



NORWICH City Council

Committee Name: Scrutiny

Committee Date: 23/11/2023

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 and 21 September 2023.
2. Members are asked to note that officers have requested that scrutiny committee consider the Equality Diversity and Inclusion Policy and Strategy 2024-2027 at the December meeting of the committee prior to its consideration at cabinet. The December meeting already had scheduled the Equality Information Report and these items will be presented at the same meeting. It is proposed that members agree this change to 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. Lion Homes have 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. The work programme has been amended to note this request.
5. It is currently anticipated that the Norwich City Services Limited business plan will be presented to Cabinet in January but will not be ready for scrutiny in December; if this is the case, it would be necessary to convene an additional meeting of the scrutiny committee specifically to pre-scrutinise the business plan.
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. A report noting the update from this meeting is included in this agenda.

Consultation

10. 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 and September meetings. 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.
11. 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

12. 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.
13. 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

14. 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

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

Reasons for the decision/recommendation

16. 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
	Corporate Plan Update	
01/02/2024	Updates from NHOSC and NCCSPSSP	
	Work programme setting	
	Budget	
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

APPENDIX B



NORWICH
City Council

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	1) Note the outcomes of the task and finish group investigations	N/A	Complete	
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	2) Note the outcomes of the online survey	N/A	Complete	
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

Document up to date as at 11:05 Wednesday, 15 November 2023 – please note that this is a live document. *Always* consult the electronic copy for the latest

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
					<p>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"</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	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	<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-tipping	c) Pre Covid enforcement arrangements for fly-tipping are	Agreed - 16/11/2022	In progress	<p>Details contained within cabinet report: "9c. With regards to fly tipping, proposals include increased investigation of fly</p>

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	task and finish group	re-established, and expanded to include the use of CCTV			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" Received 100k funding for increased CCTV, pre-covid enforcement arrangements will be part of environmental services service resture due to be completed Autumn 2023
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	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

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		design of services and facilities to reduce fly-tipping in our Housing Estates			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 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" 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	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	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

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					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	f) The workflow and processes for managing fly-tipping between NCSL, Biffa and the council are reviewed and streamlined to improve efficiency and effectiveness	Agreed - 16/11/2022	Complete	Details contained within cabinet report: "9 d. Finally, the workflow between citywide services, Biffa and NCSL is under continuous review, and the work carried out by the Fly Tipping Task and Finish Group has allowed us to make a number of improvements in this regard"
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	g) The charging structure for the Bulky Uplift service is reviewed to make accessing the service easier for residents on low incomes and Universal Credit	Agreed - 16/11/2022	Complete	Details contained within cabinet report: "11. The budget for Bulky Waste income is £0.054m per annum (£0.082m actual for FY 2021/22). Environment Services are reviewing the charging structure for the Bulky Uplift service to make accessing the service easier for residents on low incomes and Universal Credit." Further details on this would be included in the action plan as detailed in 5b)
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	h) The service considers the use of an app for reporting fly-tipping	Agreed - 16/11/2022	In progress	Details from cabinet report: "This recommendation would be considered best practice" 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

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	i) The manner in which the council records and analyses Environmental Anti-Social Behaviour is reviewed	Agreed - 16/11/2022	Complete	Details from 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"
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	j) The service continues to review best practice elsewhere	Agreed - 16/11/2022	Complete	Details from cabinet report: "This recommendation would be considered best practice" Further details on this would be included in the action plan as detailed in 5b)
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	k) That the Council reviews current enforcement arrangements to ensure that the full range of sanctions available to the council are used more effectively	Agreed - 16/11/2022	Complete	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

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					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" Further information on this will be included in the action plan as agreed in 5b)
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	4) Thank the operatives involved in waste management and dealing with fly-tipping and to ensure there is a process for gathering feedback from these operatives		Complete	Emailed to relevant officer for consideration
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	5) Recommend cabinet: a) To ask officers to work with partners and local businesses on dealing with waste that arises from their products or services being used and promoting any existing services	Agreed - 16/11/2022	Complete	Details contained within cabinet report: "9b. The council is also about to launch its "Love Norwich – do your bit" campaign, which will also target environmental Anti Social Behaviour in our neighbourhoods. This recognizes the increasing demand for robust action to be taken against those committing environmental ASB. It will also address the recommendation at paragraph 4.a., that officers work with partners and local businesses on dealing with waste that arises from their products

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					or services being used and promoting any existing services"
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	6) Ask the leader of the council to write to the leader of Norfolk County Council to ask the county council to: a) Reverse charges on DIY waste at recycling centres. b) Provide funding for lower income residents of Norwich city centre to deal with their bulky waste	N/A	Complete	Letter has been sent to Cllr Proctor and response has been received by the committee
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

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
14/07/2022	Report from the Communal bins and fly-tipping task and finish group	8) To publish the results of the survey in the minutes of this meeting	N/A	Complete	Published on the website
13/10/2022	County Lines	1) note the update on county lines; and	N/A	Complete	
13/10/2022	County Lines	2) to ask the committee officer to circulate an update on the committee recommendations on county lines from the scrutiny committee meeting held in September 2018.	N/A	Complete	The recommendations are below:
13/10/2022	County Lines	Recommendations from 2018: 1) liaise with contractors to provide front line staff with training on safeguarding and awareness of County Lines and that there is a process for reporting incidents to contribute to intelligence gathering; 2) provide Norwich City Council Councillors with training on safeguarding and awareness of County Lines and that there is a process for	N/A	Complete	1) Process exists for contractors to raise concerns. 2) This was done at the scrutiny meeting 3) Regular meetings to raise issues of concern established with Police already. 4) update from officers: "Right now, the county lines issue is captured by the wider safeguarding sections of the policies & conditions. New drivers must complete safeguarding training prior to licensing and there is a safeguarding code of conduct for all drivers covering signs to look out for and how to report concerns.

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
		<p>reporting incidents to contribute to intelligence gathering;</p> <p>3) following consultation with the police, that the council explores the removal of tags which demarcate the territories of drug gangs;</p> <p>4) review the licensing policy and procedures to ensure that County Lines' activity is captured particularly in relation to the fit and proper test in relation to licences for private hire drivers and hackney carriage drivers; and</p> <p>5) review tenancy agreements and procedures for rapid response to County Lines' activities and treatment of vulnerable tenants "cuckooed" by criminals. Emails sent to relevant officers to provide update</p>			<p>Since 2018, there has been some legislative reform with county lines covered specifically in the Statutory Taxi & Private Hire Vehicle Standards published by the DfT July 2020. We must have regard to that document already and in the coming months our taxi policy and conditions are to be updated to implement the recommendations made in those statutory standards subject to consultation and committee agreement. Somewhat delayed but as I said that requirement to take those statutory standards into account exists without the policy changes. On individual applicants / licence holders, the DBS and police disclosure schemes are in operation to allow information sharing if people are suspected / charged / convicted of any relevant offences."</p> <p>5) The council already have the necessary tools to do this and brought in some guidance for staff in relation to this</p>
08/12/2022	Update on debt advice and support services	1) That the council maintains a 100% Council Tax reduction scheme;	Agreed - 18/01/2023	Complete	This will form part of the Local Council Tax Reduction Scheme report that will be considered by cabinet and council in February 2023.

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
					This was agreed at Budget Council on 21 February 2023
08/12/2022	Update on debt advice and support services	2) That the council maintain its financial support of the Financial Inclusion Consortium;	Agreed - 18/01/2023	Complete	This will form part of the Local Council Tax Reduction Scheme report that will be considered by cabinet and council in February 2023. This was agreed at Budget Council on 21 February 2023
08/12/2022	Update on debt advice and support services	3) That cabinet lobbies against the punitive elements of the benefit system such as the recovery of overpayments and the Spare Room Subsidy;	Agreed - 18/01/2023	Complete	Request passed to political assistant to action
08/12/2022	Update on debt advice and support services	4) That the council campaigns to encourage everyone to claim what benefits they are entitled to;	Agreed - 18/01/2023	Complete	Emailed relevant officers
08/12/2022	Update on debt advice and support services	5) That officers circulate a list to councillors of any additional subsidiary advice agencies that could assist residents;	N/A	Complete	This list does not exist so unable to circulate to members
08/12/2022	Update on debt advice and support services	6) That council tax and housing benefit letters when revised are brought to scrutiny committee to be reviewed and that partners such as the tenant improvement panel,	Agreed - 18/01/2023	Complete	Letters sent out to members and feedback received

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
		leaseholder group, Citizens Advice Bureau and Norfolk Community Law Service are consulted on changes;			
08/12/2022	Update on debt advice and support services	7) If collected, that information as to why households fall into debt is provided; and	Agreed - 18/01/2023	Complete	This data is not recorded as part of the questioning when dealing with customers, and there may be multiple reasons.
08/12/2022	Update on debt advice and support services	8) Illustrate how many people access debt information and by what means; in person, online or by telephone.	Agreed - 18/01/2023	Complete	<p>For council tenants we would hold some data through the income team. If someone, not a council tenant, contacted the council via the phone they would be referred through Norfolk Community Advice Network (NCAN).</p> <p>From 13 June 2022 to 31 March 2023 there were 136 budget adviser debt referrals (our tenants with in house debt e.g rent and council tax) and 121 money advice debt referrals (our tenants with multiple debts).</p> <p>In 2022 there were a total of 1610 debt referrals through the Norfolk Community Advice online referral and of those 281 (17.4%) were made by Norwich City Council). NCAN accept referrals from all residents regardless of tenure.</p>

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
08/12/2022	NRL Business Plan	RESOLVED to note the Norwich Regeneration Ltd business plan 2023-2033.	N/A	Complete	A recommendation was made at the cabinet meeting on 14 December 2022 which was as follows: To both grow, deliver and to mitigate overexposure to commercial risk from one sector, cabinet will support more detailed work on the part of NRL to spread risk and build resilience further into the business, by committing to its scoping in detail the business case for projects like energy saving pilots and skills building for young people.
19/01/2023	Green Financing	Members discussed and agreed that recommendations on this item would be best considered after the CEEEP meeting on 14 February 2023	N/A	Complete	
19/01/2023	Draft Equality information report	1) Ask officers to ensure that flags indicating a customer's vulnerability or extra needs are shared with the council's contractors;	N/A	Complete	Sent to relevant officer for consideration
19/01/2023	Draft Equality information report	2) Ask the senior strategy officer to include a strand in the next Equality Information report on flags and what they denote in terms of equalities data;	N/A	Complete	Sent to relevant officer for consideration

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
19/01/2023	Draft Equality information report	3) Ask the neighbourhood and community enabling manager to provide a report to scrutiny committee detailing the objectives of the RITAs and the progress made to meeting them;	N/A	Complete	The committee would need to consider this when setting their work programme for 2023-24
19/01/2023	Draft Equality information report	4) Ask the head of HR and organisational development to ensure that the socio-economic background of employees was recorded	N/A	Complete	Sent to relevant officer for consideration
19/01/2023	Draft Equality information report	5) Ask the senior strategy officer to include trend-based reporting in the Equality Information report in order that year on year comparisons can be made	N/A	Complete	Sent to relevant officer for consideration
02/02/2023	The council's 2023/24 budget	1) pilot a whole house approach to decarbonisation of our council homes. Use data, information and practice gathered from the pilot, alongside stock condition data and thermography surveys to support the development of the Housing Revenue Account Decarbonisation Plan.	Agreed - 8 February 2023	Complete	This was then agreed at full budget council on 21 February 2023

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
14/03/2023	Green Financing	Local Climate Bonds 1) To begin piloting blended finance models and identify a project to invest in, potentially the retrofitting of community centers.	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.
14/03/2023	Green Financing	Green Mortgage Campaign 2) To seek further analysis of green mortgage providers and to understand how Norwich City Council can be a part of this and seek opportunities to work with partner providers, such as Lendology.	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.
14/03/2023	Green Financing	Integrated retrofit finance: 3) To obtain statistics regarding take up rate from the pilot in Manchester, with a view to promoting such a campaign in Norwich and gather information on how the projects were delivered,	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.
14/03/2023	Green Financing	4) See if the additional benefits data was available; and	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
14/03/2023	Green Financing	5) Explore working with partners, such as the Greater Norwich Growth Board to expand this work within the Greater Norwich area	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.
14/03/2023	Green Financing	Green rental agreements: 6) To seek clarity on how green rental models work in practice, how these protect tenants and how tenants can be involved in the process, with LetNCC being considered as a pilot model.	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.
14/03/2023	Green Financing	Property link finance: 7) To support the concept of property link finance and seek to be considered for a UK pilot or early adoption, whichever comes first.	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.
14/03/2023	Green Financing	General recommendations: 8) To increase capacity for the delivery of green finance projects and seek assurance from cabinet that the council has the resources for these.	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.
14/03/2023	Green Financing	9) To investigate how Norwich City Council can	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
		benefit as a landlord from these projects			Executive Panel to consider as part of their work programme.
14/03/2023	Green Financing	10) Investigate how the council's wholly owned companies, NCSL and NRL can be part of the retrofit programme	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.
14/03/2023	Green Financing	11) To ask cabinet to provide the scrutiny committee with details of the work already underway on whole house retrofit pilots, including details of funding.	14-Jun-23	Complete	All recommendations referred to the Climate and Environment Emergency Executive Panel to consider as part of their work programme.
14/03/2023	Welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	1) Investigate with partner organisations, and decide upon, a method of approach that is acceptable to asylum seekers and refugees, that allows the committee to gain data directly from service users so that the committee can understand the level of need within the city.	N/A	Complete	Completed as included within the scrutiny report on 25 July 2023
14/03/2023	Welcoming Refugees and Asylum Seekers to Norwich and overcoming	2) Ask the Head of legal and procurement to ask relevant managers to ensure that all customer contact assistants were aware of the	N/A	Complete	All staff can access guidance on the Intran service on the council's intranet. The customer contact manager will add to team meeting agenda to raise awareness.

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	obstacles to their smooth integration	Intran translation service and that the availability of the service was advertised.			All managers emailed and offered 1 hour training.
14/03/2023	Welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	3) Ask officers if any data sets around refugees and asylum seekers were already available	N/A	Complete	Data difficult due to the fluid nature of the population.
14/03/2023	Welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	4) Ask officers to investigate if there were any council owned properties that the Zainab Project could use as a base; and	N/A	Complete	Property team looking at HRA portfolio
14/03/2023	Welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	5) Review the list of issues raised by service users at the Zainab Café and ask for an update to be brought to a meeting of the scrutiny committee early in the civic year.	N/A	Complete	Completed as included within the scrutiny report on 25 July 2023

Scrutiny committee recommendation tracker 2023-24

Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
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	1) As part of a future council consultation process, investigate 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;	13-Sep-23	In progress	
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	2) Research those in Norwich who may be disenfranchised as a result of the introduction of voter ID and assess how the Council can promote uptake amongst those disenfranchised;	Not agreed	Complete	Cabinet stated that they would not take this recommendation forward as this research would be conducted by the Electoral Commission and would follow any advice from this
20/07/2023	Review of the impact of the Elections Act 2022, particularly that relating to Voter ID on Norwich	3) Ensure that communications planning for future elections includes:	13/09/2023	In progress	This would be considered by the Returning Officer

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	City Council Elections in 2023				
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	4) Promoting the Voter Authority Certificate and Proof of Age passes as an avenue for securing voter ID and engage with local communities to raise awareness;	13/09/2023	In progress	This would be considered by the Returning Officer
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	This would be considered by the Returning Officer
20/07/2023	Review of the impact of the Elections Act 2022, particularly that	6) Promoting the concept of Voter ID to younger groups, including those able to vote for the first time, and the different communication methodologies	13/09/2023	In progress	This would be considered by the Returning Officer

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	relating to Voter ID on Norwich City Council Elections in 2023	that may be more relevant for younger groups such as 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	This would be considered by the Electoral Registration Officer
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	8) Thank the Returning Officer and her team for the work undertaken to support the implementation of Voter ID and the successful undertaking of the May 2023 election in Norwich;	13/09/2023	Complete	Completed by agreeing resolution
20/07/2023	Review of the impact of the Elections Act	9) To write to all party leaders to request that if called on to form a government, they	13/09/2023	In progress	

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	2022, particularly that relating to Voter ID on Norwich City Council Elections in 2023	should prioritise the abolition of the Election Act 2022, and if not, to include the poll card as an acceptable form of ID.			
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	1) Ask the committee officer to circulate the set of questions to members of the committee and then sent to People from Abroad Team for written answers;	13/09/2023	Complete	Circulated.
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	2) Ask cabinet to engage with organisations that support asylum seekers and refugees, when making updates to the website to ensure that these changes are accessible;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and	3) Ask cabinet to explore becoming a Council of Sanctuary that will include a	Considered on 13/09/2023	Complete	Please see note beneath the table

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	service user group of asylum seekers and refugees, to ensure that their voices and experiences are listened to on an ongoing basis;			
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	4) Thank the organisations that have attended committee, and other organisations, and their work with asylum seekers and refugees;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	5) Condemn Home Office policies in relation to refugee and asylum seekers;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers	6) Ask cabinet to include a strand within the Equality, Diversity and Inclusion policy	Considered on 13/09/2023	Complete	Please see note beneath the table

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	to Norwich and overcoming obstacles to their smooth integration	review that relates to asylum seekers and refugees;			
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	7) Ask cabinet to engage with community centres to provide free activities to asylum seekers and refugees;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	8) Ask cabinet to engage with Places for Leisure to extend the provision of free gym services to asylum seekers;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and	9) Ask the leader of the council to write to the Norwich Business Improvement District to support refugees and asylum seekers to develop an	Considered on 13/09/2023	Complete	Please see note beneath the table

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	overcoming obstacles to their smooth integration	outreach programme to asylum seekers and refugees;			
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	10) To explore the potential for councillors to have training on using the INTRAN system;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	11) To conduct user testing of the Norwich City Council website with service users;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming	12) To conduct an audit of communications that the council produces, this would involve service users;	Considered on 13/09/2023	Complete	Please see note beneath the table

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	obstacles to their smooth integration				
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	13) To explore the use of City Hall for organisations that support asylum seekers and refugees;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	14) To ask cabinet to explore the ability for asylum seekers, refugees and other residents that have limited English to book face-to-face appointments;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their	15) To ask the leader of the council and Lord Mayor to invite refugees and asylum seekers to City Hall to be able to engage with them directly;	Considered on 13/09/2023	Complete	Please see note beneath the table

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	smooth integration				
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	16) To request that cabinet treat these recommendations as a matter of urgency;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration	17) To produce a social media campaign that details activities that are happening within the summer holidays and asking for donations of clothing and toys;	Considered on 13/09/2023	Complete	Please see note beneath the table
25/07/2023	Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their	18) To explore funding streams to be able to provide a similar provision that is provided Ukrainian refugees to other asylum seekers and refugees	Considered on 13/09/2023	Complete	Please see note beneath the table

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Date	Item	Recommendation	Agreed by cabinet?	Status	Updates
	smooth integration				
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 anti-social behaviour	3) Continue to prioritise the service and support the ongoing training and development programme and ensure sufficient funding is available to achieve its objectives;	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	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	Considered on 18/10/2023	TBC	Agreed to discuss these recommendations with officers to see how to progress these

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		scheme and consider the outcomes of the scheme;			
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
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

Please note that in relation to “Scrutiny review of welcoming Refugees and Asylum Seekers to Norwich and overcoming obstacles to their smooth integration” cabinet agreed the following resolutions:

- 1) We will examine the need to update the website in consultation with representative organisations to ensure it is inclusive alongside the production of the EDI Development Plan.
- 2) To build on our City of Sanctuary status and remain committed in the medium-term to becoming an accredited Council of Sanctuary through cross-team working to ensure our services meet the necessary criteria.

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- 3) To recognise the critical importance of delivering equality for all our residents through our EDI Strategy and Development Plan, including asylum seekers and refugees.
- 4) To collate information relating to free activities taking part at our community centres for sending to representative organisations. To support community associations to apply for grant funds to support their charitable objectives as and when they become available.
- 5) To continue engaging with the Norwich BID and BITC through City Vision partnerships to support possibilities for asylum seekers and refugees to access training, work experience and employment.
- 6) To advertise INTRAN training sessions to councillors.
- 7) To ensure communications with residents (benefits letters etc) are as accessible as possible within the constraints of what we are legally obliged to incorporate.
- 8) To build on the relationships established since the Scrutiny Committee meeting between our neighbourhoods and community enabling team and the Serco housing officers at the asylum hotels in Norwich.
- 9) To fund a two year specialist housing officer role in Home Options to work with asylum seekers and refugees.
- 10) To seek to delegate some of the Government funding secured to work with asylum seekers and refugees to third sector organisations to address their gaps in capacity, working with such organisations and our partners at Norfolk County