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
Scrutiny	**Review Diversity & Equality Policy**		To review the Council's equality & diversity policy	Requested by Council
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
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
Scrutiny	**Ambulance Response Times Briefing**	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