

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
<b>May 2023</b>				
<b>NO MEETING DUE TO ELECTION</b>				
<b>June</b>				
Scrutiny	<b>Training Recap</b>	Cllr N Dixon Matt Stembrowicz		
Scrutiny	<b>O&amp;S Draft 2023/24 Work Programme</b>	Matt Stembrowicz Cllr N Dixon	To review and approve the Committee's draft 2022/23 Work Programme	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>Contextual Performance Measures Report</b>	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
Cabinet Scrutiny Council	<b>Purchase of additional refuse vehicles for garden &amp; commercial waste</b>	Scott Martin Cllr C Ringer	To review proposal to purchase additional waste collection vehicles in advance of approval by Council	
Scrutiny	<b>Appointment to NCC Norfolk Health Overview &amp; Scrutiny Committee</b>	Matt Stembrowicz	To appoint a Member of the Committee (and substitute) to sit on the NCC Norfolk Health O&S Committee	
<b>July</b>				
Cabinet Scrutiny Council	<b>Treasury Management Annual Report (Cabinet recommendation)</b>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	<b>Out-turn report</b>	Cllr L Shires Tina Stankley	To make any recommendations to Council – To include an update on savings proposals	Annual
Scrutiny	<b>Performance Benchmarking</b>	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Cabinet Scrutiny Council	<b>Draft Corporate Plan 2023 - 2027</b>	Cllr T Adams Steve Blatch	To review and comment on the Draft Corporate Plan and consider any necessary recommendations	

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
<b>August</b>				
<b>NO MEETING - AUGUST BREAK</b>				
<b>September</b>				
Cabinet Scrutiny Council	<b>Debt Management Annual Report (Cabinet recommendation)</b>	Sean Knight Cllr L Shires	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny	<b>Budget Monitoring P4</b>	Cllr L Shires Tina Stankley	To review the budget monitoring position	Periodical
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
Scrutiny	<b>Contextual Performance Measures Report</b>	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
Scrutiny Council	<b>Overview &amp; Scrutiny Committee Annual Report</b>	Matt Stembrowicz Cllr N Dixon	To approve annual summary of Committee work for 2022-23	Annual
Scrutiny	<b>Planning Service Improvement Plan – Statutory Consultee Update</b>	Martyn Fulcher Cllr A Brown	To receive an update on feedback received from statutory consultees in relation to the PSIP	
Scrutiny	<b>Enforcement Board Update</b>	Martyn Fulcher Cllr A Brown	To receive an update on the work of the Enforcement Board	Bi-annual
<b>October</b>				
Cabinet Scrutiny Council	<b>Council Tax Discount Determinations (Cabinet Recommendation)</b>	Cllr L Shires Tina Stankley	To determine the Council Tax discounts for 2023/24	Annual
Scrutiny	<b>Pre-Scrutiny: Delivery Plan</b>	Cllr T Adams Steve Blatch	To pre-scrutinise the Corporate Plan: Delivery Plan in advance of approval	Cabinet Request
Scrutiny	<b>Ambulance Response Times Data Monitoring</b>	Matt Stembrowicz Lucy Wilshaw	To monitor ambulance response times data across the District	Six-monthly
Scrutiny	<b>Access to NHS Dentistry Services in North Norfolk</b>	Matt Stembrowicz Cllr J Boyle	Seek outline of position from NHOSC and consider possible actions.	
Scrutiny	<b>Performance Benchmarking</b>	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	<b>NWHSZ Project Update</b>	Lou Robson Cllr P Heinrich	To receive an update on all wider elements of project	

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & Desired Outcomes	Time cycle
<b>November</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	
Cabinet Scrutiny Council	<b>Prudential Indicators 2021-22 (Cabinet recommendation)</b>	Cllr L Shires Tina Stankley	To ensure the prudential indicators for 2021-22 are fully complied with.	Annual
Cabinet Scrutiny	<b>Budget Monitoring P6</b>	Cllr L Shires Tina Stankley	To review the budget monitoring position	Periodical
Scrutiny	<b>Waste Contract: Serco Update</b>	Steve Hems Cllr C Ringer	To receive a formal update on the performance and functioning of the waste contract	Annual
Scrutiny	<b>CTAP/Coastwise - Coastal Monitoring TBC</b>	Rob Goodliffe Cllr H Blathwayt	To receive a progress update on the Coastwise/CTAP programme	Annual
Scrutiny	<b>Scrutiny Panel: Review TOR and Seek Appointments</b>	Matt Stembrowicz Cllr N Dixon	To review Scrutiny Panel's Terms of Reference and seek new appointments	
<b>December</b>				
Cabinet Scrutiny Council	<b>Treasury Management Half-Yearly Report (Cabinet recommendation)</b>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Six Monthly
Cabinet Scrutiny Council	<b>Fees &amp; Charges</b>	Cllr L Shires Tina Stankley	To undertake an annual review of the Council's fees & charges to consider any changes	Annual
Scrutiny	<b>Beach Huts &amp; Chalets Monitoring</b>	Renata Garfoot Cllr L Shires	To monitor the occupancy, condition and revenue of NNDC owned beach huts and chalets.	Annual
Cabinet Scrutiny	<b>Performance Monitoring Q2</b>	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	<b>Contextual Performance Measures Report</b>	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
Scrutiny	<b>Planning Service Improvement Plan – Monitoring</b>	Martyn Fulcher Cllr A Brown	To monitor the progress of implementation of the PSIP	Committee Request

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & Desired Outcomes	Time cycle
<b>January 2024</b>				
Scrutiny Cabinet Council	<b>Pre-Scrutiny: Draft Budget 2024-25</b>	Cllr L Shires Tina Stankley	To review the proposed budget and projections	Annual
Scrutiny Cabinet Council	<b>Medium Term Financial Strategy 2023-26</b>	Cllr L Shires Tina Stankley	To review the MTFs for 2023-2026	Annual
Scrutiny Cabinet Council	<b>Treasury Strategy (Cabinet recommendation)</b>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Scrutiny Cabinet Council	<b>Capital Strategy (Cabinet recommendation)</b>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Scrutiny Cabinet Council	<b>Investment Strategy (Cabinet recommendation)</b>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
<b>February</b>				
Scrutiny	<b>Crime &amp; Disorder Update TBC</b>	Matt Stembrowicz OPCC	To receive a briefing on Crime and Disorder in the District/County	Annual
Scrutiny	<b>Enforcement Board Update</b>	Martyn Fulcher Cllr A Brown	To receive an update on the work of the Enforcement Board	Bi-annual
Scrutiny	<b>Car Park Usage Monitoring</b>	Cllr L Shires Tina Stankley	To undertake an annual review of the usage and revenue of the Council's public car parks	Annual
Scrutiny	<b>Net Zero Commitment (NZAP) Monitoring</b>	Kate Rawlings Cllr A Varley	To monitor the implementation of the NZAP and progress made toward the net zero by 2030 pledge	

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & Desired Outcomes	Time cycle
<b>March</b>				
Cabinet Scrutiny	<b>Budget Monitoring P10</b>	Cllr L Shires Tina Stankley	To review the budget monitoring position	Periodic
Cabinet Scrutiny	<b>Performance Monitoring Q3</b>	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	<b>Contextual Performance Measures Report</b>	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
<b>April</b>				
Scrutiny	<b>Ambulance Response Times Monitoring</b>	Matt Stembrowicz	To monitor ambulance response times data across the District	Six-monthly
Scrutiny	<b>Performance Benchmarking</b>	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	<b>Planning Service Improvement Plan – Monitoring/Overview</b>	Martyn Fulcher Cllr A Brown	To review the implementation of the PSIP	Committee Request
Scrutiny	<b>Public Convenience Strategy Follow-up</b>	Cllr L Shires Renata Garfoot		

ITEMS OF INTEREST TBC				