

Overview and Scrutiny Committee

Annex 1 - Proposed Annual Forward Work Programme 2024/25

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 (November/December) |
| Performance Management Monitoring: <ul style="list-style-type: none"> • Quarterly Revenue and Capital Budget monitoring forecasts • Quarterly Treasury Management Performance • Quarterly Service Performance Management Monitoring (KPIs) • Reigate and Banstead 2020-25 (Corporate Plan) – Performance Report 2023/24 | Quarterly 12 Sept - Q1 2024/25 5 Dec - Q2 2024/25 13 March – Q3 2024/25 12 June – Q4 2024/25 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 & Organisation, Commercial & Community Assets • People: Housing & Support, Communities, Leisure & Culture • Place: Place, Planning & Regulatory Services, Neighbourhood Services, Corporate Policy & Resources | Three times a year at three separate meetings 10 Oct 2024 / 23 Jan 2024 / 13 March 2025 |
| Companies Performance Updates | Twice yearly (partially Exempt) |
| Environmental Sustainability Strategy update | Annually (Autumn) |

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|---|---|
| Commercial 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 2024/25

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|------------------------------|------------------|
| Budget Scrutiny Review Panel | 27 November 2024 |
| Local Plan Scrutiny Panel | To be agreed |

Task and Finish Groups

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|---------------------------|--------------|
| KPI Task and Finish Group | To be agreed |
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Items brought forward from 2023/24 – scope to be agreed

To review the recycling service, following proposed revisions to the service as a consequence of the Government's Resources and Waste Strategy. Agreed to hold this topic as a pending item for scrutiny early in 2024/25.

To review the Greenspaces Strategy. Agreed to hold this as a pending item for scrutiny in 2024/25.

To review the Leisure and Culture Strategy

Member Suggestions – additional scrutiny topics - Overview and Scrutiny Committee 2024/25

To review the wastewater arrangements (Thames Water) as suggested by the Environmental Sustainability Strategy Review Panel

O&S Meeting dates 2024/25

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

13 June 2024 (Election of Chair/Vice-Chair), 4 July 2024, 12 Sept 2024, 10 Oct 2024, 27 Nov 2024 (Budget Scrutiny), 5 Dec 2024, 23 Jan 2025, 27 Feb 2025 (Annual Community Safety Partnership), 13 March 2025

(As at 15 March 2024)