

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2019/2020

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
10 June 2019	Appointment of Vice-Chairman			
10 June 2019	Presentation on Freedom of Information Procedure	Presentation	C Jordan Eastlaw	To inform the Panel of the Council's Freedom of Information Procedure.
10 June 2019	Draft Council Tax Support Scheme for 2020/2021	Policy Development	J Stanton	To present the draft Council Tax Support Scheme for 2020/2021.
10 June 2019	Nomination to Outside Bodies and Partnerships – Hunstanton Sailing Club Development Sub-Committee (4 year appointment)	Annual		To nominate a Councillor to serve on the Hunstanton Sailing Club Sub-Committee for a period of 4 years.
22 July 2019	<u>Exempt Report:</u> Refit Project	Monitoring	N Gromett	To receive an annual update to advise the Panel of savings achieved.
22 July 2019	2018/2019 Full Year Corporate Performance Monitoring Report	Monitoring	B Box`	To review the report and in particular the Action Report. Members are also asked to agree the actions outlined in the Action Report.
22 July 2019	Q4 2018/2019 Corporate Business Plan Monitoring Report	Monitoring	B Box	The Panel are invited to review the Q4 2018/2019 Corporate Business Plan Monitoring Report.
22 July 2019	Corporate Performance Monitoring – Target Setting for	Monitoring	B Box	To review and suggest any new targets.

	2019/2020			
9 September 2019	Equalities Update	Update	B Box	To Panel to receive an annual update.
9 September 2019	Employment Monitoring Figures – Annual Report	Annual	B Box	
21 October 2019	Formal Complaints against the Borough Council 1 April 2018 – 31 March 2019 The number of compliments received also to be reported.	Annual	R Harding	Report to be published on the Borough Council's Website/Insite
21 October 2019	Annual Sickness Monitoring Report	Monitoring	B Box	To receive the annual monitoring report.
21 October 2019	Q1 2019/2020 Corporate Performance Monitoring Report	Monitoring	B Box	To review the report and in particular the Action Report. Members are also asked to agree the actions outlined in the Action report.
21 October 2019	Exempt Report: Update on Hunstanton Sailing Club	Update	Borough Council's Representative	To receive six monthly update report
26 November 2019	Council Tax Support: Final Scheme for 2020/2021	Policy Development	J Stanton	Update following consultation period. To agree the final Council Tax Support Scheme.
28 November 2019	Annual Communications	Annual Update	S Clifton	To provide the Panel with an annual update.

	Update		H Howell A Howell	
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13 January 2020	Q2 2019/2020 Corporate Performance Monitoring Report	Monitoring	B Box	To review the report and in particular the Action Report. Members are also asked to agree the actions outlined in the Action Report.
13 January 2020	Q2 2019/2020 Corporate Business Plan Monitoring Report	Monitoring	B Box	The Panel are invited to review the Q2 2019/2020 Corporate Business Plan Monitoring Report.
25 February 2020	Presentation on Improving Attainment in West Norfolk	Annual Update	B Box	To provide an update on the Improving Attainment in West Norfolk.
7 April 2020	Exempt Report: Update on Hunstanton Sailing Club	Update	Borough Council's Representative	To receive six monthly update report
7 April 2020	Q3 2019/2020 Corporate Performance Monitoring Report	Monitoring	B Box	To review the report and in particular the Action Report. Members are also asked to agree the actions outlined in the Action Report.

Forthcoming items to be programmed

Monitoring of Corporate Projects/Evaluation:

- Procurement Strategy (Cabinet on 17 April 2018 – That the Corporate Performance Panel be invited to consider monitoring the performance of the policy going forward).
- IDOX Project – H Howell
- Refit Project – N Gromett (ongoing monitoring on an annual basis – July each year)
- Presentation on what constitutes an FOI request, and the process for considering such requests
- Town Hall Bar Proposal – C Bamfield
- Freedom of Information process – Eastlaw to advise of date
- Joint Panels meeting be scheduled to consider the Budget

