

## SCRUTINY COMMITTEE WORK PROGRAMME 2013/2014 – NORWICH CITY COUNCIL

**Please contact the scrutiny officer; Steve Goddard, Scrutiny officer, Norwich city council, Room 333, City Hall, Norwich NR2 1NH**

**Phone: 01603 212491** email: [stevegoddard@norwich.gov.uk](mailto:stevegoddard@norwich.gov.uk)

The work programme for the scrutiny committee is informed by a combination of what councillors' feel are important topics, gathered from their ward work and their activities across the whole council or members of the public highlighting issues for debate. Also requests by cabinet for scrutiny to undertake 'pre-scrutiny' before policies are taken to cabinet. Council officers can also request that scrutiny investigate and consider certain issues on their behalf. When raising a possible topic for the work programme it is advisable to make a formal request by using the **Request form to raise an item for Scrutiny Review** which can be obtained from the scrutiny officer or via e-councillor. Once a topic request for scrutiny has been received the topic will usually be required to be put through the following by the committee:

**Picc Analysis for Prioritising Topics – YOU ARE ASKED TO USE THE PICC ANALYSIS AS A FILTER TO ASSESS THE APPROPRIATENESS FOR SCRUTINY OF TOPICS BEFORE INCLUDING THEM ON THE WORK PROGRAMME**

**TOPIC TITLE:**

**REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT:**

**WHO/WHAT IS THE RESPONSIBLE ORGANISATION?**

**WHO ARE THE RESPONSIBLE CABINET PORTFOLIO COUNCILLOR(S) AND OFFICER(S)?**

**The council's FIVE main priorities are provided to assist members and can be used as a guide and reminder to draw links between the work of the scrutiny committee and the corporate plan:**

- TO MAKE NORWICH A CITY OF CHARACTER AND CULTURE
- TO MAKE NORWICH A SAFE CLEAN CITY
- TO MAKE NORWICH A PROSPEROUS CITY
- TO PROVIDE VALUE FOR MONEY SERVICES
- TO MAKE NORWICH A CITY WITH DECENT HOUSING FOR ALL

<b>P Public interest</b>	
Is there sufficient public interest in the topic?	
Where is the evidence to support this?	
Is interest confined to the city or of broader interest?	
How would it be in the public interest to look at this topic?	

<b>I      Impact</b>	
Will the topic impact community well-being?	
To what extent will the topic impact on the community?	
How will the review bring value to community well-being?	

<b>C      Council &amp; performance</b>	
How is the council/organisation performing in this area?	
What is the performance data showing? (direction of travel?)	
Are there other performance comparisons or bench marks?	
Is there adequate performance measurement?	

<b>C      Keeping in context</b>	
What else is happening in this area such as recent reviews or inspections?	
How does this rank within the context of other work or priorities?	

**WHEN WOULD BE THE BEST TIME TO CARRY OUT SCRUTINY OF THIS TOPIC?**

**WHAT METHOD(S) SHOULD BE USED TO CARRY OUT THIS SCRUTINY? (task & finish group, topic on agenda at main meeting, themed meeting, consultation etc.)**

**WHO ELSE SHOULD BE INVOLVED/INVITED?**

**VENUE? (city hall, other venue, site visit etc)**

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
19 Dec 2013	<b>Overview of the corporate plan</b>	Councillor Brenda Arthur and Russell O'Keefe	For the scrutiny committee to gain an overview and refresh their knowledge of the corporate plan prior to pre scrutiny of the proposed policy and budget framework in January	Annual at committee
19 Dec 2014	<b>Performance monitoring</b>	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data	6 monthly overview
30 Jan 2014	<b>Pre scrutiny of the proposed policy and budget framework</b>	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe and Caroline Ryba	To comment on the proposed budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council	Annual at committee
27 February 2014				
20 March 2014	<b>Healthy city</b>	Councillor Brenda Arthur, Russell O'Keefe and Phil Shreeve	Overview of the progress being made between partners and the council and consideration of possible further scrutiny options	On going
20 March 2014	<b>Annual scrutiny review</b>	Councillor Claire Stephenson	To agree the annual review of the scrutiny committee's work 2013 to 2014 and recommend it for adoption of the council	Annual at committee
Date TBC	<b>20 MPH limits</b>	Councillor Mike Stonard, Andy Watt and Joanne Deverick	To gain an overview and comment upon a progress report on the work being undertaken regarding 20 MPH limits and cycle city ambition	At committee
Date TBC	<b>Review of the work programme</b>	Scrutiny committee, corporate leadership team, cabinet and the scrutiny officer	To identify the issues facing the work of the council for the civic year and agree the scrutiny committee work programme up to April 2015	Annual at committee

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Date TBC	<b>Performance monitoring</b>	Councillor Brenda Arthur, Councillor Alan Waters, Russell O'Keefe, Mark Smith and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly look at performance monitoring data	6 monthly overview

## Scrutiny committee recommendation & request tracking

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
20 June 2013	<b>Q4 performance; satisfaction measures</b>	Roger Denton	There had previously been, circulated to scrutiny a document showing how each of the performance measures within the corporate plan were calculated. Following the discussion on satisfaction measures scrutiny requested that this document be re circulated.	Completed	<a href="C:\\Sfil2\\Shared folders\\Information management\\Research service\\Performance\\Corporate Plan KPIs 2012-13\\CP 2012-13 Pls methods.xls">C:\\Sfil2\\Shared folders\\Information management\\Research service\\Performance\\Corporate Plan KPIs 2012-13\\CP 2012-13 Pls methods.xls</a>
20 June 2013	<b>Q4 performance; Reducing the number of people killed or seriously injured on our roads</b>	Joanne Deverick	That a note be circulated outlining the legislative context regarding the aspiration of 20 mph limits throughout the city	Completed	<p>Legally there are two ways by which the speed on a road can be restricted to 20 mph; either through a 20 mph zone or a 20 mph speed limit.</p> <p><b>20 mph zones</b> require traffic calming measures (e.g. speed humps or chicanes) or repeater speed limit signing and/or roundel road markings at regular intervals, so that no point within a zone is more than 50 m from such a feature. There must be at least one physical traffic calming measure within the zone. In addition, the beginning and end of a zone is indicated by a terminal sign. Zones usually cover a number of roads and are designed to be self enforcing.</p> <p><b>20 mph limits</b> are signed at the beginning and end with terminal signs and within the area there must be a repeater sign every 400 m. They do not require traffic calming. 20 mph limits are</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
	<b>Q4 performance; Reducing the number of people killed or seriously injured on our roads</b> (continued)				<p>normally applied to individual or small numbers of roads but are increasingly being applied to larger areas. 20 mph limits should only be introduced where the average speed of traffic in the street(s) to which it is to be applied to is below 24 mph.</p> <p>20 mph speed limits generally result in a reduction of no more than 1mph in average speeds. This is understood to be the reason for the 24 mph criterion, i.e. that speeds need to be close to the intended 20 mph limit.</p> <p>When introducing a 20 mph speed limit there should be no expectation on the police to increase their enforcement regime in the area.</p> <p>The Department for Transport issued revised its guidance on setting speeds limits in January 2013. The document is available online at:</p> <p><a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/63975/circular-01-2013.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/63975/circular-01-2013.pdf</a>.</p> <p>Paragraphs 79 to 103 are directly relevant to the 20 mph issue. The circular claims to have made it easier and more cost effective for councils to introduce 20 mph zones and limits. However other than accepting repeater signs as a feature that can be used in 20 mph zones, it is not clear where the savings could be made when introducing 20 mph signed only limits.</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
20 June 2013	<b>Integrated transport budget</b>	Andy Watt	To appraise Members of changes to the Local Transport Plan integrated transport budget available to the County Council and, via the agency agreement, within the city, arising due to changes in Government expenditure since 2010	To be completed  Briefing note currently being drafted	
20 June 2013	<b>Q4 performance; Recycling rates</b>	Adrian Akester	To ensure minimal contamination with recycling, that it be looked into, to use local estate agents to disseminate information on local recycling practices to private tenants	Completed	<p>Previously, local estate agents have not been enthusiastic in promoting the waste and recycling service. However, the council is very active in promoting recycling and private tenants are just as likely as homeowners to come into contact with our communications.</p> <p>In carrying out a door knocking exercise, over 12,000 properties have now been visited since March 2012, many will be tenanted. Through this exercise many residents have been encouraged to participate in food, glass and blue-bin recycling. If no one is home, information is left for the householder. Each year we carry out a targeted door knocking programme aimed at the city's student population and as part of this we participate in the UEA annual housing fair. This is also useful for getting the messages across to the land lords, many of whom also let properties to non-student tenants. We also run articles in 'Concrete' which is the university's own newspaper and a regular feature in the student pocket guide.</p> <p>Also, recycling information is always included in the tenants handbook and recycling features have been included in many issues of the</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
	<b>Q4 performance; Recycling rates</b> (continued)				council's citizen magazine. We also provide a link to the waste and recycling web pages via the front page of the council's website.
18 July 2013	<b>Switch &amp; save</b>	Richard Willson	That the department of energy and climate change 'new definition of fuel poverty' be circulated to members of the scrutiny committee as soon as possible	Completed	<p><b>New definition of fuel poverty;</b></p> <p>'The definition of fuel poverty that will be adopted finds a household to be fuel poor if it is below the income poverty threshold (i.e. has an income below 60% of the median once energy costs have been taken account of) and if it has energy costs that are higher than the typical (median) household. This new indicator of fuel poverty also includes a fuel poverty gap, which is the difference between a fuel poor household's energy costs and what they would need to be in order for that household to no longer be fuel poor. This provides a measure of the depth of fuel poverty that a household is experiencing'. (Published 9 July 2013 - Department of Energy and climate change)</p> <p>The department of energy and climate change 'new definition of fuel poverty'</p> <p><a href="https://www.gov.uk/government/news/davey-determined-to-tackle-scourge-of-fuel-poverty">https://www.gov.uk/government/news/davey-determined-to-tackle-scourge-of-fuel-poverty</a></p>
18 July 2013	<b>Work programme – Lgss, benefits performance</b>	Anton Bull	Circulate an update of the progress position on the performance and targets, and that this be circulated to scrutiny members before August	Completed	This is now available on e-councillor

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18 July 2013	<b>Switch &amp; save</b>	Anton Bull	To circulate the switch & save - original contract tender document to scrutiny members	Completed	This is now available on e-councillor
18 July 2013	<b>Switch &amp; save</b>	Richard Wilson	Investigate ways of capturing rates of take up in different demographic groups and consider appropriate targets to benchmark the success of the third tranche	Completed	As part of the on-line participant sign up you are now asked to respond to questions that identify people's demographic group. This information is treated as confidential and is anonymous. The council is now bench marking its performance against the other Norfolk councils as well as other authorities that are running collective switch over schemes.
18 July 2013	<b>Work programme – 20 MPH limits</b>	Steve Goddard and Andy Watt	For the scrutiny work programme to include a progress report on the work being undertaken regarding 20 MPH limits and cycle city ambition (Autumn 2013)	To be completed  An update will be reported via the tracker after the November NHAC which will consider the county's speed limit policy review and which will have a bearing on the 20 mph programme and progress.	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
26 Sept 2013	<b>Revenues and benefits benchmarking</b>	Steve Goddard	That the issue of benchmarking against the council's close comparators be looked at by officers to help inform future target setting for the service run by LGSS	Ongoing	
24 Oct 2013	<b>Welfare reform</b>	Anton Bull	Consider, based on recent appeal cases nationally, the council's policy regarding the spare room subsidy.	To be completed	
24 Oct 2013	<b>Welfare reform</b>	Anton Bull	look into current policy with regards to students and the spare room subsidy to see if both students living in halls of residence and private rented accommodation are treated equally (52 day temporary absence rule)	To be completed	
		Tracy John	Investigate with partners to see if any creative solutions with regards to flexible accommodation and ensuring single fathers are able to safely have children to visit	To be completed	

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
		Russell O'Keefe	<p>work to encourage private landlords to take on tenants on housing benefit</p> <p>To ask the council to update how it is helping with advertising volunteering opportunities.</p>	<p>To be completed</p> <p>To be completed</p>	
24 Oct 2013	<b>Welfare reform</b>	Paul Sutton and Chris Haystead	<p>Request further information for a break down of:</p> <p>those affected by the spare room subsidy in Norwich</p> <p>those affected who are now in arrears as a result of the spare room subsidy</p> <p>Request the current number of the smaller council properties required to address any shortfall due to the spare room subsidy</p> <p>Are there now vacant 3/4/5 bedroom council properties as people have been forced to downsize? If so, would it be possible</p>	To be completed	<p>In regard the lack of smaller properties, it should be noted that the majority of those under-occupying have not applied for a move and are apparently seeking other alternatives such as managing budgets etc.</p> <p>Currently we have 2814 applicants eligible to bid for one bed properties, of whom 730 are in a priority band (hostel move-on, medical etc). We have 2705 one bed properties within our stock. Because of bedroom tax, landlords are now reluctant to advertise two bed properties to singles/couples and demand for one bed properties has increased since April.</p> <p>We are not seeing any dramatic increase in availability of larger properties due to</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
			to use them for young single people?		<p>bedroom tax.</p> <p>Unrelated to the bedroom tax issue, where we have historically hard to let property types such a 3 bedroom upper floor maisonettes, we are currently looking at the possibility of using some of these, on a small scale, to re-house singles in housing need, through a partner organisation. There is a precedent for this; where the council has previously decommissioned some of its cluster units at Barnards Yard and Throckmorton Yard, which were then leased to local housing charities for use as shared accommodation.</p>
24 Oct 2013	<b>Greater Norwich Growth Board</b>	Jerry Massey	To keep the scrutiny committee updated on the progress and finalisation of the GNGB business plan		
28 Nov 2013	<b>Annual housing report</b>	Tracy John	<p>Feedback to tenant representatives on issues reported to the council via inspections</p> <p>An outline of the training that tenants receive is provided to members</p> <p>That a meeting be arranged with officers so that members of the scrutiny committee can</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>It is suggested that this takes place at the February meeting of the scrutiny committee.</p>

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			consider options for bridging the gap in knowledge between tenant reps and councillors that they identified as existing when considering the annual housing report.		
28 Nov 2013	<b>Greater Norwich City Deal</b>	Jerry Massey	That an all member briefing be held with representation from the LEP	Ongoing	
28 Nov 2013	<b>Parking on verges and pavements</b>	Andy Watt	Scrutiny committee to maintain an overview; and if any issues of concern are not improved that this topic be considered as an item on a future scrutiny committee work programme	Ongoing	

**FORWARD AGENDA: CABINET, COUNCIL, SCRUTINY AND  
AUDIT COMMITTEES, and ALL MEMBER BRIEFINGS (AMB) 2013/2014**



**NORWICH**  
City Council

**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>CABINET 11 DEC</b>	City deal for Greater Norwich – KEY DECISION	To consider the current position of the negotiations for a city deal for the Greater Norwich area and the arrangements for the implementation of the deal.	Cllr Arthur  Jerry Massey	20 Nov	Jerry Massey	PH	No
<b>CABINET 11 DEC</b>	Part of joint core strategy (JCS): consideration of inspectors report and adoption – KEY DECISION	To consider the report of the JCS inspectors and whether to recommend to council to adopt final JCS	Cllr Arthur Graham Nelson, Head of planning services Ext 2530	20 Nov	Jerry Massey	PH	No
<b>CABINET 11 DEC</b>	Risk management policy and strategy	To seek approval for the council's updated risk management policy and risk management strategy	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292	20 Nov	Caroline Ryba	PH	No
<b>CABINET 11 DEC</b>	Review of housing gas safety management policy	To seek approval of the council's revised housing gas safety management policy	Cllr Bremner Chris Rayner NPS Norwich Ltd EXT 3208	20 Nov	Jerry Massey	PH	No
<b>CABINET 11 DEC</b>	Quarter 2, 2013-14 performance report	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 2 of 2013 - 14	Cllr Arthur  Russell O'Keefe Executive head of strategy, people and democracy	20 Nov	Russell O'Keefe	PH	No



## ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder Senior Officer	Report signed off by	Management Clearance	Cabinet Briefing / Portfolio Holder?	Exempt? If yes – which paragraph?
			Phil Shreeve Policy and Performance Manager EXT 2356				
<b>CABINET 11 DEC</b>	Treasury management half year report	To update members on the Treasury Management performance for the first six months of the financial year to 30 September 2013	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Mark Smith/Phlipa Dransfield EXT 2561	20 Nov	Caroline Ryba	PH	No
<b>CABINET 11 DEC</b>	Award of contract for housing structural repairs and improvements– KEY DECISION	To advise of the tender process and seek approval to delegate to the deputy chief executive, in consultation with the portfolio holder for housing, authority to award the contract for structural repairs to council homes - Contract C	Cllr Bremner Chris Rayner, Head of Property Services, NPS Norwich Ltd EXT 3208	20 Nov	Jerry Massey	PH	No
<b>CABINET 11 DEC</b>	Strategic project – KEY DECISION	To consider a strategic investment project	Cllr Waters Jerry Massey	20 Nov	Jerry Massey	PH	Yes - para. 3
<b>CABINET 11 DEC</b>	Transformation programme	To consider next steps on one project within the transformation programme	Cllr Waters Laura McGillivray Chief executive	20 Nov	Chief executive	PH	Yes – para 2
<b>CABINET</b>	Managing assets -	To consider the disposal of an	Cllr Waters	20 Nov	Jerry	PH	Yes - para.



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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>11 DEC</b>	general fund	asset in the general fund	Andy Watt Head of City Development Services EXT 2691		Massey		3
<b>CABINET 11 DEC</b>	Appropriation of land for planning purposes	To appropriate a small piece of housing land for planning purposes, which will enable the redevelopment of the site for affordable housing	Andy Watt Head of City Development Services EXT 2691	20 Nov	Jerry Massey	PH	Yes - para. 3
<b>SCRUTINY 19 DEC</b>							
<b>MEMBER TRAINING SESSION 7 JANUARY</b>	Impact & influence (John Carter Impact Associates)						
<b>MEMBER BRIEFING SESSION 13 JAN</b>	Policy and budget framework (R O'Keefe and C Ryba)						
<b>CABINET 15 JAN</b>	Equality information report	Statutory publication on equality progress at Norwich city council	Cllr Mike Sands Russell O'Keefe Executive head of strategy, people and democracy EXT 2908	23 Dec	Russell O'Keefe		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?
			Nadia Jones Policy officer EXT 2368				
<b>CABINET 15 JAN</b>	Award of contract for the on street CCTV repairs, maintenance and upgrade service.	To advise of the procurement process for the on street CCTV repairs, maintenance and upgrade service contract, and seek approval to award the contract to the selected supplier for a five year period from 1 April 2014.	Cllr Kendrick, Tracy John, Head of housing EXT 2939 Robin Hare, Strategic contract and procurement manager EXT 2412	23 Dec	Anton Bull		No
<b>CABINET 15 JAN</b>	Replacement finance system - KEY DECISION	To approve a replacement to the existing finance system.	Cllr Alan Waters, Anton Bull Executive head of service, business relationship management EXT 2326	23 Dec	Anton Bull		No
<b>CABINET 15 JAN</b>	Revenue budget monitoring 2013-14	To update members on the financial position and the forecast outturn for the year	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Mark Smith EXT 2561	23 Dec	Caroline Ryba	PH	No
<b>CABINET</b>	Managing Assets	To outline extensive works	Cllr Bremner -	23 Dec	Jerry	PH	Yes - para.



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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>15 JAN</b>	(Housing)	required at a council owned property and the options available for its future within the housing stock.	portfolio holder for housing, Chris Rayner - Head of Property Services NPS Norwich Ltd, Steven Cleveland - Senior Building Surveyor NPS Norwich Ltd. 07507 771359		Massey		3
<b>CABINET 15 JAN</b>	Amendments to the adopted local list	To consider proposed additions to the existing adopted list of locally significant heritage assets affecting the consideration of planning proposals affecting them. The list of assets has been prepared following joint working with the Norwich Society.	Cllr Stonard Graham Nelson Head of planning 01603 212530	23 Dec	Jerry Massey	PH	No  SDP report should be noted.
<b>AUDIT 21 JAN</b>							
<b>COUNCIL 28 JAN</b>	Council tax reduction scheme for 2014 - 15	To approve a council tax reduction scheme for 2014-15	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292	15 Jan	Caroline Ryba	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>COUNCIL 28 JAN</b>	Calculation of the Council Tax Base 2014 - 2015	To ask the Council to approve the calculation of the council tax base for 2014 - 2015	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Jan Ferguson Tech IRRV Revenues Reconciliation and Returns Officer EXT 2642	15 Jan	Caroline Ryba	PH	No
<b>COUNCIL 28 JAN</b>	Calculation of the Council's Non-Domestic Rating Income 2014 - 2015	To ask the Council to approve the calculation of the Non-Domestic Rating Income 2014 - 2015	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Jan Ferguson Tech IRRV Revenues Reconciliation and Returns Officer EXT 2642	15 Jan	Caroline Ryba	PH	No
<b>SCRUTINY 30 JAN</b>							
<b>CABINET</b>	Revenue budget	To update cabinet on the	Cllr Waters	15 Jan	Caroline	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>05 FEB</b>	monitoring 2013-14	financial position and the forecast outturn for the year	Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Mark Smith EXT 2561		Ryba		
<b>CABINET 05 FEB</b>	Public art donation Policy – KEY DECISION	To seek approval for a policy that determines how decisions will be made about when and under what circumstances the council will agree to the installation of public art on the highway or other land that it owns or manages	Cllr Arthur Nikki Rotsos Head of customers, communications and culture EXT 2211 Ben Webster Design, conservation and landscape manager EXT 2518 Clare Hubery Culture and events officer EXT 2241	15 Jan	Nikki Rotsos	PH	No
<b>MEMBER TRAINING SESSION 4 FEB</b>	Data protection (Anton Bull)						



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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>MEMBER BRIEFING SESSION 10 FEB</b>	Role of monitoring officer (NPLAW)						
<b>BUDGET COUNCIL 18 FEB</b>							
<b>SCRUTINY 27 FEB</b>							
<b>MEMBER BRIEFING SESSION 3 MAR</b>	Preventing homelessness (Tracy John)						
<b>AUDIT 11 MAR</b>							
<b>CABINET 12 MAR</b>	Quarter 3, 2013-14 Performance Report			19 Feb			
<b>CABINET 12 MAR</b>	Revenue budget monitoring 2013-14	To update cabinet on the financial position and the forecast outturn for the year	Cllr Waters Caroline Ryba Chief finance officer (S151 Officer) 01223 699292 Mark Smith EXT 2561	19 Feb	Caroline Ryba	PH	No
<b>CABINET 12 MAR</b>	Annual review of partnership register	To inform cabinet of the outcomes of the annual review	Cllr Arthur / Russell O'Keefe,	19 Feb	Russell O'Keefe	PH	No



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	and business relationships register	of the council's involvement with partnerships and also its business relationships.	Executive head of strategy, people and democracy				
<b>CABINET 12 MAR</b>	Voluntary and community sector commissioning programme	To consider grant awards for 2014-15	Cllr Arthur Russell O'Keefe, Executive head of strategy, people and democracy	19 Feb	Russell O'Keefe	PH	No
<b>COUNCIL 18 MAR</b>	Police Reform and Social Responsibility Act 2011- Early Morning Restriction Orders	To consider the recommendations from Licensing Committee concerning the Early Morning Restriction Orders (EMROs) proposed under the Police Reform and Social Responsibility Act 2011.	Cllr Stonard Adrian Akester Head of city wide services EXT 2331 Ian Streeter Licensing Manager EXT 3232		Jerry Massey	PH	No
<b>SCRUTINY 20 MAR</b>							
<b>MEMBER TRAINING SESSION 15 APRIL AMB</b>	Speed Reading Skills (External provider)						



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22 APR							
COUNCIL 20 MAY							
SCRUTINY 20 MAR							

