

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2022/23

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
<b>May 2022</b>				
Scrutiny	<b>Anglian Water – Sewage Outflows Briefing/Q&amp;A</b>		To receive a briefing on sewage outflow events and efforts/investment made to address these + Q&A	Council Request
Cabinet Scrutiny	<b>Officer Delegated Decisions</b>	Emma Denny Cllr T Adams	To review officer delegated decisions	
Scrutiny	<b>O&amp;S Draft 2022/23 Work Programme</b>	Matt Stembrowicz Cllr N Dixon	To review and approve the Committee's draft 2022/23 Work Programme	Annual
Scrutiny Cabinet	<b>Pre-Scrutiny: Engagement Strategy</b>	Karen Hill Cllr V Gay	Pre-scrutiny of the emerging wider Councils' Engagement Strategy prior to Cabinet approval	
Scrutiny Cabinet	<b>Pre-Scrutiny: Parklands Property Disposal</b>	Neil Turvey Cllr E Seward	Pre-scrutiny oversight of Cabinet decision on Parklands property transaction	
Scrutiny Cabinet	<b>Levelling-Up Fund Round 2</b>	Steve Blatch Cllr T Adams	<b>Received as Urgent item</b>	
<b>June</b>				
	<del>Finance Reports Delayed</del>			
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Scrutiny	<b>Enforcement Board Update</b>	Martyn Fulcher Cllr N Lloyd/J Toye	To receive an update on the work of the Enforcement Board	Bi-annual
Cabinet Scrutiny	<b>Performance Monitoring Q4</b>	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	<b>Benchmarking Report</b>	Helen Thomas Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
	<b>Sheringham Leisure Centre Project Closedown Update</b>			
Scrutiny Council	<b>Overview &amp; Scrutiny Committee Annual Report</b>	Matt Stembrowicz Cllr N Dixon	To approve annual summary of Committee work for 2021-22	Annual

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<b>July</b>				
Scrutiny	<b>Ambulance Response Times Monitoring: EEAST &amp; Integrated Care Board</b>	Matt Stembrowicz Cllr V Holliday	To receive an briefing on the status of ambulance response times issues in coastal areas of the District	Committee Request
Scrutiny	<b>Impact of Second Homes &amp; Holiday Lets – Data Report</b>	Matt Stembrowicz Cllr L Withington	To review the Council's new Housing Strategy	Committee Request
Scrutiny Cabinet	<b>EQL Scrutiny Panel: Public Convenience Recommendations</b>	Maxine Collis Cllr H Blathwayt	To review summary report and recommendations to Cabinet made by EQL Scrutiny Panel	<b>TBC</b>
Scrutiny	<b>Waste Contract: Verbal update on TOM implementation</b>	Steve Hems Cllr N Lloyd	A verbal update to provide assurance that TOM implementation remains on-track for September	Committee Request
<b>September</b>				
Scrutiny	<b>Pre-Scrutiny: Performance Management Reporting Framework</b>	Helen Thomas Cllr T Adams	To consider changes Performance Management Reporting Framework	Committee Request
Cabinet Scrutiny	<b>Performance Monitoring Q1</b>	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Cabinet Scrutiny	<b>Performance Benchmarking Report</b>	Helen Thomas Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	<b>Planning Service Improvement Plan</b>	Martyn Fulcher Cllr A Brown	To review the Planning Service Improvement Strategy	Committee Request
Scrutiny	<b>NWHS AZ Project Monitoring</b>	Rob Young Cllr R Kershaw	To monitor the implementation of the NWHS AZ Project.	Quarterly
Cabinet Scrutiny Council	<b>Debt Management Annual Report (Cabinet recommendation)</b>	Sean Knight Cllr E Seward	Committee to consider recommendation to Council	<b>Annual</b>
Cabinet Scrutiny Council	<b>Treasury Management Annual Report (Cabinet recommendation)</b>	Cllr E Seward	Committee to consider recommendation to Council	<b>Annual</b>
Cabinet Scrutiny Council	<b>Out-turn report</b>	Cllr E Seward	To make any recommendations to Council – To include an update on savings proposals	<b>Annual</b>
Cabinet Scrutiny	<b>Budget Monitoring P4</b>	Cllr E Seward	To review the budget monitoring position	Periodical

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<b>October</b>				
Cabinet Scrutiny Council	<b>Council Tax Discount Determinations (Cabinet Recommendation)</b>	Lucy Hume Cllr E Seward	To determine the Council Tax discounts for 2023/24	Annual
Scrutiny	<b>Waste Contract: Serco Briefing</b>	Steve Hems Cllr N Lloyd	To receive a formal update on the implementation of the revised waste contract TOM	Committee request
Cabinet WP Scrutiny	<b>NWHSZ Project Monitoring</b>	Rob Young Cllr R Kershaw	To monitor the implementation of the NWHSZ Project.	Quarterly
Scrutiny	<b>Rural Prosperity Fund</b>	Stuart Quick Cllr R Kershaw	To inform Members of the Rural Prosperity Grant Fund	
<b>November</b>				
Scrutiny	<b>Waste Contract: Follow-up Serco Briefing</b>	Steve Hems Cllr N Lloyd	To receive a formal update on the implementation of the revised waste contract TOM	Committee request
Cabinet Scrutiny	<b>Budget Monitoring P6</b>	Cllr E Seward	To review the budget monitoring position	Periodical
Scrutiny	<b>Coastal Management Briefing</b>	Cllr A Fitch-Tillett Rob Goodliffe	Review maintenance of sea defences, the impact of coastal erosion on residents and associated costs	Committee request
Cabinet Scrutiny Council	<b>Prudential Indicators 2021-22 (Cabinet recommendation)</b>	Director-Resources Cllr E Seward	To ensure the prudential indicators for 2021-22 are fully complied with.	Annual
Cabinet Scrutiny	<b>Corporate Plan Review</b>	Steve Blatch Cllr T Adams	To consider and comment on the priority objectives of the Corporate Plan for the period to May 2023	Six-monthly

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December				
Scrutiny	<b>Car Park Usage Monitoring</b>	Director-Resources Cllr E Seward	To undertake an annual review of the usage and revenue of the Council's public car parks	Annual
Cabinet Scrutiny Council	<b>Fees &amp; Charges</b>	Cllr E Seward	To undertake an annual review of the Council's fees and charges and consider any recommendations for changes	Annual
Cabinet Scrutiny Council	<b>Treasury Management Half-Yearly Report (Cabinet recommendation)</b>	Cllr E Seward	Committee to consider recommendation to Council	Six Monthly
Scrutiny	<b>Beach Huts &amp; Chalets Monitoring</b>	Renata Garfoot Cllr E Seward	To monitor the occupancy, condition and revenue of NNDC owned beach huts and chalets.	Annual
Cabinet Scrutiny Council	<b>North Walsham Market Place Improvement Scheme</b>	Rob Young Cllr R Kershaw	To review additional funding request	
Cabinet Scrutiny	<b>Performance Monitoring Q2</b>	Steve Blatch T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Cabinet Scrutiny	<b>Performance Benchmarking Report</b>	Helen Thomas Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	<b>Enforcement Board Update</b>	Martyn Fulcher N Lloyd/J Toye	To receive an update on the work of the Enforcement Board	Bi-annual
Cabinet Scrutiny Council	<b>Shannoeks CPO</b>	Phillip Rowson Andrew Brown	To provide oversight of CPO process	

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<b>January 2023</b>				
Cabinet Scrutiny Council	<b>Pre-Scrutiny: Draft MTFS 2023-26 incorporating draft Base Budget 2023-24</b>	Cllr E Seward	To review the proposed budget and projections	Annual
Cabinet WP Scrutiny	<b>NWHSZ Project Monitoring</b>	Rob Young Cllr R Kershaw	To monitor the implementation of the NWHSZ Project.	Quarterly
Scrutiny	<b>Sheringham Leisure Centre Project Review</b>	Cllr V Gay	To review the implementation of the Sheringham Leisure Centre Project	Committee Request
<b>February</b>				
	<b>Waste Contract: Serco Briefing</b>	Steve Hems Cllr N Lloyd	To update the Committee on waste collection performance and contract GAP analysis progress	Committee Request
Cabinet Scrutiny Council	<b>Treasury Strategy (Cabinet recommendation)</b>	Lucy Hume Cllr E Seward	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	<b>Capital Strategy (Cabinet recommendation)</b>	Lucy Hume Cllr E Seward	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	<b>Investment Strategy (Cabinet recommendation)</b>	Lucy Hume Cllr E Seward	Committee to consider recommendation to Council	Annual
	<b>Planning Service Improvement Plan – Action Plan</b>			
Scrutiny	<b>Ambulance Response Times Monitoring</b>	Cllr V Holliday	To monitor ambulance response times data across the District	Six-Monthly

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<b>March</b>				
Cabinet Scrutiny	<b>Budget Monitoring P10</b>	Cllr E Seward	To review the budget monitoring position	Periodic
Scrutiny Cabinet	<b>Performance Monitoring Q3</b>	Steve Blatch T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Cabinet Scrutiny	<b>Performance Benchmarking Report</b>	Helen Thomas Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	<b>Crime and Disorder Briefing</b>	Cllr N Dixon M Stembrowicz	PCC Briefing and Q&A – Topic TBA	Annual
<b>April</b>				
Cabinet WP Scrutiny	<b>NWHSZ Project Monitoring</b>	Rob Young Cllr R Kershaw	To monitor the implementation of the NWHSZ Project.	Quarterly
	<b>ITEMS TBC</b>			
	Mental health services in North Norfolk TBC		Consider existing work of NHOSC in response to CQC rating	
	Economic Development Strategy – TBC awaiting production			
	Cost of Living Crisis TBC		Review action plan following cost of living summit	