

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

| Meeting                  | Topic   | Lead Officer / Member               | Objectives & desired outcomes  | Time cycle            |
|--------------------------|---|-------------------------------------|--|-----------------------|
| <b>May 2020</b>          |   |                                     |  |                       |
| Cabinet Scrutiny         | <b>NNDC Covid-19 Response</b>   | Sarah Butikofer<br>Steve Blatch     | To review the NNDC response to the Covid-19 pandemic   |                       |
| Cabinet Scrutiny         | <b>Covid-19 2020/21 Budget Impact Report</b>                          | Eric Seward<br>Duncan Ellis         | To review the impact of the Covid-19 pandemic on the Council's 2020/21 budget                          |                       |
| Scrutiny                 | <b>Review of delegated decisions</b>                                  |                                     | To review any delegated decisions that have been made as a result the Covid-19 Pandemic                |                       |
| <b>July</b>              |   |                                     |  |                       |
| Cabinet Scrutiny         | <b>NNDC Transition from Response to Recovery Coronavirus Pandemic</b> | Steve Blatch<br>Sarah Bütikofer     | To brief Members on NNDC's transition from the response to the recovery stage of the Covid-19 Pandemic |                       |
| Cabinet Scrutiny         | <b>Review of Delegated Decisions</b>                                  | Emma Denny                          | To allow Members an opportunity to review decisions taken under delegated authority                    |                       |
| Scrutiny                 | <b>Sheringham Leisure Centre Project Update</b>                       | Rob Young<br>Virginia Gay           | To update Members on the status of the Sheringham Leisure Centre Project                               | Quarterly             |
| Scrutiny                 | <b>Market Town Initiative - Interim Update</b>                        | Matt Stembrowicz<br>Richard Kershaw | To update Members on the current status of MTI projects in relation to the impact of Covid-19          | Requested by Chairman |
| <b>August</b>            |   |                                     |  |                       |
| Cabinet Scrutiny Council | <b>Debt Management Annual Report</b>                                  | Eric Seward<br>Sean Knight          | To review the Report and make any necessary recommendations to Council                                 | Annual                |
| Cabinet Scrutiny Council | <b>Treasury Management Annual Report</b>                              | Eric Seward<br>Duncan Ellis         | To make recommendations to Council   | Annual                |
| Cabinet Scrutiny Council | <b>Financial Impact Covid-19</b>                                      | Duncan Ellis<br>Eric Seward         | To review any budget revision suggestions in relation to the financial impact of Covid-19              |                       |
| Cabinet Scrutiny         | <b>Review of Delegated Decisions</b>                                  | Emma Denny                          | To allow Members an opportunity to review decisions taken under delegated authority                    |                       |

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| <b>September</b>         |   |                                 |  |                        |
| Cabinet Scrutiny Council | <b>Out-turn report/Budget Monitoring P4</b>                           | Eric Seward<br>Duncan Ellis     | To make any recommendations to Council   | Annual                 |
| Cabinet Scrutiny         | <b>NNDC Actions in the Recovery Phase of the Coronavirus Pandemic</b> | Steve Blatch<br>Sarah Butikofer | To review the Councils actions in relation to the recovery from Covid-19                           |                        |
| Cabinet Scrutiny         | <b>Delegated Decisions</b>  | Emma Denny<br>Sarah Butikofer   | To review Officer delegated decisions  | Monthly                |
| Cabinet Scrutiny Council | <b>North Walsham Town Centre Public Realm Improvements</b>            | Rob Young<br>Richard Kershaw    | To inform the Committee of a substantial draw down of funds for a significant project              |                        |
| Cabinet Scrutiny         | <b>Sheringham Leisure Centre Options</b>                              | Rob Young<br>Virginia Gay       | To review options for the existing Splash facility   | Requested by Committee |
| <b>October</b>           |   |                                 |  |                        |
| Cabinet Scrutiny         | <b>Delivery Plan Re-prioritisation</b>                                | Steve Blatch<br>Sarah Butikofer | To review and comment on the re-prioritised Delivery Plan  |                        |
| Cabinet Scrutiny         | <b>Performance Management Q1</b>                                      | Helen Thomas<br>Sarah Butikofer | To review Council performance  | Quarterly TBC          |
| Scrutiny                 | <b>Work Programme Setting</b>   | Matt Stembrowicz<br>Nigel Dixon | To agree items for the Work Programme for the remainder of the municipal year                      | Annual                 |
| <b>November</b>          |   |                                 |  |                        |
| Cabinet Scrutiny         | <b>Budget Monitoring P6</b>   | Eric Seward<br>Duncan Ellis     | To review the budget monitoring position   | Periodical             |
| Scrutiny                 | <b>Waste Contract Monitoring</b>                                      | Nigel Lloyd<br>Steve Hems       | To review the performance of the new waste contractor  | Six Monthly            |
| Cabinet Scrutiny         | <b>Delivery Plan: Income Generation &amp; Savings Pre-Scrutiny</b>    | Sarah Butikofer<br>Duncan Ellis | To pre-scrutinise the administration's income generation/cost saving proposals ( <b>Workshop</b> ) | Requested by Committee |
| Cabinet Scrutiny Council | <b>Council Tax Discount Determinations 2020/21</b>                    | Lucy Hume/Eric Seward           | To determine the Council Tax discounts for 2020/21   | Annual                 |
| Cabinet Scrutiny Council | <b>Treasury Management Half-Yearly Report</b>                         | Eric Seward<br>Lucy Hume        | To consider the treasury management activities   | Six Monthly            |

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|--------------------------------|---|---------------------------------|--|--------------------------------------|
| <b>December</b>                |   |                                 |  |                                      |
| Cabinet<br>Scrutiny<br>Council | <b>Medium Term Financial Strategy</b>                             | Eric Seward<br>Duncan Ellis     | To review the Medium Term Financial Strategy   | Annual –<br>before 2021/22<br>Budget |
| Cabinet<br>Scrutiny            | <b>Performance Management Q2</b>                                  | Sarah Butikofer<br>Steve Blatch | To review Council performance  |                                      |
| Scrutiny                       | <b>Sheringham Leisure Centre Update</b>                           | Rob Young<br>Virginia Gay       | To receive an update on the progress of the Sheringham Leisure Centre Project.   | Quarterly                            |
| Scrutiny                       | <b>Crime &amp; Disorder Briefing TBC</b>                          | Nigel Dixon<br>Matt Stembrowicz | PCC and district Superintendent to provide a briefing on TBC   | Annual                               |
| <b>January 2021</b>            |   |                                 |  |                                      |
| Cabinet<br>Scrutiny<br>Council | <b>2021/22 Base Budget and Projections for 2022/23 to 2023/24</b> | Eric Seward<br>Duncan Ellis     | To review the proposed budget and projections  | Annual                               |
| Scrutiny<br>Cabinet            | <b>Equality &amp; Diversity Policy</b>                            | Steve Blatch<br>Sarah Butikofer | To review the draft Equality & Diversity Policy prior to approval  | Review<br>requested by<br>Council    |
|                                | <b>Communications Strategy</b>                                    |                                 |  |                                      |
| <b>February</b>                |   |                                 |  |                                      |
| Cabinet<br>Scrutiny<br>Council | <b>Treasury Strategy 2020/21</b>                                  | Eric Seward<br>Lucy Hume        | To review the treasury management activities and strategy for the investment of surplus funds                                | Annual                               |
| Cabinet<br>Scrutiny<br>Council | <b>Capital Strategy</b>   | Eric Seward<br>Lucy Hume        | To review the deployment of capital resources to meet Council objectives & framework for management of the capital programme | Annual                               |
| Cabinet<br>Scrutiny<br>Council | <b>Investment Strategy</b>  | Eric Seward<br>Lucy Hume        | To review the Council's Investment Strategy for the year 2020-21   | Annual                               |
| <b>March</b>                   |   |                                 |  |                                      |
|                                |   |                                 |  |                                      |
| Cabinet<br>Scrutiny            | <b>Budget Monitoring P10</b>                                      | Eric Seward<br>Duncan Ellis     | To review the budget monitoring position   |                                      |
|                                |   |                                 |  |                                      |
| <b>April</b>                   |   |                                 |  |                                      |
| Cabinet                        | <b>Enforcement Board Update</b>                                   | Nigel Lloyd                     | To receive an update Enforcement Board   | Six-monthly                          |

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| Scrutiny |  |  | cases – inc how to raise concerns, resourcing of team and overview of properties |  |
|          |  |  |  |  |

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|--------------------------------------|--|-------------------------------------|---|--|
| <b>Pending Items/To be Confirmed</b> |  |                                     |   |  |
| Cabinet Scrutiny Council             | <b>Affordable Housing Strategy</b>                                   |                                     | Pre-Scrutiny of the affordable housing strategy   | Potential Panel Item                                 |
| Scrutiny                             | <b>Development Planning Performance Review</b>                       |                                     | Review of service over five year period against national performance framework            | Potential Panel item – Spring 2021                   |
| Scrutiny                             | <b>Monitor resource implications for Homelessness Strategy</b>       |                                     |   | Potential Panel Item                                 |
| Scrutiny                             | <b>Website design/functionality</b>                                  |                                     | To review the functionality of the Council's website                                      | Requested by the Committee                           |
| Cabinet Scrutiny Council             | <b>Annual Action Plan TBC?</b>                                       | Sarah Bütikofer<br>Helen Thomas     |   | Annual   |
| Scrutiny Council                     | <b>Overview &amp; Scrutiny Committee Annual Report 2018/19</b>       | Matt Stembrowicz                    | Committee to approve and recommend to Council   | Annual   |
| Scrutiny                             | <b>Market Towns Initiative Monitoring/Process Review</b>             | Matt Stembrowicz<br>Richard Kershaw | To monitor the implementation of successful MTI applicants and review the funding process | Requested by the Committee – Upon project completion |
| Scrutiny                             | <b>Council Asset Maintenance (Preventative) Maintenance Strategy</b> |                                     | To review the Council's Asset Maintenance schedule  | Requested by the Committee                           |
| Scrutiny                             | <b>Ambulance Response Times/First Responders Briefing</b>            |                                     | Continue to Monitor work of NHOSC   | Requested by the Committee - NHOSC                   |
| Scrutiny                             | <b>Climate Change Strategy/Declaration of Climate Emergency</b>      | Nigel Lloyd                         | Review of actions in response to climate change   | Potential Panel Item                                 |
| Scrutiny                             | <b>Economic Development Strategy</b>                                 |                                     | Review strategy   | Potential Panel Item                                 |

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|----------|--|--|--|------------------------|
| Scrutiny | <b>North Walsham Heritage Action Zone Project Monitoring</b> |  | To monitor progress of the NWHAZ project | Requested by Committee |
|----------|--|--|--|------------------------|