

**Overview and Scrutiny Committee Work Plan  
2023/24**

**a) Regular items**

Topic	Description and outcome	Date	Officers
Publica Business Plans	Description: Review of Business Plans  Outcome: To enable committee members to be aware of developments and in a position to identify areas that may need more detailed study.	Annually	Publica Managing Director/ Group Finance Director
Finance performance report	Description: Consideration of accounts performance information.  Outcome: To enable committee members to identify financial or outcome-based trends so they are in a position to identify areas that may need more detailed study.	Quarterly	Chief Finance Officer
Service Performance Report	Description: Consideration of statistical performance information.  Outcome: To enable committee members to identify financial or outcome-based trends so they are in a position to identify areas that may need more detailed study.	Quarterly	Chief Executive
Medium Term Financial Strategy and Budget 2024/25-2025/29 - post-Consultation	Consideration of the Strategy	Annually	Chief Finance Officer
Crime & Disorder	Exercise function of Crime & Disorder Committee through review of CCSP strategy and delivery.  Safer communities and reduction in perceptions of insecurity  Officer Presentation	June/July annual review	Jacqueline Wright
Publica Service specification and delivery	Description: Looking at the way CDC commissions Publica, and Review of establishment of the Publica Commissioning Framework.	Quarterly performance report	Jan Britton

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2023/24**

	<p>Report on commissioning process Consideration of commissioning process. Consider relationship with approach to monitoring and evaluation of Corporate Plan outcomes.</p> <p>Outcome: Make recommendation on ensuring that the Commissioning Framework meets the needs of CDC and in particular its Councillors in specifying service delivery and monitoring delivery.</p>		
Executive Forward Plan	<p>Description: Review of Executive Forward Plan</p> <p>Outcome: Identify items for pre-decision scrutiny</p>	Every meeting	Democratic Services
Scrutiny Work Plan	<p>Description: Review of Work Plan</p> <p>Outcome: Ensure continued relevance in terms of both content and timing of items in the Work Plan.</p>	June 2023 Approval, March 2024 review, and standing item at every meeting	Democratic Services

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**b) Additional items identified as priority at the work planning committee**

Topic	Description and Outcome	Officers	Date	Priority
Review of Leisure and Cultural Services provision	<p>Description: CDC has a role to play in contributing to Healthy Communities through its Leisure and Cultural Services.</p> <ul style="list-style-type: none"> <li>• What does it contribute?</li> <li>• Can the impact of its support be measured?</li> <li>• Process of transition to a new contract?</li> <li>• Barn Theatre etc.</li> </ul> <p>Outcome: The Healthy Communities programme recognises the importance of citizen wellbeing in mitigating/preventing increased pressure upon NHS and Social services.</p> <ul style="list-style-type: none"> <li>• The role of CDC.</li> <li>• Equitable distribution of CDC support to communities.</li> <li>• Continuation of current service.</li> <li>• Development of new services.</li> </ul>	Business Manager for Contracts, Environmental Services, Strategic Projects Lead	TBD in consultation with officers	1
Climate and Ecological Emergency	<p>Description: Ensure Council policy remains in touch with realities on the ground through the development practical actions.</p> <p>Outcome: Evaluate achievement of Net-Zero goals where the council has direct responsibility and the delivery of measurable contributions in other areas.</p>	Head of Climate Action	TBD in consultation with officers	1
Planning and development management (including Enforcement)	<p>Description: Update on the Planning Advisory Service review and receive assurance that the recommendations are being carried out. To include the whole of the process from initial application through delegation/committee given objections/issues to decision. Role of neighbouring Ward Councillors.</p>	Business Manager for Planning	TBD in consultation with officers	1

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2023/24**

	Outcome: To ensure public confidence in the service, also ensuring that the correct procedure is being carried out, learning lessons from the review			
Local Plan partial review and Neighbourhood Planning update	<p>Description: Review of Local Plan partial review process followed and relationships with emerging and completed Neighbourhood Plans.</p> <p>Programme and project management processes.</p> <p>Make recommendation on the establishment of:</p> <ul style="list-style-type: none"> <li>• factors communities might take account of when considering establishing a Neighbourhood Plan, based (e.g.) upon a checklist of benefits to the community; and,</li> <li>• Local best practice guidance in the conduct of neighbourhood planning</li> </ul> <p>Also include a focus on specific topics related to local plan such as Build out rate and sustainable transport.</p> <p>Outcome: To scrutinise the review process and ensure coordination with other plans</p>	Forward Planning Manager, Community Partnership Officer	TBD in consultation with officers	1
River Quality/Sewage	To be scoped	Flooding Officer	TBD in consultation with officers	4
Car Parking	<p>Review of car parking strategy and whether through its aims and implementation supports:</p> <ul style="list-style-type: none"> <li>• Local business;</li> <li>• Income</li> <li>• EVCP availability.</li> </ul> <p>Including looking at specific car park operation where needed eg. Whiteways.</p>	<p>Business Manager for Revenues and Benefits</p> <p>Parking Manager</p>	TBD in consultation with officers	5

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Housing	<p>Actions and responsibilities of Housing Associations and the “control” that CDC has over them. Assess progress in meeting CDC aims/aspirations to move toward a greater emphasis on Social affordable housing? Link to Steadings?</p> <p>Outcome: Better understanding of CDC relationship with (all) Housing Associations and their role in influencing the housing market.</p>	Business Manager Housing and Resident Services	TBD in consultation with officers	5
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**c) Suggested pre-decision Scrutiny items from the Executive Forward Plan**

Topic	Date (of O&S meeting)	Officer
Electric Vehicle Charging Point update report	13 June	Claire Locke
Procurement and Contract Management Strategy - Draft for Consultation	13 June	Phil Martin

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