

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2020/21

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

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

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December				
Cabinet Scrutiny	Performance Management Q2	Sarah Butikofer Steve Blatch	To review Council performance	Quarterly
Scrutiny	Sheringham Leisure Centre Update	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Quarterly
Cabinet Scrutiny Council	Fees & Charges	Eric Seward Duncan Ellis	To review the Council's fees and charges	Annual
Scrutiny	Scrutiny Panels – Terms of Reference	Matt Stembrowicz Nigel Dixon	To review and approve the Scrutiny Panel Terms of Reference	Requested by Committee
Cabinet Scrutiny	NNDC Covid-19 Current Phase Actions/Response Report	Steve Blatch Sarah Butikofer	To continue to monitor the Council's actions in response to the Covid-19 Pandemic.	
January 2021				
Cabinet Scrutiny Council	Medium Term Financial Strategy	Eric Seward Duncan Ellis	To review the Medium Term Financial Strategy	Annual – before 2021/22 Budget
Cabinet Scrutiny Council	2021/22 Base Budget and Projections for 2022/23 to 2023/24	Eric Seward Duncan Ellis	To review the proposed budget and projections	Annual
Scrutiny Cabinet	Equality & Diversity Policy	Steve Blatch Sarah Butikofer	To review the draft Equality & Diversity Policy prior to approval	Review requested by Council
Cabinet Scrutiny	Communications Strategy	Joe Ferrari	To review the Council's communications strategy	
February				
Cabinet Scrutiny Council	Treasury Strategy 2020/21	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
March				

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Scrutiny	Crime & Disorder Briefing	Nigel Dixon Matt Stembrowicz	PCC and district Superintendent to provide a briefing on tackling domestic abuse during the Covid-19 Pandemic.	Annual
Cabinet Scrutiny	Budget Monitoring P10	Eric Seward Duncan Ellis	To review the budget monitoring position	
	April			
Cabinet Scrutiny	Enforcement Board Update	Nigel Lloyd	To receive an update Enforcement Board cases – inc how to raise concerns, resourcing of team and overview of properties	Six-monthly

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Pending Items/To be Confirmed				
Cabinet Scrutiny Council	Affordable Housing Strategy		Pre-Scrutiny of the affordable housing strategy	Potential Panel Item
Scrutiny	Development Planning Performance Review		Review of service over five year period against national performance framework	Potential Panel item – Spring 2021
Scrutiny	Monitor resource implications for Homelessness Strategy			Potential Panel Item
Scrutiny	Website design/functionality		To review the functionality of the Council's website	Requested by the Committee
Cabinet Scrutiny Council	Annual Action Plan TBC?	Sarah Bütikofer Helen Thomas		Annual
Scrutiny Council	Overview & Scrutiny Committee Annual Report 2018/19	Matt Stembrowicz	Committee to approve and recommend to Council	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 – Upon project completion
Scrutiny	Council Asset Maintenance (Preventative) Maintenance Strategy		To review the Council's Asset Maintenance schedule	Requested by the Committee

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Scrutiny	Ambulance Response Times/First Responders Briefing		Continue to Monitor work of NHOSC	Requested by the Committee - NHOSC
Scrutiny	Climate Change Strategy/Declaration of Climate Emergency	Nigel Lloyd	Review of actions in response to climate change	Potential Panel Item
Scrutiny	Economic Development Strategy		Review strategy	Potential Panel Item
Scrutiny	North Walsham Heritage Action Zone Project Monitoring		To monitor progress of the NWHAZ project	Requested by Committee