

## OVERVIEW AND SCRUTINY COMMITTEE – ANNUAL WORK PROGRAMME 2021/22

Meeting	Topic	Officer / Member	Objectives & desired outcomes	Time cycle
<b>May 2021</b>				
Scrutiny	<b>Safer Norfolk Strategy 2021 – 25 Briefing</b>		To receive a briefing on the new Safer Norfolk Strategy	
Cabinet Scrutiny	<b>Officer Delegated Decisions (March – April 2021)</b>	Emma Denny Sarah Butikofer	To review the officer delegated decisions	
Scrutiny	<b>Sheringham Leisure Centre Project Update</b>	Rob Young Virginia Gay	To update Members on the status of the Sheringham Leisure Centre Project	Monthly
Scrutiny	<b>O&amp;S Draft 2021/22 Work Programme</b>	Matt Stembrowicz Nigel Dixon	To review and approve the draft 2021/22 Work Programme	Annual
Scrutiny Cabinet	<b>Enforcement Board Update</b>	Phillip Rowson Nigel Lloyd/John Toye	To receive an update on the work of the Enforcement Board	Six-monthly
<b>June</b>				
Scrutiny Cabinet Council	<b>Equality, Diversity &amp; Inclusion Policy</b>	Karen Hill Sarah Butikofer	To review the updated Policy in advance of seeking Council approval	
Scrutiny	<b>Sheringham Leisure Centre Project Update</b>	Rob Young Virginia Gay	To update Members on the status of the Sheringham Leisure Centre Project	Monthly
Cabinet Scrutiny	<b>Performance Monitoring Q4</b>	Sarah Bütikofer Helen Thomas	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny Council	<b>Overview &amp; Scrutiny Committee Annual Report</b>	Matt Stembrowicz	To approve annual summary of Committee work for 2019-20 & 2020-2021	Annual
<b>July</b>				
Scrutiny	<b>Sheringham Leisure Centre Project Update</b>	Rob Young Virginia Gay	To update Members on the status of the Sheringham Leisure Centre Project	Monthly
Scrutiny Cabinet	<b>Housing Strategy</b>	N Debbage/G Connolly	To review the Council's new Housing Strategy	
Scrutiny	<b>North Walsham Heritage Action Zone Project Monitoring</b>	Rob Young Richard Kershaw	To monitor progress of the NWHAZ project	Committee Request
Scrutiny	<b>Coastal Ambulance Response Times Update</b>	Victoria Holliday	To receive an update on the status of ambulance response times in coastal areas of the District	Committee Request
Scrutiny Cabinet Council	<b>Pre-Scrutiny: Customer Services Strategy</b>	Sean Kelly Lucy Shires	To review the new Customer Services strategy	

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<b>September</b>				
Cabinet Scrutiny	<b>Budget Monitoring P4</b>	Eric Seward Duncan Ellis	To review the budget monitoring position	Periodical
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>Out-turn report</b>	Eric Seward Duncan Ellis	To make any recommendations to Council – To include an update on savings proposals	Annual
Cabinet Scrutiny Council	<b>Treasury Management Annual Report</b>	Eric Seward Duncan Ellis	To make recommendations to Council	Annual
Cabinet Scrutiny	<b>Performance Monitoring Q1</b>	Helen Thomas Sarah Butikofer	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Cabinet Scrutiny	<b>Officer Delegated Decisions</b>	Emma Denny Sarah Butikofer	To review any officer delegated decisions taken during the period covered by the report	
<b>October</b>				
Cabinet Scrutiny	<b>People Services Restructure</b>	Karen Hill/Wendy Fredericks	To review the proposals of the Peoples Services Restructure	
Cabinet Scrutiny	<b>Use of Housing Reserves</b>	Nicky Debbage/Wendy Fredericks	To review the use of Housing Reserves	
Cabinet Scrutiny Council	<b>Council Tax Discount Determinations</b>	Lucy Hume/Eric Seward	To determine the Council Tax discounts for 2020/21	Annual
Scrutiny	<b>Waste Contract Monitoring</b>	Steve Hems Nigel Lloyd	To monitor performance of Council waste contractor (w/ update on food waste collection)	Annual
Scrutiny	<b>Beach Huts &amp; Chalets Monitoring</b>	Renata Garfoot Eric Seward	To monitor the occupancy, condition and revenue of the beach huts and chalets.	Annual
Cabinet WP Scrutiny	<b>NWHSZ Project Monitoring</b>	Richard Kershaw Rob Young	To monitor the implementation of the NWHSZ Project.	Quarterly

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<b>November</b>				
Cabinet Scrutiny	<b>Budget Monitoring P6</b>	Eric Seward Duncan Ellis	To review the budget monitoring position	Periodical
Scrutiny Cabinet	<b>Pre-Scrutiny: Tree Planting Strategy</b>	Annie Sommazzi/Nigel Lloyd	To review the strategy of the Council's tree planting strategy in advance of approval by Cabinet	
Cabinet Scrutiny	<b>NNDC Delivery Plan Review</b>	Steve Blatch/Sarah Butikofer	Review of delivery February 2020 – October 2021 and consideration of priority objectives as agreed by Cabinet for next twelve months	
Cabinet Scrutiny	<b>NEWS Contract</b>	Scott Martin/Nigel Lloyd	To review the terms and amendments for the NEWS contract extension and	
Scrutiny	<b>Reef Leisure Facility Visit</b>	Rob Young/Virginia Gay	To visit the new Sheringham Leisure Centre Facility	Committee Request
<b>December</b>				
Scrutiny	<b>Waste Contract: SERCO Briefing</b>	Steve Hems/Nigel Lloyd	To receive a briefing and question Serco Officers on the implementation of the Waste Contract	Committee Request
Scrutiny	<b>Councillor Call for Action</b>	Liz Withington	To review and consider Cllr L Withington's CCfA on the impact of second and holiday homes on the District	CCfA
Cabinet Scrutiny Council	<b>Treasury Management Half-Yearly Report</b>	Eric Seward Duncan Ellis	To consider the treasury management activities	Six Monthly
Cabinet Scrutiny	<b>Performance Monitoring Q2</b>	Helen Thomas Sarah Butikofer	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Cabinet Scrutiny	<b>Public Convenience Investment Programme</b>	Eric Seward Duncan Ellis	To review the programme and consider the request for Scrutiny's involvement in the process	Requested by Cabinet
Cabinet Scrutiny	<b>Enforcement Board Update</b>	Phillip Rowson Nigel Lloyd/John Toye	To receive an update on the work of the Enforcement Board	Six-Monthly

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<b>January 2022</b>				
Scrutiny Cabinet	<b>Pre-Scrutiny: Review of Car Parking charges</b>	Eric Seward Duncan Ellis	To consider the Council's car parking charges in advance of approval by Cabinet	
Cabinet Scrutiny Council	<b>Pre-Scrutiny: Draft Medium Term Financial Strategy 2023-26 incorporating draft Base Budget 2022-23</b>	Eric Seward Duncan Ellis	To review the proposed budget and projections	Annual
Cabinet WP Scrutiny	<b>NWHSZ Project Monitoring</b>	Richard Kershaw Rob Young	To monitor the implementation of the NWHSZ Project.	Quarterly
Scrutiny	<b>Market Towns Initiative Process Review &amp; Monitoring</b>	Matt Stembrowicz Richard Kershaw	To monitor the implementation of successful MTI applicants and review the funding process (Once complete)	Committee Request
Scrutiny Cabinet	<b>Pre-Scrutiny: Net-Zero Carbon Strategy &amp; Action Plan</b>	Annie Sommazzi Nigel Lloyd	To consider the Net-Zero Carbon Strategy & Action Plan in advance of approval by Cabinet	
<b>February</b>				
Cabinet Scrutiny Council	<b>Fees &amp; Charges</b>	Eric Seward Duncan Ellis	To undertake an annual review of the Council's fees and charges	Annual
Cabinet Scrutiny Council	<b>Treasury Strategy 2019/20</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
Scrutiny	<b>Sheringham Leisure Centre Project Review</b>	Virginia Gay Rob Young	To review the implementation of the Sheringham Leisure Centre Project.	Committee Request
Scrutiny	<b>Ambulance Response Times Monitoring</b>	Cllr V Holliday	To continue to monitor ambulance response times data across the District	Six-Monthly
Scrutiny	<b>Scoping Report: Impact of Second &amp; Holiday Homes CCfA</b>	Matt Stembrowicz	To review a scoping report to consider a potential investigation into the impact of second and holiday homes across the District	Committee Request
Scrutiny	<b>Waste Contract: Verbal Update</b>	Steve Hems	To receive a brief verbal update on progress in relation to the waste contract gap analysis	Committee request

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<b>March</b>				
Cabinet Scrutiny	<b>Budget Monitoring P10</b>	Eric Seward Duncan Ellis	To review the budget monitoring position	
Scrutiny Cabinet	<b>Performance Monitoring Q3</b>	Helen Thomas Sarah Butikofer	To monitor the Council's performance and consider any recommendations to Cabinet	Quarterly
Scrutiny	<b>Crime and Disorder Briefing</b>	Nigel Dixon Matt Stembrowicz	PCC and district Superintendent to provide a briefing on Community Safety Partnership	Annual
Scrutiny	<b>Planning Performance &amp; Customer Experience Review</b>	John Toyne Phillip Rowson		Committee Request
Scrutiny	<b>Waste Contract: Verbal Update</b>	Steve Hems	To receive a brief verbal update on progress in relation to the waste contract gap analysis	Committee request
<b>April</b>				
Scrutiny	<b>Car Park Usage Monitoring</b>	Eric Seward	To undertake an annual review of the usage and revenue from the Council's public car parks	Annual
Cabinet WP Scrutiny	<b>NWHSZ Project Monitoring</b>	Richard Kershaw Rob Young	To monitor the implementation of the NWHSZ Project.	Quarterly
Scrutiny	<b>Waste Contract: Serco Briefing</b>	Steve Hems	To receive a formal update briefing on agreed progress made in relation to the revised waste contract target operating model	Committee request

<b>Meeting</b>	<b>Topic</b>	<b>Officer / Member</b>	<b>Objectives &amp; Desired Outcomes</b>	<b>Time cycle</b>
<b>Outstanding/ TBC</b>				
Scrutiny	<b>Website design/functionality</b>		<b>Scoping Required</b> - Review the functionality of the Council's website	Committee Request
Scrutiny	<b>Council Asset Maintenance (Preventative) Maintenance Strategy</b>		To review the Council's Asset Maintenance schedule	Committee Request
Scrutiny	<b>Economic Development Strategy</b>		<b>Scoping Required</b>	Potential Panel Item
Scrutiny	<b>Rural Services (Access)</b>		<b>Scoping Required</b> - Review service gaps and lack of access	Committee Request