

## 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
22 July 2019	<b>Exempt Report</b> Hunstanton Sailing Club	Update		Tony Devenish from Hunstanton Sailing Club to provide an overview on how the Club have met their criteria for the funding previously granted by the Borough Council.
22 July 2019	Consideration of Called in item – Financial Assistance Scheme	Call in	L Gore and S Dennis	To consider the call-in.
22 July 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	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	Monitoring	B Box	The Panel are invited to review the Q4 2018/2019 Corporate Business Plan

	Report			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	
9 September 2019	Cabinet Members Delegated Decision - Financial Assistance Small Grants Scheme			
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.

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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 – N Gromett to advise of date)
- Town Hall Bar Proposal – C Bamfield
- Corporate Business Plan – B Box
- Hunstanton Recreation Ground and Lawn Tennis Courts – Update – C Bamfield, Executive Director to advise of date