



Scrutiny committee

Date: **Thursday, 25 January 2024**
Time: **16:30**
Venue: **Mancroft room City Hall, St Peters Street, Norwich, NR2 1NH**

There will be a pre meeting for members of the committee at 16:00.

Committee members:

Councillors:

Ackroyd (Chair)
Thomas (Va) (Vice chair)
Carrington
Champion
Davis
Driver
Fox
Galvin
Osborn
Padda
Prinsley
Thomas (Vi)

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Agenda

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- 1 Apologies**
To receive apologies for absence.
- 2 Declarations of interest**
(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting).
- 3 Minutes** **5 - 16**
To approve the accuracy of the minutes of the meeting held on 7 December 2023.
- 4 LOVE Norwich Review (Report to follow)**
- 5 Scrutiny Committee Work Programme Report 2023-24** **17 - 50**
Purpose: To assist scrutiny committee members to review and agree the scrutiny committee work programme 2023-24.
- 6 Report from the Norfolk Health and Overview Scrutiny Committee**
To receive an update from the council's representative on the Norfolk Health and Overview Scrutiny Committee.
- 7 Report from the Norfolk Countywide Community Safety Partnership Sub Panel**
To receive an update from the Norfolk Countywide Community Safety Partnership Sub Panel.

Date of publication: **Wednesday, 17 January 2024**

Scrutiny Committee

16:30 to 19:25

7 December 2023

Present: Councillors Ackroyd (chair), Thomas (Va) (vice-chair), Carrington, Calvert (substitute for Francis), Champion, Driver, Fox, Fulton-McAlister, Galvin, Osborn, Padda, Prinsley, Sands (M) and (Thomas (Vi).

Apologies: Councillor Francis

Also Present: Councillor Giles (all items) Councillors Davis, Hampton, Jones, Kendrick, Stonard and Stutely (item 4 on).

The chair commenced the meeting by advising members that Councillor Champion was now a permanent member of the committee in place of Councillor Haynes and that Councillor Sands (M) had joined the committee too and she welcomed them both.

1. Declarations of interest

There were no declarations of interest.

2. Minutes

RESOLVED to agree the accuracy of the minutes of the meeting held on 23 November 2023.

3. Equality Information Report 2024

Councillor Giles the cabinet member for communities and social inclusion introduced the report and gave a presentation available [here](#), he then took member questions.

A member noted that it was good that the Equality, Diversity and Inclusion (EDI) Strategy highlighted how the council delivered above what the law required. He advised that the Equality Act initially included social classes and he would like to see this incorporated into the EDI Strategy and Equality Information Report (EIR) going forward. He raised a concern that the protected characteristics as listed on agenda page 68 of the report were not accurate. Further, he noted that the proportion of ethnic and disabled employees within the council's workforce was not representative of the wider community and that this should be addressed via recruitment. In response Councillor Giles agreed it was important to improve the diversity of the council's

workforce. He noted that significant improvements had been made in this regard but there was still work to do. The Strategy Manager confirmed that the council's recruitment process included 'blind' applications in that information in relation to race and disability were removed before applications were considered.

A member commended the work progressed to date and referred to the growing body of research in relation to EDI which indicated that the protected characteristics of a workforce should be captured. She asked how the work around EDI would be monitored and evaluated going forward. Councillor Giles advised that under the EDI Strategy sat the EDI Policy which would create specific and measurable equalities objectives which would be monitored and reported back on. Further an EDI Action Plan would be developed again this would be monitored and reported back on.

In response to a member question Councillor Giles advised that the former leader of the Council and Chief Executive had signed the Unison anti-racism charter. In terms of work the council undertook in relation to assisting people experiencing mental health difficulties to access services, Councillor Giles highlighted the work of the council's interact team. The interact programme was a multi-disciplinary service bringing together practitioners from local authorities, NHS and voluntary organisations to support vulnerable residents to improve their housing situation. The Senior Financial Inclusion Officer advised that interact built on the work undertaken by REST (a service provided by MIND working with those experiencing mental health challenges) and the wellbeing service and were hoping to link in with NSFT (Norfolk and Suffolk Foundation Trust) going forward. She noted there was work ongoing within the Health and Wellbeing Partnership too with specific themes in relation to mental health, social mobility and food poverty being addressed.

A member asked a question in relation to RITAs (Reducing Inequalities Target Areas), how were the areas selected, what data was looked at and how was that data going to feed into council decisions. The Strategy Manager advised that the original purpose of the RITAs was to maximise the opportunities of residents, to reduce inequalities using locality-based solutions. Inequalities were assessed on a granular level to enable the effectiveness of work undertaken to be considered.

A member referred to an issue he had encountered in relation to physical barriers on housing and parks and open spaces land. He noted that the barriers were designed to deter motorcycles and mopeds from accessing footpaths but the corollary affect was that they prevented access to some disabled people too. He advised that he had received an excellent response from the council's housing department who had removed barriers. However, he considered that the parks and open spaces team were reluctant to consider removing barriers and asked how this could be addressed. Councillor Giles advised that the future Parks and Open Spaces Strategy would include an audit of accessibility of parks and open spaces and this would be addressed at this time.

A member asked a question in relation to Equality Impact Assessments (EQIAs) and asked how it was assessed when to conduct these and what was the legal basis for assessment. The Strategy Manager advised that any project which impacted positively or negatively on members of the community would require an EQIA to be undertaken. In terms of the legal basis for assessment he did not have that information to hand and would provide it outside of the meeting.

A member asked how much the report cost to make, if the council were getting value for money and what residents got out of it. Councillor Giles highlighted that there was a legal obligation to produce an EIR in order for the council to be compliant with its public sector equality duty. The Strategy Manager advised that the work to collate the data from other teams and produce the report took about 10 hours of officer time. He noted monitoring across the organisation to assess the impact and effectiveness of equalities measures was good business practice. Councillor Giles emphasised that it had developed to include infographics with the aim of being more accessible. A conscious decision was made not to include sources of advice for residents within the document as it was acknowledged that better tools already existed.

A member referred to the council's response to the war in Ukraine and asked if the same response would be afforded to people from other countries facing war situations. Councillor Giles responded that in terms of awarding honorary freedom of the city this would need to be considered in consultation with colleagues across the council.

A member referred to the Customer and Digital Strategy and noted that when the digital channel switch happened, customer satisfaction went down. She emphasised that it was difficult to get in contact with the council and considered that when residents did get in contact their issues should be resolved at first contact. However, this was not the experience of residents within her ward and asked what could be done to improve upon this. The Head of Customers, IT and Digital confirmed that there was a desire to resolve issues at first contact and this was often achieved. There were challenges in relation to this where enquires required referring to a service and customers did phone up to progress chase which was not ideal and measures were being considered to address this.

In terms of the feedback to the consultation on the Customer and Digital Strategy it was clear that customers wanted a digital service. Whatever channel a customer chose to contact the council on they should receive a good service. She confirmed that those who were digitally excluded could still phone into the council and between 600 and 800 calls were received daily. In a follow up question the member asked how customer satisfaction was judged and if every customer was asked. The Head of Customers, IT and Digital advised a survey was undertaken quarterly over the period of a week where customers were contacted for their views the next day.

The Head of Legal and Procurement referred members to the recommendations they had made when considering the item on welcoming asylum seekers and refugees to Norwich and that they had included a number in relation to customer contact and how vulnerable residents could be supported.

A member referred to the report which advised that the council would seek to address inequalities arising from the climate and biodiversity emergencies and asked how this was being progressed. Councillor Giles advised that this was a workstream that the Norwich Climate Commission were undertaking. The Head of Strategy, Engagement and Culture advised that work undertaken as part of the development of the Environmental Programme included equality as a key aspect within it. Actions taken to address and mitigate the impacts of climate change could not be done in an unequal way but would recognise the inequality in society. The work was underway to identify measures and actions to mitigate the impacts of climate change and this was one of the key objectives it sought to achieve.

In response to a member question Councillor Giles advised that in terms of supporting residents to access welfare benefits the council funded the Financial Inclusion Consortium and subscribed to the Norfolk Community Advice Network. The Senior Financial Inclusion Officer advised that this was addressed through cross service work and there was a joined up approach across the council. If a resident was identified as having a debt or energy issue for example holistic support would be offered and where relevant they could be referred for additional support. The council could make applications to the Household Support Fund or Norfolk Assistance Scheme on behalf of residents struggling with the cost of living crisis. The member referred to the fact that £11million of benefits went unclaimed yearly and asked how the council were countering this. The Senior Financial Inclusion Officer advised that the council were working proactively and taking the message out into the community and referred to a project being delivered in conjunction with Age UK called 'wellness on wheels'.

RESOLVED:

- 1) That scrutiny committee consider the inclusion of a review of the equality action plan as part of its future work programme.

To request that cabinet:

- 2) Include information on the performance of the RITAs against outcomes in the next EIR report;
- 3) Explore the potential of reporting the volume of customer contact resolved at the first point of contact; and
- 4) Investigate a process for evaluating the equality compliance of parks and outdoor spaces.

(A short break was taken at this point)

4. Consideration of Cabinet decision to award Exceptional Circumstances Relief (ECR) from the payment of the Community Infrastructure Levy (CIL) in respect of phases 1 and 2 of the redevelopment proposals at Anglia Square which received planning permission on 18 July 2023.

The chair explained the order of the meeting and the Head of Legal and Procurement summarised the options available to members; they could choose to endorse the original cabinet decision in which case the decision would be effective immediately, the committee could decide to refer the matter back to cabinet for reconsideration, or they could request that cabinet consider more evidence in which case cabinet would meet to decide if it agreed or not with that recommendation.

Councillor Osborn explained his reasons for asking for a call in. He considered the decision to grant ECR on CIL for the development at Anglia Square would have a huge impact on the city and the wider area. The ECR represented £2.3m of CIL which would provide a 60% increase in pooled CIL to the Greater Norwich Growth Board (GNGB) than was spent this year. The neighbourhood CIL contribution would be £345,000 which was more CIL than was spent across the city in the whole of the year. This could be used to fund neighbourhood priorities such as providing good connections to Marriotts Way and Mousehold Heath from Anglia Square,

improvements to green infrastructure, improved street lighting and the regeneration of schools. It appeared that none of these options had been considered by cabinet.

He noted that at the cabinet meeting Councillor Stonard had referred to the neighbourhood CIL (NCIL) element of 15% of the overall CIL contribution as being insignificant. However, the total NCIL available to the city this year was £275,000 which was less than the £345,000 which could have been garnered from Anglia Square. At a time when the council was facing a stretched budget the decision by cabinet to grant ECR was, in his opinion, a bizarre one.

He continued with his concerns regarding the process of decision making, he referred to the Homes England (HE) contract in relation to Housing Infrastructure Funding (HIF) and the clause stating the granting of £15m of HIF was dependant on ECR being granted on CIL. A deed of variation to the contract was required. He was unclear if cabinet made the decision relying on verbal confirmation from HE that they were happy to vary the contract or on an outdated contract. There were risks associated with CIL ECR as identified in the council's corporate risk register as risk 15, the failure to drawdown £15m of HIF funding. It was not clear how these risks were considered by cabinet.

Councillor Osborn continued that no precedents of ECR being granted at other councils were considered, this maybe that there were no precedents but indicated that the decision should have been taken with greater care. He considered that the decision had been rushed through, there had been no consultation with the GNGB which could damage our relationship with neighbouring councils. The decision should be paused to allow consideration of the issues with HE contract, to provide assurance that the council was not putting itself at legal risk. The pause would allow consultation with partners, residents and neighbourhood representatives. He recognised that consultation was not a requirement of granting ECR but noted that the decision was to be originally considered by Planning Applications Committee (PAC) in part to enable public engagement in the decision.

Lastly, he turned to the financial position of Weston Homes and noted that cabinet was able to consider any matter it saw fit to. Weston Homes had made £20m profit in the last two years and were seeking a tax break at a time when the council's budget was stretched to breaking point. In his view the financial position of Weston Homes was relevant and should be considered.

Summarising his points he emphasised that there were strong grounds to pause the decision at least until the HIF contract was resolved and the council were assured it was not at risk of legal challenge. Further the pause would provide an opportunity to consult with partners and residents.

Councillor Davis explained her reasons for calling in the decision, she considered the clause in the HE contract stating £15m HIF contribution was dependent on ECR CIL being granted fettered member's discretion. The decision to grant ECR on CIL should be made as a standalone decision but it was clearly bound to the HIF as funding would not be granted if ECR was not awarded. The contract should have been amended before the decision was taken.

She referred to the legal advice taken in relation to the contract and that if the legal advice said the contract was fine then it was true that member's discretion was fettered. If the advice was that it was not fine why was the contract not amended before the meeting. Ultimately, in her view the decision should not have been taken until the contract was updated by a deed of variation. Only when the contract was updated and HIF was not dependent on ECR could the decision be considered to be unfettered.

She noted that officers had provided reassurance to cabinet that they had sought verbal confirmation from HE that the contract would be amended in order that HIF was not contingent on the grant of CIL ECR. She asked in what other context would this be allowed to happen; the council would not award a tender to a company based on a verbal assurance they would amend a contract.

She asked if scrutiny and cabinet could see the full ownership, management, structure and control of the company and parent companies applying for CIL ECR. Were cabinet aware that one of the shell companies was dormant and non-trading according to data held at Companies House. The question of who owned Anglia Square was unclear; according to Weston Homes' website they now owned Anglia Square having taken over ownership from Columbia Threadneedle. The last annual report of Sackville Properties UK for year ending December 2022 stated that the company was dormant for the year in review and likely to remain so. It was important that there was scrutiny of cabinet decisions including the structure of the companies of the applicant.

She turned to the lack of consultation with the GNGB and referred to officer comments that this had caused no issues in relationships with the other councils in the GNGB. She noted that at a meeting of South Norfolk District Council's (SNDC) Scrutiny Committee held in January 2019 comments were made which indicated otherwise, and relayed these to the Committee and indicated it would have been helpful to formally consult with partners, especially in light of the fact that SNDC had been contributing significantly more CIL to the pooled pot.

She noted that an Equalities Impact Assessment (EQIA) had not been completed before the cabinet decision was made and was surprised that this was the case. An assessment had now been completed as requested as part of the call in. However, the call in had asked how CIL might have been used to provide greenspace of benefit to health and community facilities. The reply provided focussed on health facilities which she was aware were not funded by CIL but was not the question which had been asked and remained unanswered.

She noted that at the cabinet meeting reference had been made by officers to the fact that if the development did not proceed then no CIL would be realised. She considered that only when the decision on CIL ECR was unshackled from the HE HIF contract and cabinet were to reconsider the decision in light of the new contract was there any opportunity for CIL to be realised.

She asked members of the scrutiny committee to refer the decision back to cabinet for reconsideration, requesting to see evidence of the HE contract in place when cabinet made its decision, the updated HE contract and evidence of the CIL ECR applicant's companies structures, management and controls which remain unclear. She also recommended that the leader of the council contact members of the GNGB to give

them an opportunity to consider and contribute to the assessment of the wider regeneration benefits and exceptional circumstances which is required in the policy.

Councillor Stutely addressed the committee and referred to the report considered by cabinet on 14 November 2018 which considered the introduction of a CIL ECR policy. Cabinet agreed to recommend to council the introduction of the policy and that the constitution be amended to enable PAC to determine such applications. He asked if officers could explain how it was determined subsequently that the decision could not go to PAC and provide the legal evidence which informed that decision.

Councillor Stutely referred to members being assured that the decision would be made by PAC and not the leader, cabinet or by delegation to officers and it was on this basis that members approved the introduction of the policy. He considered that the ECR CIL policy should be rewritten and returned to council to exclude the reference to decisions being made by PAC and if passed by council the cabinet decision should then be informed by PAC in an advisory role.

He raised concern that the decision to award CIL relief could set a precedent for other landowners. He felt that the decision gave undue leniency to the developer, had been rushed in the face of public objection and risked damaging the relationship with GNGB partners.

He continued that if the decision went ahead then it would have legal, financial and political repercussions for many years and felt the decision should be paused and a transparent process fully followed, including amendment of the HIF contract. PAC should then inform cabinet's decision in an advisory capacity.

Councillor Stonard, the leader of the council and the cabinet member for inclusive and sustainable development addressed the committee. He advised that cabinet were attending the meeting to hear the concerns raised as part of the call in and the considerations of the scrutiny committee and the reasoning behind any recommendations it determined.

He emphasised that the cabinet decision had followed all the correct processes and legal advice had been taken to ensure this was the case. The reasons why cabinet made the decision to grant ECR on CIL were set out in detail during the meeting, great care was taken with the meeting running for over two hours. Cabinet had not been whipped and this was evidenced in the voting on the decision.

He advised that Weston Homes' profits over the last few years were not relevant what was considered was the viability of the scheme and every scheme was required to be judged on its own merits.

Turning to the question of CIL lost to the local area, there was no guarantee that the NCIL element would go to Anglia Square. When CIL was received, 85% was pooled with the GNGB and 15% went to the neighbourhood area, this area was much larger than Anglia Square. Further, it was not the case that the money had been lost as there would be no CIL if the scheme did not go ahead and the scheme was not viable.

In terms of the relations with the GNGB, he had recent constructive discussions with some of the leaders of the other partner councils and they understood why the decision

was taken. The benefits of the development included the provision of homes, jobs, the regeneration of the area and the removal of buildings which blighted the landscape.

The Head of Planning and Regulatory Services referred to the fact that detailed responses to the grounds for call in were included in the report and advised she was happy to respond to any member questions. She provided an update in relation to the clause in the HE HIF contract. The council had received written confirmation that HE were minded to agree an amendment to the wording of the contract as detailed in paragraph 55 of the original cabinet report and included on agenda page 85. The new accepted wording would read 'The Local Authority shall confirm that a determination has been made in respect of CIL ECR on the Works prior to any drawdown'.

The Head of Legal and Procurement addressed the legal points raised by Councillors Osborn and Stutely. In relation to the requirement for consultation, legal advice received indicated this was not required as there was no statutory duty and the Council had not set a precedent requiring consultation.

In relation to the second point on the decision-making process, she referred to a document which had been circulated to members considering the legal authority to make the decision. She set out the robust process for obtaining advice on this point. The legal advisors had considered the decisions made by cabinet and concluded these were sound.

The chair advised one public question had been received from Mr Hugo Malik. Mr Malik asked the following question:

"The overall CIL exemption Weston Homes will be looking at applying for over the course of the Anglia Square development will amount to approx. £7mil. I believe this is more than Norwich has contributed to the pooled CIL arrangements with Broadland and South Norfolk since its introduction in 2013, in which time Norwich has done very well from substantial CIL contributions from South Norfolk in particular. With their unilateral decision to grant CIL relief for Anglia Square, have officers and Cabinet members weighed up the future implications for joint financing, particularly around transport for Norwich and the DEVO deal? And due to Planning being more or less locked down over the last two years due to nutrient neutrality, isn't it true the CIL pot has dried up, with very little to spend over the next five years, and the Anglia Square decision could not come at a worse time?"

The Head of Planning and Regulatory Services responded:

"Whilst the overall CIL liability over the lifetime of the development is estimated to be £8,921,023 (and this can only be estimated at this time due to the hybrid nature of the application), the decision before cabinet which is being scrutinised today, relates only to phases 1 and 2 which seeks CIL relief for £2,816,769.92. It was explained at Cabinet that each application has to be considered on its own merits and the decision to award CIL exemption on phases 1 and 2 does not fetter Cabinet's discretion either way on future applications.

It was set out in the presentation to Cabinet how much CIL would have gone into the pooled CIL arrangements with the Greater Norwich Authorities. This was £1,729,702.00. At the point where CIL is collected following the grant of any planning application, the CIL monies go into a general infrastructure pool, and it is not known where it would be spent within the CIL charging area.

The published Five Year Infrastructure Investment Plan (which is programmed to go to Cabinet in January 2024) proposes committing £928,000 to new projects which will commence delivery from April 2024. It also suggests that just over £7m of noncommitted funds will remain within the fund at the end of 24/25.

Individual authority contributions are not reported by the GNGB. The purpose of the partnership pooling arrangements is to reinvest the CIL monies collected where the highest strategic need is, the district boundaries are deliberately removed when it comes to allocation of funds.

It is accepted that the nutrient neutrality issue has had an impact on the pooled CIL fund. Whilst payments of CIL have been delayed, they will, once nutrient neutrality is overcome, be made as permissions are released and developments commence so the pooled arrangements will see this money realised, albeit at a later date.

To reiterate, Norwich City Council is both a CIL charging and CIL collecting authority. As such, the CIL Regulations enable us to make decisions on CIL ECR applications in accordance with the legislation and our own policy requirements.”

In response to Mr Malik’s supplementary question regarding the timeline for legal advice the Head of Legal and Procurement advised it was standard practice to review decisions as they were coming forward. As part of that process in consultation with officers she requested advice on the authority to make the decision be sought and the advice was received in the autumn.

In response to Councillor Osborn’s question the Head of Planning and Regulatory Services advised that in hindsight the wording of the cabinet report could have been clearer. Officers had updated their response to read ‘Members are not bound to agree the relief but should be mindful of the consequences of refusing the applications’. The Head of Legal and Procurement noted that the cabinet report highlighted that the clause in the HE contract presented a risk. The cabinet report advised that officers were working with HE to manage that risk and that HE had verbally indicated that they were minded to amend the clause in the contract. The cabinet decision was made in the context of the contract as it stood taking account of the fact that HE had advised they were minded to amend the contract.

In response to a member question the Head of Planning and Regulatory Services advised that the HIF had to be drawn down by June 2025. The developers had always been clear that they needed 18 months on site before they could draw down the funding. A delay to the beginnings of the work could mean the developer was starting work under risk.

In response to a member question the Head of Planning and Regulatory Services advised that when a planning application was granted it was not clear where the CIL would be spent. She set out the range of potential benefits that would be realised through development of the scheme.

The Head of Planning and Regulatory Services confirmed that the HIF funding and ECR were being sought due to the exceptional costs associated with the development of the Anglia Square site. It was a complicated site which would require significant demolition, on contaminated land with archaeological interest.

In response to a member question the Head of Planning and Regulatory Services confirmed that the EQIA for the CIL ECR had been completed on 29 November, after the cabinet report was written in response to questions raised by members. She acknowledged in hindsight it would have been better if the EQIA had been included in the cabinet report.

The Head of Legal and Procurement noted that the legal team had reviewed the whole cabinet report including the element related to the EQIA. The initial assessment before cabinet was that there was no prejudicial impact and an EQIA is not necessarily required. Taking account of the comments made in the scrutiny call in an EQIA was completed, and potential impacts considered either way. Scrutiny committee could consider whether this warranted endorsement or referral of cabinet's decision.

In response to a member question the Head of Planning and Regulatory Services confirmed that a contract existed between the council and HE and a deed of variation to the contract was being sought.

The Head of Planning and Regulatory Services explained that the process for applying for CIL ECR was set out in law in the CIL regulations. As part of the application an independent viability assessment for each phase of the development must be submitted. As Weston Homes was the engaged developer and because CIL decisions were only valid for 12 months their viability costs were submitted alongside the more generic assessment provided by Columbia Threadneedle.

The Development Strategy Manager highlighted the viability that was being assessed was each phase of the chargeable development and not the financial viability of the company. The initial generic viability costs presented by the company indicated significant loss to the scheme.

In response to a member question Councillor Stonard, the leader of the council advised that there was no formal political agreement in place in relation to the CIL ECR application within the GNGB. He had spoken with partners who had expressed their understanding as to why the decision had been taken. The scheme was not viable without ECR which was understood by partners.

The Executive Director of Development and City Services confirmed that there was a legal agreement in place in relation to pooling CIL in the GNGB. Within the partnership each authority was still its own sovereign authority, the city council was both the charging and collecting CIL body. The city council were legally able to apply its policy of ECR to CIL and exempt a scheme. It was only collected CIL which was required to

be pooled. In response to a member question he advised that it was possible for an authority to leave the GNGB but none had indicated their intention to do so.

Debate ensued and one member noted that it was disappointing the application had not been heard by PAC but the question was whether the correct process had been followed and he considered that it had.

Councillor Driver moved and Councillor Sands (M) seconded a procedural motion to move to the vote without further debate and with the majority voting in favour it was:

RESOLVED to move to the vote.

Councillor Driver moved and Councillor Sands (M) seconded a motion to support cabinet's decision and on being put to the vote it was:

RESOLVED on the chair's casting vote, with 7 members voting in favour and 7 members against to support the cabinet decision to award Exceptional Circumstances Relief (ECR) from the payment of the Community Infrastructure Levy (CIL) in respect of phases 1 and 2 of the redevelopment proposals at Anglia Square which received planning permission on 18 July 2023.

CHAIR



Committee Name: Scrutiny

Committee Date: 25/01/2024

Report Title: Scrutiny Committee Work Programme 2023-24

Portfolio: Councillor Kendrick, cabinet member for resources

Report from: Head of legal and procurement

Wards: All Wards

OPEN PUBLIC ITEM

Purpose

To assist scrutiny committee members to review and agree the scrutiny committee work programme 2023-24

Recommendation:

That members consider and agree the proposed scrutiny committee work programme for 2023-24.

Policy Framework

The Council has five corporate priorities, which are:

- People live independently and well in a diverse and safe city.
- Norwich is a sustainable and healthy city.
- Norwich has the infrastructure and housing it needs to be a successful city.
- The city has an inclusive economy in which residents have equal opportunity to flourish.
- Norwich City Council is in good shape to serve the city.

This report meets the Norwich City Council is in good shape to serve the city corporate priority.

Report Details

Developing a work programme for the scrutiny committee

1. Members had an informal work programme setting workshop on 25 May 2023 and agreed a work programme at the meeting held on 29 June 2023. Further discussions took place at the meetings on 20 July 2023, 21 September 2023 and 23 November 2023.
2. Members will note that the corporate plan was scheduled to come to the January meeting of committee but officers have advised this will not be ready until February and the item has therefore been moved on the work programme.

Recurring items

3. There are certain items that occur throughout the civic year that are programmed in. These are the scrutiny committee work programme (each meeting), Equality Information Report (December/ January), the Council's companies Business Plans (December) and pre-scrutiny of the proposed budget (February).
4. Members will recall that Lion Homes requested that the business plan item be removed from the scrutiny committee work programme. This is because the business plan which was considered last year by the committee covered the period 2023-2033 and Lion Homes are not planning to make changes at this stage to their plans.
5. The NCS business plan is in its finalisation. At the time of producing this agenda, members are being consulted on options around scrutiny of the business plan before its consideration by cabinet with the potential of an additional meeting on 6 February.
6. Updates are periodically received from the council's representative on the Norfolk Health and Overview Scrutiny Committee (NHOSC) and the council's representative on the Norfolk Countywide Community Safety Partnership Scrutiny Sub Panel (NCCSPSSP).

Scope for scheduling items onto the work programme

7. It has been previously agreed that committee should agree as few as possible substantive topics per meeting. The main reason for this is to ensure that there is enough time for the committee to effectively consider the issues and make fair and evidence based recommendations. Ideally one substantive item per meeting would be the aim.
8. Members are able to revise the work programme on a monthly basis if and when required due to changing events. This is done through the work programme standing item at each meeting. Members therefore may wish to consider keeping some space on the work programme to facilitate this.

Committee development

9. Members undertook training on how to undertake effective scrutiny from The Centre for Governance and Scrutiny on 22 June 2023. Members held an

informal session for the 12 October 2023 meeting to look at a review of the effectiveness of the scrutiny committee. Committee considered and approved the recommendations from this session at the meeting on 23 November 2023. The outcome of this work is being communicated to cabinet members on 17 January, the same day as issue of this agenda, with a request to support the development of the scrutiny-executive protocol.

10. The agreed recommendations are noted on the attached scrutiny tracker and members are asked to consider how to progress these actions.

Consultation

11. Members of the scrutiny committee considered work programme setting at an informal meeting on 25 May 2023, the work programme was reviewed and agreed at the meeting held on 29 June 2023. It was further reviewed at the July, September and November meetings and is attached as Appendix A. Members of the public are encouraged to submit topics for scrutiny via a form on the council's website. The portfolio holder will be briefed as part of the regular portfolio holder briefings.
12. Members requested a Scrutiny Tracker to track the progress of recommendations made to cabinet by the committee, this is attached as Appendix B.

Implications

Financial and Resources

13. Any decision to reduce or increase resources or alternatively increase income must be made within the context of the council's stated priorities, as set out in its Corporate Plan and Budget.
14. Any impact on resources resulting from this report will be accommodated within existing budgets or the relevant approvals will be sought if additional budget is required.

Legal

15. No specific legal implications of this report.

Statutory Considerations

Consideration	Details of any implications and proposed measures to address:
Equality and Diversity	None
Health, Social and Economic Impact	None
Crime and Disorder	None
Children and Adults Safeguarding	None
Environmental Impact	None

Risk Management

Risk	Consequence	Controls Required
None		

Other Options Considered

16. There have been no other options considered for this report.

Reasons for the decision/recommendation

17. This is a standing item on the scrutiny committee agenda to allow members to review the scrutiny committee work programme.

Background papers: None

Appendices:

Appendix A - Scrutiny committee work programme 2023-24

Appendix B - Scrutiny recommendations tracker

Contact Officer:

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Scrutiny Committee Work Programme 2023-2024

Date	Item	Portfolio Holder Senior Officer Report author
20/07/2023	Updates from NHOSC and NCCSPSSP	
	Work programme setting	
	The Elections Act	Cllr Kendrick Stuart Guthrie Tom Henry
25/07/2023	Welcoming refugees and asylum seekers to Norwich TOPIC, hear from organisations that support refugees and asylum seekers.	Cllr Giles Max Griffiths Alex Hand
21/09/2023	Updates from NHOSC and NCCSPSSP	
	Work programme setting	
	Review of how the council addresses anti-social behaviour	Cllr Jones Chris Hancock
12/10/2023	Informal session on effectiveness of the scrutiny committee.	Leah Mickleborough
23/11/2023	Updates from NHOSC and NCCSPSSP	
	Work programme setting	
	Retrofitting – Task and Finish Group to report back	Cllrs Jones/ Hampton
07/12/2023	Updates from NHOSC and NCCSPSSP	
	Work programme setting	
	Equality Information report 2024	Cllr Giles Joe Siggins Helen Chamberlain
	Equality Diversity and Inclusion Policy and Strategy 2024-2027	Cllr Giles Nick Bodger Helen Chamberlain

Date	Item	Portfolio Holder Senior Officer Report author
25/01/2024	Updates from NHOSC and NCCSPSSP	
	Work programme setting	
	LOVE Norwich review	Andy Summers
01/02/2024	Work programme setting	
	Budget	Neville Murton
	Corporate Plan Update	Nick Bodger
21/03/2024	Updates from NHOSC and NCCSPSSP	
	Work programme setting	
	Biodiversity Strategy outcomes	
	Parks and Open Spaces Strategy	
TBC	NCSL Business Plan	



Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	3) Recommend to Cabinet that the following proposals arising from the task and finish group be adopted: a) That the council decision in February 2007 to discontinue Waste Amnesty collections in areas of highest fly-tipping incidence is reviewed	Agreed - 16/11/2022	In progress	Details contained within cabinet report: "9. These implications can be mitigated in a number of ways, primarily as follows a. In March of this year, the Council submitted a bid to the UK Shared Prosperity Fund for a programme of neighbourhood improvements. £0.341m in capital and revenue funding has been requested to provide a programme of Neighbourhood Clean-Ups in areas identified by data. Activities will include removal of fly tipping, and an amnesty on waste which will be monitored so that anything usable can be donated or upcycled for further use. It is also proposed that relevant staff will be on hand to speak with residents about wider priorities for their local area to maximize engagement with the council and promote the formation of local community groups. This should address the recommendation in paragraph 3 a and mean that the re introduction of the waste amnesty and the review of the charging structure for bulky waste collections are no longer necessary"

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
					This will be included when the corporate plan is reviewed when all these actions should be incorporated as part of the Environmental Services KPIs. Officers have requested that this is brought to the scrutiny committee in January 2024
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	b)The number, locations, and types of bins in communal areas are reviewed in the fly-tipping hotspots identified, as well as developing designs for storage areas that prevent and deter fly-tipping	Agreed - 16/11/2022	In progress	Details from cabinet report: "This recommendation would be considered best practice" This will be included when the corporate plan is reviewed when all these actions should be incorporated as part of the Environmental Services KPIs. Officers have requested that this is brought to the scrutiny committee in January 2024
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	c) Pre Covid enforcement arrangements for fly-tipping are re-established, and expanded to include the use of CCTV	Agreed - 16/11/2022	In progress	Details contained within cabinet report: "9c. With regards to fly tipping, proposals include increased investigation of fly tipping incidents in identified hot spots, increased use of CCTV where appropriate, improved engagement with residents and communities through the Neighbourhood and Community Enablement team. In addition, data relating to environmental anti social behaviour is now regularly reviewed by officers and used to develop

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
					<p>interventions in known hot spots. This will allow Environment Services to contribute to actions arising from the new Community Safety Strategy"</p> <p>Received 100k funding for increased CCTV, pre-covid enforcement arrangements will be part of environmental services service restore due to be completed Autumn 2023. This will be addressed in the report to scrutiny committee in January 2024</p>
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	d) Arrangements for engaging with residents with regards to fly-tipping are reviewed and improved, including consultation on proposed actions arising from this report. This should include improved partnership working between Citywide Services and Housing Estate Management in the design of services and facilities to reduce fly-tipping in our Housing Estates	Agreed - 16/11/2022	In progress	<p>Details contained within cabinet report: "9c. With regards to fly tipping, proposals include increased investigation of fly tipping incidents in identified hot spots, increased use of CCTV where appropriate, improved engagement with residents and communities through the Neighbourhood and Community Enablement team. In addition, data relating to environmental anti social behaviour is now regularly reviewed by officers and used to develop interventions in known hot spots. This will allow Environment Services to contribute to actions arising from the new Community Safety Strategy</p>

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
					<p>9e. Environment Services has also started working with Housing Services to identify bin stores requiring upgrade. Housing Services have committed to funding these upgrades through its Estate Improvement programme. Timescales for carrying out the work have yet to be confirmed, but will take place as soon as possible once locations have been confirmed"</p> <p>This will be included when the corporate plan is reviewed when all these actions should be incorporated as part of the Environmental Services KPIs. Officers have requested that this is brought to the scrutiny committee in January 2024</p>
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	e) Local facilities for upcycling and reuse of unwanted items are considered in partnership with the County Council as Waste Disposal Authority	Agreed - 16/11/2022	In progress	<p>Details from cabinet report: "This recommendation would be considered best practice"</p> <p>This will be included when the corporate plan is reviewed when all these actions should be incorporated as part of the Environmental Services KPIs. Officers have requested that this is brought to the scrutiny committee in January 2024</p>
14/07/2022	Report from the Communal bins and fly-	h) The service considers the use of an app for reporting fly-tipping	Agreed - 16/11/2022	In progress	<p>Details from cabinet report: "This recommendation would be considered best practice"</p>

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	tipping task and finish group				Review of customer contact for all environmental services to start by late 2023, the use of an app to report fly-tipping will be considered as part of this review. This will be addressed in the report to scrutiny committee in January 2024
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	b) To ensure that any actions and reviews arising from the task and finish group have a clear timeline for implementation so that they can be monitored and followed up on	Amended and then agreed - 16/11/2022	In progress	This recommendation was amended at cabinet to read "4) Agree a timeline is set to an action plan with Key Performance Indicators being considered at the annual refresh of the corporate plan." This will be included when the corporate plan is reviewed when all these actions should be incorporated as part of the Environmental Services KPIs. Officers have requested that this is brought to the scrutiny committee in January 2024
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	7) Ask group leaders to write to Government to ask for cuts to local government to be reversed; and	N/A	In progress	Letters currently being looked at by group leaders
20/07/2023	Review of the impact of the Elections Act	1) As part of a future council consultation process, investigate	13-Sep-23	In progress	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	2022, particularly that relating to Voter ID on Norwich City Council Elections in 2023	sources of funding to trial and potentially Commission demographically balanced participatory democracy methods including citizens assemblies based on the model of theories of change to ensure widescale representation is achieved;			
20/07/2023	Review of the impact of the Elections Act 2022, particularly that relating to Voter ID on Norwich City Council Elections in 2023	3) Ensure that communications planning for future elections includes:	13/09/2023	In progress	Information on the communications planning is below:
20/07/2023	Review of the impact of the Elections Act 2022, particularly	4) Promoting the Voter Authority Certificate and Proof of Age passes as an avenue for securing voter ID and engage	13/09/2023	In progress	Information regarding the Voter Authority Certificate and Proof of Age passes is included on all council promotion regarding future elections and all outgoing communications regarding any

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	that relating to Voter ID on Norwich City Council Elections in 2023	with local communities to raise awareness;			aspect of elections or electoral registration. This has included correspondence that was sent out to all households for the annual canvass.
20/07/2023	Review of the impact of the Elections Act 2022, particularly that relating to Voter ID on Norwich City Council Elections in 2023	5) Promoting that acceptable Voter ID includes expired ID and, where relevant, EU passports and identity cards;	13/09/2023	In progress	Information that acceptable ID includes expired ID is included on all council promotions regarding future elections and all outgoing communications regarding any aspect of elections or electoral registration. This has included correspondence that was sent out to all households for the annual canvass. All correspondence includes the full list of eligible identification.
20/07/2023	Review of the impact of the Elections Act 2022, particularly that relating to Voter ID on Norwich City Council Elections in 2023	6) Promoting the concept of Voter ID to younger groups, including those able to vote for the first time, and the different communication methodologies that may be more relevant for younger groups such as	13/09/2023	In progress	Working with local groups. Communications plan to have full suite of communications methods suitable for all demographics, including all appropriate social medial channels.

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
		alternative social media channels;			
20/07/2023	Review of the impact of the Elections Act 2022, particularly that relating to Voter ID on Norwich City Council Elections in 2023	7) Ask the Electoral Registration Officer to re-run the postal vote registration programme as previously undertaken in 2020 to raise awareness amongst non-postal voters, requesting funding if available to do so;	13/09/2023	In progress	As members will be aware, there were concerns about this recommendation given the potential cost and administrative implications arising. An additional complication was the new electronic postal vote registration, which went live, with short notice to authorities on 31 October. Testing of the system demonstrated concerns as to how new paper applications would be processed and the potential time implications of doing so. Since that time, the government have been working to develop the new online registration system, with further changes coming imminently to support processing of new paper applications more efficiently. Additional resources have been brought in to support processing of this process, with the understanding that this will be funded with new burdens grant from the government. Whilst we have been going through this change and implementation period, the risk of a significant increase in registrations that may be triggered by a postal vote registration campaign was

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
					considered too high. We will be reviewing further communications as part of the elections planning process
20/07/2023	Review of the impact of the Elections Act 2022, particularly that relating to Voter ID on Norwich City Council Elections in 2023	9) To write to all party leaders to request that if called on to form a government, they should prioritise the abolition of the Election Act 2022, and if not, to include the poll card as an acceptable form of ID.	13/09/2023	In progress	Letter sent to leader of the council
21/09/2023	Review of how the council addresses anti-social behaviour	1) Consider whether the positive outcomes achieved by the ASB team justifies an increase in resource and funding for the service;	Considered on 18/10/2023	TBC	Agreed to discuss these recommendations with officers to see how to progress these
21/09/2023	Review of how the council addresses anti-social behaviour	2) Thank the officers and the ASB team for the work they are doing and continue to do;	Considered on 18/10/2023	TBC	Agreed to discuss these recommendations with officers to see how to progress these
21/09/2023	Review of how the council addresses	3) Continue to prioritise the service and support the ongoing	Considered on 18/10/2023	TBC	Agreed to discuss these recommendations with officers to see how to progress these

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	anti-social behaviour	training and development programme and ensure sufficient funding is available to achieve its objectives;			
21/09/2023	Review of how the council addresses anti-social behaviour	4) Expand the resources given to the programme of presentations to other partners;	Considered on 18/10/2023	TBC	Agreed to discuss these recommendations with officers to see how to progress these
21/09/2023	Review of how the council addresses anti-social behaviour	5) Consider whether the resources for the safer neighbourhood scheme can be increased given the successful outcomes achieved from the scheme and consider the outcomes of the scheme;	Considered on 18/10/2023	TBC	Agreed to discuss these recommendations with officers to see how to progress these
21/09/2023	Review of how the council addresses anti-social behaviour	6) Consider lessons learnt from the locational approach trialled for the safer neighbourhood initiative and how this can be expanded for other neighbourhoods;	Considered on 18/10/2023	TBC	Agreed to discuss these recommendations with officers to see how to progress these

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
21/09/2023	Review of how the council addresses anti-social behaviour	7) Provide a briefing event for all Councillors on the PREVENT scheme; and	Considered on 18/10/2023	TBC	Agreed to discuss these recommendations with officers to see how to progress these
21/09/2023	Review of how the council addresses anti-social behaviour	8) Consider surveying anti-social behaviour in areas where the community enabling team have focused to assess the impact of their work	Considered on 18/10/2023	TBC	Agreed to discuss these recommendations with officers to see how to progress these
23/11/2023	A review of the effectiveness of Scrutiny Committee	1. There should be quarterly meetings between the Chair of the Scrutiny Committee and group leaders to review the Scrutiny Committee work programme, recommendations and any areas of concern	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	2. The Council should develop a scrutiny-executive protocol to outline the relationship and expectations between the Scrutiny Committee and cabinet	N/A	In progress	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
23/11/2023	A review of the effectiveness of Scrutiny Committee	3. There should be reinforcement of the need to attend training, supported by group leaders.	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	4. Democratic Services should send reports of training attendance to group leaders	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	5. The Scrutiny Committee to have named, standing substitutes who are expected to include meetings in their diaries in the event members of the Committee cannot attend, and should attend committee training	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	6. The Committee should have a mission statement in the constitution explaining its purpose and role	N/A	In progress	
23/11/2023	A review of the effectiveness	7. Each item on the work programme should be supported by a clear	N/A	In progress	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	of Scrutiny Committee	intention as to what outcomes are being sought from the review.			
23/11/2023	A review of the effectiveness of Scrutiny Committee	8. The TOPIC forms used to establish items on the work programme should be focused more on outcomes sought and what evidence, witnesses and data is desired to support a review by Scrutiny	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	9. TOPIC forms should be circulated to members ahead of consideration of each item and members should be expected to feedback on what evidence they would wish to see; key witnesses they expect to be present; what lines of enquiry they may wish to explore, and what areas should be covered in the report	N/A	In progress	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
23/11/2023	A review of the effectiveness of Scrutiny Committee	10. For the review of the constitution being undertaken to look at how meetings of the whole council can focus most on matters which the Council has most influence on	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	12. When recommendations are made to Cabinet, there should be a report back to the Scrutiny Committee on which recommendations were agreed, and which were disagreed (and why)	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	13. The Chair should attend Cabinet to present the scrutiny recommendations. If the Chair is unable to attend, a volunteer should be sought from the scrutiny committee to attend in their place and present the findings	N/A	In progress	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
23/11/2023	A review of the effectiveness of Scrutiny Committee	14. If Cabinet members have concerns with the scrutiny recommendations, they should ideally raise these at the meeting at which the recommendation was raised, and if that is not feasible, to raise them with the scrutiny committee as early as possible.	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	15. Where the Cabinet significantly disagrees with the Scrutiny Committee, the cabinet member will be asked back to the scrutiny committee to explain why that was the case	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	16. To review ways to promote the outcomes of the scrutiny committee and the benefits of scrutiny work done	N/A	In progress	
23/11/2023	A review of the effectiveness	17. To work with the communications team to	N/A	In progress	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	of Scrutiny Committee	look at ways to encourage feedback and input from members of the public ahead of each scrutiny item			
23/11/2023	A review of the effectiveness of Scrutiny Committee	18. The Chair of the Scrutiny Committee to do a circular to all members following each scrutiny committee summarising what happened and the outcomes, to be shared on e-councillor	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	19. The Council should consider whether there are sufficient resources to justify the appointment of a scrutiny officer to support the work programme development and the consideration of items on the work programme, such as scheduling and briefing witnesses to attend	N/A	In progress	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
23/11/2023	A review of the effectiveness of Scrutiny Committee	20. Review opportunities of the Scrutiny Committee to get out and about in the community and broaden how it undertakes its work	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	21. Look at changing the approach to the work programme setting, for example a quarterly more formal review	N/A	In progress	
23/11/2023	A review of the effectiveness of Scrutiny Committee	22. To undertake a 6 monthly check-in how the recommendations have progressed	N/A	In progress	Recommendations agreed at November meeting
23/11/2023	A review of the effectiveness of Scrutiny Committee	23. For joint training with cabinet and scrutiny committee to take place.	N/A	In progress	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	a) That scrutiny committee follow up on the recommendations on a regular basis and adapt them as new concepts and technologies are introduced.	N/A	In progress	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	a) Recognise its key roles in essential decarbonisation, combatting fuel poverty and health and economic development, add retrofitting as a core and central theme to the new Corporate Plan.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	b) Develop a state of evidenced readiness for future funding to allow quality funding applications to be submitted efficiently for all available funding opportunities.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	c) Allocate sufficient resource to reach this state of readiness, enabling the council to plan strategically and to effectively manage projects, particularly in the housing team. Writing quality bids, planning strategically and managing the	Deferred to February cabinet	TBC	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
		projects will take significant additional resource.			
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	d) Agree to monitor the effectiveness of the housing team restructure to ensure that the team includes the necessary skills and capacity to deliver retrofitting. Similarly, review the capacity of key support services in other teams within the council – e.g. procurement – to ensure an understanding and culture of retrofit.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	e) Offer ongoing training and advice, including site visits, to all councillors and staff in relation to retrofitting so that they can be a conduit for information to residents.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group:	f) Aspire and plan to deliver retrofit services through its own	Deferred to February cabinet	TBC	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	Warm, low bills, no carbon: a plan for Norwich's council homes	companies. Long term, contracts need to be written with this possibility in mind, and development and business planning undertaken to support this as an income stream. This entails exploring opportunities for new builds in collaboration with Lion Homes, assessing the feasibility and ambition for Lion Homes to offer retrofit services, and consequently identifying the necessary support the company will require for successful implementation.			
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan	g) Examine Norwich City Services Limited (NCSL) opportunities and ambition for income generation related to retrofit, and develop an	Deferred to February cabinet	TBC	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	for Norwich's council homes	early stage plan in readiness.			
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	h) Use the knowledge and experience of work already undertaken by Lion Homes to understand resident behaviours and identify the most effective way of communicating with residents around retrofit, as well as using research and experience from experts in this field.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	i) Develop a Retrofit Communications Plan and Engagement Strategy to share learning, best practice, and opportunities, and to ensure that local residents are well informed and engaged.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no	j) Play a leading role with its own estate, using public buildings and community centres as demonstrators to	Deferred to February cabinet	TBC	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	carbon: a plan for Norwich's council homes	showcase and highlight the potential for retrofit whilst working with communities and community associations to help them unlock energy and carbon savings for community benefit.			
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	k) Consider reworking the HRA business plan in order to deliver retrofitting at pace.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	l) Consider implementing an internal carbon value, alongside Net Present Value (NPV) modelling, to assess and capture the carbon benefits and implications of retrofitting the council's housing stock.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and	m) Explore alternative funding, for instance	Deferred to February cabinet	TBC	

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	community municipal bonds and other mechanisms in line with previous scrutiny recommendations. A project should be developed to fund the retrofit of community spaces or similar, in the near future, to start to build understanding and public support.			
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	n) Work with private sector investors to utilise potential external funding opportunities, i.e. in large scale heat networks.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	o) Investigate the potential for additional funding and partnership working resulting from the forthcoming County Deal, as has been the case from Manchester	Deferred to February cabinet	TBC	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
		and Leeds' respective devolution deals.			
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	p) Explore the concept of "comfort charges", following the lead of other local authorities' trials, as a potential source of additional funding.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	q) Ensure that any contract for delivering retrofit delivers social value too.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	r) Assess the existing skills provision and capacity in the local economy, in partnership with other local authorities.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and	s) Work with relevant partners, including trade	Deferred to February cabinet	TBC	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	unions, to ensure equal opportunities for all, including skill development, job creation, and community involvement, in the council's retrofit initiatives.			
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	t) Work with planning officers to use the National Planning Policy Framework to develop local supplementary planning documents to promote and enable retrofit, and to respond to the Future Homes Standard consultation.	Deferred to February cabinet	TBC	
23/11/2023	Retrofitting Task and Finish Group: Warm, low bills, no carbon: a plan for Norwich's council homes	u) Thank officers and external contributors for their significant work informing and writing this report.	Deferred to February cabinet	TBC	

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
07/12/2023	Equality Information 2024	1) That scrutiny committee consider the inclusion of a review of the equality action plan as part of its future work programme.	N/A	In progress	For the committee to consider when determining their work programme
07/12/2023	Equality Information 2024	That cabinet: 2) Include information on the performance of the RITAs against outcomes in the next EIR report;	Taken to 17 January 2024	TBC	
07/12/2023	Equality Information 2024	That cabinet: 3) Explore the potential of reporting the volume of customer contact resolved at the first point of contact; and	Taken to 17 January 2024	TBC	
07/12/2023	Equality Information 2024	That cabinet: 4) Investigate a process for evaluating the equality compliance of parks and outdoor spaces.	Taken to 17 January 2024	TBC	
07/12/2023	Consideration of Cabinet decision to award Exceptional Circumstances	To support the cabinet decision to award Exceptional Circumstances Relief (ECR) from the payment of the Community	N/A	Complete	Decision endorsed

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	Relief (ECR) from the payment of the Community Infrastructure Levy (CIL) in respect of phases 1 and 2 of the redevelopment proposals at Anglia Square which received planning permission on 18 July 2023.	Infrastructure Levy (CIL) in respect of phases 1 and 2 of the redevelopment proposals at Anglia Square which received planning permission on 18 July 2023.			

