

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2023/24

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
May 2023				
NO MEETING DUE TO ELECTION				
June				
Scrutiny	Training Recap	Cllr N Dixon Matt Stembrowicz		
Scrutiny	O&S Draft 2023/24 Work Programme	Matt Stembrowicz Cllr N Dixon	To review and approve the Committee's draft 2022/23 Work Programme	Annual
Cabinet Scrutiny	Performance Monitoring Q4	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	Contextual Performance Measures Report	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
Cabinet Scrutiny Council	Purchase of additional refuse vehicles for garden & commercial waste	Scott Martin Cllr C Ringer	To review proposal to purchase additional waste collection vehicles in advance of approval by Council	
Scrutiny	Appointment to NCC Norfolk Health Overview & Scrutiny Committee	Matt Stembrowicz	To appoint a Member of the Committee (and substitute) to sit on the NCC Norfolk Health O&S Committee	
July				
Cabinet Scrutiny Council	Treasury Management Annual Report (Cabinet recommendation)	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	Out-turn report	Cllr L Shires Tina Stankley	To make any recommendations to Council – To include an update on savings proposals	Annual
Scrutiny	Performance Benchmarking	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Cabinet Scrutiny Council	Draft Corporate Plan 2023 - 2027	Cllr T Adams Steve Blatch	To review and comment on the Draft Corporate Plan and consider any necessary recommendations	

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August				
NO MEETING - AUGUST BREAK				
September				
Cabinet Scrutiny Council	Debt Management Annual Report (Cabinet recommendation)	Sean Knight Cllr L Shires	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny	Budget Monitoring P4	Cllr L Shires Tina Stankley	To review the budget monitoring position	Periodical
Cabinet Scrutiny	Performance Monitoring Q1	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny Council	Overview & Scrutiny Committee Annual Report	Matt Stembrowicz Cllr N Dixon	To approve annual summary of Committee work for 2022-23	Annual
Scrutiny	Planning Service Improvement Plan – Statutory Consultee Update	Martyn Fulcher Cllr A Brown	To receive an update on feedback received from statutory consultees in relation to the PSIP	
Scrutiny	Enforcement Board Update	Martyn Fulcher Cllr A Brown	To receive an update on the work of the Enforcement Board	Six-monthly
October				
Scrutiny	NWHSZ Project Update and Requested Information Report	Cllr N Dixon Martyn Fulcher	To receive requested information and summarise enquiries	Committee Request
Scrutiny Cabinet	Pre-Scrutiny: Delivery Plan	Cllr T Adams Steve Blatch	To pre-scrutinise the Corporate Plan: Delivery Plan in advance of approval	Cabinet Request
Scrutiny	Access to NHS Dentistry Services in North Norfolk	Matt Stembrowicz Cllr J Boyle	Seek outline of position from NHOSC and consider possible actions.	Committee Request
Scrutiny	Scrutiny Panel: Review TOR and Seek Appointments	Matt Stembrowicz Cllr N Dixon	To review Scrutiny Panel's Terms of Reference and seek new appointments	

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November				
Scrutiny	Anglian Water – Sewage Outflows Briefing/Q&A		To receive a briefing on sewage outflow events and efforts/investment made to address these + Q&A	6 monthly
Cabinet Scrutiny Council	Council Tax Discount Determinations (Recommendations to Full Council)	Cllr L Shires Tina Stankley	To determine the Council Tax discounts for 2023/24	Annual
Cabinet Scrutiny Council	Treasury Management Half yearly Report (Recommendations to Full Council)	Cllr L Shires Tina Stankley	.Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	Budget Monitoring P6 (Recommendations to Full Council)	Cllr L Shires Tina Stankley	To review the budget monitoring position	Periodical
Scrutiny	Waste Contract: Serco Update	Steve Hems Cllr C Ringer	To receive a formal update on the performance and functioning of the waste contract	6 monthly
Scrutiny	CTAP/Coastwise - Coastal Monitoring	Rob Goodliffe Cllr H Blathwayt	To receive a progress update on the Coastwise/CTAP programme	Annual
Scrutiny Cabinet	Pre-Scrutiny - Review of Performance Management System (Recommendations to Cabinet)	Cllr T Adams Tina Stankley	To review the proposals and make recommendations to Cabinet	Pre-scrutiny
December				
Cabinet Scrutiny	Delegated Decisions	Cllr T Adams Emma Denny	To review the list of delegated decisions	Quarterly
Scrutiny Cabinet Council	Pre-Scrutiny: Local Economic Strategy & Action Plan (Recommendations to Cabinet)	Cllr P Heinrich Stuart Quick	To review the Local Economic Strategy and Action Plan prior to approval and consider any recommendations to Cabinet	Pre-scrutiny
Cabinet Scrutiny Council	Pre-Scrutiny - Fees & Charges 2024/2025 (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	To undertake an annual review of the Council's fees & charges to consider any changes	Annual
Scrutiny Cabinet Council	Pre-Scrutiny - Medium Term Financial Strategy 2023-26 (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	To review the MTFs for 2023-2026	Annual
Scrutiny Cabinet Council	Pre-Scrutiny - Treasury Strategy (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual

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December				
Scrutiny Cabinet Council	Pre-Scrutiny - Capital Strategy <i>(Recommendations to Cabinet)</i>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Scrutiny Cabinet Council	Pre-Scrutiny - Investment Strategy <i>(Recommendations to Cabinet)</i>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny	Performance Monitoring Q2	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	Contextual Performance Measures Report	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
Scrutiny	Performance Benchmarking	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
January 2024				
Scrutiny	Beach Huts & Chalets Monitoring	Renata Garfoot Cllr L Shires	To monitor the occupancy, condition and revenue of NNDC owned beach huts and chalets.	Annual
Scrutiny Cabinet	Peer Review Action Plan	Steve Blatch Cllr T Adams	To consider the LGA Peer review Action Plan and feed any comments and recommendations to Cabinet	
Cabinet Scrutiny Council	Levelling Up Fund (tbc)	Steve Blatch Cllr T Adams	To consider any proposals and make recommendations to Cabinet & Council	
February				
Scrutiny	Crime & Disorder Update TBC	Matt Stembrowicz OPCC	To receive a briefing on Crime and Disorder in the District/County	Annual
Scrutiny	Enforcement Board Update	Martyn Fulcher Cllr A Brown	To receive an update on the work of the Enforcement Board	Six-monthly
Scrutiny	Car Park Usage Monitoring	Cllr L Shires Tina Stankley	To undertake an annual review of the usage and revenue of the Council's public car parks	Annual
Scrutiny	Net Zero Commitment (NZAP) Monitoring	Kate Rawlings Cllr A Varley	To monitor the implementation of the NZAP and progress made toward the net zero by 2030 pledge	
March				
Cabinet Scrutiny	Budget Monitoring P10	Cllr L Shires Tina Stankley	To review the budget monitoring position	Periodic
Cabinet Scrutiny	Performance Monitoring Q3	Steve Blatch Cllr T Adams	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly

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Scrutiny	Contextual Performance Measures Report	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	Quarterly/six-monthly
Cabinet Scrutiny	Review of Housing Allocations Policy			
April				
Scrutiny	Performance Benchmarking	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	Quarterly
Scrutiny	Planning Service Improvement Plan – Monitoring/Overview	Martyn Fulcher Cllr A Brown	To review the implementation of the PSIP	Committee Request
Scrutiny	Public Convenience Strategy Follow-up	Cllr L Shires Renata Garfoot	To review progress made with	

ITEMS OF INTEREST TBC				
Scrutiny	Planning Service Improvement Plan – Monitoring	Martyn Fulcher Cllr A Brown	To monitor the progress of implementation of the PSIP	JULY 24
Scrutiny	NWHSZ End of Project Report	Cllr P Heinrich Rob Young	To review the project post-completion	May 2024
Scrutiny	Ambulance Response Times Data Monitoring TBC	Matt Stembrowicz Lucy Wilshaw	To monitor ambulance response times data across the District	Some issues