

Overview and Scrutiny Committee

Annex 1 - Proposed Annual Forward Work Programme 2023/24

What is scrutinised by O&S each year

Topic	How often
Service and Financial Planning Budget Scrutiny Panel	Budget Scrutiny Panel plus scrutiny of Service and Financial Planning reports for the following financial year (December)
Performance Management Monitoring: <ul style="list-style-type: none"> • Quarterly Revenue and Capital Budget monitoring forecasts • Quarterly Service Performance Management Monitoring (KPIs) • Reigate and Banstead 2020-25 (Corporate Plan) – Performance Report 2022/23 	Quarterly 7 Sept - Q1 2023/24 7 Dec - Q2 2023/24 14 March – Q3 2023/24 13 June – Q4 2023/24 1 meeting – June or July
Leader’s Update	Twice yearly
Portfolio Holder updates: <ul style="list-style-type: none"> • Organisation – Corporate Policy & Resources, Finance & Governance, Investment & Companies • People: Housing & Support, Leisure & Culture, Community Partnerships To include the Leisure and Culture Strategy Update. • Place: Planning Policy & Place Delivery, Neighbourhood Services, Economic Prosperity, Corporate Policy & Resources 	Three times a year at three separate meetings 12 Oct 2023 / 25 Jan 2023 / 14 March 2024
Companies Performance Updates	Twice yearly (partial Exempt)
Environmental Sustainability Strategy update	Annually (Autumn)

Local Plan Update	Twice yearly (October and March)
Policy Framework consultations	No new policy consultations in progress
Annual Community Partnership Scrutiny 'Crime and Disorder Scrutiny'	Once a year - February
O&S Annual Forward Work Programme	March
O&S Annual report	March

Scrutiny Panels planned 2023/24

Budget Scrutiny Review Panel	29 November 2023
Local Plan Scrutiny Panel	If required

Member Suggestions – brought forward from 2022/23

Work of the Green Spaces team in regard to the Countryside spaces in the Borough, and delivery of the Green Spaces work programme. For clarity, this excludes the Council's parks, gardens and play areas, work on highway verges and grassed areas, the spaces managed by the Banstead Commons Conservators and matters to do with Planning (Core Strategy and Development Management Plan). The aim of the review is to see how improvements can be made to services.

Member Suggestions – additional scrutiny topics - Overview and Scrutiny Committee 2023/24

To be agreed

O&S Meeting dates 2023/24

Seven O&S Committee meetings a year (plus 1 - Annual Community Safety Partnership Scrutiny) and Budget Scrutiny Panel, and Local Plan Scrutiny Panel (if required).

15 June 2023(Election of Chair/Vice-Chair), 6 July 2023, 7 Sept 2023, 12 Oct 2023,
29 Nov 2023 (Budget Scrutiny), 7 Dec 2023, 25 Jan 2024, (22 Feb 2024 - Annual
Community Safety Partnership), 14 March 2024

(As at March 2023)