

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)

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

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

Task and Finish Groups

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)