

OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2021/22

| Meeting | Topic | Officer / Member | Objectives & desired outcomes | Time cycle |
|--------------------------|---|---|--|-------------|
| May 2021 | | | | |
| Scrutiny | Safer Norfolk Strategy 2021 – 25 Briefing | | To receive a briefing on the new Safer Norfolk Strategy | |
| Cabinet Scrutiny | Officer Delegated Decisions (March – April 2021) | Emma Denny Sarah Butikofer | To review the officer delegated decisions | |
| Scrutiny | Sheringham Leisure Centre Project Update | Rob Young Virginia Gay | To update Members on the status of the Sheringham Leisure Centre Project | Monthly |
| Scrutiny | O&S Draft 2021/22 Work Programme | Matt Stembrowicz Nigel Dixon | To review and approve the draft 2021/22 Work Programme | Annual |
| Scrutiny Cabinet | Enforcement Board Update | Phillip Rowson Nigel Lloyd/John Toye | To receive an update on the work of the Enforcement Board | Six-monthly |
| June | | | | |
| Scrutiny Cabinet Council | Equality, Diversity & Inclusion Policy | Karen Hill Sarah Butikofer | To review the updated Policy in advance of seeking Council approval | |
| Scrutiny | Sheringham Leisure Centre Project Update | Rob Young Virginia Gay | To update Members on the status of the Sheringham Leisure Centre Project | Monthly |
| Cabinet Scrutiny | Performance Monitoring Q4 | Sarah Bütikofer Helen Thomas | To monitor the Council's performance and consider any recommendations to Cabinet | Quarterly |
| Scrutiny Council | Overview & Scrutiny Committee Annual Report | Matt Stembrowicz | To approve annual summary of Committee work for 2019-20 & 2020-2021 | Annual |
| 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 Cabinet | Housing Strategy TBC | N Debbage/G Connolly | To review the Council's Housing Strategy | |
| Scrutiny | Sheringham Leisure Centre Project Update | Rob Young Virginia Gay | To update Members on the status of the Sheringham Leisure Centre Project | Monthly |
| Cabinet Scrutiny Council | Out-turn report | Eric Seward Duncan Ellis | To make any recommendations to Council – To include an update on savings proposals | Annual |
| Cabinet Scrutiny Council | Treasury Management Annual Report | Eric Seward Duncan Ellis | To make recommendations to Council | Annual |

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| September | | | | |
| Cabinet Scrutiny | Budget Monitoring P4 | Eric Seward Duncan Ellis | To review the budget monitoring position | Periodical |
| Scrutiny | Planning Performance Review | John Toye Phillip Rowson | Review over five year period against national performance framework (To include a review of affordable housing delivery/section 106 agreements) | Committee Request |
| Cabinet Scrutiny | Performance Monitoring Q1 | Helen Thomas Sarah Butikofer | To monitor the Council's performance and consider any recommendations to Cabinet | Quarterly |
| Scrutiny | Beach Huts & Chalets Monitoring | Renata Garfoot Eric Seward | To monitor the occupancy, condition and revenue of the beach huts and chalets. | Annual |
| October | | | | |
| Cabinet Scrutiny Council | Council Tax Discount Determinations | Lucy Hume/Eric Seward | To determine the Council Tax discounts for 2020/21 | Annual |
| Scrutiny | Waste Contract Monitoring | Steve Hems Nigel Lloyd | To monitor performance of Council waste contractor (w/ update on costs of food waste collection) | Annual |
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| November | | | | |
| Cabinet Scrutiny | Budget Monitoring P6 | Eric Seward Duncan Ellis | To review the budget monitoring position | Periodical |
| Cabinet Scrutiny | Enforcement Board Update | Phillip Rowson Nigel Lloyd/John Toye | To receive an update on the work of the Enforcement Board | Six-Monthly |
| Scrutiny | Crime and Disorder Briefing | Nigel Dixon Matt Stembrowicz | PCC and district Superintendent to provide a briefing on TBC | Annual |
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| December | | | | |
| Cabinet Scrutiny Council | Treasury Management Half-Yearly Report | Eric Seward Duncan Ellis | To consider the treasury management activities | Six Monthly |
| Cabinet Scrutiny | Performance Monitoring Q2 | Helen Thomas Sarah Butikofer | To monitor the Council's performance and consider any recommendations to Cabinet | Quarterly |
| Cabinet Scrutiny Council | Fees & Charges | Eric Seward Duncan Ellis | To undertake an annual review of the Council's fees and charges | Annual |
| Cabinet Scrutiny Council | Medium Term Financial Strategy | Eric Seward Duncan Ellis | To review the Medium Term Financial Strategy | Annual Pre- 2022/23 Budget |
| January 2022 | | | | |
| 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 |
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| 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 | | | | |

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| March | | | | |
| Cabinet Scrutiny | Budget Monitoring P10 | Eric Seward Duncan Ellis | To review the budget monitoring position | |
| Scrutiny Cabinet | Performance Monitoring Q3 | Helen Thomas Sarah Butikofer | To monitor the Council's performance and consider any recommendations to Cabinet | Quarterly |
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| 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 (Once complete) | Committee Request |
| Scrutiny | Car Park Usage Monitoring | Eric Seward | To undertake an annual review of the usage and revenue from the Council's public car parks | Annual |
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| Outstanding/ TBC | | | | |
| Scrutiny | Monitor resource implications for Homelessness Strategy | | Scoping Required | Potential Panel Item |
| Scrutiny | Website design/functionality | | Scoping Required - Review the functionality of the Council's website | Committee Request |
| Scrutiny | Council Asset Maintenance (Preventative) Maintenance Strategy | | To review the Council's Asset Maintenance schedule | Committee Request |
| Scrutiny | Ambulance Response Times/First Responders Briefing | | Continue to Monitor work of NHOSC – Potential for future briefing from NCCG & EEAST | Committee Request |
| Scrutiny | Economic Development Strategy | | Scoping Required | Potential Panel Item |
| Scrutiny | North Walsham Heritage Action Zone Project Monitoring | | To monitor progress of the NWHAZ project | Committee Request |
| Scrutiny | Rural Services (Access) | | Scoping Required - Review service gaps and lack of access | Committee Request |