

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2019/20

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

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<b>October</b>				
Cabinet Scrutiny Council	<b>Council Tax Discount Determinations</b>	Lucy Hume/Eric Seward	To determine the Council Tax discounts for 2020/21	Annual
Scrutiny Cabinet	<b>Review of CP Framework: Recommendations</b>	Matt Stembrowicz/Nigel Dixon	To agree recommendations from the O&S Review of the Draft Corporate Plan Framework	Requested by the Committee
Scrutiny	<b>Splash Project Update</b>	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
Scrutiny Cabinet	<b>Homelessness and Rough Sleeping Strategy 2019 – 2024</b>	Lisa Grice/Andrew Brown	To review the strategy prior to release for public consultation	
<b>November</b>				
Cabinet Scrutiny	<b>Budget Monitoring P6</b>	Eric Seward Duncan Ellis	To review the budget monitoring position	Periodical
Cabinet Scrutiny	<b>Digital Transformation Programme Update</b>	Sean Kelly Sarah Bütikofer	To receive an update on the progress of the Digital Transformation Programme	Six Monthly
Cabinet Scrutiny Council	<b>Medium Term Financial Strategy</b>	Eric Seward Duncan Ellis	To review the Medium Term Financial Strategy	Annual – before 2020/21 Budget
Cabinet Scrutiny Council	<b>Waste Contract</b>	Nigel Lloyd Steve Hems	To review the new waste contract prior to approval by Cabinet	Requested by the Committee
Scrutiny	<b>Crime &amp; Disorder Briefing – Rural Policing</b>	Nigel Dixon Matt Stembrowicz	PCC and district Superintendent to provide a briefing on policing of rural communities	Annual
Scrutiny	<b>Splash Project Update</b>	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
<b>December</b>				
Cabinet Scrutiny	<b>Performance Management Q2</b>	Sarah Bütikofer Helen Thomas	To monitor performance of the Council & make any necessary recommendations to Cabinet	Quarterly
Cabinet Scrutiny Council	<b>Treasury Management Half-Yearly Report</b>	Eric Seward Duncan Ellis	To consider the treasury management activities	Six Monthly
Scrutiny	<b>Beach Huts &amp; Chalets Monitoring</b>	Maxine Collis Greg Hayman	To monitor & review outcomes of O&S T&F Group recommendations	Requested by the Committee
Scrutiny	<b>Splash Project Update</b>	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
Scrutiny	<b>Rural Transport Briefing</b>		To identify service gaps and lack of access to	Requested by

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<b>January 2020</b>				
Cabinet Scrutiny Council	<b>2020/21 Base Budget and Projections for 2021/22 to 2022/23</b>	Eric Seward Duncan Ellis	To review the proposed budget and projections	Annual
Scrutiny Cabinet?	<b>Itteringham House/Shop Review &amp; Commercialisation Strategy</b>	Greg Hayman Duncan Ellis	To review the Itteringham house/shop and consider recommendations to feed into commercialisation strategy	Requested by the Committee
Cabinet Scrutiny	<b>Enforcement Board Update</b>	Nick Baker Nigel Lloyd	To receive an update on the work of the Enforcement Board	Six-monthly
Scrutiny	<b>Splash Project Update</b>	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
<b>February</b>				
Cabinet Scrutiny Council	<b>Treasury Strategy 2019/20</b>	Eric Seward Lucy Hume	To review the treasury management activities and strategy for the investment of surplus funds	Annual
Cabinet Scrutiny Council	<b>Capital Strategy</b>	Eric Seward Lucy Hume	To review the deployment of capital resources to meet Council objectives & framework for management of the capital programme	Annual
Cabinet Scrutiny Council	<b>Investment Strategy</b>	Eric Seward Lucy Hume	To review the Council's Investment Strategy for the year 2020-21	Annual
Scrutiny	<b>Splash Project Update</b>	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman
<b>March</b>				
Cabinet Scrutiny	<b>Performance Management Q3</b>	Eric Seward Helen Thomas	To monitor the performance of the Council and make any necessary recommendations to Cabinet	Quarterly
Cabinet Scrutiny	<b>Budget Monitoring P10</b>	Eric Seward Duncan Ellis	To review the budget monitoring position	
Scrutiny	<b>Splash Project Update</b>	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Chairman

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<b>April</b>				
Cabinet Scrutiny Council	<b>Annual Action Plan</b>	Sarah Bütikofer Helen Thomas		Annual
Scrutiny	<b>Market Towns Initiative Monitoring/Process Review</b>	Matt Stembrowicz Richard Kershaw	To monitor the implementation of successful MTI applicants and review the funding process	Requested by the Committee
Scrutiny	<b>Splash Project Update</b>	Rob Young/Virginia Gay	To provide an update on the progress of the Splash project	Requested by the Committee
<b>Outstanding/ TBC</b>				
Scrutiny	<b>Customer Service Briefing (TBC)</b>	David Williams Sarah Bütikofer	To brief on the complaints procedure, no. of complaints resolved/outstanding	Requested by the Committee
Cabinet Scrutiny Council	<b>Affordable Housing Strategy</b>			
Scrutiny	<b>Declaration of Climate Emergency</b>	Nigel Lloyd		
	<b>Economic Development Briefing</b>	Richard Kershaw	To inform the Committee of alternatives to Tourism across the district and	
Scrutiny	<b>Emergency Responders - Ambulance Response Times</b>			