

## 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	

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<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 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	Six-monthly
<b>October</b>				
Scrutiny	<b>NWHSZ Project Update and Requested Information Report</b>	Cllr N Dixon Martyn Fulcher	To receive requested information and summarise enquiries	Committee Request
Scrutiny Cabinet	<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>Access to NHS Dentistry Services in North Norfolk</b>	Matt Stembrowicz Cllr J Boyle	Seek outline of position from NHOSC and consider possible actions.	Committee Request
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	

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<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	6 monthly
Cabinet Scrutiny Council	<b>Council Tax Discount Determinations</b> (Recommendations to Full Council)	Cllr L Shires Tina Stankley	To determine the Council Tax discounts for 2023/24	Annual
Cabinet Scrutiny Council	<b>Treasury Management Half yearly Report</b> (Recommendations to Full Council)	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Cabinet Scrutiny Council	<b>Budget Monitoring P6</b> (Recommendations to Full Council)	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	6 monthly
Scrutiny	<b>CTAP/Coastwise - Coastal Monitoring</b>	Rob Goodliffe Cllr H Blathwayt	To receive a progress update on the Coastwise/CTAP programme	Annual
Scrutiny Cabinet	<b>Pre-Scrutiny - Review of Performance Management System</b> (Recommendations to Cabinet)	Cllr T Adams Tina Stankley	To review the proposals and make recommendations to Cabinet	Pre-scrutiny
<b>December</b>				
Cabinet Scrutiny Council	<b>Pre-Scrutiny - Fees &amp; Charges 2024/2025</b> (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	<b>Pre-Scrutiny - Medium Term Financial Strategy 2023-26</b> (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	To review the MTFs for 2023-2026	Annual
Scrutiny Cabinet Council	<b>Pre-Scrutiny - Treasury Strategy</b> (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Scrutiny Cabinet Council	<b>Pre-Scrutiny - Capital Strategy</b> (Recommendations to Cabinet)	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual

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Scrutiny Cabinet Council	<b>Pre-Scrutiny - Investment Strategy</b> <b>(Recommendations to Cabinet)</b>	Cllr L Shires Tina Stankley	Committee to consider recommendation to Council	Annual
Scrutiny Cabinet Council	<b>Pre-Scrutiny - 2024/25 Base Budget and Projections for 2025/26 to 2026/27</b>	Cllr L Shires Tina Stankley		
<b>January 2024</b>				
Scrutiny Cabinet Council	<b>Pre-Scrutiny: Local Economic Strategy &amp; Action Plan</b> <b>(Recommendations to Cabinet)</b>	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	<b>Savings Proposals – Budget 24/25</b> <b>(Recommendations to Cabinet)</b>	Cllr L Shires Tina Stankley	To review savings proposed by Cabinet – to achieve a balanced budget for 2024/25	Pre-scrutiny
Cabinet Scrutiny	<b>Treasury Management Strategy</b> <b>(Recommendations to Cabinet)</b>	Cllr L Shires Tina Stankley	To review the Strategy & make any recommendations to Cabinet	Deferred
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
Cabinet Scrutiny	<b>Corporate plan 2019 – 2023 Overview</b>	Steve Blatch Cllr T Adams	<i>Does the committee need to see this item? Would scrutiny add any value as historic information?</i>	
Scrutiny Cabinet	<b>Pre-Scrutiny - Peer Review Action Plan</b>	Steve Blatch Cllr T Adams	To make any recommendations to Cabinet	Pre-scrutiny
Scrutiny	<b>Councillor Call for Action - Homelessness</b>		Request from Cllr V Holliday	
Cabinet Scrutiny	<b>Delegated Decisions</b>	Emma Denny Cllr T Adams		Information / quarterly
<b>February</b>				
Cabinet Scrutiny Council	<b>Medium Term Financial Strategy to 2026/2027</b>	Cllr L Shires Tina Stankley	To review the MTFS (this was previously incorporated into the draft budget papers)	ANNUAL
Scrutiny Cabinet	<b>Peer Review Action Plan</b>	Steve Blatch Cllr T Adams	To consider the LGA Peer review Action Plan and feed any comments and recommendations to Cabinet	
Cabinet Scrutiny Council	<b>Revenue Budget 2024 – 2025</b>	Cllr L Shires Tina Stankley	To review the proposed Budget before its presentation to Full Council for approval	
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 <i>Moved from Jan</i>
Scrutiny	<b>Crime &amp; Disorder Update TBC</b>	OPCC	To receive a briefing on Crime and Disorder in the	Annual

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			District/County	
Scrutiny	<b>Enforcement Board Update</b>	Martyn Fulcher Cllr A Brown	To receive an update on the work of the Enforcement Board	Six-monthly
Scrutiny	<b>Contextual Performance Measures Report</b>	Lucy Wilshaw Cllr T Adams	To review contextual performance and consider how this may impact corporate priorities	
Scrutiny	<b>Performance Benchmarking</b>	Lucy Wilshaw Cllr T Adams	To review performance benchmarking data comparatively with similar authorities	
<b>Meeting</b>	<b>Topic</b>	<b>Officer / Member</b>	<b>Objectives &amp; desired outcomes</b>	<b>Time cycle</b>
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	
<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
Cabinet Scrutiny	<b>Review of Housing Allocations Policy</b>			
<b>April</b>				
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	To review progress made with	
Cabinet Scrutiny	<b>Levelling Up Fund – update report</b>	Steve Blatch Cllr T Adams	To consider any proposals and make recommendations to Cabinet & Council	
<b>ITEMS OF INTEREST TBC</b>				
Scrutiny	<b>Planning Service Improvement Plan – Monitoring</b>	Martyn Fulcher Cllr A Brown	To monitor the progress of implementation of the PSIP	<b>JULY 24</b>

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Scrutiny	<b>NWHSZ End of Project Report</b>	Cllr P Heinrich Rob Young	To review the project post-completion	<b>May 2024</b>
Scrutiny	<b>Ambulance Response Times Data Monitoring TBC</b>	Lucy Wilshaw	To monitor ambulance response times data across the District	<b>Some issues</b>
	<b>Review of Anglian Water's 5 year Plan</b>		At request of AW	<b>June 2024</b>
	<b>Anglian Water – monitoring of sewage outflows</b>		Annual review	<b>Dec 24</b>
	<b>Performance Management Software</b>			<b>TBC</b>