

## SCRUTINY COMMITTEE WORK PROGRAMME 2012/2013 – NORWICH CITY COUNCIL

**Please contact the scrutiny officer; Steve Goddard, Scrutiny officer, Norwich city council, Room 313, 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:

**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
6 Sept 2012	<b>Q1 performance and budget 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	Quarterly at committee
6 Sept 2012	<b>Tenant scrutiny panels</b>	Councillor Victoria MacDonald, Tracy John	To gain an understanding of and to comment on the new social housing regulation for tenant engagement and scrutiny and the proposals for revising the current Norwich city council tenant's involvement structure to ensure compliance.	At committee
11 Oct 2012	<b>Night time economy</b>	Councillor Keith Driver, Bob Cronk and Superintendent Paul Sanford	To review and gain a high level understanding of the economic benefits, cultural and entertainment offer and crime, ASB and environmental impacts of the night time economy in Norwich so that scrutiny committee can identify an area for further investigation.	At committee
11 Oct 2012	<b>Assets of community value</b>	Councillor Alan Waters, Anton Bull, Phil Hyde, Andy Watt and David Rogers	To focus on the proposed governance arrangements	At committee
8 Nov 2012	<b>Q2 performance and budget 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	Quarterly at committee
8 Nov 2012	<b>Food banks follow up</b>	Councillor Alan Water, Russell O'Keefe, Bob Cronk, Rachel Metson and Boyd Taylor	To carry out further scrutiny work to gain an overview picture of the deprivation, inequality and welfare issues that Norwich residents experience. And then to decide on any further scrutiny work and/or recommendations.	Ongoing review from

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
Nov Date tbc	<b>Budget and policy overview scrutiny event</b>	Cabinet and corporate leadership team	To explore ideas around the setting of budgets while considering the pressures facing each service. This also helps provide an overview of the policy frame work.	tbc
Dec Date tbc	<b>New council tax benefit scheme</b>	Councillor Alan Waters, Caroline Ryba	Pre – scrutiny of the report on draft proposals, as amended through the consultation.	At committee
6 Dec 2012	<b>Role of the ward councillor</b>	Russell O'Keefe, Bob Cronk, Nadia Harrington and Andy Emms	Review of the role of a ward councillor with in the new operating model and the opportunities provided by the council's neighbourhood model. To make recommendations on the role of a ward councillor and the supporting member development programme.	At committee
10 Jan 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 budget and policy framework in February	At committee
10 Jan 2013	<b>Governance scheme for community right to challenge</b>	Councillor Alan Waters, Anton Bull, Phil Hyde, Andy Watt and David Rogers	To focus on the proposed governance arrangements for the scheme and to consider if there is possible associated role for scrutiny	At committee
7 Feb 2013	<b>Pre scrutiny of the proposed budget and policy framework</b>	Councillor Brenda Arthur, Councillor Alan Waters, Laura McGillivray, Jerry Massey, Russell O'Keefe, Caroline Ryba and Mark Smith	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

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR	REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT	METHODS AND VENUE
21 Feb 2013	<b>Q3 performance and budget 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	Quarterly at committee
7 March 2013	<b>Lgss and the revenues and benefits service</b>	Councillor Brenda Arthur, Councillor Alan Waters and Anton Bull	A year on look at the performance of Lgss and a progress report on the revenues & benefits service. To identify any areas for improvement and to note successes.	Annual at committee
11 April 2013	<b>Housing benefit changes</b>	Councillor Alan Waters, Caroline Ryba and Anton Bull	It appears that universal credit implementation may not occur until after the next election. Therefore this could represent an early opportunity for the scrutiny committee to look at any early results that may emerge from any pilot schemes around the country and consider any implications for Norwich	At committee
30 May 2013	<b>Annual scrutiny review</b>	Councillor Claire Stephenson and Steve Goddard	To agree the annual review of the scrutiny committee's work 2012 to 2013 and recommend it for adoption of the council	Annual at committee
30 May 2013	<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 2014	Annual meeting



# FORWARD AGENDA / CABINET, COUNCIL, SCRUTINY AND AUDIT COMMITTEES 2012/2013

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>SCRUTINY 6 SEP</b>	Quarter 1 performance report	To report progress against the delivery of the corporate plan objectives for quarter 1 of 2012-13	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Phil Shreeve Policy & performance manager Ext 2356	24 Aug	RO'K	PH	
<b>SCRUTINY 6 SEP</b>	Tenant scrutiny panels	To gain an understanding of and to comment on the new social housing regulation for tenant engagement and scrutiny and the proposals for revising the current Norwich city council tenant's involvement structure to ensure compliance.	Councillor Victoria MacDonald  Tracy John Head of housing Ext 2939	24 Aug			
<b>CABINET 12 SEP</b>	Collective energy switching	To agree to establish a collective energy switching scheme for Norwich.	Councillor Bert Bremner  Russell O'Keefe Executive head of strategy,	29 Aug	RO'K	PH	

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			people and democracy Ext 2908  Richard Willson Environmental strategy manager Ext 2312				
<b>CABINET 12 SEP</b>	Quarter 1 performance report	To report progress against the delivery of the corporate plan objectives for quarter 1 of 2011-13	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Phil Shreeve Policy & performance manager Ext 2356	29 Aug	RO'K	PH	
<b>CABINET 12 SEP</b>	Establishment of eastern procurement consortium as a limited company by guarantee	To advise on the implications to the council of eastern procurement consortium becoming a limited company by guarantee	Jerry Massey Deputy chief executive (operations) Ext 2225	29 Aug	JM		



Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			Chris Rayner Head of property services Ext 2308				
<b>CABINET 12 SEP</b>	Award of contract for Council house external decoration. <b>KEY DECISION</b>	To advise on the tender process and approve the award of a contract of up to 3 suppliers to complete a 6 year cycle of Council house external re-decoration.	Jerry Massey Deputy chief executive (operations) Ext 2225  Chris Rayner Head of property services Ext 2308	29 Aug	JM		
<b>CABINET 12 SEP</b>	Bowthorpe Open Space Strategy and Investment <b>KEY DECISION</b>	To approve the Open Space Strategy for Bowthorpe and allocate funds to some of the projects identified in it.	Jerry Massey Deputy chief executive (operations) Ext 2225  Adrian Akester Head of citywide services Ext 2331	29 Aug			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>CABINET 12 SEP</b>	Grants to voluntary organisations <b>KEY DECISION</b>	To seek approval for the award of grants for debt, money and general advice services	Bob Cronk Head of local neighbourhood services Ext 2373	29 Aug	JM		
<b>CABINET 12 SEP</b>	Financial inclusion strategy	To consider and approve the council's revised financial inclusion strategy	Bob Cronk Head of local neighbourhood services Ext 2373	29 Aug	JM	PH	
<b>CABINET 12 SEP</b>	Norfolk county council highways reprocurement	To agree opportunities to take forward arising from the county council's highways reprocurement process	Andy Watt Head of city development services Ext 2691  Chris Rayner, Head of property services Ext 3208	29 Aug	JM	PHs	
<b>CABINET 12 SEP</b>	Goldsmith Street redevelopment	To seek approval of the redevelopment proposals for Goldsmith Street	Andy Watt Head of city development services Ext 2691	29 Aug			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>CABINET 12 SEP</b>	Managing non-housing assets	To agree disposal of non-housing assets	Andy Watt Head of city development services Ext 2691	29 Aug	JM	PH	XREP
<b>CABINET 12 SEP</b>	Support service review (contract negotiations) <b>KEY DECISION</b>	To approve the outcome of the contract negotiations	Councillor Alan Waters (Deputy leader and resources) Anton Bull (Executive head of business relationship management)	29 Aug	JM		XREP
<b>AUDIT 25 SEP</b>							
<b>COUNCIL 25 SEP</b>							
<b>SCRUTINY 11 OCT</b>	Assets of community value	To focus on the proposed governance arrangements	Councillor Alan Waters  Anton Bull, Phil Hyde, Andy Watt	28 Sep			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			and David Rogers				
<b>SCRUTINY 11 OCT</b>	Night time economy	To look into the night time economy, early morning restriction notices and late night levy. And to gain an understanding of the impact of associated crime, beneficial and detrimental economic considerations and the impact on services in Norwich.	Councillor Keith Driver  Bob Cronk Head of local neighbourhood services Ext 2373  Superintendent Paul Sanford	28 Sep			
<b>CABINET 17 OCT</b>	Privately rented housing in Norwich	To provide Cabinet with an update on housing conditions within the privately rented sector in Norwich and to explore a range of options for future action.	Andy Watt Head of city development services Ext 2691	3 Oct	JM	PH	
<b>CABINET 17 OCT</b>	Future provision of architectural services	To review the options for the provision of architectural services	Chris Rayner Head of property services Ext 3208	3 Oct	JM	PH	

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>CABINET 17 OCT</b>	Managing housing assets	To seek approval for the decommissioning of one council owned property following the principles agreed in the Managing Assets executive report of 24 February 2010 and the disposal of an area of housing land to facilitate the development of affordable housing. This will provide additional funds for the housing capital programme. Approval is also sought for the purchase of a dwelling under the Government's mortgage rescue scheme.	Andy Watt Head of city development services Ext 2691	3 Oct			
<b>CABINET 17 OCT</b>	Bowthorpe – Housing with care, dementia care	To agree to dispose of land for a housing with care and dementia care facility	Jerry Massey Deputy chief executive (operations) Ext 2225  Gwyn Jones City growth & development manager	3 Oct	JM		

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			Ext 2364				
<b>CABINET 17 OCT</b>	Community Capital grants fund	To consider and agree the criteria for the new capital community grants fund	Bob Cronk Head of local neighbourhood services Ext 2373	3 Oct	JM	PH	
<b>CABINET 17 OCT</b>	Proposed variations to car park fees and charges	To approve revised fees and charges schedule	Councillor Bert Bremner Andy Watt Head of city development services Ext 2691	3 Oct	JM		NHAC 27 Sep
<b>CABINET 17 OCT</b>	Phone masts on council buildings and land <b>KEY DECISION</b>	To review the council's policy for placing phone masts on council buildings and land	Andy Watt  Head of city development services Ext 2691	3 Oct	JM	PH	
<b>CABINET 17 OCT</b>	Procurement strategy	To approve an updated procurement strategy	Jerry Massey Deputy chief executive (operations) Ext 2225  Anton Bull	3 Oct	JM	PH	

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			Executive head of business relationship management Ext 2326				
<b>CABINET 17 OCT</b>	The sale of six small HRA sites to a housing association partner for the development of affordable housing <b>KEY DECISION</b>	To seek approval for the disposal by sale or transfer of six small housing sites to a developing housing association for the development of new, affordable housing	Jerry Massey Deputy chief executive (operations) Ext 2225  Andy Watt Head of city development Ext 2691	3 Oct	JM		
<b>CABINET 17 OCT</b>	Future Operational Arrangements of Norwich Enterprise Centre	Cabinet are asked to consider options and approve action for the future operational arrangements of Norwich Enterprise Centre, 4B Guildhall Hill, Norwich	Jerry Massey Deputy chief executive (operations) Ext 2225  Andy Watt Head of city development Ext 2691	3 Oct	JM		
<b>CABINET</b>	Strategic Tenancy	To seek approval to consult on	Jerry Massey	3 Oct	JM		

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
17 OCT	Strategy	the draft version of the Strategic Tenancy Strategy	Deputy chief executive (operations) Ext 2225  Tracy John Head of housing Ext 2939  Andy Watt Head of city development Ext 2691				
SCRUTINY 8 NOV	Quarter 2 performance report	To report progress against the delivery of the corporate plan objectives for quarter 2 of 2012-13	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Phil Shreeve Policy & performance manager Ext 2356	26 Oct	RO'K	PH	



Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>SCRUTINY 8 NOV</b>	Food banks (follow up)	To carry out further scrutiny work to gain an overview picture of the deprivation, inequality and welfare issues that Norwich residents experience. And then to decide on any further scrutiny work and/or recommendations.	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Councillor Alan Water, Bob Cronk, Rachel Metson and Boyd Taylor	26 Oct	RO'K	PH	
<b>CABINET 14 NOV</b>	Quarter 2 performance report	To report progress against the delivery of the corporate plan objectives for quarter 2 of 2012-13	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Phil Shreeve Policy & performance manager Ext 2356	31 Oct	RO'K	PH	

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>AUDIT 20 NOV</b>							
<b>SCRUTINY 6 DEC</b>	Role of the ward councillor	To consider the role of a ward councillor in the changing environment the council operates in. Review of the role of a ward councillor with in the new operating model and the opportunities provided by the council's neighbourhood model. To make recommendations on the role of a ward councillor and the supporting member development programme.	<p>Russell O'Keefe Executive head of strategy, people and democracy Ext 2908</p> <p>Bob Cronk Head of local neighbourhood services Ext 2373</p> <p>Nadia Harrington Head of learning and organisation development Ext 2428</p> <p>Andy Emms Democratic services manager</p>	23 Nov			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			Ext 2459				
<b>CABINET 12 DEC</b>	CIL charging schedule	To recommend / agree to adopt the CIL charging schedule for Norwich	Jerry Massey Deputy chief executive (operations) Ext 2225  Gwyn Jones City growth & development manager Ext 2364	28 Nov	JM		
<b>CABINET 12 DEC</b>	Occupational health / Employee assistance award of contract <b>KEY DECISION</b>	To seek approval for the award of contract for occupational health and employee assistance	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Dawn Bradshaw Head of HR Ext 2434	28 Nov	JM		
<b>SCRUTINY 10 JAN</b>	Overview of the corporate plan	For the scrutiny committee to gain an overview and refresh	Councillor Brenda Arthur	24 Dec			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
		their knowledge of the corporate plan prior to pre scrutiny of the proposed budget and policy framework in February	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908				
<b>SCRUTINY 10 JAN</b>	Governance schemes for community right to challenge and assets of community value	To focus on the proposed governance arrangements for both schemes and to consider the possible associated role for scrutiny or the ward member within such schemes	Councillor Alan Waters  Anton Bull Executive head of business relationship management Ext 2326  Phil Hyde Head of Law and Governance Ext 2908  Andy Watt Head of city development	24 Dec			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			Ext 2691  David Rogers Strategic Parking Officer Ext 2463				
<b>CABINET 16 JAN</b>	Strategic Tenancy Strategy	To recommend / agree to adopt the Strategic Tenancy Strategy	Jerry Massey Deputy chief executive (operations) Ext 2225  Tracy John Head of housing Ext 2939  Andy Watt Head of city development services Ext 2691	3 Jan			
<b>CABINET 16 JAN</b>	New council tax reduction scheme	Approve Council tax reduction scheme	Councillor Alan Waters	3 Jan			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			Caroline Ryba Chief finance officer (S151 Officer) 01223 699292				
<b>AUDIT 22 JAN</b>							
<b>COUNCIL 29 JAN</b>	CIL charging schedule	To recommend / agree to adopt the CIL charging schedule for Norwich	Jerry Massey Deputy chief executive (operations) Ext 2225  Gwyn Jones City growth & development manager Ext 2364	18 Jan	JM		
<b>COUNCIL 29 JAN</b>	New council tax reduction scheme	Approve Council tax reduction scheme	Councillor Alan Waters  Caroline Ryba Chief finance officer (S151	18 Jan			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			Officer) 01223 699292				
<b>SCRUTINY 7 FEB</b>	Pre scrutiny of the proposed budget and policy framework	To comment on the proposed budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council	Councillor Brenda Arthur, Councillor Alan Waters  Laura McGillivray Chief executive officer Ext 2001  Jerry Massey Deputy chief executive (operations) Ext 2225  Russell O'Keefe Executive head of strategy, people and democracy Ext 2908	25 Jan			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
			Caroline Ryba Chief finance officer (S151 Officer) 01223 699292  Mark Smith Finance Control Manager Ext 2561				
<b>CABINET 13 FEB</b>	Quarter 3 performance report	To report progress against the delivery of the corporate plan objectives for quarter 3 of 2012-13	Russell O'Keefe, Executive head of strategy, people and democracy Ext 2908  Phil Shreeve Policy & performance manager Ext 2356	30 Jan	RO'K	PH	
<b>BUDGET COUNCIL</b>							



Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>19 FEB</b>							
<b>SCRUTINY 21 FEB</b>	Quarter 3 performance report	To report progress against the delivery of the corporate plan objectives for quarter 3 of 2012-13	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Phil Shreeve Policy & performance manager Ext 2356	8 Feb	RO'K	PH	
<b>SCRUTINY 7 MAR</b>	LGSS and the revenues and benefits service	A year on look at the performance of LGSS and a progress report on the revenues & benefits service. To identify any areas for improvement and to note successes.	Councillor Brenda Arthur Councillor Alan Waters  Anton Bull Executive head of business relationship management Ext 2326	22 Feb			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>CABINET 13 MAR</b>	Payroll award of contract <b>KEY DECISION</b>	To seek approval the award of contract for payroll services	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Dawn Bradshaw Head of HR Ext 2434	27 Feb			
<b>CABINET 13 MAR</b>	Pay policy statement 2013/14 <b>KEY DECISION</b>	To recommend the councils pay policy statement for 2013/14 to Council	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Dawn Bradshaw Head of HR Ext 2434	27 Feb			
<b>AUDIT 19 MAR</b>							

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>COUNCIL 26 MAR</b>	Pay policy statement 2013/14 <b>KEY DECISION</b>	To agree the council's pay policy statement for 2013/14	Russell O'Keefe Executive head of strategy, people and democracy Ext 2908  Dawn Bradshaw Head of HR Ext 2434	15 Mar			
<b>SCRUTINY 11 APRIL</b>	Housing benefit changes	It appears that universal credit implementation may not occur until after the next election. Therefore this could represent an early opportunity for the scrutiny committee to look at any early results that may emerge from any pilot schemes around the country and consider any implications for Norwich	Councillor Alan Waters  Caroline Ryba Chief finance officer (S151 Officer) 01223 699292  Anton Bull Executive head of business relationship management Ext 2326	28 Mar			

Allocated Items							
Meeting	Report	Purpose	Portfolio holder Senior Officer	Final Report - To be signed off by CLT member	Management Clearance • CLT	Cabinet Briefing (IC) or Portfolio Holder (PH)	Comments
<b>ANNUAL COUNCIL 21 MAY</b>							
<b>SCRUTINY 30 MAY</b>	Annual scrutiny review	To agree the annual review of the scrutiny committee's work 2012 to 2013 and recommend it for adoption of the council	Councillor Claire Stephenson  Steve Goddard Scrutiny officer Ext 2491	17 May			
<b>SCRUTINY 30 MAY</b>	Review of the work programme	To identify the issues facing the work of the council for the civic year and agree the scrutiny committee work programme up to April 2014	Scrutiny committee, corporate leadership team, cabinet and the scrutiny officer	17 May			

Date to be confirmed			
Meeting	Report	Purpose/Comments	Directorate
<b>SCRUTINY</b>	New council tax benefit scheme	Pre – scrutiny of the report on draft proposals, as amended through the consultation.	Councillor Alan Waters  Caroline Ryba Chief finance officer (S151 Officer) 01223 699292
<b>CABINET</b>	White Ribbon Status	To ask cabinet to consider seeking white ribbon status for the city	Jerry Massey, Deputy chief executive (operations)  Bob Cronk, Head of local neighbourhood services



## Scrutiny committee recommendation & request tracking

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
31 May 2012	<b>Q4 performance monitoring Payments at post offices (collection rates)</b>	Tina Bailey	Further detailed information requested regarding use of post offices for payments and any correlation regarding the amount of time between payment being made and receipt of benefits	received	In general payments at post offices/pay points continue to increase with April 2010 we had 22,656 transactions and by April 2012 we had 26,431 transactions. The value of those payments was £1,451,099 in Apr 2010 and £1,764,762 in Apr 2012. Payments take 6 days to actually be credited against an account as they go through the post office banking system and our own internal processes. In respect of receipt of benefits. The two transactions are not directly linked.
31 May 2012	<b>Q4 performance monitoring ASB figures</b>	Tracy John	Further information on reasons for why there was a drop in anti-social behaviour reporting for Q4	received	<p>This performance indicator compares the number of reported cases of ASB in any given quarter to the same quarter of the previous year. For quarter 4 (2012) there were 783 recorded reports of ASB, in quarter 4 (2011) there were 1029 recorded reports of ASB, resulting in a reduction of 24%.</p> <p>This indicator does not provide information on why there is this variance in reporting of ASB, however we have been reviewing our performance measures for ASB and as part of that work identified a significant amount of duplicate recording, which is likely to account for the reduction in the volume of cases recorded. Our review of performance measures for ASB aims to focus on outcomes of prevention and tackling ASB.</p> <p>We plan to introduce a new set of ASB indicators that can better reflect our performance tackling ASB monitoring the effectiveness of preventative measures such as use of the</p>

Date	Topic	Responsible officer	Scrutiny request	Progress	Outcome
					<p>mediation service Asking our tenant community about their perception of asb in their neighbourhood - question to be included in the next survey with the Talkback panel in August 2012. Asking our tenant community of their experience of us dealing with reports of ASB - two new satisfaction surveys being launched on low level ASB and ABATE casework.</p> <p>Hopefully this will produce more meaningful data which will track trends and measure our progress more accurately.</p>
31 May 2012	<b>Q4 performance monitoring Revenues &amp; benefits improvement plan</b>	Anton Bull	The housing benefit service improvement plan be provided for members to access via a link on e-councillor	ongoing	
05 July 2012	<b>Foodbanks</b>	Steve Goddard	Members felt that it would be important for them to find out if there were particular reasons for why there was a trend for people's periods of crisis to increase in time, and to receive further information from the Foodbank, that breaks down the reasons for people presenting for three vouchers or more	ongoing	
19 July 2012	<b>Financial regime for local government</b>	Jerry Massey Andy Emms	Resolved that the deputy chief executive provide a member briefing regarding funding for housing provision.	ongoing	