

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

Meeting	Topic	Lead Officer / Member	Objectives & desired outcomes	Time cycle
June 2019				
Scrutiny	Sheringham Primary School Parking Interim Report	Matt Stembrowicz	To seek approval for the Task & Finish Group to continue	
Cabinet Scrutiny Council	Out-turn report	Eric Seward Duncan Ellis	To make any recommendations to Council	Annual
Cabinet Scrutiny Council	Treasury Management Annual Report	Eric Seward Duncan Ellis	To make recommendations to Council	Annual
Cabinet Scrutiny	Performance Management Q4	Sarah Bütikofer Helen Thomas	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	Market Towns Initiative Working Group Update	Matt Stembrowicz	To update the Committee on the progress of the Task and Finish group	
July				
Cabinet Scrutiny Council	Debt Management Annual Report	Eric Seward Sean Knight	To review the Report and make any necessary recommendations to Council	Annual
Scrutiny Council	Overview & Scrutiny Committee Annual Report 2018/19	Matt Stembrowicz	Committee to approve and recommend to Council	Annual
Cabinet Scrutiny	Enforcement Board Update	Nick Baker Nigel Lloyd	To receive an update on the work of the Enforcement Board	Six Monthly
Scrutiny	Work Programme Setting	Matt Stembrowicz Nigel Dixon	To agree non-statutory items on the Committee's Work Programme	Annual
September				
Cabinet Scrutiny	Budget Monitoring P4	Eric Seward Duncan Ellis	To review the budget monitoring position	
Cabinet Scrutiny Council	Pre-Scrutiny of the Corporate Plan's Emerging Themes	Sarah Bütikofer	To review Cabinet's Corporate plan and consider any recommendations	Requested by Committee
Scrutiny Cabinet	O&S Scrutiny Guidance Report	Matt Stembrowicz Nigel Dixon	To consider the statutory scrutiny guidance from the Ministry of Housing & Local Government	

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October				
Cabinet Scrutiny Council	Medium Term Financial Strategy	Eric Seward Duncan Ellis		Annual in advance of the Budget setting for 2020/21
Scrutiny	Customer Service Briefing	David Williams Sarah Bütikofer	To brief on the complaints procedure, no. of complaints resolved / outstanding and consider any recommendations	Requested by the Committee
Cabinet Scrutiny Council	Pre-Scrutiny of Waste Contract	Nigel Lloyd Steve Hems	To scrutinise the new waste contract and consider any recommendations for Cabinet	Requested by the Committee
November				
Cabinet Scrutiny	Budget Monitoring P6	Eric Seward Duncan Ellis	To review the budget monitoring position	
Scrutiny	Rural Transport Briefing	??	To identify service gaps and lack of access to services to identify potential recommendations	Requested by the Committee
Scrutiny	Crime & Disorder Briefing – Rural Policing	Nigel Dixon Matt Stembrowicz	To invite the PCC and district Superintendent to provide a briefing on policing of rural communities	Annual (topic requested by Committee)
December				
Cabinet Scrutiny	Performance Management Q2	Sarah Bütikofer Helen Thomas	To monitor the performance of the Council and make any necessary recommendations to Cabinet	Quarterly
Cabinet Scrutiny Council	Treasury Management Half-Yearly Report	Eric Seward Duncan Ellis		
Scrutiny	Beach Huts & Chalets Monitoring Report	Maxine Collis Greg Hayman	To monitor the success of implemented recommendations from the O&S Beach Huts & Chalets T&F Group	Requested by the Committee

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January 2020				
Cabinet Scrutiny Council	2019/20 Base Budget and Projections for 2021/22 to 2022/23	Eric Seward Duncan Ellis		Annual
Scrutiny Cabinet?	Itteringham House/Shop Review & Commercialisation Strategy	Greg Hayman Duncan Ellis	To review the success of the Itteringham house/shop and consider recommendations for Cabinet for the commercialisation strategy	Requested by the Committee
Cabinet Scrutiny	Enforcement Board Update	Nick Baker Nigel Lloyd	To receive an update on the work of the Enforcement Board	Six-monthly
February				
Cabinet Scrutiny Council	Treasury Strategy 2019/20	Eric Seward Lucy Hume		Annual
Cabinet Scrutiny Council	Capital Strategy	Eric Seward Lucy Hume		Annual
Cabinet Scrutiny Council	Investment Strategy	Eric Seward Lucy Hume		Annual
March				
Cabinet Scrutiny	Performance Management Q3	Eric Seward Helen Thomas	To monitor the performance of the Council and make any necessary recommendations to Cabinet	Quarterly
Cabinet Scrutiny	Budget Monitoring P10	Eric Seward Duncan Ellis	To review the budget monitoring position	
April				
Cabinet Scrutiny Council	Annual Action Plan	Sarah Bütikofer Helen Thomas		Annual
Scrutiny	Market Towns Initiative Monitoring/Process Review	Matt Stembrowicz Richard Kershaw	To monitor the implementation of successful MTI applicants and review the funding process	Requested by the Committee

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Outstanding/ TBC				
Cabinet Scrutiny Council	Affordable Housing Strategy			
Scrutiny	Declaration of Climate Emergency	Nigel Lloyd		
	Economic Development Briefing	Richard Kershaw	To inform the Committee of alternatives to Tourism across the district and	
Scrutiny	Emergency Responders - Ambulance Service Response Times			