

OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME 2023–2024

In setting future Overview and Scrutiny **TOPICS**, Members are asked to consider the following: **T**imely – **O**bjective – **P**erformance – **I**nterest – **C**orporate Priority

T Is this the right **time** to review this issue and is there sufficient **officer time** and resource to conduct the review? What is the **timescale**?

O What is the reason for review; do officers have a clear **objective**?

P Can **performance** in this area be improved by input from scrutiny?

I Is there sufficient **interest** (particularly from the public)? The concerns of local people should influence the issues chosen for scrutiny.

C Will the review assist the Council to achieve its **Corporate Priorities**?

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comment
23 Jan 2024	Joint Budget meeting with Cabinet	Assistant Director for Finance/ All Portfolio Holders	To receive responses from Portfolio Holders to questions that the Committee has put to Cabinet and to ask any further questions, as necessary.	Annual item
23 Jan 2024	Early Intervention Antisocial Behaviour Officers	Assistant Director Regulatory / Environmental Excellence	To review the work and achievements of the Early intervention Antisocial Behaviour Officer pilot which is being temporarily funded until March 2024. To make recommendations on whether the piloted service should continue on a permanent basis.	Follow up review of the pilot scheme after 12 months.
23 Jan 2024	Business Regulatory Support Hub	Assistant Director Regulatory / Environmental Excellence	To review the work and achievements of the 'one stop shop' which is being piloted as a Regulatory compliance partnership with Economic Growth, on temporary funding up to January 2024. To make recommendations on whether the piloted service should continue on a permanent basis.	Follow up review of the pilot scheme after 12 months.
26 Mar 2024	Annual Report O&S Committee	Strategic Advisor & Deputy Monitoring Officer	Committee to approve the draft Annual Report for presentation to the Council's AGM in May.	Annual Report
26 Mar 2024	Broadland Food Innovation Centre*	Assistant Director Economic Growth / Economic Development	To review the Broadland Food Innovation Centre to ensure it is meeting its desired outcomes and to identify and make any recommendations for improvement.	

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comment
26 March 2024	Cost of Living Review*	Assistant Director Individuals & Families / Communities & Housing	To review the effectiveness of the Council's support to residents in light of the cost-of-living crisis.	
May 2024 (provisional)	Health and Wellbeing Partnership*	Health and Wellbeing Partnership Officer / Communities & Housing	To receive a report on the activities and spending of the Health and Wellbeing Partnership.	Annual Report
Aug 2024 (provisional)	Community Safety - Police and Crime Plan*	Assistant Director Individuals & Families / Communities & Housing	To review the Police and Crime Plan to ensure it meets desired outcomes and to identify and make any recommendations for improvement.	Police & Crime Commissioner to be in attendance.
Sept 2024 (provisional)	Review of the move to the Horizon building*	Director of Resources	Committee to receive a report on the move to the Horizon building.	
TBC	Car Parking	TBC	TBC	To be scoped out with Cllr Emsell once the Car Parking Strategy has been developed & approved
TBC	Housing Allocations Policy	Assistant Director Individuals & Families / Communities & Housing	To review the Housing Allocation Policy to ensure it meets desired outcomes and to identify and make any recommendations for improvement.	Review of policy following its implementation in April 2021. Reviewed in December 2021, due to be reviewed again in 9-12 months.
TBC	Award of contracts	Chief of Staff to scope out with Cllr N Starling	TBC	To be scoped

Date	Topic	Lead Officer / Portfolio	Objectives and Desired Outcomes	Comment
TBC	Peer Review Action Plan	Monitoring Officer	For members to review progress with the Peer Review Action Plan and provide feedback / recommendations as appropriate	To be confirmed once feedback from the Peer Review Team's return visit is received.
TBC	Digital Connectivity – Better Broadband for Norfolk	Assistant Director Economic Growth / Economic Development	<p>Update from Norfolk County Council</p> <p>Project Gigabit.</p> <ul style="list-style-type: none"> The contract was awarded in June and will upgrade circa 62,000 premises across Norfolk to Ultrafast Broadband (up to 1gigabit per second). The work has been divided into 6 phases, with planning on the first now underway, with the build of the first phase expected to start in early 2024. Of the premises in scope circa 9,500 are in Broadland, with around 5,500 of these being in the first phase We now have the full site list, but cannot share this in its entirety, but we are permitted to respond proactively to individual requests. We hope to have an interactive map available shortly. The best route to request additional for information on individual premises or postcodes is here Contact the Digital Connectivity team - Norfolk County Council In addition to the 62,000 premises in scope, we are now looking at expanding the number of premises in scope of the project significantly. As soon as I have further information that I can share I shall let you know. <p>Better Broadband for Norfolk</p> <ul style="list-style-type: none"> Is still on track to finish early next year, delivering Ultrafast (Gigabit capable) broadband to 8,200 across Norfolk. Of these premises 1000 are in Broadland, with 900 being completed to date. 	Received 16 Nov 2023

*Indicates new or updated items

Meeting dates: 23 January 2024 and 26 March 2024

Task and Finish Group

Topic	Objectives	Lead Officers	Date

Workshops

Topic	Objectives	Lead Officers	Date
Draft Strategic Plan 2024-2028 and Delivery Plan 2024-2026	A facilitated workshop for Committee Members to review and feedback informally on the draft Strategic Plan and Delivery Plan.	Strategic Advisor and Deputy Monitoring Officer	10 January 2024
Preparing to meet with Cabinet to discuss budget performance	A facilitated workshop attended by the Assistant Director of Finance for Committee members to identify, agree questions for Cabinet to answer at the joint budget meeting.	Assistant Director of Finance & Finance Team staff	Autumn 2024

Process for adding items to the Overview and Scrutiny Committee Work Programme

Member raises an item to be added to the Work Programme – at a committee meeting, review meeting or with an officer

Member to meet with relevant officer (potential report author) and Senior Governance Officer to discuss next steps. 'TOPIC' analysis:

- T** Is this the right **time** to review this issue and is there sufficient **officer time** and resource to conduct the review? What is the **timescale**?
- O** What is the reason for review; do officers have a clear **objective**?
- P** Can **performance** in this area be improved by input from Scrutiny?
- I** Is there sufficient public **interest** in this topic to achieve a real difference?
- C** Will the review assist the Council achieve its **Corporate Priorities**?

Is a report to Committee
necessary and justified?

YES

Senior Governance Officer to meet with Chairman and Vice-Chairman of Scrutiny Committee to agree clear and SMART objectives and timescale. Item added to Work Programme

Senior Governance Officer to liaise with report author and feedback to Scrutiny Chairman if appropriate

Report written and presented to Scrutiny Committee

NO

Are there outstanding
issues that need
addressing?

YES

Advise members via
email of information that
offers closure and/or
addresses concerns

NO

No further action
necessary