



## SCRUTINY COMMITTEE

4.35pm to 5:25pm

6 June 2013

Present: Councillors Stephenson (chair), Bradford, Brociek-Coulton, Brimblecombe, Carlo, Galvin, Grenville, Howard, Manning, Maxwell Sands (S), and Storie

Apologies: Councillor Lubbock

### 1. APPOINTMENT OF VICE CHAIR

**RESOLVED** to appoint Councillor Marion Maxwell as the vice chair of the scrutiny committee.

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 3. MINUTES

**RESOLVED** to agree the minutes of the meeting held on 11 April 2013,.

### 4. APPOINTMENT OF REPRESENTATIVE AND SUBSTITUTE FOR THE NORFOLK HEALTH OVERVIEW SCRUTINY COMMITTEE

**RESOLVED** to:

- (1) appoint Councillor David Bradford as the representative for the Norfolk health overview scrutiny committee and;
- (2) appoint Councillor Patrick Manning as the substitute for the Norfolk health overview scrutiny committee

**5. APPOINTMENT OF REPRESENTATIVE AND SUBSTITUTE FOR THE COMMUNITY SAFETY SCRUTINY PANEL**

**RESOLVED to:**

- (1) appoint Councillor Jo Storie as the representative for the community safety scrutiny panel and;
- (2) appoint Councillor Lucy Galvin as the substitute for the community safety scrutiny panel.

**6. ANNUAL REVIEW OF SCRUTINY**

After the discussion and the presentation of outcomes in the review, the scrutiny officer explained that the document format was an annual 'snapshot' of the outcomes of the scrutiny work carried out. The tracker was used to document and keep track of progress throughout the year and was presented on a regular basis to the committee. Members were encouraged to speak to the scrutiny officer if they had any recommendations for the way the information was presented at the next annual review of scrutiny.

**RESOLVED:** to adopt the scrutiny review and recommend that the council receives it at the earliest available meeting.

**7. SETTING THE SCRUTINY WORK PROGRAMME**

Members were reminded that a report of the NPS Norwich Ltd liaison board, regarding the lifts at Normandie Towers, would be brought to the next scrutiny meeting on the 20 June.

In response to a question from a member, the scrutiny officer confirmed that if members agreed to scrutinise performance data as an agenda item every six months, they would still receive a link to the data each quarter and have the opportunity to ask officers questions on the data. Members were reminded that good scrutiny would not be compromised as it is recognised that performance monitoring was a keystone to ensuring that the scrutiny committee had an overview of the council's performance and activity.

From a list of future items that had been proposed by members, six were selected to be taken up as topics for the 2013 – 2014 scrutiny committee work programme.

**RESOLVED :**

- 1) to set the scrutiny committee work programme for 2013 to 2014 with the substantive topics decided following a vote;
  - i) Welfare reform
  - ii) City Deal

- iii) Scrutiny of the healthy city programme
  - iv) Benefits improvement plan and performance
  - v) Switch and save
  - vi) Annual housing report and housing review.
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- 2) to agree to the principle of one substantive item per scrutiny meeting with the exception being to add items to those meetings as needed.
  - 3) To agree to use the principle of achieving Specific Measurable Achievable Relevant and Timed recommendations
  - 4) To consider performance monitoring reports as an agenda item every six months, with members to receive an electronic link to performance data every quarter.

CHAIR