

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET PORTFOLIO COUNCILLOR or ORGANISATION	SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
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.
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.

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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 September 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 September 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 October 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
15 October 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

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

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17 December 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 January 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 January 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 February 2016	Verge and pavement issues	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	Update of the rep for the Norfolk county health overview and scrutiny committee	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

17 March 2016	Annual review of scrutiny	Cllr James Wright and Steve Goddard	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	Academies		(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	Verge and pavement issues	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	Best practice in tackling transphobic hate crimes	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	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.	Ongoing

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
11 June 2015	The communications approach of the scrutiny committee	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

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

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
SCRUTINY 6 JULY 2015	Update from Norfolk County Health Overview and Scrutiny Committee	To update members on the meeting of the Norfolk County Health Overview and Scrutiny Committee meeting held on 28 May 2015.	Steve Goddard				
SCRUTINY 6 JULY 2015	Quarter 4 2014-15 performance report.	To identify any causes for concern and to note the success arising from this look at performance monitoring data.	Russell O'Keefe				
SCRUTINY 6 JULY 2015	Establishing a local housing company.	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.	Dave Moorcroft				
CABINET 8 JULY 2015	Norwich and HCA Strategic Partnership business plan 2015-6 – KEY DECISION	To approve the 2015-6 business plan for the Norwich and HCA Strategic partnership	Cllr Waters Gwyn Jones City Growth and Development Manager EXT 2364	24 Jun	Dave Moorcroft	PH	NO
CABINET 8 JULY 2015	CIL Business Plan 2016-17 – KEY DECISION	To approve the CIL Business Plan for 2016-17 and to agree some changes to the process for engaging local communities in decisions about	Cllr Stonard Gwyn Jones City Growth and Development	24 Jun	Dave Moorcroft	PH	NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
		spending neighbourhood CIL	Manager EXT 2364				
CABINET 8 JULY 2015	Review of corporate risk register	To update members on the review by the corporate leadership team of key risks facing the council, and the associated mitigating actions as noted in the corporate risk register.	Cllr Stonard Steve Dowson EXT 2575 Neil Hunter 01223 715317	24 Jun	Justine Hartley		NO
CABINET 8 JULY 2015	Revenue budget monitoring 2014-15 – year end 2014-15	To update cabinet on the revenue outturn for the year 2014-15, and the consequent general fund and housing revenue account balances.	Cllr Stonard Justine Hartley Chief Finance Officer EXT 2440	24 Jun	Justine Hartley		NO
CABINET 8 JULY 2015	Revenue budget monitoring 2015-16: Period 02	To update cabinet on the financial position as at 31 May 2015, the forecast outturn for the year 2015-16, and the consequent forecast general fund and housing revenue account balances.	Cllr Stonard Justine Hartley Chief Finance Officer EXT 2440	24 Jun	Justine Hartley		NO
CABINET 8 JULY 2015	Capital budget monitoring 2014-15 – final outturn	To update cabinet on the outturn of the housing and non-housing capital programmes.	Cllr Stonard Justine Hartley Chief Finance Officer EXT 2440	24 Jun	Justine Hartley		NO
CABINET 8 JULY 2015	Establishing a local housing company – KEY DECISION	To approve the establishment of a local housing company to allow the council to take forward development.	Portfolio holder for housing Andy Watt Head of city development services	24 Jun	Dave Moorcroft	PH	NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2691 Gwyn Jones City growth and development manager EXT 2364				
CABINET 8 JULY 2015	Establishing a local housing company – APPENDICES	To review the appendices relating to item 11.	Portfolio holder for housing Andy Watt Head of city development services EXT 2691 Gwyn Jones City growth and development manager EXT 2364	24 Jun	Dave Moorcroft	PH	NO
CABINET 8 JULY 2015	Managing assets	To consider the disposal of an asset in the general fund	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463 Ian Bromley-	24 Jun	Dave Moorcroft	PH	YES (Paragraph 3)

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			Derry NPS Norwich TEL 01603 227901 Charles Mason NPS Norwich TEL 01603 227968				
CABINET 8 JULY 2015	Compulsory purchase order	To authorise the promotion of a compulsory purchase order under Section 226 (1) (a) of the Town and Country Planning Act 1990, to facilitate development, redevelopment and improvement, on or in relation to land, that will promote or improve the economic, environmental or social well-being of Norwich.	Cllr Bremner Andy Watt Head of city development services EXT 2691 Andrew Turnbull senior development officer (enabling) EXT 277	24 Jun	Dave Moorcroft		YES (Paragraph 3)
SCRUTINY 16 JULY 2015	Overview of DWP sanctions	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.	Phil Shreeve Policy and performance manager		Russell O'Keefe		
SCRUTINY 16 JULY 2015	Benefits processing times	To address the performance levels towards improving the average processing time for new housing benefit and council tax reduction	Anton Bull Executive head of Business relationship		Anton Bull		

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
		scheme claims.	management and democracy				
COUNCIL 21 JULY 2015	Annual audit committee report 2014-15	To present of the annual audit committee report 2014-15 to council.	Justine Hartley Chief Finance Officer EXT 2440		Justine Hartley	PH	NO
COUNCIL 21 JULY 2015	Community Infrastructure levy – Norwich Business Plan 2016-17	To approve the draft Norwich annual business plan for 2016-17	Cllr Waters Gwyn Jones City Growth and Development Manager EXT 2364		Dave Moorcroft	PH	NO
CABINET 9 SEP 2015	Threescore phase 2 contractor – KEY DECISION	To appoint a contractor to construct the development of Threescore phase 2	Cllr Stonard Gwyn Jones City Growth and Development Manager EXT 2364		Dave Moorcroft	PH	NO
CABINET 9 SEP 2015	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 - 2016 for publication and review the action plan for the period 2014-15	Andy Watt Head of city development services EXT 2691 Ellen Tilney Economic development manager		Dave Moorcroft		NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			07771 562069				
CABINET 9 SEP 2015	Adoption of the greater Norwich homelessness strategy 2015-20	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
CABINET 9 SEP 2015	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
CABINET 9 SEP 2015	Sites to be developed for the affordable homes programme	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
CABINET	Procurement of	To confirm previously agreed budget	SO=Gary Atkins,				NO

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
9 SEP 2015	thermodynamic hot water systems for social housing – KEY DECISION	and authorise selected contractor.	RA=Jay Warnes				
CABINET 9 SEP 2015	Review of 2014-15 economic strategy action plan	To review the council's economic strategy action plan for the period 2014-15	Cllr Stonard Andy Watt Head of city development services EXT 2691 Ellen Tilney Economic development manager 07771 562069		Dave Moorcroft	PH	NO
CABINET 9 SEP 2015	Revenues and benefits shared service provision - KEY DECISION	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
CABINET 9 SEP 2015	NPS Norwich Ltd business plan 2015-16	To consider the business plan for NPS Norwich Ltd for 2015-16	Cllr Stonard Andy Watt Head of city development services		Dave Moorcroft	PH	NO

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2691 David Rogers Client property and parking manager EXT 2463 Ian Bromley- Derry, NPS TEL 01603 227901				
CABINET 9 SEP 2015	Procurement of works – for Estate Aesthetics Works at Hobart Square	To inform 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
CABINET 9 SEP 2015	Use of right to buy one for one receipts	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

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
CABINET 9 SEP 2015	Norfolk Strategic Framework update	To update cabinet on progress on the Norfolk Strategic Framework update	Cllr Bremner Graham Nelson Mike Burrell EXT 2525		Dave Moorcroft	PH	NO
SCRUTINY 17 SEP 2015	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		
COUNCIL 29 SEP 2015							
CABINET 7 OCT 2015							
SCRUTINY 15 OCT 2015	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		
SCRUTINY 15 OCT 2015	Transformation programme for the Council	For the scrutiny committee to comment on and make suggestions towards the development of the council's programme for transformation	Cllr Alan Waters		Russell O'Keefe		

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
CABINET 4 NOV 2015							
SCRUTINY 12 NOV 2015	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		
SCRUTINY 12 NOV 2015	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		
SCRUTINY 12 NOV 2015	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		
SCRUTINY 12 NOV 2015	Update on the delivery of the work plan for the building social inclusion and capital in Norwich project	For the committee to receive and note a briefing paper as an update on progress at this early stage in the work.	Cllr Keith Driver and Russell O'Keefe		Russell O'Keefe		
COUNCIL 24 NOV 2015							
CABINET 9 DEC 2015							

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ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
SCRUTINY 17 DEC 2015	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		
SCRUTINY 17 DEC 2015	Annual equality information report	Pre scrutiny of the report before it goes to cabinet	Cllr Vaughan Thomas and Phil Shreeve		Russell O'Keefe		
SCRUTINY 17 DEC 2015	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				
CABINET 13 JAN 2016							
COUNCIL 26 JAN 2015							
SCRUTINY 28 JAN 2015	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		
SCRUTINY 28 JAN 2015	(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		

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Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
CABINET 3 FEB 2016							
COUNCIL 16 FEB 2015							
SCRUTINY 25 FEB 2015	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		
SCRUTINY 25 FEB 2015	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				
CABINET 9 MAR 2016							
SCRUTINY 17 MAR 2015	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				
COUNCIL 22 MAR 2015							

UNALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
CABINET	Public art donation policy – KEY DECISION	To seek approval for a policy that determines how decisions will be made about when and under what circumstances the council will agree to the installation of public art on the highway or other land that it owns or manages.	Cllr Arthur Nikki Rotsos Executive head of service for communications, customers and culture EXT 2211 Ben Webster Design, conservation and landscape manager EXT 2518		Nikki Rotsos	PH	No
CABINET	Transatlantic trade and investment partnership	Follow up of council motion (22 July 2014) referring item to cabinet.					
CABINET	Private sector housing charging policy	Seeking approval of the revised policy	Cllr Bert Bremner Portfolio holder Emma Smith Housing Strategy Officer EXT: 2937		Dave Moorcroft	PH	No
CABINET	Mountergate West phase 2 – KEY DECISION	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		Dave Moorcroft	PH	YES (Paragraph 3)

			EXT 2691 Gwyn Jones City growth and development manager EXT 2364				
CABINET	Contract award: Threescore Sales and Marketing – KEY DECISION	To appoint an agent to carry out sales and marketing work for Threescore phase 2	Cllr Harris Cllr Stonard Gwyn Jones City Growth and Development Manager EXT 2364		Dave Moorcroft	PH	NO
CABINET	Review of the council's constitution	To recommend to council adoption of the proposed amendments to the constitution.	Cllr Waters Andy Emms Democratic services manager EXT 2459		Anton Bull	PH	No