



### **Scrutiny committee**

**Date: Thursday, 09 June 2022**

**Time: 16:30**

**Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH**

#### **All group pre-meeting briefing – 16:00 Mancroft Room**

This is for members only and is not part of the formal scrutiny committee meeting which will follow at 16:30. The pre-meeting is an opportunity for the committee to make final preparations before the start of the actual meeting. The public will not be given access to the Mancroft Room before 16:30.

#### **Committee members:**

##### **Councillors:**

Wright (Chair)  
Brociek-Coulton  
Carlo  
Driver  
Fulton-McAllister (M)  
Galvin  
Huntley  
Osborn  
Padda  
Stutely  
Thomas (Va)  
Thomas (Vi)  
Young

#### **For further information please contact:**

Committee officer: Lucy Palmer  
t: (01603) 989515  
e: [lucypalmer@norwich.gov.uk](mailto:lucypalmer@norwich.gov.uk)

Democratic services  
City Hall  
Norwich  
NR2 1NH

[www.norwich.gov.uk](http://www.norwich.gov.uk)

#### **Information for members of the public**

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

## Agenda

### Page nos

- 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 Appointment of the vice chair**  
To appoint the vice chair for the ensuing civic year.
- 4 Minutes of scrutiny committee 31 March 2022** **5 - 12**  
**Purpose** - To approve the accuracy of the minutes of the meeting held on 31 March 2022.
- 5 Report from the Norfolk Health Overview and Scrutiny Committee**  
To receive a verbal report from the council's representative on the Norfolk Health Overview and Scrutiny Committee meeting held on 12 May 2022.
- 6 Appointment of the member and substitute member of the Norfolk Health Overview and Scrutiny Committee (NHOSC)**  
To appoint a representative and substitute to the Norfolk Health Overview and Scrutiny Committee.
- 7 Appointment of the member and substitute member of the Norfolk Countywide Community Safety Partnership Sub Panel**  
To appoint a representative and substitute to the Norfolk Countywide Community Safety Partnership Sub Panel (NCCSPSP).
- 8 Terms of reference for scrutiny select committees** **13 - 18**  
**Purpose** - To assist scrutiny committee members in adopting terms of reference for select committees.

**9 Scrutiny work programme 2022-23**

**19 - 26**

**Purpose** - To assist scrutiny committee members in setting the scrutiny committee work programme for 2022/23.

Date of publication: **Monday, 30 May 2022**





## **Scrutiny Committee**

**16:30 to 18:40**

**31 March 2022**

**Present:** Councillors Wright (chair), Carlo, Champion (substitute for Councillor Galvin), Driver, Giles, Osborn, Stutely, Thomas (Va) and Thomas (Vi).

**Apologies:** Councillors Fulton-McAlister (M) (vice chair), Everett, Galvin, Huntley and Manning.

### **1. Declarations of interest**

There were no declarations of interest.

### **2. Minutes**

**RESOLVED**, with a majority of members present voting in favour, to agree the accuracy of the minutes of the meetings held on 12 November 2021, 18 November 2021, 16 December 2021, 10 January 2022, 20 January 2022, 3 February 2022 and 28 February 2022.

### **3. A sustainable, inclusive Norwich economy following COVID-19**

The chair invited Catherine Waddams, chair of the Norwich Good Economy Commission (NGEC), to address the committee.

Catherine Waddams gave a presentation aided by slides (which are attached at appendix A to these minutes). She highlighted that the NGEC began in June 2020 and was a partnership between several organisations. Covid-19 had coalesced the groups that were a target for support but also highlighted further inequalities within the city. The NGEC had focused its work through a number of different workstreams. The digital inclusion workstream had looked at how to improve digital access for the residents of Norwich. A workstream on community skills had been delivered through four community projects in Mile Cross. The good jobs workstream had been completed through conversations with employees in Norwich and had established some criteria and values that employees felt boosted their enjoyment of a job. Other workstreams were social enterprises, anchor institutions and community grants for research projects.

A member asked whether having the commission would have prevented a number of businesses leaving Norwich. In response Catherine Waddams said that there were many changes and challenges to come and that the loss of businesses and organisations could allow different organisations to be attracted to Norwich. She highlighted that what employees valued about an organisation was changing, and organisations that wanted to attract employees would need to demonstrate that they value fairness and individuality. The work of the NGECC and pledges that organisations may be able to sign up to, could be a way for organisations to demonstrate those values.

In response to a member's question Catherine Waddams said that universities were measured on the number of students who graduated from the university that went into graduate level jobs. Students who had graduated from one of the universities in Norwich often wanted to remain even if there were no graduate level jobs available. She added that students needed to be educated on the fact that there were also highly skilled jobs in the financial sector within Norwich and not just in London.

A member commented that the paradox of funding could mean that if too many people were attracted to Norwich, then this could take away from local residents. In response, Catherine Waddams said that there should not be too many barriers for people coming to Norwich as it was not clear whether people coming into the city would prevent support for local residents. Instead, barriers for local residents could be removed. Anchor institutions would need to look at how procurement was undertaken as traditionally tenders would be a large tender from a large supplier, rather it could be looked at how to repackage tenders so smaller, local companies could offer some of the services.

Catherine Waddams commented that the NGECC was exploring links with the Climate Commission, for example thinking about ensuring that climate change adaptations are done fairly due to the brunt of the impacts of climate change being felt by the most disadvantaged.

In response to a member's question Catherine Waddams said that looking at whether there was leadership and specific funding for retrofitting in Norwich was not a part of the remit of the NGECC, but that she personally was in the process of applying for a grant to research the distribution issues of retrofitting, such as access to finance, rather than the skills required.

A member asked whether there had been investigation of how the Levelling Up fund was being distributed within the region, specifically with Norwich. Catherine Waddams said that there was no data on how the Levelling Up funding was being delivered but investigating this would be a good opportunity to see whether it was delivering for Norwich. She added that often the Levelling Up funding would have specific uses that must be adhered to, but that organisations such as the city council and community groups could help to influence how the funding is used.

Catherine Waddams said, in response to a member's question, that the NGECC did not specifically look at the labour market, but it was possible that with the changes to the way industries worked that the model of employment could shift from traditionally large employers to smaller enterprises and organisations.

A member commented that a move towards remote working had meant that there had been a shift for the people of Norwich regarding highly skilled jobs, as there may be residents of Norwich who are not working in Norwich. In response Catherine Waddams said that there were some industries within Norwich that would always be rooted in place in Norwich, but those residents who worked remotely would bring money into the city by living there. She added that the shift to remote working and how this affected local areas would need to be assessed.

A member asked whether there was content available from the Green Jobs seminar that the NGEC held. The NGEC had published a report on their [website](#) from the seminar.

In response to a member's question Catherine Waddams said that the community skills report had only recently been received by the NGEC, but the high-level information showed that there was not a lack of support offered to the community in Mile Cross but there was a lack of communication. Therefore, lots of individuals were unaware about the support available to them. Additionally, the work done in Mile Cross had shown there were some lessons to be learned about how support was offered to communities, especially around coordinating support offerings, governance of support and community groups and how to get local residents involved in shaping the governance. She cautioned that assessment was needed to understand what of the learning from Mile Cross would be applicable to all of Norwich and what was specific to the Mile Cross area.

The strategy manager commented that the council would be further analysing reports from the community skills workstream. She highlighted that the NGEC had looked at more than just skills for employees but had looked at how people could engage with the economy and wider community in Norwich. One area that the skills workstream had looked at was the governance of community centres, and the council had been able to secure funding to employ someone as a community connector in Mile Cross in order to share offline information on skills. The strategy manager highlighted that this role would also help links with the digital inclusion workstream as it could be a model on how to engage with people who did not have access to the internet. She also commented that the diverse voices workstream had allowed members of the public to express that they felt they were unable to engage with employers or the economy as they did not fit into a certain group. These members of the public also expressed that they wanted employers and the wider community to understand them in a broader sense. The various workstreams would be analysed to produce the final NGEC report that would be published in June 2022, with the council publishing its response in January 2023.

The leader of the council highlighted that the green jobs seminar had looked at more than the creation of new green jobs but had also looked at transforming existing jobs into green jobs. He highlighted his experience of being a commissioner for the NGEC and working with Catherine Waddams and that the achievements of the NGEC should be celebrated.

Although the NGEC was ending in June 2022 the work that had been completed by the NGEC could be taken forward, as it had added value to a range of topics. with an important area of focus being social investment and helping improve people's capacity. A framework needed to be put in place to ensure that opportunities allowed for everyone to take part in the economy.

A member asked whether there needed to be investment into tourism for Norwich and Norfolk. Catherine Waddams said that the NGEC had not looked into investment into tourism, but that it was an important part of the county's economy. She said that the city of Norwich had ways and opportunities to publicise itself.

A member asked how Mile Cross was chosen for the community skills workstreams, and whether any other areas of the city had been considered. Catherine Waddams said that the NGEC had initially looked at three areas of Norwich that had the highest deprivation scores. Analysis was then undertaken to see where help and support had been offered before, and the goal of this analysis was to find a ward where the commission's work could be effective in delivering outcomes. The learning gained from the project in Mile Cross could be used across the city. The NGEC was ending in June 2022 so the commission would speak to other organisations to ensure the learning could be taken forward.

The strategy manager said that the concentration during the last few months of the commission would shift to capturing the key learning from all the workstreams and sharing it in an accessible way, so organisations and individuals would be able to apply it to their own work .

A member commented that it was a shame that the NGEC was ending and asked whether if funding was made available could the work continue. In response Catherine Waddams said that the commission was always supposed to be temporary as the purpose of the commission was to explore issues in a focussed way and then for communities and organisations to complete the work.

In response to a member's question Catherine Waddams said that small and medium enterprises (SMEs) could be encouraged to make changes within their business to improve their sustainability. She said that often SMEs struggled to find the information on these topics, and therefore a network of information would be key in improving the sustainability of SMEs.

Norwich Business Improvement District (BID) was also investigating this by looking at the barriers that SMEs faced in achieving Net Zero.

A member commented that it would be helpful for SMEs to see other organisations celebrating their success with achieving Net Zero. Catherine Waddams said that the Climate Commission may be able to celebrate and share those successes.

In response to a member's question Catherine Waddams said that some of the early findings in the report on the gendered economy were that the key sectors that were identified as priorities by the Local Enterprise Partnership were industries that did not have high levels of women represented, such as the construction industry. She added that women were more severely impacted by Covid-19 both in terms of health and economic status. Further work would need to be undertaken to understand why this was the case, although she cautioned that the solution could not be just employing more women in an industry.

A member queried whether in the diverse voices workstream had included individuals who were neurodiverse. In response the strategy manager said that she would ask the workstream for more information and refer that information back to the members.



In response to a member's question Catherine Waddams said that there were more incentives than there used to be to improve energy efficiency. She highlighted that the cost of getting to Net Zero would be high, but this would be a burden for the most vulnerable and support must be given. She added that the issues had changed and big 'shocks', such as Covid-19, had required a new way of working and thinking around issues.

A member asked whether the work of the NGECC had changed as a result of the cost of living crisis, and what learning could be taken forward if the commission was re-established. Catherine Waddams replied that there would always be things that could have been done differently with hindsight. She said that the cost of living crisis had not been a particular focus of the commission's work but the information gathered was now more relevant and urgent due to the crisis.

In response to a member's query Catherine Waddams said that sectors working together was closely aligned with the ideals of the NGECC. She added that while health was not a direct focus of the NGECC, a good economy should look at more than whether people are able to work but also at their physical and mental health.

A member asked whether the move away from employees working in offices could mean the loss of jobs for the maintenance, administrative and cleaning staff that maintain those buildings. In response Catherine Waddams said that as more Norwich residents worked remotely for companies based in London this could have a greater impact in London than in Norwich.

The executive director for development and city services said that the City Vision Board would be looking at taking the work of the NGECC forward and mainstreaming the ideas and recommendations to ensure that no learning would be lost. He added that some of the learning and direction of the NGECC could be influential in the bids for funding that the council would be making. He highlighted that the Economic Development Strategy would be used to create an action plan and the work of the NGECC would be incorporated into this. He added that the growth of the economy was not just dependent on the GDP but included a number of different variables.

**RESOLVED to:-**

- 1) thank Catherine Waddams and the Norwich Good Economy for its work: and
- 2) to consider the final report of the Norwich Good Economy at a future scrutiny committee meeting to make recommendations that could form part of the council's response.

**4. Report from the Norfolk Health Overview and Scrutiny Committee**

The council's representative gave a verbal update to the committee. He said that NHOSC had met to discuss the following topics: access to local NHS primary care for British Sign Language users, access to GP primary care in Norfolk and Waveney and access to dentistry in Norfolk and Waveney. He highlighted that there were major difficulties in each of these areas.

A member asked whether the issue with access to dentistry was due to a shortage of dentists or whether it was due to other factors. The representative said that the shortage of dentists was a major contributing factor but there were a combination of

reasons for this, including dentists leaving the profession or country, not enough newly qualified dentists coming through and that dentists were less inclined to take NHS patients. He said that NHOSC had discussed access to emergency care, and anecdotal evidence suggested that the access was not as wide reaching as hoped.

The issue of an increasing number of residents of Norfolk and Waveney using private dental insurance had not been discussed.

Another member asked whether there was a baseline to compare Norfolk and Waveney to the rest of the country. The representative said that although exact figures were not shown it was his understanding that the situation in Norfolk and Waveney was particularly bad.

Members discussed the fact that good dental health had an impact on people's general health.

**RESOLVED** to note the update of the council's representative on the Norfolk Health Overview and Scrutiny Committee

## **5. Report of the Countywide Community Safety Partnership Scrutiny Sub Panel**

The representative had circulated a paper in advance of the meeting.

A member asked whether the issue of community safety due to highways was discussed at the meeting and in response the representative said that highways issues were not within the remit of the sub panel.

**RESOLVED** to note the update of the council's representative on the Countywide Community Safety Partnership Scrutiny Sub Panel

## **6. Scrutiny committee work programme**

The chair introduced the item. He said that scrutiny committee members would be able to submit TOPIC forms to the scrutiny liaison officer by 17 May 2022, with members being encouraged to look at the Corporate Plan for areas that scrutiny could add value to. The committee would then have an informal workshop on 26 May 2022 to discuss the work programme for 2022-23. The work programme would be set at a committee meeting on 9 June 2022. This meeting would also allow the select committee to present its report on fly tipping and communal bins. Members expressed that they were eager to consider the recommendations of the select committee.

A member asked whether there were any items that had been added to the work programme for the civic year 2021-22 that had not been discussed yet. The chair said that the committee for 2022-23 would not be bound by the previous committee's decision.

The monitoring officer added that the committee could also consider how scrutiny of topics could be undertaken, such as the use of select committees.

**RESOLVED** to note the process detailed above to set the work programme for the civic year 2022-23.

## **7. Exclusion of the public**

**RESOLVED** to exclude the public from the meeting during consideration of item \*8 (below) on the grounds contained in the relevant paragraphs of Schedule 12A of the Local Government Act 1972 (as amended).

## **\*8. Exempt minutes**

**RESOLVED** to agree the accuracy of the exempt minutes for the meetings held on 12 November 2021, 10 January 2022 and 3 February 2022.

(Councillor Driver proposed a vote of thanks to Councillor Manning on his work as a member of the scrutiny committee, as he was standing down as a councillor. The chair thanked Councillor Manning for his time on the committee and his forensic analysis of the topics discussed at committee.)

CHAIR





**Committee Name: Scrutiny**

**Committee Date: 09/06/2022**

**Report Title: Terms of reference for scrutiny select committees**

**Portfolio:** Councillor Kendrick, cabinet member for resources

**Report from:** Executive director of community services

**Wards:** All Wards

**OPEN PUBLIC ITEM**

**Purpose:**

The purpose of this report is to assist scrutiny committee members in adopting terms of reference for select committees.

**Recommendation:**

To agree terms of reference for select committees.

**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 helps to meet the adopted policies of the council.

This report helps to meet the objectives of the COVID-19 Recovery Plan.

## Report Details

### Scrutiny committee select committees

1. Last year, the Scrutiny Committee established a select committee for fly-tipping and communal bins. Whilst the group is now drawing conclusions, it has experienced a number of challenges during the course of its work which has delayed its progress.
2. In learning from the experience, it has been identified that it may have been helpful for a set of clear terms for the group to be used, which may have provided a framework to resolve some of the challenges the group faced.
3. With this in mind, officers have developed template terms of reference which are attached at Appendix A. The terms can be adapted and applied to future select committees that the Committee may wish to establish.

### Consultation

4. All political groups are represented on the scrutiny committee.

### Implications

#### Financial and Resources

5. 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 2022-26 and Budget.
6. The terms of reference will ensure that appropriate resources can be allocated to support a select committee in its work. There are no financial resources required to establish the template terms of reference.

### Legal

7. No specific legal advice has been sought or provided.

### Statutory Considerations

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

**Risk Management**

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
None at this stage		

**Other Options Considered**

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

**Reasons for the decision/recommendation**

9. To ensure that select committees have a framework around which to operate to ensure that they are resourced properly with clear priorities.

**Background papers:** none

**Appendices:** Terms of reference of scrutiny committee select committees – Appendix A

**Contact Officer:** Lucy Palmer, Democratic Team Leader.

## **Terms of Reference**

### **Purpose of the working group**

Set out why the working group has been set up, who has appointed it, and what it is expected to achieve.

Confirm who agreed the terms of reference and the date (to be updated following approval).

List any specific outputs that the group has been asked to deliver.

Make clear the authority of the working group and that it is not empowered to make decisions – is it expected to advise anyone or a group?

### **Governance**

Confirm the number of people on the working group, and how they will be appointed for example by a Committee, whether through self-selection or group leader nomination.

Consider whether it is appropriate to appoint any other individuals to the group.

Confirm how the Chair and Vice-Chair of the group will be appointed and the level of quorum of the group.

Standard clause:

“The group shall aim to form a consensus on its recommendations and proposals. Where this cannot be achieved, then votes may be taken by a show of hands, with the Chair holding a casting vote”.

### **Support for the working group**

Confirm which officers will be appointed to support the working group. You will need to consider whether officer support is required from the following list (albeit this is not exhaustive):

- a) The specific service area(s) including the Executive Director and Head of Service
- b) Democratic Services (to administer the meetings)
- c) Finance
- d) Communications
- e) Legal (via nplaw)
- f) Policy



## **Stakeholders and Engagement**

Consider what other organisations may be interested in the work of the working group and whether (and how) they may be involved, whether giving evidence as a witness, being invited to submit evidence or acting as an advisor or member of the group.

Consider whether any wider consultation and engagement is required, for example through conducting a survey or call for evidence.

## **Methodology and timeframes**

Set out the approach that the working group is expected to follow; this could include, for example:

- a) Group meetings
- b) Workshops
- c) Site visits

This should take into account any consultation or engagement as set out above.

It is helpful to provide this in the format of a timeline, setting out in broad terms when the group will be expected to meet or undertake work and when they will expect to conclude.

## **Expectations on members of the working group**

The following standard clause should be used, in an adapted form if appropriate:

“All members of the working group will be expected to actively contribute to its effective operation. This will include:

- Supporting the group in delivering against its objectives as set out in these terms of reference;
- Being prepared for meetings, having read papers and ensured they are familiar with the subject matter of the meeting.
- Actively contributing to debate and the reaching of conclusions.
- Be creative in their thinking and challenge preconceptions.
- Act responsibly, focusing on what's achievable within the Council's budgetary constraints and competing priorities.
- Think about the benefits to the wider City and not just specific individuals or areas.

Members may also be called upon to undertake specific tasks as agreed by the group which could include briefing committees or members of their own group on the progress achieved; acting as spokespeople at stakeholder events or undertaking research on behalf of the group.

The working group is expected to form ideas and proposals. To do so, group members may exchange ideas in a free and frank way; they may test sensitive or controversial proposals that may then be rejected. To discuss these in a public forum without collective agreement could be damaging and undermine the work of the group. To be effective, the group must operate in a manner of mutual trust and respect which includes:

- a) Even if members may individually disagree with proposals put forward, once the group has resolved a matter, recognising that there is then collective accountability for the decision reached
- b) Not attributing specific ideas to individuals unless specifically agreed otherwise
- c) Treating private discussions of the group as confidential.

It is expected that unless stated otherwise, all papers and reports of the group should be treated as confidential.”

### **Expectations on the Chair of the group**

The following standard clause should be used, adapted as appropriate:

“The Chair’s primary role is to ensure the effective operation of group meetings. This would include supporting effective debate amongst group members and ensuring the group reaches sound and clear conclusions. However, the role goes deeper and the chair may be called upon to undertake the following specific roles in addition to their duties as a working group member above:

- a) Liaising with Council Officers on the progress of the group’s work, ensuring that points raised by group members have been reflected in research and reports
- b) Liaise with the Portfolio Holder(s), keeping them informed on the work of the group and testing ideas and proposals for their acceptability
- c) Contacting stakeholder groups
- d) Acting as a lead spokesperson on behalf of the group
- e) Presenting reports of the group to the appointing committee”.



**Committee Name: Scrutiny**

**Committee Date: 09/06/2022**

**Report Title: Scrutiny work programme 2022-23**

**Portfolio:** Councillor Kendrick, cabinet member for resources

**Report from:** Executive director of community services

**Wards:** All Wards

**OPEN PUBLIC ITEM**

**Purpose:**

To assist scrutiny committee members in setting the scrutiny committee work programme for 2022/23.

**Recommendation:**

That members agree a realistic and deliverable scrutiny committee work programme for 2022-23.

**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 helps to meet the priority 'Norwich is in good shape to serve the city'.

This report helps to meet the adopted policies of the council.

This report helps to meet the objectives of the COVID-19 Recovery Plan.

## Report Details

### Developing a work programme for the scrutiny committee

1. When the scrutiny committee considers which items to include on the work programme, it is useful to do so in the context of what the focus is for the council over the coming year and to look at how activity aligns to the council's corporate plan, policies and the COVID-19 recovery plan.
2. This allows the scrutiny committee to identify how it can add value to work being carried out toward the corporate priorities and to ensure that resources are focussed effectively.
3. Scrutiny members were asked to send their TOPIC forms with items for consideration for work programme for the new civic year to the scrutiny liaison officer by 17 May 2022. These were discussed at an informal meeting of the scrutiny committee on 26 May 2022 and those discussions are summarised below.
4. The following TOPIC forms were presented by a member of the committee and discussed in groups at the informal workshop on 26 May 2022:
  - Anti-social behaviour (ASB) as linked to housing and council's role
  - Communal bins and Fly-tipping
  - County Lines drug dealing, drug addiction and vulnerable women and girls
  - Debt advice and support and debt recovery
  - Impact of growing domestic abuse in the city, particularly since Covid-19, and how the city council responds to this working with partners
  - Looking after estates / estate aesthetics
  - Financing for renewable energy / energy efficiency
  - Investigate how far the government's 'Levelling Up' agenda has delivered to narrow inequality and barriers to opportunity within the city alongside existing strategies of the city council
  - Transforming Cities Fund (TCF)
  - Welcoming refugees into Norwich and overcoming obstacles to their smooth integration
5. The findings of the communal bins and Fly-tipping select committee would be brought to the July meeting of the scrutiny committee.
6. The consensus was that the 'debt advice and support and debt recovery' topic should be taken at the September meeting due to OFGEM's most recent comments that the October price cap for energy would likely rise by £800.
7. Members also agreed that the topic of Anti-Social Behaviour should be taken at the October meeting to help feed into the development and adoption of the new community safety strategy with some groups commenting that this should include information around County Lines, as a lot of anti-social behaviour within the city had been driven by drug taking and associated behaviours.

8. Groups also agreed that the 'Financing for renewable energy/energy efficiency' would be best taken at the November meeting so that any recommendations could be feed into the budget setting process for 2023-24.
9. Overall members felt that the topic of domestic abuse should be taken forward into the work programme for the committee but there was no agreement as to which meeting it should be taken to. As the council was working towards accreditation, some members thought that pre scrutiny of this work would be beneficial in the autumn whilst others thought that taking this topic to the March meeting would allow for the planned work to be completed by the target date.
10. Members agreed that the 'Transforming Cities Fund' topic could be delayed due to projects not yet having been completed. If information became available it would be worthwhile to request briefings to be kept up to date with any developments.
11. Generally, members agreed that the 'Levelling Up' Agenda topic would be helpful to have as member briefings once bids had been submitted.
12. Regarding the 'Welcoming Refugees' topic, members felt that this could be best placed with a select committee that could ask partners to conduct research and to hear from a range of individuals and organisations to ensure that the committee is able to properly make recommendations and consolidate best practice. A final report would be taken to the March meeting.
13. Members agreed that a briefing on the estate aesthetic programme would be beneficial in the first instance to gather information and decide if this could be taken forward as a piece of scrutiny work at a later date.

### **Recurring items**

14. There are certain areas of work identified for the scrutiny committee that are of a recurring nature. Presently, these are the scrutiny committee work programme (each meeting), Equality Information Report (December), Corporate Plan refresh (January) pre-scrutiny of the proposed budget (February) and the annual review of the scrutiny committee (March).
15. At the committee meeting on 21 October 2021 it was agreed to add updates from the councils climate commission as a recurring item, although dates for these items have yet to be identified.
16. Updates are also received regularly from the council's representatives on the Norfolk County Health and Overview Committee (NHOSC) and the on the Norfolk Countywide Community Safety Partnership Scrutiny sub panel (NCCSPSSP).
17. Based on these discussions, a draft work programme is attached at appendix A which also takes account of those recurring items. Scrutiny members are asked to consider this draft programme and set a realistic and deliverable scrutiny committee work programme for 2022-23.

18. It is suggested that members consider allocating an item for the June scrutiny committee meeting of the next civic year to ensure that the work of the committee can continue in the early part of each civic year.

### **Consultation**

19. All political groups are represented on the scrutiny committee. The portfolio holder will be briefed as part of the regular portfolio holder briefing process.

### **Implications**

#### **Financial and Resources**

20. 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 2022-26 and Budget.

21. 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**

22. No specific legal advice has been sought or provided.

### **Statutory Considerations**

<b>Consideration</b>	<b>Details of any implications and proposed measures to address:</b>
Equality and Diversity	None at this stage
Health, Social and Economic Impact	None at this stage
Crime and Disorder	None at this stage
Children and Adults Safeguarding	None at this stage
Environmental Impact	None at this stage

### **Risk Management**

<b>Risk</b>	<b>Consequence</b>	<b>Controls Required</b>
None at this stage		

### **Other Options Considered**

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

### **Reasons for the decision/recommendation**

24. This report will allow scrutiny to set and review the work programme for scrutiny for 2022-23.

**Background papers:** none

**Appendices:** Draft work programme – Appendix A

**Contact Officer:** Lucy Palmer, Democratic Team Leader,

## Appendix A

Date of meeting	Agenda items
<b>Thursday at 4.30</b>	
<b>2022</b>	
<b>9 June</b>	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• Appointment of scrutiny committee Vice-Chair</li> <li>• Appointment to external committees</li> <li>• Norfolk Health Overview and Scrutiny Committee (NHOSC) report from meeting held on 12 May</li> <li>• Draft terms of Reference for select committees</li> </ul>
<b>30 June</b>	Scrutiny training – online, using Zoom
<b>14 July</b>	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• Verbal update on NHOSC meeting held 14 July am</li> <li>• Update from the Norfolk Countywide Community Safety Partnership Sub Panel (NCCSPSP) meeting held on 09 June</li> <li>• Communal bins and Fly-tipping</li> </ul>
<b>15 September</b>	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• Update on NHOSC meeting held on 8 September</li> <li>• Debt advice and support and debt recovery</li> </ul>
<b>13 October</b>	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• Update from the NCCSPSP meeting held on 22 September</li> <li>• Anti-social behaviour (ASB) as linked to housing and council's role (including County Lines)</li> </ul>
<b>10 November</b>	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• Verbal update on NHOSC meeting held 10 November am</li> <li>• Financing for renewable energy / energy efficiency</li> </ul>
<b>8 December</b>	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• <b>Equality information report</b></li> <li>• <b>Norwich City Services Limited and Norwich Regeneration Ltd business plans</b></li> <li>• Verbal update from the NCCSPSP meeting held on 8 December am.</li> </ul>
<b>2023</b>	
<b>19 January</b>	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• Verbal update on NHOSC meeting held 19 January am.</li> </ul>



	<ul style="list-style-type: none"> <li>• <b>Corporate Plan Refresh</b></li> </ul>
<b>2 February</b>	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• <b>Pre-scrutiny of the Council's budget 2023-24</b></li> </ul>
<b>16 March</b>	<ul style="list-style-type: none"> <li>• Work programme</li> <li>• Annual review of scrutiny committee</li> <li>• Verbal update on NHOSC meeting held 14 July am.</li> <li>• Welcoming refugees into Norwich and overcoming obstacles to their smooth integration</li> </ul>

Members Briefings to be arranged for the following topics:

- Investigate how far the government's 'Levelling Up' agenda has delivered to narrow inequality and barriers to opportunity within the city alongside existing strategies of the city council
- Looking after estates and estate aesthetics

