

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
30 Sept 14	<b>Draft corporate plan</b> – early stage development scrutiny	Councillor Brenda Arthur and Russell O'Keefe	To consider the draft plan when it is in an early stage of development prior to the commencement of a public consultation exercise in October.
30 Sept 14	<b>Private rented housing market</b>	Councillor Bert Bremner, Russell O'Keefe, Paul Swanborough, Emma Smith and Andy Watt	To consider and look at ways in which the council is able to safeguard tenants in the private rented sector in its work.
30 Sept 14	<b>Final draft of the agreed scrutiny work programme</b>	Councillor James Wright and Steve Goddard	To agree the scoping element to the agreed topics on the work programme which was set at the 17 July meeting of the scrutiny committee
16 Oct 14	<b>Welfare reform</b>	Councillor Alan Waters, Councillor Gail Harris, Anton Bull, Adam Clark and Boyd Taylor	To look at and evaluate what advice and sign posting is offered to see if it is meeting need and is easily accessed. Ask how those entitled to help who are not coming forward can be reached.
27 Nov 14	<b>Street scene and road safety overview</b>	Councillor Mike Stonard, Andy Watt and Joanne Deverick with officers from the county council, police and health service.	In forming an overview and understanding of road casualty trends in Norwich and the work that is carried out to reduce casualties, the committee wishes to look at evidence based ways to keep the City's roads safe.
27 Nov 14	<b>Quarter 2 performance monitoring</b>	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Nisar Ahmed and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data
18 Dec 14	<b>Draft corporate plan</b>	Councillor Brenda Arthur and Russell O'Keefe	Ongoing scrutiny to consider the draft plan and its development towards the end of the public consultation.

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18 Dec 14	<b>Annual equality information report</b>	Councillor Gail Harris and Nadia Jones	Pre scrutiny of the report before it goes to cabinet.
29 Jan 15	<b>Pre – scrutiny of the proposed policy and budget framework</b>	Councillor Brenda Arthur, Russell O'Keefe, Nisar Ahmed and Justine Hartley	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy framework (corporate plan).
26 Feb 15	<b>Council housing communal areas</b>	Councillor Bert Bremner, Tracy John and the Fire service	Working with the tenant scrutiny panel and other tenants and involving the relevant authorities, to review current policy and look into how tenants can use communal areas.
19 Mar 15	<b>Annual review of scrutiny</b>	Councillor James Wright and Steve Goddard	To agree the annual review of the scrutiny committee's work 2014 to 2015 and recommend it for adoption of the council

## The scrutiny tracker & outcomes

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome(s)
19 June 2014	<b>Norwich annual business plan 2014 - 2015</b>	Gwyn Jones	For members to be provided with a link to documents that sit behind the joint core strategy regarding environmental impact/green growth.	On going	
19 June 2014	<b>Norwich annual business plan 2014 - 2015</b>	Gwyn Jones	circulate an explanation of the process that will determine how the 15% of non-pooled CIL will be spent on communities	On going	
19 June 2014	<b>Norwich annual business plan 2014 – 2015</b>	Russell O'Keefe	Update on projects in the business plan as part of the six monthly performance data scrutiny	Dec 2014 scrutiny meeting – Q2 perf report	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome(s)
19 June 2014	<b>Q4 perf; SCC1 – streets found clean on inspection</b>	Steve Goddard	Provide members with a street view to show hotspots	On going	
19 June 2014	<b>Q4 perf; DHA4 – number of households prevented from becoming homeless</b>	Russell O’Keefe	To circulate % of those presenting as homeless that the council was unable to assist (Other than sign post and advise)	On going	
19 June 2014	<b>Budget monitoring</b>	Gwyn Jones and Andy Watt	To circulate detail of why some projects in the capital plan had not progressed as planned	On going	

### ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
<b>AUDIT 23 SEP</b>	Statement of accounts	This report presents the formal audited statement of accounts, to be authorised by the audit committee and the chief finance officer on by the statutory deadline of 30 September 2014.	Justine Hartley Chief finance officer EXT 2440 Phillippa Dransfield Chief accountant EXT 2562	12 Sep	Justine Hartley	PH	No
<b>AUDIT 23 SEP</b>	Audit results report (ISA260 Report) 2014-15	Purpose – To present the external auditors' audit results report (ISA 260) 2014-15	Justine Hartley Chief finance officer EXT 2440 Phillippa Dransfield Chief accountant EXT 2562	12 Sep	Justine Hartley	PH	No
<b>AUDIT 23 SEP</b>	Internal audit and fraud team 2014-15 Jul to Aug update		Jonathan Idle Head of internal audit and risk management (LGSS) Steve Dowson Ext	12 Sep	Justine Hartley	PH	No
<b>AUDIT</b>	LGSS internal audit		Jonathan Idle	12 Sep	Justine	pH	No

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<b>23 SEP</b>	charter and public sector internal audit standards		Head of internal audit and risk management (LGSS) Steve Dowson Ext		Hartley		
<b>COUNCIL 23 SEP</b>	<i>Greater Norwich annual growth programme</i> for 2014-5	To agree to the inclusion of the Norwich projects in the <i>Greater Norwich annual growth programme</i> for 2014-5 in the capital programme.	Cllr Arthur Gwyn Jones City Growth and Development Manager, EXT 2364	5 Sep	Graham Nelson	PH	No
<b>COUNCIL 23 SEP</b>	Change to the council's constitution	To consider revisions to the constitution following recent senior management changes.	Cllr Waters Russell O'Keefe Executive head of strategy, people and democracy EXT 2908	5 Sep	Russell O'Keefe	PH	No
<b>COUNCIL 23 SEP</b>	Annual audit committee report 2013-14	To present the Annual audit committee report 2013-14 to council.	Cllr Waters Philippa Dransfield Chief accountant EXT 2562	5 Sep	Justine Hartley	PH	No

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<b>SCRUTINY 30 SEP</b>	<b>Draft corporate plan – early stage development scrutiny</b>	To consider the draft plan when it is in an early stage of development prior to the commencement of a public consultation exercise in October.	Councillor Brenda Arthur and Russell O'Keefe	22 Sep	Russell O'Keefe	PH	No
<b>SCRUTINY 30 SEP</b>	<b>Private rented housing market</b>	To consider and look at ways in which the council is able to safeguard tenants in the private rented sector in its work.	Councillor Bert Bremner, Russell O'Keefe,	22 Sep	Russell O'Keefe	PH	No
<b>CABINET 8 OCT</b>	Local Government Act 1972: making of skateboarding bylaw	To consider the introduction of a bylaw to control skateboarding in the city	Cllr Kendrick Cllr Arthur Adrian Akester Head of citywide services EXT: 2331	17 Sep	Russell O'Keefe	PH	No
<b>CABINET 8 OCT</b>	Managing assets (General Fund) 1 – <b>KEY DECISION</b>	To consider the purchase of an area of land for housing	Cllr Waters Andy Watt Head of city development services EXT 2691	17 Sep	Andy Watt	PH	Yes (Para. 3)
<b>CABINET</b>	Managing Assets	To consider the disposal of	Cllr Waters	17 Sep	Andy Watt	PH	Yes (Para.

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<b>8 OCT</b>	(General Fund) 2 – <b>KEY DECISION</b>	buildings and land as identified in this report.	Andy Watt Head of city development services EXT 2691				3)
<b>CABINET 8 OCT</b>	Installation of thermodynamic panels – <b>KEY DECISION</b>	To approve the tender process for procurement of the supply and installation of thermodynamic panels	Cllr Bremner Amelia Hawkins Energy and Building Services Officer 01603 227940 Jay Warnes Investment Team Leader 01603 227906	17 Sep	Anton Bull	PH	No
<b>CABINET 8 OCT</b>	Revenue budget monitoring 2014-15	To update cabinet on the financial position, the forecast outturn for the year 2014-15, and the consequent forecast general fund and housing revenue account balances.	Cllr Waters Justine Hartley, Chief Finance Officer EXT 2440	17 Sep	Justine Hartley	PH	No
<b>CABINET 8 OCT</b>	Land to be developed for the affordable homes programme –	To request approval to progress sites owned by the council for development for	Cllr Bremner Andy Watt Head of city	17 Sep	Andy Watt	PH	Yes (Para. 3)



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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
	<b>KEY DECISION</b>	affordable housing, by either the council or registered provider partners.	development services EXT 2691 Debbie Gould Senior development officer (enabling) EXT 2851				
<b>SCRUTINY 16 OCT</b>	Street scene and road safety overview	In forming an overview and understanding of road casualty trends in Norwich and the work that is carried out to reduce casualties, the committee wishes to look at evidence based ways to keep the City's roads safe.	Councillor Mike Stonard Andy Watt	8 Oct	Andy Watt	PH	No
<b>CABINET 12 NOV</b>	Polling District Review	To decide on the most appropriate polling districts and polling following a review under The Electoral Registration and Administration Act, 2013	Cllr Waters Andy Emms EXT 2459		Russell O'Keefe	PH	
<b>CABINET 12 NOV</b>	Adoption of Site Allocations and Site Specific Policies DPD and Development	To recommend to Council the adoption these development plan documents as part of the local plan for Norwich.	Cllr Stonard Graham Nelson Head of planning services		Graham Nelson	CB	No

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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
	Management Policies DPD		EXT 2530 Judith Davison Planning team leader - projects EXT 2529				
<b>CABINET 12 NOV</b>	Main town centre uses and retail frontages Supplementary planning document (SPD)	To approve adoption of this new SPD (to take effect on adoption of DM policies plan following November council)	Cllr Stonard, Graham Nelson		Graham Nelson	PH	No
<b>CABINET 12 NOV</b>	Managing Assets (Housing) - Key Decision	To consider the disposal of an area of land	Cllr Waters David Rogers Client Property and Parking Manager EXT 2463		Andy Watt	PH	Yes (Para. 3)
<b>AUDIT 18 NOV</b>							
<b>COUNCIL 25 NOV</b>	Polling District Review	To decide on the most appropriate polling districts and polling following a review under The Electoral Registration and Administration Act, 2013	Councillor Waters Andy Emms (x 2459)		Russell O'Keefe		
<b>COUNCIL</b>	Adoption of Site	To adopt these development	Cllr Stonard,		Graham	CB	No

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<b>25 NOV</b>	Allocations and Site Specific Policies DPD and Development Management Policies DPD	plan documents as part of the local plan for Norwich.	Graham Nelson Head of planning services EXT 2530 Judith Davison Planning team leader - projects EXT 2529		Nelson		
<b>CABINET 25 NOV</b>	Adoption of Site Allocations and Site Specific Policies DPD and Development Management Policies DPD	To recommend to Council the adoption these development plan documents as part of the local plan for Norwich.	Cllr Stonard Graham Nelson Head of planning services EXT 2530 Judith Davison Planning team leader - projects EXT 2529		Graham Nelson	CB	No
<b>SCRUTINY 27 NOV</b>	Quarter 2 performance monitoring	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data	Brenda Arthur, Councillor Alan Waters, Russell O'Keefe	19 Nov	Russell O'Keefe	PH	No
<b>SCRUTINY 27 NOV</b>	Welfare reform	To look at and evaluate what advice and sign posting is offered to see if it is meeting need and is easily accessed.	Councillor Gail Harris, Anton Bull	19 Nov	Anton Bull	PH	No

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		Ask how those entitled to help who are not coming forward can be reached.					
<b>CABINET 10 DEC</b>	Quarterly Performance Report		Cllr Arthur Roger Denton Performance and Research Officer EXT 2535				
<b>CABINET 10 DEC</b>	Affordable Housing Supplementary planning document (SPD)	To approve adoption of the revised Affordable Housing SPD.	Cllr Stonard Graham Nelson		Graham Nelson	CB	No
<b>SCRUTINY DEC 18</b>	Draft corporate plan	Ongoing scrutiny to consider the draft plan and its development towards the end of the public consultation.	Councillor Brenda Arthur and Russell O'Keefe	10 Dec	Russell O'Keefe	PH	No
<b>SCRUTINY DEC 18</b>	Annual equality information report	Pre scrutiny of the report before it goes to cabinet.	Councillor Brenda Arthur and Nadia Jones	10 Dec	Russell O'Keefe	PH	No
<b>CABINET 14 JAN</b>							
<b>AUDIT</b>							

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<b>20 JAN</b>							
<b>COUNCIL 27 JAN</b>							
<b>SCRUTINY 29 JAN</b>	Pre – scrutiny of the proposed policy and budget framework	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy framework (corporate plan).	Councillor Brenda Arthur, Justine Hartley, Chief finance officer	21 Jan	Justine Hartley	PH	No
<b>CABINET 4 FEB</b>	Homeless outreach service – KEY DECISION	To agree the recommendations regarding the homeless outreach service	Cllr Bremner Chris Hancock Housing strategy officer EXT 2852 Paul Swanborough Private Sector Housing Manager EXT 2388		Andy Watt	PH	Yes (Para. 3)
<b>COUNCIL 17 FEB</b>							
<b>SCRUTINY</b>	Council housing	Working with the tenant	Councillor Bert	18 Feb	Tracy John	PH	No

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Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
<b>26 FEB</b>	communal areas	scrutiny panel and other tenants and involving the relevant authorities, to review current policy and look into how tenants can use communal areas.	Bremner, Tracy John				
<b>CABINET 11 MAR</b>	Quarterly Performance Report		Cllr Arthur Roger Denton Performance and Research Officer EXT 2535				
<b>AUDIT 17 MAR</b>							
<b>COUNCIL 17 MAR</b>							
<b>SCRUTINY 19 MAR</b>	<b>Annual review of scrutiny</b>	To agree the annual review of the scrutiny committee's work 2014 to 2015 and recommend it for adoption of the council	Councillor James Wright and Steve Goddard	<b>11 Mar</b>	<b>Steve Goddard</b>	<b>PH</b>	<b>No</b>
<b>COUNCIL 26 MAY</b>							

