

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	Nominations to Outside Bodies and Partnerships – Hunstanton Sailing Club Development Sub Committee	Operational		The Panel is invited to nominate a representative as an observer only to participate in the outside bodies and partnerships which fall within the Corporate Performance Panel's remit; Hunstanton Sailing Club Development Sub Committee.
22 July 2019	<u>Exempt Report</u> Hunstanton Sailing Club	Update		Tony Devenish from Hunstanton Sailing Club to provide an overview on how the Club have not met their criteria.
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 2019/2020	Monitoring	B Box	To review and suggest any new targets.
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.

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 Update	Annual Update	S Clifton H Howell A Howell	To provide the Panel with an annual update.
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	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).
- Refit Project – N Gromett (ongoing monitoring on an annual basis – July each year)

- Town Hall Bar Proposal – C Bamfield
- Corporate Business Plan – B Box
- Post Implementation Reviews of Major Projects and Policy Changes