

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2022/2023

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
16 June 2022	Appointment of Vice-Chair			To appoint a Vice-Chair for the Municipal Year 2022/2023.
16 June 2022	Call-in (if any)			
16 June 2022	Nominations to Outside Bodies and Partnerships – Hunstanton Sailing Club	Appointment as an Observer to an Outside Body		To appoint a representative as an observer role only.
16 June 2022	Review of New Waste Collection Contract Performance – Stage 2 – Review of the legal and technical contract performance for year 1 of the contract.	Councillor Request	B Brandford/ M Chisholm	
16 June 2022	Tourism – Harmful or Helpful? A review of 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

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16 June 2022	Full Review of Performance Indicators 2021/2022	Review	G Greaves	
16 June 2022	Scheme of Delegation/ Planning Sifting Panel	Cabinet	S Ashworth	
16 June 2022	Resourcing - Development Management Team (Planning)	Cabinet	G Hall	
16 June 2022	Hunstanton Promenade Waste Water – Update	Update	M Henry	
16 June 2022	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
16 June 2022	Cabinet Forward Decisions List			
16 June 2022	Panel Work Programme			
16 June 2022	Exempt: KLIC Repayment Plan	Quarterly Update	M Henry	Quarterly Update
18 July 2022 – MEETING CANCELLED				
12 September 2022 – MEETING CANCELLED				

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
3 October 2022	Matters Arising	Standing		The Panel are invited to submit any matters arising prior to the meeting.
3 October 2022	Call-in (if any)			
3 October 2022	Call in of Officer Delegated Decisions		A Baker	Request from the Chair
3 October 2022	Town Deal Board (Governance)		J Hay	Details set out in email from Councillor Moriarty dated 17 March 2022
3 October 2022	Q1 2022/23 Corporate Performance Monitoring Report	Monitoring	G Greaves	
3 October 2022	Notice of Motion from Council 14 July 2022: Menopause Workplace Pledge	Notice of Motion from Council referred to CPP		A discussion to be held on the views of the Panel.
3 October 2022	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
3 October 2022	Cabinet Forward Decisions List			
3 October 2022	Panel Work Programme			
3 October 2022	Exempt: KLIC Repayment Plan	Quarterly Update	M Henry	Quarterly Update
3 October 2022	Exempt: Update on Crofters	Councillor	M Henry	(Chair of CPP)

		Request		
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17 October 2022	Matters Arising	Standing		The Panel are invited to submit any matters arising prior to the meeting.
17 October 2022	Call-in (if any)			
17 October 2022	Formal Complaints against the Borough Council 1 April 2021 - 31 March 2022 The number of compliments received also to be included in the report.	Annual	H Howell	For information only
17 October 2022	Report from the Informal Working Group – Review of the Corporate Complaints Policy		H Howell	
17 October 2022	Corn Exchange Cinema – Report Open (To include information requested by Councillor Morley) Appendix Exempt	Review	H Howell	
17 October 2022	Cabinet Report – Microsoft Enterprise Agreement	Cabinet Report	R Godfrey	To consider the report and make any appropriate recommendations to Cabinet

17 October 2022	Portfolio Question and Answer Session			
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17 October 2022	Cabinet Forward Decisions List			
17 October 2022	Work Programme			
31 October 2022	Matters Arising	Standing		The Panel are invited to submit any matters arising prior to the meeting.
31 October 2022	Call-in (if any)			
31 October 2022	Corporate Business Plan Monitoring Report 1 April – 30 September 2022	Monitoring	G Greaves	
31 October 2022	Governance of Council Bodies	Cabinet	A Baker	
31 October 2022	Town Deal Board Governance/ – Terms of Reference		A Baker	
31 October 2022	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
31 October 2022	Panel Work Programme			
31 October 2022	Exempt Report: Post Evaluation Review of H & M	Post Evaluation Review	M Henry	To undertake a review of the project

31 October 2022	Exempt Report: Serco Contract	Councillor Request	B Brandford/ M Chisholm/ G Hall	
DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
31 October 2022	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	Borough Council's Appointed Representative	The Panel to receive an annual report from the Borough Council's representative.
4 January 2023	Matters Arising	Standing		The Panel are invited to submit any matters arising prior to the meeting.
4 January 2023	Call-in (if any)			
4 January 2023	Annual Update Communications	Annual Update	S Clifton/ J Hillard/ A Howell	
4 January 2023	Meeting Arrangements Informal Working Group Report		L Gore	
4 January 2023	Council Tax Support – Final Scheme for 2023/2024		J Stanton	

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
4 January 2023	Hunstanton Advisory Group:	Councillor Request	A Baker	Request from Councillor Moriarty. Elected councillors have no idea what exactly this body is, how it is composed, where its minutes might be found, where it fits in the constitution, what powers it has, what money it has, what elections have been held, what remit it has - we know nothing about it. Yet it features in the local press as an important Consultee for major investments in the town.
4 January 2023	Hunstanton Promenade Waste Water – Update	Update	M Henry	
4 January 2023	Review of New Waste Collection Contract Performance – Stage 2 – Review of the legal and technical contract performance for year 1 of the contract.	Update	B Brandford/ M Chisholm	Further Update following 16.06.22 meeting
4 January 2023	Full Review of IDC to include the appointment of Members, standing orders relating to the investigation of discipline of statutory officers and terms of reference for that Committee.	Councillor Request	B Box	Request from Councillor Nash

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MEETING		REPORT	OFFICER	OUTCOMES
4 January 2023	West Norfolk Climate Change Partnership chaired by the Borough Council to meet any of its terms of reference over the first 28 months of its existence	Councillor Request	L Gore	Request from Councillor de Whalley
4 January 2023	Changes to Council Tax Charges for Long Term Empty Properties and Second Homes for 2024/2025	Cabinet	J Stanton	
4 January 2023	Cabinet Report: Update Safeguarding Policy	Cabinet	B Box	
4 January 2023	Cabinet Report: Review of the Unreasonable Complainants Policy	Cabinet	A Baker	
4 January 2023	Cabinet Forward Decisions List			
4 January 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting.
4 January 2023	Panel Work Programme			
4 January 2023	Exempt: KLIC Repayment <u>Plan</u>	Quarterly Update	M Henry	Quarterly Update

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4 January 2023	January 2021 to December 2021 Report on use, or non-use of RIPA Powers	Update	M Chisholm	
27 February 2023	Matters Arising	Standing		The Panel are invited to submit any matters arising prior to the meeting.
27 February 2023	Call-in (if any)			
27 February 2023	Scrutiny – to look at the compulsory statutory guidance and practice elsewhere	Councillor Request	A Baker	Request from Councillor Moriarty
27 February 2023	Q3 2022/23 Corporate Performance Monitoring Report	Monitoring	G Greaves	
27 February 2023	Q3 2022/23 Corporate Business Plan Monitoring Report	Monitoring	G Greaves	
27 February 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting
27 February 2023	Cabinet Forward Decisions List			
27 February 2023	Panel Work Programme			

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
5 April 2023	Matters Arising	Standing		The Panel are invited to submit any matters arising prior to the meeting.
5 April 2023	Call-in (if any)			
5 April 2023	Council Season Car Parking Badges - Rules, cost, numbers and use and abuse	Councillor Request	M Chisholm	Request from Councillor Moriarty
5 April 2023	Provide a summary of the issue the performance of the council owned businesses, West Norfolk property, West Norfolk housing and Alive Leisure, and any other 100% owned or partially owned business which operate independently of the Council	Councillor Request	M Drewery	Request from Councillor Morley
5 April 2023	Statement of Community Involvement	Councillor Request	S Ashworth	
5 April 2023	Portfolio Holder Question and Answer Session			Questions to be submitted in advance of the meeting
5 April 2023	Cabinet Forward Decisions List			
5 April 2023	Panel Work Programme			
5 April 2023	Exempt: KLIC Repayment Plan	Quarterly Update	M Henry	Quarterly Update

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Forthcoming Items – Date to be advised

Guidance in respect of Council Tax Support Scheme ahead of when it is presented to Council for approval – J Stanton (Chair confirmed requirement of report to include the financial calculation, the no of households that would receive this support and their house bandings, the Councils plans to manage the Collection Fund and the sums expected by its preceptors, the rationale for selecting this demographic as the only segment of householders that need hardship support)

January 2021 to December 2021 Report on use, or non-use of RIPA Powers – J Hay to advise of date once gone through democratic process.

Feedback from Councillor Blunt on the enforcement issues discussed on 13 April 2022 - Councillor R Blunt to advise of date.

Annual Employment Monitoring Report – B Box – Requirements of the Panel to be discussed at sifting meeting on 6 October 2022.

Report on Rent Arrears – as agreed at the meeting on 3rd October – Matthew Henry

Notice of Motion – Menopause Workplace Pledge – two separate reports to come back to Panel. One setting out services and initiatives for staff and one dealing with Legislation and Policies for Councillors.

Councillor Requests

Councillors A Ryves – Council Owned Companies – Please provide a summary of the issue the performance of council owned businesses, West Norfolk property, West Norfolk Housing and Alive Leisure and any other 100% owned or partially owned business which operate independently. Email from Chief Executive (5 April 2022) stating Councillor Ryves in agreed that his item be deferred until the governance report has been considered – **Currently on Cabinet Forward Decision List for 15 November 2022.**

Councillor J Moriarty – Relationship with the Shakespeare Trust in relation to the Guildhall. (Item to be scheduled following outcome of the HLF bid.

Items Post May 2023

January 2022 to December 2022 Report on use, or non-use RIPA powers (Annual Report) – **July 2023**

Performance of the Corn Exchange Cinema – N Gromett - **July 2023**