

OVERVIEW & SCRUTINY COMMITTEE – WORK PROGRAMME SETTING 2021-22

Summary:	This reports aims to assist the Committee in setting its draft Work Programme for the 2021-22 municipal year.
Options considered:	Multiple options are presented for consideration by the Committee, as well as allowing options to be raised for consideration during the meeting.
Conclusions:	This report provides options and guidance to aid the Committee in setting its work Programme. The outcome of which will be determined by the Committee.
Recommendations:	To review and agree which items should be added to the Overview & Scrutiny Work Programme for the 2021-22 municipal year.
Reasons for Recommendations:	To make best use of Committee time by agreeing appropriate items of business.

LIST OF BACKGROUND PAPERS AS REQUIRED BY LAW

(Papers relied on to write the report, which do not contain exempt information and which are not published elsewhere)

Cabinet Member(s)	Ward(s) affected
N/a.	All

Contact Officer, telephone number and email:

Matt Stembrowicz – Scrutiny Officer

Email: matthew.stembrowicz@north-norfolk.gov.uk Tel: 01263 516047

1. Aims of the Committee

- Overview – To provide high level analysis of the strategic aims/direction of the Council
- Scrutiny – To commission and undertake analytical reviews of evidence backed Reports/Information
- Reviewing and developing policy recommendations for the executive (Cabinet)
- Influencing Council/Cabinet decisions and policies (where appropriate)
- Reviewing the Council's performance against targets and the aims of the Corporate Plan
- Provide oversight of external public services/local strategic partnerships e.g. Police, Tourism Board etc.

Mission Statement:

“The Overview and Scrutiny Committee is the Council's watchdog, ensuring that the Cabinet is held to account and is carrying out the Council's aims, as well as getting the best value for money as a result of its decisions.”

2. Work Programme Guidance

When selecting items for the Work Programme, the 'TOPIC' selection criteria is an effective way to prioritise issues. This allows each item to be judged according to its potential to make the best use of the Committee's time and impact. Please bear the following points in mind when making suggestions.

T - Timely

Work plans should take account of work in other areas, and avoid duplication. Members should consider if now is the best time to consider the issue, and whether there are any legislative or policy changes afoot.

O - Organisational Priority

Work plans should take account of the Council's overall vision for the area. A good proportion of the Committee's work should relate to the Council's plan and priorities such as those reflected in the Corporate Plan. This is crucial to demonstrate how Scrutiny can add value to the Council.

P - Public Interest

Councillors' representative roles are an essential feature of Scrutiny. They are the eyes and ears of the public, ensuring that services address local needs. The interests of local people should therefore influence and guide the issues chosen for scrutiny.

I - Influence

Generally, Scrutiny Committees are better placed to influence council services than external agencies, and effective relationships are essential for exerting influence. Consider whether the committee's input will drive outcomes and change.

C - Cost

Services or decisions which have high levels of income, expenditure or savings should be prioritised. Effective scrutiny of financial matters is a cornerstone of good scrutiny, and significant spending plans should not go unscrutinised.

3. Items for Discussion:

At present, the Committee has space for items from September 2021 to April 2022, though it is prudent to maintain some level of flexibility, in order to allow for review of urgent matters and other items yet to be added to the Cabinet Forward Plan. In addition to statutory reports and planned items, the following have been suggested by Committee Members as potential items for discussion:

- Access to Rural Services - Committee will need to consider scoping this suggestion
- North Walsham Heritage Action Zone Project Monitoring
- Ambulance Response Times/First Responders Briefing – Continue to monitor NHOSC progress, briefing postponed by COVID-19
- Preventative Maintenance Strategy for Council assets
- Planning Performance Review – To include a review of affordable housing/Section 106 delivery

- Economic Development Strategy – Committee will need to consider scoping this suggestion
- Website design/functionality - Committee will need to consider scoping this suggestion (Any specific issues?)

Recurring/Expected Items

- Performance Monitoring – Once InPhase access issues are resolved, the Committee could consider placing emphasis on performance relating to specific themes of the Corporate Plan for each quarter.
- Budget setting/MTFS and Budget Monitoring Reports
- Financial Strategies
- MTI Monitoring/Process Review - Completion of MTI projects significantly delayed due to Covid-19, however completion expected in 2021.
- Annual Crime and Disorder Briefing – Committee to determine focus/theme
- Enforcement Board six-monthly updates
- Waste Contract Update – To include update on cost of implementing food waste collection (once known)