

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
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 Council	Executive-Scrutiny Protocol	Matt Stembrowicz Nigel Dixon/Sarah Bütikofer	To establish and agree a protocol for the working relationship between the Executive and Overview & Scrutiny Committee	Requested by Committee Chairman
Council Scrutiny	Consideration of Ambulance Response Times Motion	Matt Stembrowicz Emma Spagnola	Consider Committee response to Council Motion on ambulance response times in North Norfolk	Requested by Council
Scrutiny	Splash Project Update	Virginia Gay Rob Young	To provide an update on the progress of the Splash project	Requested by the Chairman
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
Scrutiny Cabinet	Delivery Plan	Nick Baker Sarah Bütikofer	To review the Delivery Plan and consider any recommendations	

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March				
Scrutiny Cabinet?	Itteringham House/Shop Review & Commercialisation Strategy	Greg Hayman Duncan Ellis/Emma Duncan	To review the Itteringham house/shop and consider alongside commercialisation strategy	Requested by the Committee
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
Cabinet Scrutiny	Enforcement Board Update	Nick Baker Nigel Lloyd	To receive an update Enforcement Board cases – inc how to raise concerns, resourcing of team and overview of properties	Six-monthly
April				
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
Scrutiny	Review Diversity & Equality Policy		To review the Council's diversity & equality policy	Requested by Council
Scrutiny	Ambulance Response Times Briefing TBC	Matt Stembrowicz/Emma Spagnola	To invite representatives from NCCG & EEAST to provide a briefing on ambulance response times in North Norfolk	Requested by the Committee

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Outstanding/ TBC				
Scrutiny	Rural Transport Briefing TBC		To identify service gaps and lack of access to services to identify potential recommendations	Requested by the Committee
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		Pre-Scrutiny of the affordable housing strategy	
Scrutiny	Waste Contract Monitoring			
Scrutiny	Declaration of Climate Emergency	Nigel Lloyd	To consider the action taken since the declaration of a climate emergency was made	
	Economic Development Briefing	Richard Kershaw	To inform the Committee of alternatives to Tourism across the district	
	Monitor resource implications for Homelessness Strategy			
Scrutiny	Website design/functionality		To review the functionality of the Council's website	Requested by the Committee
Cabinet Scrutiny	Performance Management Q3 TBC	Eric Seward Helen Thomas	To monitor the performance of the Council and consider any resulting recommendations	Quarterly
Cabinet Scrutiny Council	Annual Action Plan TBC?	Sarah Bütikofer Helen Thomas		Annual