



### **Scrutiny committee**

**Date: Thursday, 17 September 2015**

**Time: 16:30**

**Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH**

#### **All group pre-meeting briefing – 16:00 Mancroft Room**

This is for members only and is not part of the formal scrutiny meeting which will follow at 16:30.

The pre-meeting is an opportunity for the committee to make final preparations before the start of the scrutiny committee meeting. The public will not be given access to the committee room before 16:30.

#### **Committee members:**

##### **Councillors:**

Wright (chair)  
Maxwell (vice chair)  
Bogelein  
Coleshill  
Grahame  
Haynes  
Manning  
Packer  
Peek  
Raby  
Ryan  
Sands (S)  
Schmierer

#### **For further information please contact:**

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## **Information for members of the public**

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

## AGENDA

### 1 Apologies

To receive apologies for absence

### 2 Public questions/petitions

To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting in accordance with appendix 1 of the council's constitution)

### 3 Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

### 4 Minutes

9 - 14

To agree the accuracy of the minutes of the meeting held on 16 July 2015.

### 5 Scrutiny committee work programme 2015 - 2016

15 - 46

**Purpose** - To note the scrutiny work programme and agree any potential topic(s) that may be tested against the TOPIC analysis for future inclusion onto the programme. For the assistance of members, the cabinet forward agenda is also included.

### 6 Update of the representative appointed to the Norfolk Health and Overview Scrutiny Committee

47 - 58

**Purpose** - For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next meeting of NHOSC

### 7 Review of co-operative innovations and solutions and suggestions for how Norwich might benefit

59 - 62

**Purpose** - The report summarises the background to this topic and work currently being progressed to allow an initial discussion by the committee about areas they may wish to focus on in more detail and to come up with any initial suggestions.

Date of publication: **Friday, 11 September 2015**

- T** is this, the right **TIME** to review the issue and is there sufficient officer time and resource available?
- O** what would be the **OBJECTIVE** of the scrutiny?
- P** can **PERFORMANCE** in this area be improved by scrutiny input?
- I** what would be the public **INTEREST** in placing this topic onto the work programme?
- C** will any scrutiny activity on this matter contribute to the council's activities as agreed to in the **CORPORATE PLAN**?

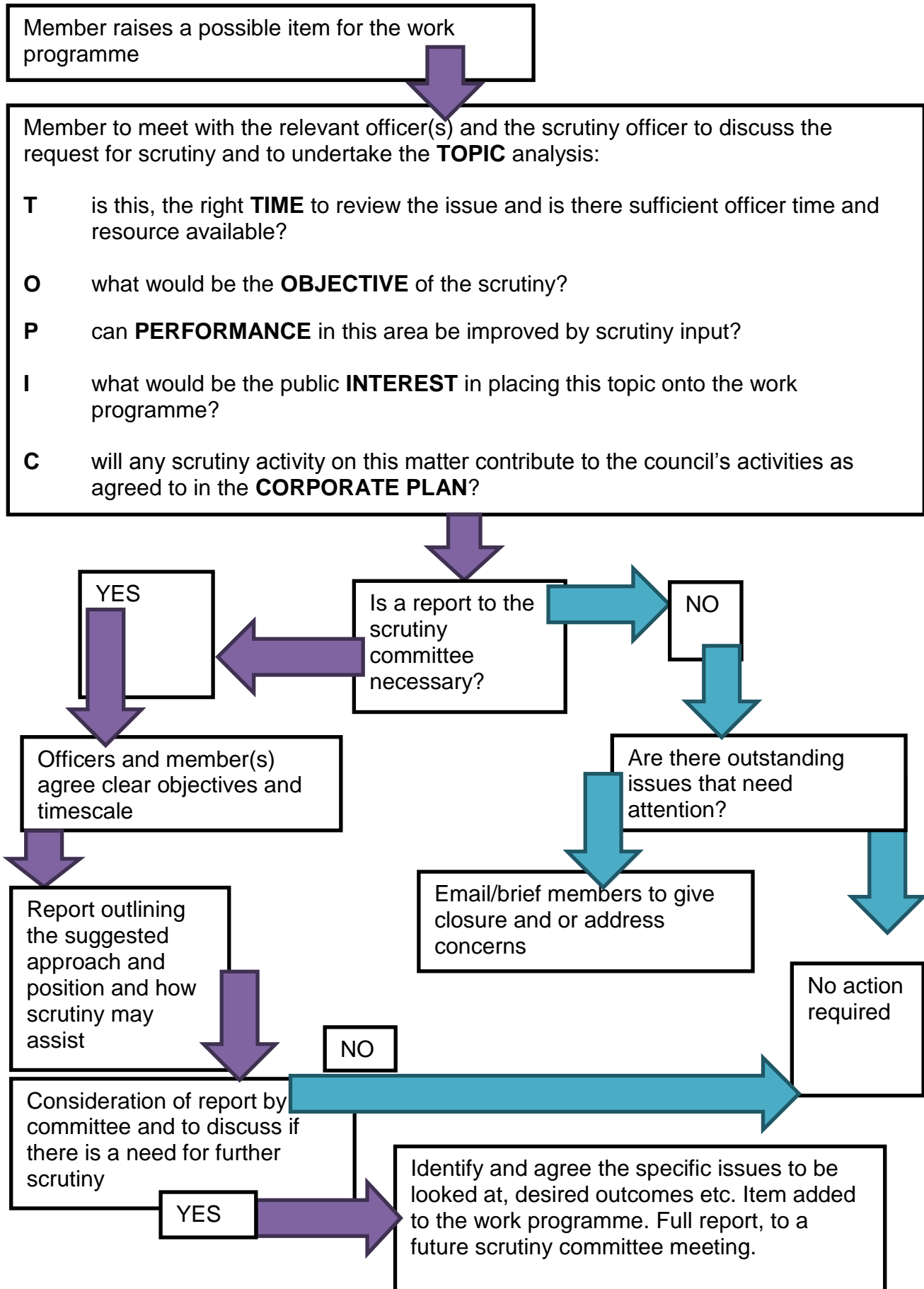
Once the TOPIC analysis has been undertaken, a joint decision should then be reached as to whether a report to the scrutiny committee is required. If it is decided that a report is not required, the issue will not be pursued any further. However, if there are outstanding issues, these could be picked up by agreeing that a briefing email to members be sent, or other appropriate action by the relevant officer.

If it is agreed that the scrutiny request topic should be explored further by the scrutiny committee a short report should be written for a future meeting of the scrutiny committee, to be taken under the standing work programme item, so that members are able to consider if they should place the item on to the work programme. This report should outline a suggested approach if the committee was minded to take on the topic and outline the purpose using the outcome of the consideration of the topic via the TOPIC analysis. Also the report should provide an overview of the current position with regard to the topic under consideration.

By using the flowchart, it is hoped that members and officers will be aided when giving consideration to whether or not the item should be added to the scrutiny committee work programme. This should help to ensure that the scope and purpose will be covered by any future report. The outcome of this should further assist the committee and the officers working with the committee to be able to produce informed outcomes that are credible, influential with SMART recommendations.

**Specific, Measurable, Attainable, Relevant and Time-bound**

## Guidance flow chart for placing items onto the scrutiny committee work programme



## **Working style of the Scrutiny committee and a protocol for those attending scrutiny**

- All scrutiny committee meetings will be carried out in a spirit of mutual trust and respect
- Members of the scrutiny committee will not be subject to whipping arrangements by party groups
- Scrutiny committee members will work together and will attempt to achieve evidence based consensus and recommendations
- Members of the committee will take the lead in the selection of topics for scrutiny
- The scrutiny committee operates as a critical friend and offers constructive challenge to decision makers to support improved outcomes
- Invited attendees will be advised of the time, date and location of the meeting to which they are invited to give evidence
- The invited attendee will be made aware of the reasons for the invitation and of any documents and information that the committee wish them to provide
- Reasonable notice will be given to the invited attendee of ***all*** of the committees requirements so that these can be provided for in full at the earliest opportunity (there should be no nasty surprises at committee)
- Whenever possible it is expected that members of the scrutiny committee will share and plan questioning with the rest of the committee in advance of the meeting
- The invited attendee will be provided with copies of ***all relevant*** reports, papers and background information
- Practical arrangements, such as facilities for presentations will be in place. The layout of the meeting room will be appropriate
- The chair of the committee will introduce themselves to the invited attendee before evidence is given and; all those attending will be treated with courtesy and respect. The chair of the committee will make sure that all questions put to the witness are made in a clear and orderly manner







**SCRUTINY COMMITTEE**

**16:35 to 18:45**

**16 July 2015**

Present: Councillors Wright (chair), Maxwell (vice chair), Bogelein, Bradford (substitute for Peek) Coleshill, Grahame, Haynes, Manning, Raby, Ryan, Sands (M)(substitute for Packer) Sands (S) and Schmierer

Also present: Stacey Bright, St Martins Housing Trust; Julie Kemmy, information, advice and advocacy development manager, Equal Lives; Robert Lancaster, manager, MAP; Tim Adamson, DWP Norwich.

Apologies: Councillors Packer and Peek

**1. Declarations of interest**

There were no declarations of interest.

**2. Minutes**

**RESOLVED** to agree the accuracy of the minutes of the meeting held on 6 July 2015.

**3. Appointment of substitute for the Norfolk countywide community safety partnership scrutiny sub panel**

**RESOLVED** to appoint councillor Graham as the substitute.

**4. Scrutiny committee work programme 2015 -2016**

The chair updated the committee on the work programme.

**RESOLVED** to note the scrutiny committee work programme 2015 – 2016

**5. Update of the representative for the Norfolk health overview and scrutiny committee**

Councillor Bogelein – Norwich City Council representative for the Norfolk health overview and scrutiny committee – explained that a number of general recommendations had been made at the meeting of the committee that had taken place earlier that day. She explained that she would circulate a note of

these to members via email, adding that a written update would be included with the scrutiny committee recommendations in September.

**RESOLVED** to:-

- a) note the update from the representative for the Norfolk health overview and scrutiny committee; and,
- b) remind members to liaise with Councillor Bogelein if they wish to raise any issues.

## **6. Benefit sanctions and their impact**

The invited guests introduced themselves and explained the ways in which benefit sanctions have affected the services they provide:

St Martins Housing Trust representative Stacey Bright explained that use of their hostel and associated services have experienced a big impact from the sanctions, in the numbers of people accessing their services and using the hostel.

Julie Kemmy, information, advice and advocacy development manager at Equal Lives said that they hadn't yet experienced higher numbers of people accessing their services.

Robert Lancaster of MAP explained that he was the manager of the advice service.

Tim Adamson explained that he was from the Department for Work and Pensions (DWP) and that the service deals with approximately 15,000 customers.

In response to a member's question, Tim Adamson explained that the lone parent families' area (which included a play area) had been removed due to there being fewer specialist lone parent advisors. Cuts which had been made to the DWP had meant a loss of twenty percent of staff at the Norwich Job Centre. As such, training had been introduced to ensure staff were multi-skilled, resulting in a multi-purpose centre, with little room for the kind of specialist areas previously seen. Tim said that he would feed back the details of the discussion and that if it were possible to fit in the lone parent area with the new business layout, then they would examine ways in which to reinstate it.

Tim then clarified the method by which the DWP refers decisions regarding possible sanctions via their Decision and Automated Referral Toolkit (DART). A process of evidence gathering is carried out by the Jobcentre advisors before auto referring a jobseekers allowance (JSA) entitlement doubt to a decision maker via the DART system. As a part of this process, a notification is sent to the individual involved, simply advising them of what is happening

but does not – at this stage – mention the potential introduction of benefit sanctions.

If a decision is then taken to place benefit sanctions upon an individual, this would be entered onto the DWP system which – as Tim Adamson understood it – would trigger an automatic notification to the city council.

In response to a member's question, the executive head of service for business relationship management and democracy said that if an individual was sanctioned and JSA was stopped, the potential for overpayment of housing benefit could arise. If other income is found – for example, an individual may be back in work – then a change would obviously be needed to the level of housing benefit being received. Tim Adamson added that in any situation where housing benefit entitlement was likely to change, individuals would always be advised to contact the city council.

In response to a member's question, Stacey Bright explained that the St Martin's Housing Trust was experiencing an increase in access to their services by nil-income individuals who had difficulty in understanding the contents of letters from both the city council and the DWP. She explained that she felt communication needs to be a lot clearer, with letters that properly transmit a sense of urgency. As it stood – she explained – the letters often generate a high number of calls to the city council and the DWP to simply clarify their contents.

Referring to the pie chart on page 43 of the report, Tim Adamson explained that those aged 18-24 were a target group for services due to high unemployment within that demographic. He said that the aim for this group was to see them for a meeting once a week, meaning that they experienced a higher rate of no-shows for appointments. As such, this has led to a higher rate of sanctions given to those within the 18-24 age bracket. He said that options were available, however, to assist with managing attendance, literacy problems and any help required gaining access to online services.

In response to a member's question, Tim Adamson said that the DWP had relationship managers who were happy to link in with the council when it came to meetings with customers. He said that they welcomed any support given by organisations and confirmed that they already worked closely with appropriate groups and that this engagement would continue in individual cases as long as there was willingness on behalf of the customer. He also explained that there were no targets to be met for the imposition of benefit sanctions.

In closing the item, the following points were made by the invited organisations:

- Everybody should work toward better, clearer information sharing between the agencies involved.
- It would be useful for advisors in the organisations to have a direct link to the council with a named advisor.

- Consider the use of text messaging when contacting younger people.
- It would be positive for the city council to include information (such as leaflets) for support agencies with relevant correspondence.

**RESOLVED to:-**

- 1) consider establishing a single point of contact within the city council for specific advice agencies dealing with the most vulnerable clients;
- 2) suggest ways in which single reference can be made into support and advice, building upon the recently commissioned debt and money advice consortium;
- 3) investigate alternative ways of contacting clients (especially younger people via text) to notify of changes to housing benefit entitlement as well as examining other non-written alternatives;
- 4) work with the DWP to establish a simple checklist of other benefits or entitlements which clients could consider claiming once benefit entitlement has been established;
- 5) work with the DWP and advice agencies and appropriate data protection advisors as necessary to find a simple way to encourage sharing of information between agencies - particularly as it may relate to literacy, numeracy, language or other communication barriers;
- 6) investigate to what extent benefit notifications - especially end of entitlement or benefit suspension - can include other information such as a 'nil entitlement' form and to look at the inter-relationship between types of benefits to minimise the occasions where housing benefit ends despite actual income remaining at the same level;
- 7) review the function of the benefit relationship meetings to focus on problem solving to include, for example, making best use of electronic data passed between systems to minimise loss of housing benefit;
- 8) request the DWP to pass on information regarding accessibility to and criteria for the job seekers allowance hardship fund and the city council to work with its advice partners and its own advisors to publicise entitlement;
- 9) double-check the current process around six week entitlement to benefits based upon a nil income declaration;
- 10) investigate an agreed programme of work shadowing and information sharing between agencies, advisors and councillors;
- 11) find an appropriate channel (given an estimated 75% rate of non-sanction) for the city council to lobby local MPs and the wider local government body for DWP nationally to look at ways of reducing sanction referrals from work programme providers; and,

12) ask the DWP locally to provide feedback on progress around:

- i. reinstatement of a play area;
- ii. training / reminders to front line staff to advise clients on the ability to appeal or access e.g. JSA hardship funds;
- iii. investigate what options may be available to improve - or make better understood - notification letters or other communication methods; and,
- iv. making available, in conjunction with the city council and other agencies, a list of advice and support networks (see also recommendation 2)

## **7. Housing benefits and council tax reduction scheme claims processing**

The executive head of service for business relationship management and democracy presented the report and in response to members' questions, provided the following information:

- He agreed that some letters regarding changes in circumstance were difficult to understand. He added that such letters were constantly under review although legislation often dictated the content of such letters. As such, work was taking place to look at including simple explanatory notes with the letters.
- When writing to clients to ask for further information in the case of potential overpayment of benefits, he agreed that this represented a good opportunity to include communication encouraging people to consider saving up to offset any such overpayment.
- When councillors have comments from particular constituents, they need to clearly advise the benefits team of specifics so that each issue can be dealt with fully.

**RESOLVED** to note the report.

CHAIR



## ITEM 5

DATE OF MEETING	TOPIC FOR SCRUTINY	RESPONSIBLE OFFICER, CABINET PORTFOLIO COUNCILLOR or ORGANISATION	SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT
6 July 2015	<b>Quarter 4 performance monitoring (14/15)</b>	Cllr Alan Waters, Russell O'Keefe and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data
6 July 2015	<b>Establishing a local housing company</b>	Cllr Bert Bremner and David Moorcroft	Pre-scrutiny of the report going to cabinet that outlines arrangements for the council towards establishing a local housing company to allow the council to take forward housing development in Norwich.
6 July 2015	<b>Update from May meeting of the Norfolk county health overview and scrutiny committee</b>	Steve Goddard	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next NHOSC meeting.
16 July 2015	<b>Update of the rep for the Norfolk county health overview and scrutiny committee</b>	Cllr Sandra Bogelein	A brief Oral update of the meeting of NHOSC that was held earlier in the day at county hall.  (A written update will be available at the September meeting along with the September update)
16 July 2015	<b>Overview of DWP sanctions</b>	Phil Shreeve	To look at how the council can work with partners to help those who may be affected with a particular focus on young people and the homeless.

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR</b>	<b>SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT</b>
16 July 2015	<b>Benefits processing times</b>	Anton Bull, LGSS and Cllr Alan Waters	To address the performance levels towards improving the average processing time for new housing benefit and council tax reduction scheme claims.
17 September 2015	<b>Update of the rep for the Norfolk county health overview and scrutiny committee (July &amp; Sept report)</b>	Cllr representative	For the committee to note the work of NHOSC and comment on any implications for Norwich residents for the rep to take back to the next meeting of NHOSC
17 September 2015	<b>Looking at the co-operative agenda in local government</b>	Cllr Alan Waters, Russell O'Keefe and Phil Shreeve	Looking at co-operative innovations and solutions and suggestions for how Norwich might benefit. (Subject to final agreement over scope)
15 October 2015	<b>Assessment of the corporate plan against the programme of the new government</b>	Cllr Alan Waters, Russell O'Keefe and Phil Shreeve	To gain an overview of the new governments programme and any implications this may have for the council's corporate plan
15 October 2015	<b>Transformation programme for the Council</b>	Cllr Alan Waters and Russell O'Keefe	For the scrutiny committee to comment on and make suggestions towards the development of the council's programme for transformation



<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR</b>	<b>SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT</b>
12 November 2015	<b>Quarter 2 performance monitoring (15/16)</b>	Cllr Alan waters, Russell O'Keefe and Phil Shreeve	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data
12 November 2015	<b>Review of community space - update on progress</b>	Cllr Keith Driver, Russell O'Keefe and Bob Cronk	A report back to the scrutiny committee on how work has progressed since the task and finish group.
12 November 2015	<b>Update of the rep for the Norfolk county health overview and scrutiny committee (Oct report)</b>	Councillor representative	For the committee to note the work of the HOSC and comment on any implications for Norwich residents for the residents for the rep to take back to NHOSC
12 November 2015	<b>Update on the delivery of the work plan for the building social inclusion and capital in Norwich project</b>	Cllr Keith Driver and Russell O'Keefe	For the committee to receive and note a briefing paper as an update on progress at this early stage in the work.
17 December 2015	<b>Transformation programme for the Council</b>	Cllr Alan Waters and Russell O'Keefe	Ongoing scrutiny to consider the development of the transformation programme.
17 December 2015	<b>Annual equality information report</b>	Cllr Vaughan Thomas and Phil Shreeve	Pre scrutiny of the report before it goes to cabinet

<b>DATE OF MEETING</b>	<b>TOPIC FOR SCRUTINY</b>	<b>RESPONSIBLE ORGANISATION OFFICER CABINET PORTFOLIO COUNCILLOR</b>	<b>SCOPE - REASON FOR TOPIC REQUEST AND OUTCOME SOUGHT</b>
17 December 2015	<b>Update of the rep for the Norfolk county health overview and scrutiny committee (Dec report)</b>	Councillor representative	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC
28 January 2016	<b>Pre-scrutiny of the proposed policy and budget frame work</b>	Cllr Alan Waters, Russell O'Keefe and Justine Hartley	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy and look into how tenants can use communal areas
28 January 2016	<b>(Environmental strategy) Yearly update on the progress statement</b>	Cllr Bert Bremner, Richard Willson and David Moorcroft	Identification of any issues to consider and note successes and progress reported in the progress statement
25 February 2016	<b>Verge and pavement issues</b>	Cllr Bert Bremner, David Moorcroft and Andy Ellis	Pre- scrutiny of the cabinet report on a review of verge and pavement issues
25 February 2016	<b>Update of the rep for the Norfolk county health overview and scrutiny committee</b>	Councillor representative	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC

17 March 2016	<b>Annual review of scrutiny</b>	Cllr James Wright	To agree the annual review of the scrutiny committee's work 2015 to 2016 and recommend it for adoption of the council
17 March 2015	<b>Academies</b>		(Subject to final agreement over scope)

Scrutiny committee tracker

2015 – 2016

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
11 June 2015	<b>Verge and pavement issues</b>	Andy Watt	For the scrutiny committee members to receive an update on progress regarding verge and pavement issues raised at earlier meetings.	Members received an email update from the head of city development services on 12 June reporting on the current position.  The scrutiny committee will also be pre scrutinising a report that will cover the review of verge and pavement issues at the 25 February 2016 meeting.
11 June 2015	<b>Best practice in tackling transphobic hate crimes</b>	Bob Cronk	For the head of neighbourhood services to provide an update and information as an email briefing to the scrutiny committee	Ongoing
11 June 2015	<b>The council's consultation process</b>	Nikki Rotsos	For a briefing paper to be circulated, for scrutiny members to gain an overview and understanding of the council's current work in this area.	Ongoing

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
11 June 2015	<b>The communications approach of the scrutiny committee</b>	Chair of scrutiny and Nikki Rotsos	To make this an ongoing piece of work with a view to make suggestions on how members advertise and publicise their work.	Ongoing
6 July 2015	<b>Self-esteem and aspirations task and finish group; annual update</b>	Russell O'Keefe	Future updates on the progress being made with the work programme, as a result of the self-esteem and aspirations task and finish group.	Expected to be in spring 2016.
6 July 2015	<b>Quarter 4 performance monitoring (14/15)</b>	Phil Shreeve	HCH5 states that our target is to prevent 50% of people who contact us to become homeless: Could it be clarified why this target is so low?	We needed to factor in the challenging environment for homelessness and prevention. While current performance is good, we are working at our optimum within existing resources. As such, shifting external factors (further welfare reform, effect of cuts to services by partner organisations etc) will potentially limit our effectiveness and performance. Therefore, the 50% target is both realistic and challenging. In addition, this would be very good performance compared to most local authorities.

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
6 July 2015	<b>Quarter 4 performance monitoring (14/15)</b>	Phil Shreeve	<p>HCH8 the target has reduced from 87% to 77% why is that? Has satisfaction with the housing service gone down?</p> <p>VFM3 – the target has reduced why is that?</p> <p>VFM6: how has this measure been revised?</p>	<p>Satisfaction with the housing service has actually improved considerably. It has increased by over 11% between our survey in 2013 and the one carried out this year, taking overall satisfaction to 81%. This puts us the 3rd best in the country in terms of large local authority landlords. However, the previous target of 87% was unrealistic and we need to ensure targets strike the right balance between being realistic and challenging. As you will be aware, targets are then reviewed each year.</p> <p>As set out above we need, to ensure targets strike the right balance between being realistic and challenging and 85% had gone beyond challenging to unrealistic.</p> <p>This is a composite of the 4 main elements of council income collected - council tax, NNDR, housing rent and sundry income. Prior to 2012 we had “in-year” collection targets for council tax and NNDR of 96.5% and 98.2%. In measuring the “% of income owed to the council collected” for the 2012-15 corporate plan the amount of council tax</p>

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
6 July 2015	<b>Quarter 4 performance monitoring (14/15)</b>	Phil Shreeve	VFM6: how has this measure been revised? (continued)	and NNDR we had actually collected was taken as a percentage of the amount we expected to collect. In that regard it was actually a percentage of the target percentage not a percentage of the “total amount”. For the new corporate plan we have aimed to simplify this. So now, the % of council tax and NNDR collected are as a percentage of the total amount not the expected amount. (N.B. In year the monthly “amount due” still has to be estimated as there isn’t an actual monthly amount due. This is modelled based on typical collection rates from previous years. However, this builds towards a percentage of the total amount due for the year).The target for this has therefore been reduced from 96% to 95% as the change has resulted in the denominator (amount due) getting bigger.

Date	Topic	Responsible officer	Scrutiny request	Outcome(s) or current position
6 July 2015	<b>Quarter 4 performance monitoring (14/15)</b>	Phil Shreeve	With regards to the effect of the waste officers door knocking: has there been a pre/post comparison with regards to uptake of recycling, general waste reduction and use of food waste, thus a comparison of numbers before the door knocking and afterwards?	Door knocking was one small part of a much wider and concerted strategy to increase recycling etc. However, pre – implementation of this overall strategy recycling rates were 18% and are obviously now 36%.



ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>CABINET 9 SEP 2015</b>	Quarter 1 2015-16 performance report.	To report progress against the delivery of the corporate plan priorities and key performance measures for quarter 1 of 2016-16	Cllr Waters Russell O'Keefe, Executive head of strategy, people and neighbourhoods EXT 2908 Phil Shreeve, Policy and performance manager EXT 2356		Russell O'Keefe	PH	NO
<b>CABINET 9 SEP 2015</b>	Norwich economic strategy action plan 2015-16 and review of 2014-15 action plan	To consider the council's economic strategy action plan for the period 2015 - 16 and review the action plan for the period 2014-15 for publication.	Andy Watt Head of city development services EXT 2691 Ellen Tilney Economic development manager 07771 562069		Dave Moorcroft	PH	NO
<b>CABINET 9 SEP 2015</b>	Norfolk Strategic Framework update	To provide an update on progress on the Norfolk Strategic Framework update	Cllr Bremner Graham Nelson Mike Burrell EXT 2525		Dave Moorcroft	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>CABINET 9 SEP 2015</b>	Treasury Management Full Year Review 2014/15	To consider the Treasury Management performance for the year to 31 March 2014	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Philippa Dransfield chief accountant EXT 2562		Justine Hartley	PH	NO
<b>CABINET 9 SEP 2015</b>	Revenue budget monitoring 2015/16 periods 3 and 4	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Justine Hartley	PH	NO
<b>CABINET 9 SEP 2015</b>	Capital budget monitoring 2015/16 quarter 1	To provide an update on the financial position of the capital programmes	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman group accountant EXT 2805		Justine Hartley	PH	NO
<b>CABINET 9 SEP 2015</b>	Proposed write off of bad debt	To provide an update regarding the write off of non- recoverable debt.	Cllr Stonard Justine Hartley chief finance officer		Justine Hartley	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2440 Carole Jowett revenues and benefits operations manager EXT 2684				
<b>CABINET 9 SEP 2015</b>	Use of right to buy one for one receipts - <b>KEY DECISION</b>	To consider the use of right to buy one for one receipts to support the provision of new homes by registered providers	Cllr Bremner Cllr Stonard Andy Watt Head of city development services EXT 2691 Andrew Turnbull senior development officer (enabling) EXT 2778 Justine Hartley Chief finance officer EXT 2440		Dave Moorcroft	PH	NO
<b>CABINET 9 SEP 2015</b>	Procurement of thermodynamic hot water systems for social housing – <b>KEY DECISION</b>	To confirm previously agreed budget and authorise selected contractor.	SO=Gary Atkins, RA=Jay Warnes			PH	NO
<b>CABINET</b>	Procurement of works	To advise of the procurement process	Cllr Harris		Russell	PH	NO

## ALLOCATED ITEMS

ALLOCATED ITEMS							
Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>9 SEP 2015</b>	– Various key decisions for expenditure on housing repairs and upgrades contracts - <b>KEY DECISION</b>	for various work programmes and schemes and to ask for approval to place the orders.	Russell O’Keefe Gary Atkins Carol Marney		O’Keefe		
<b>CABINET 9 SEP 2015</b>	Procurement of works – for structural maintenance and improvement – structural repairs at Heathgate – phase 2	To inform cabinet of the procurement process for a large structural repair contract and to ask for approval to award the contract.	Cllr Harris Russell O’Keefe Gary Atkins Carol Marney		Russell O’Keefe	PH	NO
<b>CABINET 9 SEP 2015</b>	Revenues and benefits shared service provision - <b>KEY DECISION</b>	To approve the next phase of shared services for revenues and benefits.	Cllrs Waters, Stonard, Thomas Anton Bull Executive head of service business relationship management and democracy EXT 2326		Anton Bull	PH	YES
<b>CABINET 9 SEP 2015</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking		Dave Moorcroft	PH	YES

## ALLOCATED ITEMS

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			manager EXT 2463				
<b>SCRUTINY 17 SEP 2015</b>	Looking at the co-operative agenda in local government	Looking at co-operative innovations and solutions and suggestions for how Norwich might benefit.	Cllr Alan Waters Phil Shreeve Policy and performance manager		Russell O'Keefe		
<b>AUDIT 22 SEP</b>							
<b>COUNCIL 29 SEP 2015</b>	Treasury Management Full Year Review 2014/15	To set out the treasury management performance for the year to 31 March 2015.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Philippa Dransfield chief accountant EXT 2562		Justine Hartley	PH	NO
<b>CABINET 7 OCT 2015</b>	Revenue budget monitoring 2015/16 period 5	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant		Justine Hartley	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2498				
<b>CABINET 7 OCT 2015</b>	Proposed car park fees and charges.	To seek approval for proposed tariff changes to off-street car parks.			Dave Moorcroft		NO
<b>CABINET 7 OCT 2015</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>CABINET 7 OCT 2015</b>	Sites to be developed for the affordable homes programme - <b>KEY DECISION</b>	To approve the disposal of the sites and to invite registered provider partners to bid for the package of sites which will be developed for affordable housing	Cllr Harris Debbie Gould Senior housing development officer EXT 2851 Andy Watt Head of city development services EXT 2691		Dave Moorcroft	PH	NO
<b>CABINET 7 OCT 2015</b>	Open space and play supplementary planning document - Adoption	To consider adopting the Open space and play supplementary planning document to support policies in the statutory development plan for Norwich	Cllr Bremner - environment and sustainable development; Graham Nelson -		Dave Moorcroft	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			head of planning services				
<b>CABINET 7 OCT 2015</b>	Air Quality Action Plan - <b>KEY DECISION</b>	To confirm an action plan for the city centre air quality management area	Cllr Bremner Andy Watt Head of city development services EXT 2691		Dave Moorcroft		NO
<b>CABINET 7 OCT 2015</b>	Award of contract for loft and cavity wall Insulation.	To advise of the procurement process for the loft and cavity wall insulation contract and seek approval to award the contract to the selected supplier.	Cllr Stonard Tracy Woods Business relationship and procurement manager EXT 2140 Gillian Newton - Contract Officer EXT 2169		Anton Bull	PH	NO
<b>CABINET 7 OCT 2015</b>	Housing Development company- finance and land for Three Score phase 2 – <b>KEY DECISION</b>	To agree to transfer the land and finance the housing development company to enable the development of Three Score phase 2	Cllr Stonard Gwyn Jones City Growth and Development Manager EXT 2364		Dave Moorcroft	PH	NO
<b>CABINET 7 OCT 2015</b>	Community centre at the Hall Road Asda site	To agree to the leasehold acquisition to provide a new community centre at the Hall Road Asda site	Cllr Driver Andy Watt Bob Cronk		Dave Moorcroft	PH	NO
<b>CABINET 7 OCT 2015</b>	Home Options allocation policy refresh	To consider adoption of an updated Home Options allocation policy	Cllr Harris Tracy John Head of Housing		Russell O'Keefe	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2939 Chris Haystead Housing Options manager EXT 2936				
<b>CABINET 7 OCT 2015</b>	Community Infrastructure Level (CIL) Business plan 2016-7.	To recommend to Council the approval of the CIL Business Plan for 2016-7.	Cllr Waters Andy Watt Head of city development services EXT: 2691 Gwyn Jones City growth and development manager EXT: 2364.		Dave Moorcroft	PH	NO
<b>CABINET 7 Oct 2015</b>	Enforcement of building act notice	To decide upon the appropriate course of action following failure by the owner of a dilapidated building to comply with a building act notice	Cllr Bremner Andy Watt, Head of City Development Services (EXT 2691) Paul Swanborough, Strategic Housing Manager (EXT 2388)		Dave Moorcroft	PH	Yes
<b>CABINET 7 OCT 2015</b>	Push the Pedalways – appropriation of	To consider the appropriation of sections of pathway and associated	Cllr Bremner Cllr Stonard		Dave Moorcroft	PH	NO



**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
	council-owned land for adoption as highway	infrastructure on City Council-owned land at five locations on the pink pedalway as part of the Push the Pedalways programme.	Andy Watt Head of city development services EXT: 2691 Ben Webster Design, Conservation and Landscape Manager EXT: 2518				
<b>CABINET 7 OCT 2015</b>	Transformation programme	To consider the Transformation Programme– <b>KEY DECISION</b>	Cllr Waters Russell O’Keefe Executive head of strategy, people and neighbourhoods EXT 2908		Russell O’Keefe		YES (PARA 3)
<b>CABINET 7 OCT 2015</b>	Review of the Neighbourhood Model	To consider the Neighbourhood Model – <b>KEY DECISION</b>	Cllr Driver Russell O’Keefe Executive head of strategy, people and neighbourhoods EXT 2908		Russell O’Keefe		YES (PARA 3)
<b>CABINET 7 OCT 2015</b>	HRA Business Plan	To consider the HRA Business Plan – <b>KEY DECISION</b>	Cllr Harris Russell O’Keefe Executive head of		Russell O’Keefe		NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			strategy, people and neighbourhoods EXT 2908				
<b>CABINET 7 OCT 2015</b>	Reducing Inequalities Action Plan	To consider the updated Reducing Inequalities Action Plan. – <b>KEY DECISION</b>	Cllr Thomas Russell O’Keefe Executive head of strategy, people and neighbourhoods EXT 2908		Russell O’Keefe		NO
<b>CABINET 7 OCT 2015</b>	Local plan implementation issues resulting from the housing standards review	To approve revised Local Plan advice and information notes to take account of the housing standards review	Cllr Bremner, Graham Nelson Michael Burrell planning policy team leader, EXT: 2525		Dave Moorcroft		NO
<b>CABINET 7 OCT 2015</b>	Treasury Management Strategy – loans to third parties – <b>KEY DECISION</b>	To consider changes to the Treasury Management Strategy relating to loans to third parties	Cllr Stonard, Justine Hartley Chief finance officer EXT 2440, Andy Watt Head of city development services EXT: 2691		Justine Hartley		Yes

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>CABINET 7 OCT 2015</b>	Use of right to buy one for one receipts - <b>KEY DECISION</b>	To consider the use of right to buy one for one receipts	Cllr Bremner Cllr Stonard Andy Watt Head of city development services EXT 2691 Andrew Turnbull senior development officer (enabling) EXT 2778 Justine Hartley Chief finance officer EXT 2440		Justine Hartley	PH	NO
<b>CABINET 7 OCT 2015</b>	Greater Norwich Growth Programme 2016-7	To recommend to Council the approval of the Greater Norwich Growth Programme for 2016-7	Cllr Waters Gwyn Jones City Growth and Development Manager EXT 2364				NO
<b>SCRUTINY 15 OCT 2015</b>	Assessment of the corporate plan against the programme of the new government	To gain an overview of the new governments programme and any implications this may have for the council's corporate plan	Cllr Alan Waters Phil Shreeve Policy and performance manager		Russell O'Keefe		
<b>SCRUTINY 15 OCT</b>	Transformation programme for the	For the scrutiny committee to comment on and make suggestions	Cllr Alan Waters		Russell O'Keefe		NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>2015</b>	Council	towards the development of the council's programme for transformation					
<b>CABINET 4 NOV 2015</b>	Revenue budget monitoring 2015/16 period 6	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances	Cllr Stonard Justine Hartley, chief finance officer EXT 2440 Neil Wright, Service accountant EXT 2498		Justine Hartley	PH	NO
<b>CABINET 4 NOV 2015</b>	Adoption of the greater Norwich homelessness strategy 2015-20 – <b>KEY DECISION</b>	To consider adoption of a homelessness strategy for greater Norwich, following public consultation	Cllr Harris Chris Hancock Housing strategy officer EXT 2852 Andy Watt Head of city development services EXT 2691		Dave Moorcroft	PH	NO
<b>CABINET 4 NOV 2015</b>	Capital budget monitoring 2015/16 quarter 2	To update cabinet on the financial position of the capital programmes	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman		Justine Hartley	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			group accountant EXT 2805				
<b>CABINET 4 NOV 2015</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>SCRUTINY 12 NOV 2015</b>	Quarter 2 performance monitoring (15/16)	Identification of any causes for concern and note successes arising from this 6 monthly review of performance monitoring data	Cllr Alan waters, Russell O'Keefe and Phil Shreeve		Russell O'Keefe		
<b>SCRUTINY 12 NOV 2015</b>	Review of community space - update on progress	A report back to the scrutiny committee on how work has progressed since the task and finish group.	Cllr Keith Driver, Russell O'Keefe and Bob Cronk		Russell O'Keefe		
<b>SCRUTINY 12 NOV 2015</b>	Update of the rep for the Norfolk county health overview and scrutiny committee (Oct report)	For the committee to note the work of the HOSC and comment on any implications for Norwich residents for the residents for the rep to take back to NHOSC	Councillor rep and Steve Goddard		Russell O'Keefe		
<b>SCRUTINY 12 NOV</b>	Update on the delivery of the work plan for the	For the committee to receive and note a briefing paper as an update on	Cllr Keith Driver and Russell		Russell O'Keefe		

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>2015</b>	building social inclusion and capital in Norwich project	progress at this early stage in the work.	O'Keefe				
<b>COUNCIL 24 NOV 2015</b>	Housing Development Company- finance for Three Score Phase 2	To agree additional funding in the council's capital programme for Three Score phase 2.	Cllr Stonard Gwyn Jones City Growth and Development Manager EXT 2364		Dave Moorcroft	PH	NO
<b>COUNCIL 24 NOV 2015</b>	Community Infrastructure Level (CIL) Business plan 2016-7.	To approve of the CIL Business Plan for 2016-7.	Cllr Waters Gwyn Jones City growth and development manager EXT: 2364.		Andy Watt	PH	NO
<b>COUNCIL 24 NOV 2015</b>	Greater Norwich Growth Programme 2016-7.	To approve the Greater Norwich Growth Programme for 2016-7.	Cllr Waters Gwyn Jones City growth and development manager EXT: 2364.				
<b>CABINET 9 DEC 2015</b>	Heritage interpretation supplementary planning document - Adoption	To consider adopting the Heritage interpretation supplementary planning document to support policies in the statutory development plan for Norwich	Cllr Bremner Graham Nelson Head of planning services		Dave Moorcroft		NO
<b>CABINET</b>	Revenue budget	To provide an update on the current	Cllr Stonard		Justine	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>9 DEC 2015</b>	monitoring 2015-16 period 7	financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Hartley		
<b>CABINET 9 DEC 2015</b>	Treasury Management Mid-Year Review 2015-16	To advise of the treasury management performance for the first six months of the financial year to 30 September 2015.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Philippa Dransfield chief accountant EXT 2562		Justine Hartley	PH	NO
<b>CABINET 9 DEC 2015</b>	Mountergate West phase 2 – <b>KEY DECISION</b>	To approve the entering into collaboration agreement with the Great Hospital to take forwards the development of housing on the Mountergate West site.	Cllr Harris Andy Watt Head of city development services EXT 2691 Gwyn Jones City growth and development manager EXT 2364		Dave Moorcroft	PH	YES (Paragraph 3)
<b>CABINET 9 DEC 2015</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the	Cllr Stonard Andy Watt		Dave Moorcroft	PH	YES

**ALLOCATED ITEMS**

<b>Meeting</b>	<b>Report</b>	<b>Purpose</b>	<b>Portfolio holder + Senior Officer + Report author</b>	<b>Date report signed off by</b>	<b>Management clearance</b>	<b>Cabinet or portfolio holder briefing?</b>	<b>Exempt?</b>
		council.	Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463				
<b>SCRUTINY 17 DEC 2015</b>	Transformation programme for the Council	Ongoing scrutiny to consider the development of the transformation programme.	Cllr Alan Waters and Russell O'Keefe		Russell O'Keefe		
<b>SCRUTINY 17 DEC 2015</b>	Annual equality information report	Pre scrutiny of the report before it goes to cabinet	Cllr Vaughan Thomas and Phil Shreeve		Russell O'Keefe		
<b>SCRUTINY 17 DEC 2015</b>	Update of the rep for the Norfolk county health overview and scrutiny committee	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC	Councillor rep and Steve Goddard				
<b>CABINET 13 JAN 2016</b>	Revenue budget monitoring 2015/16 period 8	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Justine Hartley	PH	NO



**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>CABINET 13 JAN 2015</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>COUNCIL 26 JAN 2016</b>							
<b>SCRUTINY 28 JAN 2016</b>	Pre-scrutiny of the proposed policy and budget frame work	To make suggestions to cabinet regarding the proposed budget's ability to deliver the council's overarching policy and look into how tenants can use communal areas	Cllr Alan Waters, Justine Hartley		Russell O'Keefe		
<b>SCRUTINY 28 JAN 2016</b>	(Environmental strategy) Yearly update on the progress statement	Identification of any issues to consider and note successes and progress reported in the progress statement	Cllr Bert Bremner, Richard Willson		David Moorcroft		
<b>CABINET 3 FEB 2016</b>	Revenue budget monitoring 2015/16 period 9	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general	Cllr Stonard Justine Hartley chief finance officer		Justine Hartley	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
		fund and housing revenue account balances.	EXT 2440 Neil Wright Service accountant EXT 2498				
<b>CABINET 3 FEB 2016</b>	Capital budget monitoring 2015/16 quarter 3	To update cabinet on the financial position of the capital programmes	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman group accountant EXT 2805		Justine Hartley	PH	NO
<b>CABINET 3 FEB 2016</b>	General Fund revenue budget 2016-17 and capital programme 2016-17 to 2020-21	To set a budgetary requirement, council tax requirement and level of council tax for the financial year 2015/16 and to approve the capital programme 2016-17 to 2020-21.	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO
<b>CABINET 3 FEB 2016</b>	Housing rents and budgets 2016-17	To consider the housing revenue account budget for 2016-17, council housing rents for 2016-17, the prudent minimum level of HRA reserves 2016-17, the housing capital plan 2016-17 to 2020-21; and the housing capital programme 2016-17.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Shaun Flaxman group accountant EXT 2805		Justine Hartley	PH	NO
<b>CABINET 3 FEB 2016</b>	Treasury Management Strategy 2016-17	To consider the council's prudential indicators for 2016-17 through to 2018-19 and set out the expected treasury operations for this period.	Cllr Stonard Justine Hartley chief finance officer		Justine Hartley	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
			EXT 2440 Philippa Dransfield chief accountant EXT 2562				
<b>CABINET 3 FEB 2016</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>COUNCIL 16 FEB 2016</b>	General Fund revenue budget 2016/17 and capital programme 2016/17 to 2020/21	To propose for approval the budget and budgetary requirement, council tax requirement, level of council tax, and non-housing capital programme, for the financial year 2015-16 and the non-housing capital plan 2015-16 to 2019-20	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO
<b>COUNCIL 16 FEB 2016</b>	Housing rents and budgets 2016-17	To propose for approval the Housing Revenue Account (HRA) budget for 2016-17, council housing rents for 2016-17, the prudent minimum level of HRA reserves 2016-17, the housing capital plan 2016-17 to	Cllr Stonard Justine Hartley chief finance officer EXT 2440		Justine Hartley	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
		2020-21; and the capital programme 2016-17					
<b>COUNCIL 16 FEB 2016</b>	Treasury Management Strategy 2016-17	To outline the council's prudential indicators for 2015-16 through to 2017-18 and set out the expected treasury operations for this period.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Philippa Dransfield chief accountant EXT 2562		Justine Hartley	PH	NO
<b>SCRUTINY 25 FEB 2016</b>	Verge and pavement issues	Pre- scrutiny of the cabinet report on a review of verge and pavement issues	Cllr Bert Bremner, and Andy Ellis		David Moorcroft		
<b>SCRUTINY 25 FEB 2016</b>	Update of the rep for the Norfolk county health overview and scrutiny committee	For the committee to note the work of the NHOSC and comment on any implications for Norwich residents for the rep to take back to NHOSC	Councillor rep and Steve Goddard				
<b>CABINET 9 MAR 2016</b>	Revenue budget monitoring 2015-16 period 10	To provide an update on the current financial position, the forecast outturn for the year 2015-16, and the consequent forecast of the general fund and housing revenue account balances.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Neil Wright Service accountant EXT 2498		Justine Hartley	PH	NO

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
<b>CABINET 9 MAR 2016</b>	Proposed write off of bad debt	To provide an update regarding the write off of non- recoverable debt.	Cllr Stonard Justine Hartley chief finance officer EXT 2440 Carole Jowett revenues and benefits operations manager EXT 2684		Justine Hartley	PH	NO
<b>CABINET 9 MAR 2016</b>	Managing Assets - <b>KEY DECISION</b>	To consider the disposal of individual property assets currently held by the council.	Cllr Stonard Andy Watt Head of city development services EXT 2691 David Rogers Client property and parking manager EXT 2463		Dave Moorcroft	PH	YES
<b>SCRUTINY 17 MAR 2016</b>	Annual review of scrutiny	To agree the annual review of the scrutiny committee's work 2015 to 2016 and recommend it for adoption by the council	Cllr James Wright and Steve Goddard				
<b>COUNCIL 22 MAR</b>							

**ALLOCATED ITEMS**

Meeting	Report	Purpose	Portfolio holder + Senior Officer + Report author	Date report signed off by	Management clearance	Cabinet or portfolio holder briefing?	Exempt?
2016							

**Norwich City Council**  
**SCRUTINY COMMITTEE**  
**ITEM 6**

**REPORT for meeting to be held on 17 September 2015**

**Update of the representative appointed to the Norfolk Health and Overview  
Scrutiny Committee**

**Summary:** This report outlines outcomes from the July and September meetings of the Norfolk health overview and scrutiny committee. The protocol for the way the council's representative works between the NHOSC and the scrutiny committee is also attached to this report for information.

**Conclusions:** The council's representative on NHOSC was present at both meetings and will be able to brief members on any further points in relation to the two meetings if necessary.

**Recommendation:** To note the attached paper; outcomes and actions of the Norfolk health overview and scrutiny committee.

**Contact Officer:** Phil Shreeve  
Strategy Manager

Phone: 01603 212356  
<mailto:PhilShreeve@norwich.gov.uk>

**A protocol for a good working practice between the City Council Scrutiny Committee and the Norfolk County Health Overview Committee adopted by the scrutiny committee at the meeting held on 11 June 2015**

- 1.0 All NHOSC members have the opportunity to suggest items and the chair and the full committee decides whether or not to put them onto the forward work programme. NHOSC has the ability to delegate health scrutiny powers to district councils for review of specific local subjects
- 1.2 Following each meeting members are given a brief note of the outcomes and actions from the meeting to enable them to report back to their councils. At the 26 February 2015 meeting of the city council scrutiny committee it was agreed that regular updates from the NHOSC representatives should be reported back to the scrutiny committee.
- 1.3
- **The representative should make it clear if they are not representing an agreed view of the council or scrutiny committee**
  - **A topic for scrutiny can be placed onto the NHOSC work programme either at a meeting of NHOSC as a member of NHOSC or on behalf of the Norwich scrutiny committee or the council if they have been asked to do so.**
  - **The council's representative on NHOSC may submit relevant reports and recommendations of the scrutiny committee for consideration by NHOSC either if agreed by the chair of the scrutiny committee or by the committee itself or as a result of a request made by the NHOSC chair.**
  - **The council's representative on NHOSC cannot agree on behalf of the Norwich scrutiny committee to carry out a piece of health scrutiny work. It is for the scrutiny committee to decide if it would like to include the matter on its work programme following a report back.**
  - **If the Norwich scrutiny committee wishes to take on an item of the NHOSC work programme, it would need to request this via the representative, through the chair of the NHOSC to seek the appropriate agreement of the county council to delegate health scrutiny powers for that item.**
  - **The council's representative on NHOSC must report back to the scrutiny committee on a regular basis and should liaise with the scrutiny officer on an ongoing basis. Reporting back will be scheduled onto the work programme. The summary of the NHOSC meeting provided by the county council will be attached to the agenda and the representative will give a verbal update and answer questions from the committee.**



## Norfolk Health Overview and Scrutiny Committee

### ACTION REQUIRED

Members are asked to suggest issues for the forward work programme that they would like to bring to the committee's attention. Members are also asked to consider the current forward work programme:-

- whether there are topics to be added or deleted, postponed or brought forward;
- to agree the briefings, scrutiny topics and dates below.

### Proposed Forward Work Programme 2015

<i>Meeting dates</i>	<i>Briefings/Main scrutiny topic/initial review of topics/follow-ups</i>	<i>Administrative business</i>
3 Sept 2015	<p><u>Diabetes Care within Primary Care Services in Norfolk</u> – NHS England Midland and East (East), Central Norfolk Diabetes Network and West Norfolk Clinical Commissioning Group will report on the services delivered in primary care.</p> <p><u>Continuing Health Care</u> – to receive consultation from North Norfolk, South Norfolk, Norwich and West Norfolk CCGs on proposals for policy changes.</p>	
15 Oct 2015	<p><u>Policing and Mental Health Services</u> - an update from the Police &amp; Crime Commissioner for Norfolk, Norfolk and Suffolk NHS Foundation Trust and Norfolk Constabulary (further to the presentation given to NHOSC in October 2014).</p> <p><u>NHS Workforce Planning in Norfolk</u> – responses to NHOSC's recommendations agreed on 16 July 2015.</p>	Subject to approval by NHOSC on 16/7/15
3 Dec 2015	<p><u>Stroke Services in Norfolk</u> - update (12 months after the responses to stroke recommendations, presented to NHOSC 27 November 2014)</p>	

**NOTE: These items are provisional only. The OSC reserves the right to reschedule this draft timetable.**

**Provisional dates for reports to the Committee / items in the Briefing 2016**

**3 Sept 2015** – In the NHOSC Briefing – Locum / agency doctors – vetting process.

**Date TBC** – Provision of mental health services for children (Norwich City Council member to supply further information)

**Jan 2016** – Development of Dementia Services in West Norfolk – final consideration of the CCG’s proposals (depending on the report on 16 July 2015)

**Jan 2016** – Continuing Health Care – final consideration of the four CCGs’ proposals (depending on confirmation by NHOSC on 3 Sept 2015)

**Feb 2016**- Ambulance response times and turnaround times in hospitals in Norfolk (an update to the East of England Ambulance Service NHS Trust, Norfolk and Norwich University Hospitals NHS Foundation Trust and Clinical Commissioning Group report presented in February 2015)

**Apr 2016** – Service in A&E following attempted suicide or self-harm episodes (an update to the report presented in April 2015 by Norfolk and Suffolk NHS Foundation Trust and the three acute hospitals)

### NHOSC Scrutiny Task and Finish Groups

Task & finish group	Membership	Progress
NHS Workforce Planning in Norfolk	Cllr Michael Chenery of Horsbrugh Cllr Alexandra Kemp Cllr Nigel Legg Cllr Margaret Somerville (Chairman) Alex Stewart – Healthwatch Norfolk Robert Kybird (co-opted, non voting lay member)	To present a report to NHOSC on 16 July 2015

**Main Committee Members have a formal link with the following local healthcare commissioners and providers:-**

#### Clinical Commissioning Groups

- North Norfolk - M Chenery of Horsbrugh (substitute *Vacancy*)
- South Norfolk - Dr N Legg (substitute *Vacancy*)
- Gt Yarmouth and Waveney - Mrs J Chamberlin

(substitute *Vacancy*)

West Norfolk - M Chenery of Horsbrugh  
(substitute *Vacancy*)

Norwich - Mr Bert Bremner  
(substitute Mrs M Somerville)

### **NHS Provider Trusts**

Queen Elizabeth Hospital, King's Lynn NHS Foundation Trust - *Vacancy*  
(substitute M Chenery of Horsbrugh)

Norfolk and Suffolk NHS Foundation Trust (mental health trust) - M Chenery of Horsbrugh  
(substitute *Vacancy*)

Norfolk and Norwich University Hospitals NHS Foundation Trust - Dr N Legg  
(substitute Mrs M Somerville)

James Paget University Hospitals NHS Foundation Trust - Mr C Aldred  
(substitute Mrs M Somerville)

Norfolk Community Health and Care NHS Trust - *Vacancy*  
(substitute Mrs M Somerville)

**Outcomes and Actions**  
**Norfolk Health Overview and Scrutiny Committee (NHOSC)**  
**16 July 2015**

Agenda Item Number	Report Title	Outcomes and Actions	Action By Whom
6.	Development of dementia services in west Norfolk	<p>NHOSC agreed the following comments:-</p> <ul style="list-style-type: none"> <li>• Norfolk and Suffolk NHS Foundation Trust (NSFT) should ensure transparent accounting to allow the payment of west Norfolk carers' claims for travelling expenses to the Julian Hospital to be identified.</li> <li>• NSFT should engage with schools to ensure that children are informed and educated around the issues surrounding dementia.</li> </ul> <p>NHOSC agreed that in relation to changes in dementia services in west Norfolk:-</p> <ul style="list-style-type: none"> <li>• Consultation with the committee has been adequate</li> <li>• The changes to the dementia services in west Norfolk are in the interest of the local health service.</li> </ul>	Mr M Hayward
7.	Access to primary care services in Norwich	<p>NHOSC was satisfied with the approach that NHS England Midlands and East (East) has taken in relation to the Norwich walk-in centre and Norwich Practices Ltd's GP registered list service.</p> <p>Members suggested that the title of the forthcoming patient survey in relation to a new contract for services at Norwich Practice's Health Centre should explicitly refer to the 'walk-in centre' as this is the name most people would recognise.</p>	

		Mr S Bloomfield, Business Manager, Norwich Practices Ltd, was asked to provide any evidence that may be available that the walk-in centre is able to offer a lower cost service than the GP out of hours service.	Mr S Bloomfield Norwich Practices Ltd.
8.	NHS workforce planning in Norfolk	<p>NHOSC approved the task &amp; finish group's report and endorsed the recommendations with the following amendment:-</p> <p>Recommendation 1 That Public Health, Norfolk County Council, takes the lead to co-ordinate liaison between local planning authorities (LPAs) and the local NHS to</p> <ol style="list-style-type: none"> <li>i) Create a county wide protocol to ensure that the LPAs consult effectively with the NHS</li> <li>ii) Ensure that the NHS has the necessary information to be able to respond, based on evidence of growing needs modelled on the LPA geographic area.</li> </ol> <p>NHOSC agreed to direct the recommendations to the appropriate organisations / individuals outlined in the report with the addition of:-</p> <ul style="list-style-type: none"> <li>• Send the report to the District Planning Authorities for comment.</li> <li>• Send to Lord Prior, Parliamentary Under Secretary of State, Department of Health in the first instance with an additional letter from the Chairman congratulating him on his appointment.</li> <li>• That the report is sent to the Norfolk MPs regarding recommendation 4 only after the October NHOSC meeting when the committee will have received responses, including from Lord Prior.</li> </ul>	Maureen Orr

9.	Norfolk Health Overview and Scrutiny Committee appointments	<p>The following appointments were made:-</p> <p><b>Link member appointments</b>  Mrs J Chamberlin – Norfolk Community Health and Care NHS Trust  M Chenery of Horsbrugh – Queen Elizabeth Hospital NHS Foundation Trust  Mrs M Somerville – NHS Great Yarmouth and Waveney CCG</p> <p><b>Substitute link member appointments</b>  Mr D Harrison – NHS North Norfolk CCG  Mrs S Young – NHS West Norfolk CCG  Mrs S Bogelein – Norfolk and Suffolk NHS Foundation Trust  Mrs S Young – Queen Elizabeth NHS Foundation Trust</p>	Maureen Orr
10.	Forward work programme	<p>The forward work programme was agreed subject to additional topics suggested by members:-</p> <ol style="list-style-type: none"> <li>1) Locum / agency doctors – vetting process</li> <li>2) Provision of mental health services for children</li> </ol>	Maureen Orr

Copied to:-

Representatives attending the NHOSC meeting for NHS / other organisations  
District Council Members of NHOSC  
Member Support Officer - Christine Byles  
CCG engagement contacts (x5)  
Health and Wellbeing Board support officer – Linda Bainton  
Healthwatch Norfolk – Chris MacDonald

Outcomes and Actions  
Norfolk Health Overview and Scrutiny Committee (NHOSC)  
3 September 2015

Agenda Item Number	Report Title	Outcomes and Actions	Action By Whom
6.	Diabetes care within primary care services in Norfolk	<p>Noted the information supplied on increasing prevalence of diabetes and Quality Outcomes Framework (QOF) 2013-14 data showing better delivery of care for people with diabetes in primary care than appeared in the National Diabetes Audit 2012-13.</p> <p>Any additional questions from Members about Norfolk Diabetes QOF 2013-14 can be addressed to Dr James Hickling via Maureen Orr. Further information and advice on type 2 diabetes is available on-line:- <a href="http://www.nnuh.nhs.uk/videos/adultdiabetes">www.nnuh.nhs.uk/videos/adultdiabetes</a> <a href="http://www.nnuh.nhs.uk/podcasts/adultdiabetes">www.nnuh.nhs.uk/podcasts/adultdiabetes</a></p>	
7.	Forward work programme	<p>The forward programme was approved with the following changes:-</p> <p>Policing and Mental Health Services – moved from 15 October 2015 to February 25 February 2015.</p> <p>Children’s and Young People’s Mental Health – terms of reference approved and item scheduled for 3 December 2015</p> <p>14 January 2016 meeting cancelled.</p> <p>NHOSC made the following appointments:-</p> <p>Great Yarmouth and Waveney CCG substitute link member – Mrs Marlene Fairhead</p>	<p>Maureen Orr</p> <p>Cllr M Fairhead</p>

		South Norfolk CCG substitute link member – Mrs Margaret Somerville	Cllr M Somerville
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Healthwatch Norfolk – Chris MacDonald



## **Feedback from representative**

### Dementia services:

The emphasis of the dementia services has changed to focus more on care in the community. The rationale behind that is that community care is more desirable (studies show that long hospital visits of people suffering from dementia has a detrimental effect on their abilities to carry out familiar tasks) and because it saves money. Therefore the fixed beds (used to be 24) for dementia treatment have been closed and replaced by a community care team. The feedback from this transition was largely positive. There are a number of dementia assessment beds left at Julian Hospital in Norwich. This means that family members and carers have to travel quite far in some cases to Norwich. This has been tried to be offset by covering travel costs. Whether that has happened to a satisfactory level has to be proven by NHS England and they will come back to the committee with the numbers.

Generally the dementia diagnosis rate in Norfolk was extremely low. It is now up to 50%, but still only in the middle field.

More information about dementia needs to be taken out into communities, to achieve higher diagnosis rates and generally raise awareness.

As in all areas, there is a lack of suitable staff, especially nurses. One of the issues that was identified was that the nursing courses at UEA are too much focused on academia and there is no more direct route into nursing.

### **Actions/ recommendations for city council:**

- 1. Could members receive an update about progress on Norwich City Council becoming a Dementia Friendly City?**
- 2. Does Norwich City Council have dementia coaches? If not, would that be a desirable qualification for one or more of the employees to achieve (especially useful for frontline services)?**

### Update on Timberhill walk-in centre

As you maybe aware, the walk-in centre had to move from Castle Mall to Rouen House. It is expected that services are up and running at Rouen House by the 17<sup>th</sup> of August. The walk-in centre currently operates under limited opening times (9am-7pm instead of 7am to 9pm). It is not clear yet when it will return to normal opening hours, this will also be subject to answers to the consultation.

The good news is that the walk-in centre will be kept open, it is a relief on the A&E department and seen as very valuable.

Before the upcoming procurement process, there will be a public consultation (online and paper survey).

### **Actions/recommendations for city council:**

- 1. Is it possible to provide a link to this consultation on the Norwich City Council website?**

## Task and finish group: workforce planning in Norfolk

Norfolk mental health services have had recruitment issues for quite a while, especially GPs and nurses are difficult to recruit. Part of the problem is that too many graduates enter into the profession of a hospital doctor instead of a GP and a declining funding for GP services.

The good news are that there are attempts to expand the UEA medical school and there will be more places for GP training in East Anglia.

One of the issues that were flagged up is that there is not a good interlinkage between local planning and health bodies. Planning applications of huge developments and care homes should consider the provision of health and therefore a consultation with health bodies by the planning authorities should take place.

### **Actions/ recommendations for city council:**

- 1. Establish a consultation protocol with the health and wellbeing board in the planning application process (I do believe this will also be a formal recommendation from NHOSC).**

### **General recommendation:**

- 1. Include in recommendations of the scrutiny committee where/whom to send to important information we have acquired as part of our scrutiny. This can mean sending reports or specific information to MPs, different departments, charities etc. It could also mean requesting training sessions etc.**

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

**ITEM 7**

**REPORT for meeting to be held on 17 September 2015**

**Review of co-operative innovations and solutions and suggestions for how Norwich might benefit**

**Summary:** The report summarises the background to this topic and work currently being progressed to allow an initial discussion by the committee about areas they may wish to focus on in more detail and to come up with any initial suggestions.

**Conclusions:** The report should enable the scrutiny committee to determine any initial recommendations they may want to make that could benefit Norwich.

**Recommendation:** To agree areas for further review and any initial recommendations.

**Contact Officer:** Russell O'Keefe, Executive head of strategy, people and neighbourhoods

Phone: 01603 212908

Email: [russello'keefe@norwich.gov.uk](mailto:russello'keefe@norwich.gov.uk)

# Report

## Background

1. The original purpose of this item agreed at the Scrutiny work planning meeting in June was *“Norwich City Council is a member of the Co-operative Councils Innovation Network and has been able to begin harnessing some of the benefits which it offers. The objective would be to review. Cooperative councils are providing the opportunity for local government to reclaim values at local level, give communities greater control over their own lives, and, crucially, to ensure the state works with them in supporting them to transform their lives.”*
2. The founding traditions of the co-operative movement are based on collective action, co-operation, empowerment and enterprise. The founding principles of the “Rochdale Pioneers” have been refined over time by the [International Co-operative Alliance](#), summarised by the [Co-Operative Councils’ Innovation Network](#) “Our Network is based on the Co-operative values developed by the International Co-operative Alliance: **“self-help, self-responsibility, democracy, equality, equity and solidarity... honesty, openness, social responsibility and caring for others”**”.
3. In February 2013 Norwich City Council joined the Cooperative Councils’ Innovation Network. This is a collaboration between local authorities based on sharing learning and good practice on better ways of working, for and with, local people for the benefit of their local community. The focus has very much been on ways to support transformation given the very significant financial challenges facing both councils and many of the communities they serve.
4. The council’s current blueprint which guides how services and structures are designed (and so the council’s transformation programme) aligns closely with a co-operative council approach as it is based on being a collaborative council that works effectively with its citizens and partners from all sectors to maximise the impact of its limited resources for the city. Similarly, the detailed principles within the blueprint set out a range of co-operative type approaches.
5. Over the last couple of years the council has carried out directly and enabled others to apply a range of co-operative type approaches in Norwich. Just a few recent examples would be:
  - Supporting a range of collective purchasing schemes such as for energy and solar panels
  - Involving communities in the prioritising and shaping of service provision and resourcing through community engagement and tenant involvement
  - Encouraging specific communities to determine agreements about local priorities and their role and that of the local authority through the co-creation of neighbourhood agreements.
  - Supporting the establishment of a range of community groups to carry out specific activities important to the local communities.
  - Encouraging local people to get involved in local democracy and decision making through a number of activities such as the City Visions project aimed at young people and the Get Involved project.

- Enabling communities to help to run community assets and facilities e.g parks, community centres etc.
  - Commissioning a range of voluntary organisations and consortiums to work with local communities in Norwich.
  - Developing a co-produced needs assessment for social welfare advice with partners and providers to inform the commissioning of advice services.
  - Supporting credit unions and a range of other approaches to enable financial inclusion.
6. Some examples of other types of work carried out by members of the Co-operative Councils' Innovation Network would be as follows:
- Edinburgh City Council have enabled the establishment by local students, working closely with a local housing association and the university, of a students housing co-operative to provide an affordable alternative to the private rented sector and address specific issues in their local housing market.
  - Oldham Council working with a range of other partners have supported the establishment of the Oldham Enterprise Trust which aims to encourage entrepreneurialism amongst young people and create jobs through providing business support and small loans and grants to 16 and 17 year olds.
  - York City Council and Science City York have enabled the creation of GeniUS York which draws on open innovation approaches and collaborative city engagement to open up the process of tackling different challenges. Challenges for the city are posted on an online platform and people are encouraged to meet new people, explore ideas and possible solutions before emerging solutions are tested through surgeries.
  - Glasgow City Council have established a future savers project where all pupils of a certain age in the city are automatically given access to a credit union savings account as part of their wider work to encourage financial inclusion.
7. Over the last few months, as part of the council's transformation programme, a detailed review has been carried out of the council's neighbourhood model and services informed by the council's financial context and a range of information and research, including the scrutiny review of building social capital in the city. This will lead to a number of proposals for change and new and different approaches, many of which will be co-operative in nature. The first draft of the review is unfortunately not quite ready to be shared but it will be by later in September. This will then be shared with the budget cross party working group before being formally considered by both cabinet and scrutiny committee in October alongside the wider transformation work.
8. Alongside this, work has also been carried out to refresh and update the council's overarching blueprint which again will come to cabinet and scrutiny committee in October with the transformation work. There will also be an all member briefing on the transformation work in late September.
9. Similarly, a range of work has been carried out to further develop the council's approach to reducing inequalities in Norwich, which will include co-operative approaches and will also be ready for consideration in October.

10. As such, the scrutiny committee may wish to consider co-operative opportunities again, in detail, when looking at the transformation work in October and when considering the update on progress on the scrutiny review of building social capital in Norwich, currently scheduled for the scrutiny committee work programme in November.