

## 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 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 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 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 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 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 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 Duncan Ellis	To make recommendations to Council	Annual
Cabinet Scrutiny Council	<b>Financial Impact Covid-19</b>	Duncan Ellis 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 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 Sarah Butikofer	To review the Councils actions in relation to the recovery from Covid-19	
Cabinet Scrutiny	<b>Delegated Decisions</b>	Emma Denny Sarah Butikofer	To review Officer delegated decisions	Monthly
Cabinet Scrutiny Council	<b>North Walsham Town Centre Public Realm Improvements</b>	Rob Young 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 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 Sarah Butikofer	To review and comment on the re-prioritised Delivery Plan	
Cabinet Scrutiny	<b>Performance Management Q1</b>	Helen Thomas Sarah Butikofer	To review Council performance	Quarterly TBC
Scrutiny	<b>Work Programme Setting</b>	Matt Stembrowicz 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 Duncan Ellis	To review the budget monitoring position	Periodical
Scrutiny	<b>Waste Contract Monitoring</b>	Nigel Lloyd 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 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 Lucy Hume	To consider the treasury management activities	Six Monthly

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<b>December</b>				
Cabinet Scrutiny	<b>Performance Management Q2</b>	Sarah Butikofer Steve Blatch	To review Council performance	Quarterly
Scrutiny	<b>Sheringham Leisure Centre Update</b>	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Quarterly
Cabinet Scrutiny Council	<b>Fees &amp; Charges</b>	Eric Seward Duncan Ellis	To review the Council's fees and charges	Annual
Scrutiny	<b>Scrutiny Panels – Terms of Reference</b>	Matt Stembrowicz Nigel Dixon	To review and approve the Scrutiny Panel Terms of Reference	Requested by Committee
Cabinet Scrutiny	<b>NNDC Covid-19 Current Phase Actions/Response Report</b>	Steve Blatch Sarah Butikofer	To continue to monitor the Council's actions in response to the Covid-19 Pandemic.	
<b>January 2021</b>				
Cabinet Scrutiny Council	<b>2021/22 Base Budget and Projections for 2022/23 to 2023/24</b>	Eric Seward Duncan Ellis	To review the proposed budget and projections	Annual
Scrutiny	<b>NNDC Public Car Park Usage</b>	Steve Blatch	To review the usage patterns of NNDC's public car parks	Requested by the Committee
Cabinet Scrutiny	<b>Communications Strategy</b>	Joe Ferrari Sarah Butikofer	To review the Council's communications strategy	
Scrutiny	<b>Sheringham Leisure Centre Update</b>	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
<b>February</b>				
Cabinet Scrutiny Council	<b>Medium Term Financial Strategy</b>	Eric Seward Duncan Ellis	To review the Medium Term Financial Strategy	Annual – before 2021/22 Budget
Cabinet Scrutiny Council	<b>Treasury Strategy 2020/21</b>	Eric Seward Lucy Hume	To review the treasury management activities and strategy for the investment of surplus funds	Annual
Cabinet Scrutiny Council	<b>Capital Strategy</b>	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	<b>Investment Strategy</b>	Eric Seward Lucy Hume	To review the Council's Investment Strategy for the year 2020-21	Annual

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Scrutiny	<b>Sheringham Leisure Centre Update</b>	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
Scrutiny Cabinet	<b>Performance Management Q3</b>	Sarah Butikofer Steve Blatch	To review Council performance	Quarterly
<b>March</b>				
Scrutiny	<b>Crime &amp; Disorder Briefing</b>	Nigel Dixon Matt Stembrowicz	PCC and district Superintendent to provide a briefing on tackling domestic abuse during the Covid-19 Pandemic.	Annual
Cabinet Scrutiny	<b>Budget Monitoring P10</b>	Eric Seward Duncan Ellis	To review the budget monitoring position	
Scrutiny	<b>Sheringham Leisure Centre Update</b>	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
Scrutiny Cabinet	<b>Pre-Scrutiny: Equality &amp; Diversity Policy</b>	Steve Blatch Sarah Butikofer	To review the draft Equality & Diversity Policy	Requested by Council
<b>April</b>				
Cabinet Scrutiny	<b>Covid-19 Recovery Report</b>	Steve Blatch Sarah Butikofer	To continue to monitor the Council's actions in response to the Covid-19 Pandemic.	
Scrutiny	<b>Sheringham Leisure Centre Update</b>	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly
Scrutiny Cabinet	<b>Pre-Scrutiny: Environmental Charter</b>	Annie Somazzi Nigel Lloyd	To review the draft Environmental Charter	
Cabinet Scrutiny	<b>UK Community Renewal &amp; Levelling Up Funds</b>	Steve Blatch Sarah Butikofer	To review arrangements for the funds	
<b>May TBC</b>				
Cabinet Scrutiny	<b>Enforcement Board Update</b>	Nigel Lloyd	To receive an update Enforcement Board cases – inc how to raise concerns, resourcing of team and overview of properties	Six-monthly
Scrutiny	<b>O&amp;S Work Programme 2021/22</b>	Matt Stembrowicz Nigel Dixon	To agree the draft 2021/22 Overview & Scrutiny Work Programme	Annual
Scrutiny	<b>Sheringham Leisure Centre Update</b>	Rob Young Virginia Gay	To receive an update on the progress of the Sheringham Leisure Centre Project.	Monthly

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<b>Pending Items/To be Confirmed</b>				
Scrutiny	<b>Food Waste Collection Implications Report</b>	Steve Hems Nigel Lloyd	To consider the impact of implementing a food waste collection service throughout the District	<b>TBC</b>

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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 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 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
Scrutiny	<b>North Walsham Heritage Action Zone Project Monitoring</b>		To monitor progress of the NWHAZ project	Requested by Committee
	<b>Update on progress of savings proposals</b>		To be included in Outturn report.	