2356 | 8 Feb | RO'K | PH | |

| Allocated Items | | | | | | | |
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| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| SCRUTINY 7 MAR | LGSS and the revenues and benefits service | A year on look at the performance of LGSS and a progress report on the revenues & benefits service. To identify any areas for improvement and to note successes. | Councillor Brenda Arthur Councillor Alan Waters Anton Bull Executive head of business relationship management Ext 2326 | 22 Feb | AB | | |
| CABINET 13 MAR | Payroll award of contract KEY DECISION | To seek approval the award of contract for payroll services | Cllr Waters Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Dawn Bradshaw Head of HR Ext 2434 | 27 Feb | R O'K | | |

| Allocated Items | | | | | | | |
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| CABINET 13 MAR | Pay policy statement 2013/14 KEY DECISION | To recommend the councils pay policy statement for 2013/14 to Council | Cllr Waters Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Dawn Bradshaw Head of HR Ext 2434 | 27 Feb | R O'K | | |
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| AUDIT 19 MAR | | | | | | | |
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| COUNCIL 26 MAR | Pay policy statement 2013/14 | To agree the council's pay policy statement for 2013/14 | Cllr Waters Russell O'Keefe Executive head of strategy, people and democracy Ext 2908 Dawn Bradshaw Ext 2434 | 15 Mar | R O'K | | |

| Allocated Items | | | | | | | |
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| COUNCIL 26 MAR | Development management policies submission plan | To approve the development management policies plan for submission to the secretary of state | Cllr Bremner Graham Nelson Ext 2530 | 30 Jan | JM | PH | |
| COUNCIL 26 MAR | Site allocations submission plan | To approve the Site Allocations plan for submission to the secretary of state | Cllr Bremner Graham Nelson Ext 2530 | 30 Jan | JM | PH | |
| | | | | | | | |
| SCRUTINY 11 APRIL | Housing benefit changes | It appears that universal credit implementation may not occur until after the next election. Therefore this could represent an early opportunity for the scrutiny committee to look at any early results that may emerge from any pilot schemes around the country and consider any implications for Norwich | Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Anton Bull Executive head of business relationship management Ext 2326 | 28 Mar | CR | PH | |
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| ANNUAL COUNCIL 21 MAY | | | | | | | |

| Allocated Items | | | | | | | |
|----------------------------|------------------------------|---|---|---|----------------------------------|---|---------------------------------------|
| Meeting | Report | Purpose | Portfolio holder Senior Officer | Final Report - To be signed off by CLT member | Management Clearance • CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Exempt? If yes – which para? |
| SCRUTINY 30 MAY | Annual scrutiny review | To agree the annual review of the scrutiny committee's work 2012 to 2013 and recommend it for adoption of the council | Councillor Claire Stephenson Steve Goddard Scrutiny officer Ext 2491 | 17 May | | | |
| SCRUTINY 30 MAY | Review of the work programme | To identify the issues facing the work of the council for the civic year and agree the scrutiny committee work programme up to April 2014 | Scrutiny committee, corporate leadership team, cabinet and the scrutiny officer | 17 May | | | |

| Date to be confirmed | | | |
|----------------------|-------------------------------------|--|--|
| Meeting | Report | Purpose/Comments | Directorate |
| SCRUTINY | New council tax benefit scheme | Pre – scrutiny of the report on draft proposals, as amended through the consultation. | Councillor Alan Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 |
| CABINET | White Ribbon Status | To ask cabinet to consider seeking white ribbon status for the city | Jerry Massey, Deputy chief executive (operations) Bob Cronk, Head of local neighbourhood services |
| CABINET | Privately rented housing in Norwich | To provide Cabinet with an update on housing conditions within the privately rented sector in Norwich and to explore a range of options for future action. | Andy Watt Head of city development services Ext 2691 |

Scrutiny committee recommendation & request tracking

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome |
|-------------|--|---------------------|---|----------|---|
| 31 May 2012 | Q4 performance monitoring Payments at post offices (collection rates) | Tina Bailey | Further detailed information requested regarding use of post offices for payments and any correlation regarding the amount of time between payment being made and receipt of benefits | received | In general payments at post offices/pay points continue to increase with April 2010 we had 22,656 transactions and by April 2012 we had 26,431 transactions. The value of those payments was £1,451,099 in Apr 2010 and £1,764,762 in Apr 2012. Payments take 6 days to actually be credited against an account as they go through the post office banking system and our own internal processes. In respect of receipt of benefits. The two transactions are not directly linked. |
| 31 May 2012 | Q4 performance monitoring ASB figures | Tracy John | Further information on reasons for why there was a drop in anti-social behaviour reporting for Q4 | received | <p>This performance indicator compares the number of reported cases of ASB in any given quarter to the same quarter of the previous year. For quarter 4 (2012) there were 783 recorded reports of ASB, in quarter 4 (2011) there were 1029 recorded reports of ASB, resulting in a reduction of 24%.</p> <p>This indicator does not provide information on why there is this variance in reporting of ASB, however we have been reviewing our performance measures for ASB and as part of that work identified a significant amount of duplicate recording, which is likely to account for the reduction in the volume of cases recorded. Our review of performance measures for ASB aims to focus on outcomes of prevention and tackling ASB.</p> <p>We plan to introduce a new set of ASB indicators that can better reflect our performance tackling ASB monitoring the effectiveness of</p> |

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|--------------|---|---------------------------|--|---|--|
| | | | | | <p>preventative measures such as use of the mediation service Asking our tenant community about their perception of asb in their neighbourhood - question to be included in the next survey with the Talkback panel in August 2012. Asking our tenant community of their experience of us dealing with reports of ASB - two new satisfaction surveys being launched on low level ASB and ABATE casework.</p> <p>Hopefully this will produce more meaningful data which will track trends and measure our progress more accurately.</p> |
| 31 May 2012 | Q4 performance monitoring Revenues & benefits improvement plan | Anton Bull | The housing benefit service improvement plan be provided for members to access via a link on e-councillor | received | Now on e-councillor |
| 05 July 2012 | Foodbanks | Steve Goddard | Members felt that it would be important for them to find out if there were particular reasons for why there was a trend for people's periods of crisis to increase in time, and to receive further information from the Food bank, that breaks down the reasons for people presenting for three vouchers or more | Ongoing - A Food bank project with the aim of identifying reasons why people were presenting on more than one occasion has yet to take place. | |
| 19 July 2012 | Financial regime for local government | Jerry Massey Andy Emms | Resolved that the deputy chief executive provide a member briefing regarding funding for housing provision. | ongoing | |

| Date | Topic | Responsible officer | Scrutiny request | Progress | Outcome |
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| 19 July 2012 | Food banks | Steve Goddard | That the communications team helps promote the work of food banks via print and online media | Discussions are under way regarding an appropriate approach | |
| 19 July 2012 | Food banks | Boyd Taylor | Clarify with food bank staff that the city council has debt advice officers available to provide guidance to food bank users in the future | Achieved | Food bank staff are now sign posting clients. A training session is being organised for food bank volunteers based on identifying and involving available agencies around the city. |
| 6 Sept 2012 | Tenant scrutiny panels | Tracy John | The annual report be presented to the scrutiny committee annually by the tenant reps | Ongoing, to be entered onto the work programme for spring 2013 | |
| 6 Sept 2012 | Tenant scrutiny panels | Tracy John | The annual review be received by scrutiny annually | Ongoing, to be entered onto the work programme for spring 2013 | |
| 6 Sept 2012 | Street and gully cleaning on Gladstone Street | Andy Watt | The head of city wide services to set up a meeting with residents in the area to talk about the issue and invite the county council and Anglia Water to attend along with officers of Norwich city council | Ongoing | |

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| 6 Sept 2012 | Quarter 1 performance report | Phil Shreeve | Officers to consider ways in which members can consider historical performance data that would be helpful and relevant in the monitoring of the current performance target. | A two year backward looking dash board of annual/year end data is being created. | |
| 11 Oct 2012 | Assets of community value | Andy Watt and Jerry Massey | That the cabinet be requested to consider the suggested scrutiny amendments to the proposed scheme | Scrutiny amendments accepted 17 October 2012 | Cabinet approved the proposals to implement decision making and governance arrangements relating to community rights to bid for assets of community value, subject to incorporating the amendments proposed by the scrutiny committee at its meeting on 11 October 2012. |
| 11 Oct 2012 | Night time economy | Bob Cronk | Members be kept informed of the progress made with addressing the responsibilities of bar staff and licensees with regard to drunkenness and cheap unit pricing of alcohol | Ongoing | |
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