

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 | Council Tax Discount Determinations | Lucy Hume/Eric Seward | To determine the Council Tax discounts for 2020/21 | Annual |
| Scrutiny Cabinet | Review of CP Framework: Recommendations | Matt Stembrowicz/Nigel Dixon | To agree recommendations from the O&S Review of the Draft Corporate Plan Framework | Requested by the Committee |
| Scrutiny | Splash Project Update | Rob Young/Virginia Gay | To provide an update on the progress of the Splash project | Requested by the Chairman |
| Scrutiny Cabinet | Homelessness and Rough Sleeping Strategy 2019 – 2024 | Lisa Grice/Andrew Brown | To review the strategy and consider any response to the public consultation | |
| November | | | | |
| Cabinet Scrutiny | Budget Monitoring P6 | Eric Seward Duncan Ellis | To review the budget monitoring position | Periodical |
| Cabinet Scrutiny Council | Joint Waste Contract Procurement Briefing | Nigel Lloyd Steve Hems | Pre-scrutiny of the terms & development of the new waste contract/consideration of costed options prior to approval | Requested by the Committee |
| Scrutiny | Crime & Disorder Briefing – Rural Policing | Nigel Dixon Matt Stembrowicz | PCC and district Superintendent to provide a briefing on rural policing | Annual |
| Scrutiny | Splash Project Update | Virginia Gay Rob Young | To provide an update on the progress of the Splash project | Requested by the Chairman |
| December | | | | |
| Cabinet Scrutiny Council | Treasury Management Half-Yearly Report | Eric Seward Duncan Ellis | To consider the treasury management activities | Six Monthly |
| Scrutiny | Beach Huts & Chalets Monitoring | Maxine Collis Greg Hayman | To monitor & review outcomes of O&S T&F Group recommendations | Requested by the Committee |
| Scrutiny | Splash Project Update | Virginia Gay Rob Young | To provide an update on the progress of the Splash project | Requested by the Chairman |
| Scrutiny | Rural Transport Briefing | | To identify service gaps and lack of access to services to identify potential recommendations | Requested by the Committee |
| Cabinet Scrutiny Council | Medium Term Financial Strategy | Eric Seward Duncan Ellis | To review the Medium Term Financial Strategy | Annual – before 2020/21 Budget |

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| January 2020 | | | | |
| Cabinet Scrutiny Council | 2020/21 Base Budget and Projections for 2021/22 to 2022/23 | Eric Seward Duncan Ellis | To review the proposed budget and projections | Annual |
| Scrutiny Cabinet? | Itteringham House/Shop Review & Commercialisation Strategy | Greg Hayman Duncan Ellis/Emma Duncan | To review the Itteringham house/shop and feed findings into the Council's 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 |
| Scrutiny | Splash Project Update | Virginia Gay Rob Young | To provide an update on the progress of the Splash project | Requested by the Chairman |
| Cabinet Scrutiny | Performance Management Q2 | Sarah Bütikofer Helen Thomas | To monitor performance of the Council & make any necessary recommendations to Cabinet | Quarterly |
| February | | | | |
| Cabinet Scrutiny Council | Treasury Strategy 2019/20 | Eric Seward Lucy Hume | To review the treasury management activities and strategy for the investment of surplus funds | Annual |
| Cabinet Scrutiny Council | Capital Strategy | 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 | Investment Strategy | Eric Seward Lucy Hume | To review the Council's Investment Strategy for the year 2020-21 | Annual |
| Scrutiny | Splash Project Update | Virginia Gay Rob Young | To provide an update on the progress of the Splash project | Requested by the Chairman |
| 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 | |
| Scrutiny | Splash Project Update | Virginia Gay Rob Young | To provide an update on the progress of the Splash project | Requested by the Chairman |
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| 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 |
| Scrutiny | Splash Project Update | Virginia Gay Rob Young | To provide an update on the progress of the Splash project | Requested by the Committee |
| | | | | |
| Outstanding/ TBC | | | | |
| Scrutiny | Customer Service Briefing (TBC) | David Williams Sarah Bütikofer | To brief on the complaints procedure, no. of complaints resolved/outstanding | Requested by the Committee |
| 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 | |
| Scrutiny | Emergency Responders - Ambulance Response Times | | | |
| Scrutiny | Pay Phone Removal Consultation | Steve Blatch | To respond to the consultation | |