

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2021/2022

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
2 June 2021	Appointment of Vice-Chair			To appoint a Vice-Chair for the Municipal Year 2021/2022.
2 June 2021	Call-in (if any)			
2 June 2021	Nominations to Outside Bodies and Partnerships – Hunstanton Sailing Club	Appointment to Outside Body		To appoint a representative.
2 June 2021	Cabinet Forward Decisions List			
2 June 2021	Panel Work Programme			
2 June 2021	Exempt: KLIC Settlement Agreement and Repayment Plan	Quarterly Update	M Henry	Agreed on 2 September 2020 the Panel would receive quarterly updates.
2 June 2021	Corporate Performance Monitoring Update Full Year		H Howell	
21 July 2021	Call-in (if any)			
21 July 2021	Corporate Performance Monitoring Update – Interim Report		H Howell	
DATE OF	TITLE	TYPE OF	LEAD	OBJECTIVES AND DESIRED

MEETING		REPORT	OFFICER	OUTCOMES
21 July 2021	Freedom of the Borough		S Winter	To consider the recommendations of the IWG following the Notice of Motion from Cllr Rust.
21 July 2021	Interim Meetings arrangements	Cabinet report	H Howell	
21 July 2021	Provision of Monitoring Officer	Cabinet report	H Howell	
21 July 2021	Allocations of Members budget	Cabinet report	L Gore	
21 July 2021	Members Enquiries Arrangements	Cabinet report	H Howell	
21 July 2021	Cabinet Forward Decisions List			
21 July 2021	Panel Work Programme			
1 September 2021	Call-in (if any)			
1 September 2021	Hunstanton Tourist Information Centre (Request from Councillor P Beal)	Councillor Referral	D Hall	To give consideration to the issue raised by Councillor Beal.
1 September 2021	Procurement Update	Update	D Ousby	
1 September 2021	Q1 2021-2022 Corporate Recovery Performance Indicator Monitoring Report	Update	G Greaves/ H Howell	
DATE OF	TITLE	TYPE OF	LEAD	OBJECTIVES AND DESIRED

MEETING		REPORT	OFFICER	OUTCOMES
1 September 2021	Persistent Complainants Policy (referral from Cllr Nash)	Cllr Referral	H Howell	To review the policy.
1 September 2021	Cabinet Forward Decisions List			
1 September 2021	Panel Work Programme			
1 September 2021	Exempt: KLIC Repayment Plan	Quarterly Update	M Henry	Agreed on 2 September 2020 the Panel would receive quarterly updates.
1 September 2021	Exempt Report: Hunstanton Sailing Club (Prior to receiving the update, the Panel to determine if the item should be discussed as an exempt report)	Annual Update	Councillor C Rose	The Panel to receive a report from the Borough Council's Representative (Councillor C Rose).
8 November 2021	Call-in (if any)			
8 November 2021	Waste Issues Hunstanton Promenade (Request from Councillor P Beal)	Councillor Referral	B Brandford	To give consideration to the issue raised by Councillor Beal.
8 November 2021	Review of the Persistent Complainants Policy	Policy Review	Request from Councillor Nash	Further information and legal advice requested at the Panel meeting on 1 September 2021.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
8 November 2021	Formal Complaints against the Borough Council 1 April 2020 – 31 March 2021 The number of compliments received also to be reported.	Annual	D Ess	For information only.
8 November 2021	Cabinet Report: Review of the Corporate Business Plan (currently scheduled for 16 November 2021 Cabinet meeting)	Cabinet Report	G Greaves	
8 November 2021	Cabinet Report: Update to the Major Project Board Terms of Reference	Cabinet Report	M Henry	
8 November 2021	Cabinet Forward Decisions List			
8 November 2021	Panel Work Programme			
8 December 2021	Call-in (if any)			
8 December 2021	Town Deal: Youth and Skills Retaining Pledge		Tom Humphries, NCC	

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
8 December 2021	Annual Communications Update	Annual Update	T Baldwin, A Howell, J Hillard	
8 December 2021	Council Tax Support Scheme		J Stanton	
8 December 2021	Q2 Performance Monitoring Report	Monitoring	G Greaves	
8 December 2021	Employment Monitoring Figures – Annual Report	Annual	B Box	For information only
8 December 2021	Exempt Report: Cabinet Report: Council's Insurance Tender	Cabinet	M Drewery	
8 December 2021	Cabinet Forward Decisions List			
8 December 2021	Panel Work Programme			
6 January 2022	MEETING CANCELLED			

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
1 February 2022	Review of New Waste Collection Contract performance – Stage 1 – a) of the contract change transition from Kier to SERCO, and b) throughout the pandemic; with actions on the lesson to be learned.	Review	B Brandford	Stage 2 of the Review of the New Waste Collection Contraction – June 2022 Contractor to attend to answer any questions Members may wish to ask.
1 February 2022	Presentation on the Borough Council vehicles – Types, age, asset values, disposal strategy, market residual values, electric parking locations, process used mileage v consumption.	Monitoring	N Johnson	
1 February 2022	Summary of 2020/2021 outturn position of all council owned companies	Summary Position	M Drewery	
1 February 2022	Report from the Informal Working Group – Review of the Unreasonable Complainants Policy	Informal Working Group	A Baker	
1 February 2022	Corporate Complaints Policy			Chair requested that the Corporate Complaints Policy be included in the Agenda inviting the Panel to consider if the Informal Working Group should look at this policy and if required make a recommendation to Cabinet.

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
1 February 2022	Improving Attainment in West Norfolk	Annual Update	B Box	B Box to provide a current position statement.
1 February 2022	Exempt: Town Deal Board	Update	L Gore	Standing Item – verbal update from the Chief Executive.
1 February 2022	Exempt: KLIC Repayment Plan (verbal report)	Quarterly Update	M Henry	Agreed on 2 September 2020 the Panel would receive quarterly updates.
3 March 2022	Call-in (if any)			
3 March 2022	Q3 Corporate Performance Monitoring Report	Monitoring	H Howell	
3 March 2022	Review of the Council's working structure to support the Corporate Business Plan. (Organisational chart setting out FTE had been allocated to service areas to ensure delivery of the Corporate Business Plan).	Review	B Box	
3 March 2022	How the new Portfolio objectives meet the Corporate Business Plan objectives via Directorate/Service Plans/Key Performance Indicators/timescales		G Greaves	Suggested by Councillor Morley at Panel meeting on 21 July 2021

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
3 March 2022	Hunstanton TIC – Perception from Portfolio Holder following meeting with businesses.	Report Back from Portfolio Holder - Business Culture and Heritage	Councillor G Middleton	From CPP 1 September 2021: RESOLVED: 1) That the Portfolio Holder for Business, Culture and Heritage be requested to meet with the businesses in Hunstanton. 2) The Portfolio Holder for Business, Culture and Heritage be invited to attend the Panel in 6 months' time to present his perception of those views, and if appropriate set up and informal working group to explore the issues raised.
3 March 2022	Review of Governance of Council Companies	Cabinet	G Greaves	
3 March 2022	Scheme of Delegation/ Planning Sifting Panel	Cabinet	S Ashworth	
3 March 2022	Exempt: Review of Legal Services	Cabinet	H Howell	
3 March 2022	Exempt: Town Deal Board	Update	L Gore	Standing Item – verbal update from the Chief Executive.
3 March 2022	Cabinet Forward Decisions List			
3 March 2022	Panel Work Programme			

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
13 April 2022	Call-in (if any)			
13 April 2022	Request from Councillor A Ryves - A summary of the issue the performance of the council owned businesses, West Norfolk property, West Norfolk housing and Alive West Norfolk, and any other 100% owned or partially owned business which operate independently of the Council	Update	L Gore	
13 April 2022	Planning Enforcement		S Ashworth	
13 April 2022	Tourism - harmful or helpful ? A review of the key qualitative and quantitative factors influencing the future growth of Tourism resourcing, processes and benefits - do our residents benefit from our approach to promoting tourism in West Norfolk ?	Review	D Hall	Item put forward by Councillors Moriarty and Devereux
13 April 2022	Post Evaluation Review of H & M	Post Evaluation Review	M Henry	To undertake a review of the project.
13 April 2022	Exempt: Town Deal Board	Update	L Gore	Standing Item – verbal update from the Chief Executive.
DATE OF	TITLE	TYPE OF	LEAD	OBJECTIVES AND DESIRED

MEETING		REPORT	OFFICER	OUTCOMES
13 April 2022	Cabinet Forward Decisions List			
13 April 2022	Panel Work Programme			

Forthcoming items to be programmed

- Annual Sickness Monitoring Report
- Guidance in respect of Council Tax Support Scheme ahead of when it is presented to Council for approval – M Drewery
- Review of New Waste Collection Contract Performance (a two stage review) 1) Feedback on ‘Customer’ and Community experience a) of the contract change transition from Kier to SERCO, and b) throughout the pandemic; with actions on the lessons to be learned (Before end of 2021), 2) Review of the legal and technical contract performance for Year 1 of the Contract (end of Q1 2021/2022 – June 2022).
- Scrutiny – to look at the compulsory statutory guidance and practice elsewhere.
- Post Evaluation – Cinema, Corn Exchange (June 2022)
- Cabinet Report – Procurement Strategy
- KLIC Repayment Plan Update - M Henry – (To receive a quarterly update report May/August/November/February).

Standing Items

Exempt Item: Town Deal Board – Chief Executive to attend and provide a verbal update at each meeting.