

**Norwich City Council**  
**SCRUTINY COMMITTEE**

## **Item 5**

**REPORT for meeting to be held on 29 September 2011**

### **Scrutiny Committee Work Programme Update**

- Summary:** This report updates the committee on progress with topics in its agreed work programme (attached) and informs on potential future scrutiny work.
- Conclusions:** While the priorities of the council and the scrutiny committee remain constant from when the work programme was set, in order to achieve the best outcomes from the scrutiny process it is sometimes necessary to re-value detail and timings of some reviews, especially when the work streams that the committee are relying upon for their input are not yet at the stage where value could be added by the involvement of the scrutiny committee.
- Recommendation:**
1. a report on the ICT strategy and review work be taken once a report is ready to be considered by the cabinet
  2. scrutiny of channel migration be programmed once a full overview can be achieved so that the scrutiny committee is better able to plan further work in this area
  3. the October meeting of the scrutiny committee be moved to 3 November so that the outcomes of the public consultation can be considered.
  4. to remove the highways agency agreement scrutiny item from the committee's work programme at this stage

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## **1. ICT review and channel migration**

- 1.1 Members have set the objective for this area of work as being; to assess ICT costs, savings and efficiencies and, the effect on the public and to monitor the effectiveness/effect on the public of any new methods of working due to channel migration. The 29 September meeting had been earmarked to focus on the ICT strategy and provide members with information in order to assist with future scrutiny in this topic area.
- 1.2 Although the scrutiny committee, when setting the work programme, had been minded to look at this topic area in one overarching report, it is now suggested after consultation between the deputy chief executive and the chair of scrutiny that rather than take the three main elements as one (ICT strategy, costs and channel migration), to take these three main headings that compose this topic at different times and at intervals that fit in with the progress of the various work-streams.
- 1.3 An updated strategy was originally due to be submitted to cabinet in September 2011 but this has now been removed with no new date set. As the strategy would be interconnected to, and would ultimately have an influence on commercial and cost outcomes, it has been suggested that the scrutiny committee looks at the ICT strategy topic before a report will be going to the cabinet later in the meeting cycle. By that time the work around costs and strategy would be further forward.
- 1.4 Any report that touched on commercial/cost issues would be dealt with under the exempt information rules, if not in full, in part.
- 1.5 With regard to the channel migration element of this area of work, officers are suggesting that the scrutiny committee would be better able to comment on this once work had progressed enough, and after the results of the consultation have fed in, for an overview picture to be presented. Earlier in the year when the scrutiny work programme was being set, it was suggested that the committee may wish to look at channel migration and monitor its progress once it had been implemented - see para 1.1.

## **2. Future priorities and shape of the council**

- 2.1 With the outcome of the public consultation being reported to the cabinet on 9 November scrutiny will be able to receive papers at its October meeting. It had originally been hoped that a report to the scrutiny committee outlining the council's budget position could have been received at the September meeting. However this has now been moved as once the consultation results are known a more rounded discussion can take place.

2.2 As the council's public consultation does not close until 19 October it is suggested by the chair of scrutiny that the October meeting of the scrutiny committee be moved to take place on Thursday 3 November. This allows for enough time for the consultation results to be assessed and a report on options/outcomes to be produced.

2.3 Members will be able to begin to gain an overview of how the corporate plan and the budget is beginning to shape up in the context of the council's 4.6 million pound saving target.

### **3. Possible joint scrutiny of older peoples issues**

3.1 Broadland district council's chair of scrutiny has invited this council to join them in looking at services provided for older people. The Chair is in the middle of talks between Broadland's chair and officers regarding the scope. Once and if a position has been agreed upon, members will be asked to appoint to the panel and agree to go ahead or not.

### **4. County community safety partnership**

4.1 This report had originally been time-tabled to be considered at the October meeting of the scrutiny committee. However, due to the changes that had to be made to the scrutiny work programme to accommodate the ICT review and channel migration and the item for future priorities and shape of the council it has been brought forward for members to look at it at this meeting.

4.2 The report will provide members with an overview of the new countywide partnership arrangements for community safety and provide some options on what performance information scrutiny may want to receive to scrutinise community safety work in Norwich.

### **5. The highways agency agreement**

5.1 Since the time that the scrutiny committee work programme was set there has been a member briefing on highways/transportation. With that in mind and as the council is signed up to the highways agency agreement for another four years it is suggested that it would be better to remove this item from the committee's work programme at this stage and then to involve the scrutiny committee in two or three year's time.

## SCRUTINY COMMITTEE WORK PROGRAMME 2011/2012 – NORWICH CITY COUNCIL

**Pick Analysis for Prioritising Topics – MEMBERS ARE ASKED TO USE THE PICK ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS FOR THE POSSIBLE INCLUSION ON TO THE WORK PROGRAMME.**

|          |                            |  |
|----------|----------------------------|--|
| <b>P</b> | <b>Public interest</b>     | Is there sufficient public interest in the topic?                          |
| <b>I</b> | <b>Impact</b>              | Will the review have a significant impact on community wellbeing?          |
| <b>C</b> | <b>Council performance</b> | How is the council/organisation performing in this area?                   |
| <b>K</b> | <b>Keeping in context</b>  | What else is happening in this area such as recent reviews or inspections? |

| <b>Date of Meeting</b> | <b>Topic</b>  | <b>Organisation/<br/>Officer/ Responsible<br/>Portfolio Holder</b>                                      | <b>Objectives and Desired<br/>Outcomes</b>  | <b>Methods<br/>and or venue</b> | <b>Timescale</b>                                |
|------------------------|---|---|---|---------------------------------|---|
| 29 Sept 2011           | <b>County community safety partnership</b>          | Responsible cabinet member, director of regeneration and development and the head of community services | Explanation of the role and operation of the county wide safety partnership, and how data will be made available in the future. | At committee                    | To be agreed                                    |
| 29 Sept 2011           | <b>Quarterly Performance Data</b>                   | Cabinet, corporate leadership team and the policy & performance manager                                 | Identification of any causes for concern and note successes   | At committee                    | Quarterly Review                                |
| 3 Nov 2011             | <b>Future priorities &amp; shape of the council</b> | Cabinet and corporate leadership team   | Update on progress, the council's budget position and to comment on issues arising  | At committee                    | On going (Budget scrutiny and policy framework) |
| 24 Nov 2011            | <b>Budget scrutiny Café</b>                         | Cabinet, chief officers and service heads   | To provide members with an overview and answers to questions regarding the budget, performance and policy framework.            | Annual event                    | One meeting                                     |
| 06 Dec 2011            | <b>Quarterly performance data</b>                   | Cabinet, corporate leadership team and the policy & performance manager                                 | Identification of any causes for concern and note successes   | At committee                    | Quarterly Review                                |

| <b>Date of Meeting</b> | <b>Topic</b>                                    | <b>Organisation/<br/>Officer/ Responsible<br/>Portfolio Holder</b>  | <b>Objectives and Desired<br/>Outcomes</b>   | <b>Methods<br/>and or venue</b>   | <b>Timescale</b>  |
|------------------------|---|---|--|-----------------------------------|---|
| 06 Dec 2011            | <b>The highways agency agreement</b>            | Responsible cabinet member, director of regeneration and development and head of city development services  | To gain an overview of the options for highways works provision in Norwich   | At committee                      | One meeting   |
| 26 Jan 2012            | <b>Consideration of the draft budget report</b> | Cabinet and corporate leadership team   | To comment on the draft budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council. | At committee                      | Annual  |
| 09 Feb 2012            | <b>Channel migration</b>                        | Responsible cabinet member, the deputy chief executive, the head of communications & cultural services and the head of customer contact           | To monitor the effectiveness/effect of any new methods of working on the public.   | At committee                      | Further meetings to monitor the effect of channel migration.    |
| 23 February 2012       | <b>Quarterly Performance Data</b>               | Cabinet, corporate leadership team and the policy & performance manager   | Identification of any causes for concern and note successes  | At committee                      | Quarterly Review  |
| May 2012               | <b>Setting a new scrutiny work programme</b>    | Scrutiny committee, scrutiny officer & corporate leadership team  | This exercise should enable the scrutiny committee to ensure that the work of the committee is relevant and achievable                           | Facilitated exercise at committee | Re – set annually and revised monthly                           |
| TBA                    | <b>ICT review/strategy</b>                      | Responsible cabinet member, head of strategy & programme management, the head of Procurement & Service Improvement and the deputy chief executive | To focus on the ICT strategy and to provide members with information in order to assist with future scrutiny work in this topic area             | At committee                      | Further meetings to assess ICT costs, efficiencies and savings. |

| Date of Meeting                       | Topic                                   | Organisation/<br>Officer/ Responsible<br>Portfolio Holder | Objectives and Desired<br>Outcomes                        | Methods<br>and or venue | Timescale                                   |
|---------------------------------------|---|---|---|-------------------------|---|
| Item on<br>all<br>Scrutiny<br>agendas | Scrutiny<br>Committee Work<br>Programme | Chair of Scrutiny &<br>Scrutiny Officer                   | Keep the programme of topics<br>for Scrutiny under review | At Committee            | on going each<br>month and annual<br>review |

## FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2011/2012

| Allocated Items       |   |  |   |   |                               |  |          |
|-----------------------|---|--|---|---|-------------------------------|--|----------|
| Meeting               | Report  | Purpose  | Director & Head of Service                | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
|                       |   |  |   |   |                               |  |          |
| <b>CABINET 21 Sep</b> | Budget Monitoring 2011-12 Periods 2-4   | To update cabinet on the current financial position  | HoF – Barry Marshall/Mark Smith           | 2 Sep                                       | BM                            | PH   |          |
| <b>CABINET 21 Sep</b> | Progress toward HRA Self-Financing  | To update cabinet on progress being made toward HRA Self-Financing   | HoF – Barry Marshall/Mark Smith           | 2 Sep                                       | BM                            | PH   |          |
| <b>CABINET 21 Sep</b> | Car Park Fees and Charges   | To seek approval for tariff changes to off-street car parks  | Dir of Reg and Development – David Rogers | 2 Sep                                       | JM                            | PH   |          |
| <b>CABINET 21 Sep</b> | Award of contract for the installation of photovoltaic panels to council homes<br><br><b>KEY DECISION</b> | To advise cabinet of the tender process for the installation of photovoltaic panels to council homes and seek approval for delegated authority to award the contract | Dir of Reg & Dev Chris Rayner             | 2 Sep                                       | <b>JM</b>                     | <b>PH</b>                                      |          |
| <b>CABINET 21 Sep</b> | Refresh of the Decommissioning Policy   | To inform members of the refreshed policy on decommissioning council housing and to seek approval to adopt the policy as part of the council's policy framework.     | Dir Reg and Dev – Andrew Turnbull         | 2 Sep                                       | <b>JM</b>                     | <b>PH</b>                                      |          |
| <b>CABINET 21 Sep</b> | Disposal of individual council housing assets   | To inform members of the policy for the disposal of individual council housing   | Dir Reg and Dev – Andrew Turnbull         | 2 Sep                                       | <b>JM</b>                     | <b>PH</b>                                      |          |

| Allocated Items       |   |   |  |   |                               |  |                                    |
|-----------------------|---|---|--|---|-------------------------------|--|------------------------------------|
| Meeting               | Report  | Purpose   | Director & Head of Service                     | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments                           |
|                       |   | assets and to seek approval to adopt the policy as part of the council's policy framework   |  |   |                               |  |                                    |
| <b>CABINET 21 Sep</b> | Community infrastructure levy charging schedule   | To seek approval for the draft CIL charging schedule for consultation purposes  | Dir of Reg & Dev – Gwyn Jones                  | 2 Sep                                       | <b>JM</b>                     | <b>PH</b>                                      | Present-ation to the SDP on 27 Jul |
| <b>CABINET 21 Sep</b> | Capital programme review<br><br><b>KEY DECISION</b>   | To seek approval for new housing and general fund capital works for commencement in 2011/12.  | Dir of Reg & Dev – Chris Rayner                | 2 Sep                                       | <b>JM</b>                     | <b>PH</b>                                      |                                    |
| <b>CABINET 21 Sep</b> | Award of interim contract for external decoration to council housing properties.<br><br><b>KEY DECISION</b> | To approve the award of an interim contract for external redecoration.  | Dir or Reg & Dev - Chris Rayner                | 2 Sep                                       | <b>JM</b>                     | <b>PH</b>                                      |                                    |
| <b>CABINET 21 Sep</b> | Release of Council owned land for employment purposes<br><b>EXEMPT</b>                                      | To see cabinet approval to release Council owned land for development in the North of the City  | Director of Regeneration and Development       | 2 Sep                                       | CLT                           | <b>PH</b>                                      |                                    |
| <b>CABINET 21 Sep</b> | Compulsory purchase of an empty dwelling in Portland Street.<br><b>EXEMPT</b>                               | <b>Purpose:</b> To consider whether or not to apply for a compulsory purchase order to tackle problems arising from a dilapidated empty dwelling in | Dir of Reg & Dev<br>Andy Watt/Paul Swanborough | 2 Sep                                       | <b>JM</b>                     | <b>PH</b>                                      |                                    |



| Allocated Items        |  |  |   |   |                               |  |          |
|------------------------|--|--|---|---|-------------------------------|--|----------|
| Meeting                | Report   | Purpose  | Director & Head of Service                        | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
|                        |  | Portland Street.   |   |   |                               |  |          |
| <b>CABINET 21 Sep</b>  | Sheltered housing review                                 | <b>Purpose</b> – to seek cabinet approval to withdraw from the Greater Norwich home options partnership board (GNHOPB) and to agree to the creation of a Norwich home options service with effect from April 2012. | Dir of Reg & Dev                                  | 2 Sept                                      | <b>JM</b>                     | <b>PH</b>                                      |          |
| <b>CABINET 21 Sep</b>  | Sheltered housing review                                 | <b>Purpose</b> – tbc by Tracy John   | Dir of Reg & Dev                                  | 2 Sept                                      | <b>JM</b>                     | <b>PH</b>                                      |          |
| <b>CABINET 21 Sep</b>  | Choice based lettings partnership board                  | <b>Purpose</b> – to review the current arrangements for providing tenancy management and housing related support to residents in sheltered housing.  | Dir of Reg & Dev                                  | 2 Sept                                      | <b>JM</b>                     | <b>PH</b>                                      |          |
| <b>CABINET 21 SEP</b>  |  | To approve of the appointment of an additional representative for the Greater Norwich Development Partnership  |   |   |                               |  |          |
| <b>CABINET 21 SEP</b>  | Review of council's constitution – financial regulations | To consider the revised financial regulations for recommendation to council  | Heads of Finance and Law & Governance             | 2 Sep                                       | <b>BM</b>                     | <b>PH &amp; CON WP</b><br>(25 Jul)             |          |
| <b>CABINET 21 SEPT</b> | Contract for Community Energy Saving Programme           | To seek approval to enter into a contract for the delivery of works to council homes which   | Dir of Reg & Dev<br>- Chris Rayner and Anton Bull | 2 Sept                                      | <b>JM</b>                     | <b>PH</b>                                      |          |

| Allocated Items            |  |  |   |   |                               |  |          |
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| Meeting                    | Report   | Purpose  | Director & Head of Service                | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
|                            | funded works<br><br><b>KEY DECISION</b>                  | is part funded by the community energy savings programme   |   |   |                               |  |          |
|                            |  |  |   |   |                               |  |          |
| <b>AUDIT<br/>27 Sep</b>    |  |  |   |   |                               |  |          |
|                            |  |  |   |   |                               |  |          |
| <b>COUNCIL<br/>27 Sep</b>  | Review of council's constitution – financial regulations | To adopt the revised financial regulations as part of the council's constitution.  | Heads of Finance and Law & Governance     |   |                               |  |          |
|                            |  |  |   |   |                               |  |          |
| <b>SCRUTINY<br/>29 Sep</b> | ICT review & channel migration                           | To focus on the ICT strategy and to provide members with information in order to assist with future scrutiny work in this topic area | Head of strategy and programme management | -   | -                             | -  |          |
| <b>SCRUTINY<br/>29 Sep</b> | Quarterly Performance Data                               | Identification of any causes for concern and note successes  | CLT                                       | -   | -                             | -  |          |
| <b>SCRUTINY<br/>29 Sep</b> | Future priorities & shape of the council                 | Update on progress, the council's budget position and to comment on issues arising   | CLT                                       | -   | -                             | -  |          |

| Allocated Items       |  |  |   |   |                               |  |   |
|-----------------------|--|--|---|---|-------------------------------|--|---|
| Meeting               | Report   | Purpose  | Director & Head of Service  | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments  |
|                       |  |  |   |   |                               |  |   |
| <b>CABINET 12 Oct</b> | Quarter 1 Performance data   |  | CLT – Phil Shreeve  | 23 Sep                                      | <b>BB</b>                     | <b>PH</b>                                      |   |
| <b>CABINET 12 Oct</b> | Environmental strategy   | To approve the environmental strategy 2011-14  | Head of strategy and programme management                                 | 23 Sep                                      | <b>LMc</b>                    | <b>PH</b>                                      |   |
| <b>CABINET 12 Oct</b> | Draft National Planning Policy Framework   | To approve Norwich City Council's response to the consultation document  | Dir of Reg & Dev – Graham Nelson  | 23 Sep                                      | <b>JM</b>                     | <b>PH</b>                                      | Report also to be considered at SD Panel on 28 Sept |
| <b>CABINET 12 Oct</b> | Vision and Development Document for Earlham Hall                                 | To endorse the VADD which has been prepared by UEA and subject to public consultation as evidence to be used in preparing sites allocation Development Plan Document | Dir of Reg & Dev – Graham Nelson  | 23 Sep                                      | <b>JM</b>                     | <b>PH</b>                                      | Report also to be considered at SD Panel on 28 Sept |
| <b>Cabinet 12 Oct</b> | Award of contract for council tenants' contents insurance<br><b>KEY DECISION</b> | To approve the award of a contract to provide council tenants' contents insurance.   | Dir of regeneration & development - Tracy John/Paul Sutton - 01603 212939 | 23 Sep                                      | <b>JM</b>                     |  |   |
| <b>Cabinet 12 Oct</b> | Environmental strategy<br><b>KEY DECISION</b>                                    | To agree the Environmental Strategy 2011-2014  | Head of strategy & programme  | 23 Sep                                      | <b>RO</b>                     |  |   |

| Allocated Items        |  |  |   |   |                               |  |          |
|------------------------|--|--|---|---|-------------------------------|--|----------|
| Meeting                | Report   | Purpose  | Director & Head of Service  | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
| <b>Cabinet 12 Oct</b>  | Disposal of investment asset, Norwich city centre<br><b>Exempt</b> | To agree the disposal of investment asset  | Dir of regeneration & development                                   | 23 Sep                                      | <b>JM</b>                     |  |          |
| <b>Cabinet 12 Oct</b>  | Bowthorpe Threescore- affordable housing                           | To determine the most appropriate method of delivering affordable housing in the 1 <sup>st</sup> phase development at Threescore | Dir of regeneration & development – Gwyn Jones                      | 23 Sep                                      | <b>JM</b>                     | <b>PH</b>                                      |          |
| <b>Cabinet 12 Oct</b>  | Waste & recycling  | Increasing participation in the recycling services   | Dir of regeneration & development – Adrian Akester                  | 23 Sep                                      | <b>JM</b>                     | <b>IC</b>                                      |          |
| <b>Cabinet 12 Oct</b>  | Award of contract for business travel (taxi services)              | To approve the award of contract for business travel (taxi services)   | Deputy chief executive, Head of procurement and service improvement | 23 Sep                                      | <b>BB</b>                     | <b>PH</b>                                      |          |
|                        |  |  |   |   |                               |  |          |
| <b>COUNCIL 18 Oct</b>  |  |  |   |   |                               |  |          |
|                        |  |  |   |   |                               |  |          |
| <b>SCRUTINY 20 Oct</b> | County wide safety partnership                                     | Explanation of the role and operation of the county wide safety partnership, and how data will be made available in the future.  | Dir of Reg & Develop – Bob Cronk                                    |   |                               |  |          |

| Allocated Items      |  |   |  |   |                               |  |          |
|----------------------|--|---|--|---|-------------------------------|--|----------|
| Meeting              | Report   | Purpose   | Director & Head of Service                             | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
|                      |  |   |  |   |                               |  |          |
|                      |  |   |  |   |                               |  |          |
| <b>CABINET 9 Nov</b> | Budget Monitoring 2011-12 Period 5   | To update cabinet on the current financial position   | HoF – Barry Marshall/Mark Smith                        | 21 Oct                                      | <b>BM</b>                     | <b>PH</b>                                      |          |
| <b>CABINET 9 Nov</b> | Implementing HRA Self-Financing  | To seek approval for the arrangements made for the implementation of HRA Self-Financing   | HoF – Barry Marshall/Mark Smith                        | 21 Oct                                      | <b>BM</b>                     | PH   |          |
| <b>CABINET 9 Nov</b> | Green waste disposal<br><b>KEY DECISION</b>  | To approve award of contract.   | Dir of reg & dev – Adrian Akester                      | 21 Oct                                      | <b>JM</b>                     | PH<br>Sus Dev Panel                            |          |
| <b>CABINET 9 Nov</b> | Award of structural consultancy contract to advise on structural repairs and improvements to council housing properties.<br><b>KEY DECISION EXEMPT</b> | To approve the award of a contract for structural consultancy   | Dir of reg & dev Chris Rayner                          | 21 Oct                                      | <b>JM</b>                     | PH   |          |
| <b>CABINET 9 Nov</b> | Equality Policy  | To approve, this is the corporate policy statement which outlines our commitment to equalities and is due to be published on the website. | Head of strategy and programme improvement- Nadia Aman | 21 Oct                                      | <b>LMC</b>                    | PH   |          |
| <b>CABINET 9 Nov</b> | Future priorities in shaping the council   | To consider the response to the consultation response on the  | CEO and Head of strategy and                           | 21 Oct                                      | <b>LMC</b>                    | IC   |          |

| Allocated Items            |   |   |  |   |                               |  |          |
|----------------------------|---|---|--|---|-------------------------------|--|----------|
| Meeting                    | Report  | Purpose   | Director & Head of Service                       | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
|                            |   | future priorities of shaping the council  | programme management                             |   |                               |  |          |
| <b>CABINET<br/>9 Nov</b>   | Air quality management area declaration<br><br><b>KEY DECISION</b>  | To confirm declaration of air quality management area   | Dir R &D, Andy Watt/Adrian Akester               | 21 Oct                                      | <b>JM</b>                     | IC   |          |
| <b>CABINET<br/>9 Nov</b>   | YMCA funding request.   | The purpose of this report is: to inform cabinet of the funds available through sales of housing land and recommend that cabinet approve the allocation of funds to the development of the second phase of the YMCA re-provision. | Dir of Reg & Dev – Debbie Gould (email 11.05.11) | 2 Sep                                       | <b>JM</b>                     | <b>PH</b>                                      |          |
| <b>Cabinet<br/>9 Nov</b>   | Options for future use and development of the Mile Cross Depot site | To consider options for future use and development of the Mile Cross depot site   | Dir of regeneration & development – Gwyn Jones   | 23 Sep                                      | <b>JM</b>                     | <b>PH</b>                                      |          |
|                            |   |   |  |   |                               |  |          |
| <b>AUDIT<br/>22 Nov</b>    |   |   |  |   |                               |  |          |
|                            |   |   |  |   |                               |  |          |
| <b>SCRUTINY<br/>24 Nov</b> | Budget scrutiny cafe  | To provide members with an overview and answers to questions regarding the budget, performance and policy   | CLT and heads of service                         |   |                               |  |          |

| Allocated Items           |  |  |   |   |                               |  |          |
|---------------------------|--|--|---|---|-------------------------------|--|----------|
| Meeting                   | Report   | Purpose  | Director & Head of Service                              | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
|                           |  | framework.   |   |   |                               |  |          |
|                           |  |  |   |   |                               |  |          |
| <b>COUNCIL<br/>29 Nov</b> | Interim Report of the Monitoring Officer                                       |  | Head of law & gov                                       |   |                               |  |          |
|                           |  |  |   |   |                               |  |          |
| <b>SCRUTINY<br/>6 Dec</b> | Quarter 2 performance data   |  | CLT   | -   | -                             | -  |          |
|                           |  |  |   |   |                               |  |          |
| <b>COUNCIL<br/>13 Dec</b> |  |  |   |   |                               |  |          |
|                           |  |  |   |   |                               |  |          |
| <b>CABINET<br/>14 Dec</b> | Budget Monitoring 2011-12 Period 6   | To update cabinet on the current financial position  | HoF – Barry Marshall/Mark Smith                         | 25 Nov                                      | BM                            | PH   |          |
| <b>CABINET<br/>14 Dec</b> | Quarter 2 Performance data   |  | CLT – Phil Shreeve                                      | 25 Nov                                      | <b>BB</b>                     |  |          |
| <b>CABINET<br/>14 Dec</b> | Norfolk Housing and Support Strategy For People Who Misuse Substances          | Requesting Cabinet approval to adopt the Norfolk Housing and Support Strategy For People Who Misuse Substances | Director of Reg and Development – Andy Watt             | 25 Nov                                      | <b>JM</b>                     | PH   |          |
| <b>CABINET<br/>14 Dec</b> | Norwich Site Allocations and Site Specific Policies DPD<br><b>KEY DECISION</b> | To seek approval to undertake a Regulation 27 consultation on these draft documents.                           | Dir of Reg and Development – Graham Nelson/Mike Burrell | 25 Nov                                      |                               | PH & SDP                                       |          |

| Allocated Items       |  |   |  |   |                               |  |          |
|-----------------------|--|---|--|---|-------------------------------|--|----------|
| Meeting               | Report   | Purpose   | Director & Head of Service                     | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
| <b>CABINET 14 Dec</b> | Development Management Policies DPD<br><b>KEY DECISION</b>   | To seek approval to undertake a Regulation 27 consultation on these draft documents.  | Dir of Reg & Dev – Graham Nelson/Mike Burrell  | 25 Nov                                      |                               | PH & SDP                                       |          |
| <b>CABINET 14 Dec</b> | Review of collection agreement for water charges for council tenants<br><b>KEY DECISION</b>                        | To inform members of the revised contract negotiated with Anglian Water for the collection of water charges from council tenants.                     | Dir of Reg & Dev – Tracy John (Paul Sutton)    | 25 Nov                                      |                               | PH   |          |
| <b>CABINET 14 Dec</b> | Award of responsive repairs and maintenance contract for housing works<br><b>KEY DECISION</b><br><br><b>EXEMPT</b> | To approve the award of a new five year term contract for responsive repairs and maintenance to housing properties                                    | Dir of Reg & Dev – Chris Rayner and Anton Bull | 25 Nov                                      | <b>JM</b>                     | IC   |          |
| <b>CABINET 14 Dec</b> | Refresh of the Financial Assistance Policy<br><b>KEY DECISION</b>  | To inform members of the refreshed policy on financial assistance and to seek approval to adopt the policy as part of the council's policy framework. | Dir of Reg & Dev - Andy Watt                   | 25 Nov                                      | <b>JM</b>                     |  |          |
| <b>CABINET 14 Dec</b> | Home Improvement Agency contract extension<br><b>KEY DECISION</b>  | To inform members of the Home Improvement Agency contract extension negotiated with Orbit Care & Repair for the provision of the Council's Home       | Dir of Reg & Dev - Andy Watt                   | 25 Nov                                      | <b>JM</b>                     |  |          |



| Allocated Items            |  |   |                                 |   |                               |  |          |
|----------------------------|--|---|---------------------------------|---|-------------------------------|--|----------|
| Meeting                    | Report                                   | Purpose   | Director & Head of Service      | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
|                            |  | Improvement responsibilities under The Housing Grants, Construction & Regeneration Act 1996 as amended by The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002; and to seek approval for delegated authority to extend the contract. |                                 |   |                               |  |          |
|                            |  |   |                                 |   |                               |  |          |
| <b>AUDIT<br/>17 Jan</b>    |  |   |                                 |   |                               |  |          |
|                            |  |   |                                 |   |                               |  |          |
| <b>CABINET<br/>18 Jan</b>  | Budget Monitoring 2011-12 Period 7       | To update cabinet on the current financial position   | HoF – Barry Marshall/Mark Smith | 30 Dec                                      | BM                            | PH   |          |
|                            |  |   |                                 |   |                               |  |          |
| <b>SCRUTINY<br/>26 Jan</b> | Consideration of the draft budget report | To comment on the draft budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council.  | CLT                             |   |                               |  |          |
|                            |  |   |                                 |   |                               |  |          |
| <b>COUNCIL</b>             | Localism Bill - pay                      |   | Head of HR                      |   |                               |  |          |

| Allocated Items            |  |   |   |   |                               |  |          |
|----------------------------|--|---|---|---|-------------------------------|--|----------|
| Meeting                    | Report                                 | Purpose   | Director & Head of Service                                | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
| 31 Jan                     | accountability                         |   | Dawn Bradshaw and Head of Law & Governance<br>Philip Hyde |   |                               |  |          |
|                            |  |   |   |   |                               |  |          |
| <b>CABINET<br/>8 Feb</b>   | Budget Monitoring 2011-12<br>Period 8  | To update cabinet on the current financial position         | HoF – Barry Marshall/Mark Smith                           | 20 Jan                                      | BM                            | PH   |          |
|                            |  |   |   |   |                               |  |          |
| <b>SCRUTINY<br/>9 Feb</b>  |  |   |   |   |                               |  |          |
|                            |  |   |   |   |                               |  |          |
| <b>SCRUTINY<br/>23 Feb</b> | Quarterly performance data             | Identification of any causes for concern and note successes | CLT   |   |                               |  |          |
|                            |  |   |   |   |                               |  |          |
| <b>COUNCIL<br/>28 Feb</b>  |  |   |   |   |                               |  |          |
|                            |  |   |   |   |                               |  |          |
| <b>CABINET<br/>14 Mar</b>  | Budget Monitoring 2011-12<br>Periods 9 | To update cabinet on the current financial position         | HoF – Barry Marshall/Mark Smith                           | 24 Feb                                      | BM                            | PH   |          |
| <b>CABINET<br/>14 Mar</b>  | Quarter 3 Performance data             |   | CLT – Phil Shreeve  | 24 Feb                                      |                               |  |          |
| <b>CABINET<br/>14 Mar</b>  | Annual Review of Partnerships Register |   |   |   |                               |  |          |

| Allocated Items    |                       |         |                            |   |                               |  |          |
|--------------------|-----------------------|---------|----------------------------|---|-------------------------------|--|----------|
| Meeting            | Report                | Purpose | Director & Head of Service | Final Report - To be signed off by Director | Management Clearance<br>• CLT | Cabinet Briefing (IC) or Portfolio Holder (PH) | Comments |
|                    | to Cabinet 14th March |         |                            |   |                               |  |          |
|                    |                       |         |                            |   |                               |  |          |
| AUDIT<br>20 Mar    |                       |         |                            |   |                               |  |          |
|                    |                       |         |                            |   |                               |  |          |
| SCRUTINY<br>22 Mar |                       |         |                            |   |                               |  |          |
|                    |                       |         |                            |   |                               |  |          |
| COUNCIL<br>27 Mar  |                       |         |                            |   |                               |  |          |
|                    |                       |         |                            |   |                               |  |          |