

**CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2024/2025**

<b>DATE OF MEETING</b>	<b>TITLE</b>	<b>TYPE OF REPORT</b>	<b>LEAD OFFICER</b>	<b>OBJECTIVES AND DESIRED OUTCOMES</b>
29 May 2024	Appointment of Vice-Chair for the Municipal Year 2024/2025			To appoint a Vice-Chair for the Municipal Year 2024/2025.
	Call-in (if any)	Standing Item		
	Memberships of Task Groups and Informal Working Groups	Operational		To consider the Task Groups and Informal Working Groups set up by the Panel and their Membership
	Nominations to Outside Bodies	Operational		To nominate a Member to sit as an observer on Hunstanton Sailing Club. Nomination to be presented to Full Council.
	Annual Communications Update	Annual Update	J Hillard T Baldwin P Sillis A Howell	B Box to introduce update.
	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
	Cabinet Report – Data Protection Policy Review	Cabinet Report	Laura Botten	To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
17 July 2024	Call-in (if any)	Standing Item		

	Cabinet Report – Productivity Plan	Cabinet Report	Honor Howell	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Reports – Revenue and Capital Outturn Reports 2023-2024	Cabinet Report	Michelle Drewery	To consider the reports and make any appropriate recommendations to Cabinet.
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
	2023-2024 Full Year Performance Management Report		Debbie Ess and Honor Howell	
4 September 2024	Call-in (if any)	Standing Item		
	KLIC Performance Update	Update	Matthew Henry	To provide the Panel with an update. Previous update was provided in January 2023.
	Portfolio Holder Question and Answer Session	Standing Item		Extended session, with all Cabinet Members invited to provide the Panel with the opportunity to ask questions to identify future items which can be considered by the Panel at an early stage.
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.

16 October 2024	Call-in (if any)	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
	Council Tax Support – Final Scheme for 2025/2-26	Cabinet Report	Jo Stanton	To consider the report and make any appropriate recommendations to Cabinet.
	Q1 2024-2025 Corporate Performance Management Report	Performance Monitoring	Honor Howell and Debbie Ess	To Monitor Performance.
30 October 2024 – Additional Meeting	Initial Report of the Constitution Informal Working Group	Informal Working Group Report	Alexa Baker	To consider the recommendations from the Informal Working Group and make recommendations to Cabinet.
27 November 2024	Call-in (if any)	Standing Item		
	Q2 2024-2025 Corporate Performance Management Report	Performance Monitoring	Honor Howell and Debbie Ess	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
	Update on Cycle Hire Scheme at Lynnsport	Panel Member Request	Tommy Goode	As requested by the Panel at their meeting in September. To receive an update on the performance of the scheme.

	Report of the Taxi Testing Informal Working Group	Informal Working Group Report	Oliver Judges	To receive the findings from the Taxi Testing Informal Working Group.
	January 2023 to December 2023 Report on use, or non-use of RIPA Powers	Update Report	Jamie Hay	To receive the annual statistics return for the period January 2023 to December 2023.
7 January 2025	Call-in (if any)	Standing Item		
	Cabinet Report – Transformation	Cabinet Report	Kate Blakemore	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report – Social Value Policy	Cabinet Report	Alexa Baker	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report – Procurement Policy and Contract Standing Orders	Cabinet Report	Alexa Baker	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report – Capital and Revenue Budget Monitoring	Cabinet Report	Michelle Drewery	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report – Council Tax Discounts and Resolution for 2025-2026	Cabinet Report	Michelle Drewery	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report – Members Allowances 24/25	Cabinet Report	Becky Box	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.

28 <sup>th</sup> January 2025 at 5pm – additional meeting	Cabinet Report – Independent Review of the Members Allowances	Cabinet Report	Becky Box	To consider the report and make any appropriate recommendations to Cabinet.
	Call-in (if any)	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
26 February 2025	Call-in (if any)	Standing Item		
	Cabinet Report – Planning Code of Good Practice	Cabinet Report	Stuart Ashworth	To consider the report and make any appropriate recommendations to Cabinet
	Cabinet Report – 24-25 Quarter 3 Performance Management	Cabinet Report	Honor Howell and Debbie Ess	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Report – Appointments Board and IDC Terms of Reference	Cabinet Report	Alexa Baker	To consider the report and make any appropriate recommendations to Cabinet.
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
2 April 2025	Call-in (if any)	Standing Item		
	Any Cabinet Reports which fall within the remit of the Panel – to be confirmed.			

	Portfolio Holder Question and Answer Session	Standing Item		
	Cabinet Forward Decisions List, Shareholder Committee Forward Plan and Work Programme.	Standing Item		The Panel are invited to identify any items for inclusion on the work programme.
	Annual Complaints Monitoring Report	Monitoring	Honor Howell	To receive the Annual Monitoring report.
	Cabinet Report – Annual Plan	Cabinet Report	Chief Executive	To consider the report and make any appropriate recommendations to Cabinet.

**Forthcoming Items to be scheduled**

Report of the Informal Working Group – Constitution - Ongoing