



### Scrutiny Committee Annual Work Programme 2023/2024

Date	Topic	Responsible Officer / Portfolio Holder	Aims, Objectives and Desired Outcomes	Method of delivery  (i.e Committee Meeting or workshop)	Timescale
<b>Standing items</b>					
19 Sept 2023	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes</li> <li>• <b>To include an exceptions report of those that are not meeting the required target.</b></li> </ul>	Committee	Quarterly Review
12 Dec 2023	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes</li> </ul>	Committee	Quarterly Review
19 March 2024	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes</li> </ul>	Committee	Quarterly Review
23 April 2024	<b>Scrutiny Annual Report</b>	Chair of Scrutiny, Scrutiny Committee	<ul style="list-style-type: none"> <li>• Production of the Scrutiny Committee Annual Report to Council</li> </ul>	Committee	Annual
June 2024	<b>Annual performance report</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes</li> </ul>	Committee	Annual Review
19 Sept 2023	<b>1/4ly Financial Report</b>	Executive Director, Resources	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes.</li> </ul>	Committee	Quarterly Review

	<b>including Exemptions</b>		<ul style="list-style-type: none"> <li>To outline those areas not currently on target or likely to be achieved</li> </ul>		
12 Dec 2023	<b>1/4ly Financial Report including Exemptions</b>	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes.</li> <li>To outline those areas not currently on target or likely to be achieved</li> </ul>	Committee	Quarterly Review
19 Mar 2024	<b>1/4ly Financial Report including Exemptions</b>	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes.</li> <li>To outline those areas not currently on target or likely to be achieved</li> </ul>	Committee	Quarterly Review
19 Mar 2024	<b>Annual Action Plan</b>	Cabinet Member, Chief Executive Officer, and Information governance Leader	<ul style="list-style-type: none"> <li>Any item or issue from the Annual Action Plan which may require further investigation/scrutiny by the Scrutiny Committee.</li> <li></li> </ul>	Committee	When required
<b>Confirmed Scrutiny Committee items</b>					
<b>Thursday 20 June 2023</b>					
20 June 2023	<b>2023/24 Annual Work-Programme Workshop session</b>	Scrutiny committee, & ELT	<ul style="list-style-type: none"> <li>To enable the scrutiny committee to ensure that the work of the committee is relevant and achievable</li> </ul>	Workshop session <b>Location : Town Hall</b>	Re-set annually and revised <b>periodically</b>
<b>Thursday 19 September 2023</b>					
19 September 2023	<b>Housing Investment Plan and Sheltered Housing Asset Review</b>	Director of Housing Assets Cabinet Member	<ul style="list-style-type: none"> <li>Update presentation on the Housing Investment Plan</li> <li>Update presentation on the Sheltered Housing Asset Review</li> </ul>	Committee	TBC

19 Sept 2023	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes</li> <li>• To include an exceptions report of those that are not meeting the required target.</li> </ul>	Committee	Quarterly Review
19 Sept 2023	<b>1/4ly Financial Report including Exemptions</b>	Executive Director, Resources	<ul style="list-style-type: none"> <li>• Identification of any causes for concern and note successes.</li> <li>• To outline those areas not currently on target or likely to be achieved</li> </ul>	Committee	Quarterly Review
<b>Thursday 24 October 2023</b>					
24 Oct 2023	<b>Council Tax Support Scheme – Consultation on Options for 24/24 Scheme</b>	Head of Customer Services Cabinet Member	<ul style="list-style-type: none"> <li>• outline the options under consultation in relation to next year's Council Tax Support Scheme</li> <li>• Scrutiny Committee are provided with the opportunity to feed into the consultation.</li> </ul>	Committee	
24 Oct 2023	<b>Presentation from CityFibre</b>	CityFibre representative Neil Medle Cabinet Member	<ul style="list-style-type: none"> <li>• To provide Members with an update by way of a presentation on the £15m Full Fibre investment &amp; roll-out in Great Yarmouth over the next 3 years</li> </ul>	Committee	<b>Item deferred at meeting – Committee to confirm new date 8-11 Jan 2024 at 18:30 via Teams</b>
<b>Thursday 28 November 2023</b>					
28 Nov 2023	<b>1990 Environment Act</b>	Cabinet Member, Executive Director Place, Head of Environment and Sustainability	<p>How the act controls issues which impact on local residents. Disposal of waste, burning of waste, bonfires etc.</p> <p>Does GYBC require a policy re particular issues in line with other LAs.</p>	Committee	TBC
28 Nov 2023	<b>Review of Planning /</b>	Cabinet Member, Executive Director Place, Head of	<ol style="list-style-type: none"> <li>1. All current data sets regarding numbers of applications. (This would include number of days to a decision; total numbers; etc)</li> </ol>	Committee	TBC

	<b>Development Management</b>	Planning and Growth	<p>2. Current work /changes/improvements being made to provide a more efficient and timely service.</p> <p>3. Outcomes/performance targets New improved service.</p>		
28 Nov 2023	<b>Period 6 Budget Monitoring</b>	Cabinet Member, Finance Director, Financial Services Manager	To consider & note the month 6 budget monitoring position for financial year 2023/24 for both the General Fund and Housing Revenue Account (HRA) including the respective capital programmes and financing. It includes explanations for significant variances to the budgets currently forecast for the full year.	Committee	TBC
<b>Thursday 12 December 2023</b>					
12 Dec 2023	<b>Social Housing Applications</b>	Cabinet Member, Executive Director, People, Head of Strategic Housing	<ul style="list-style-type: none"> <li>Review of implementation, capacity, uptake, numbers waiting, criteria and its application in specific circumstance, satisfaction of customers etc.</li> </ul>	Committee	TBC
12 Dec 2023	<b>Quarterly performance data</b>	Cabinet Member, Information Governance Leader	Identification of any causes for concern and note successes	Committee	Quarterly Review
12 Dec 2023	<b>1/4ly Financial Report including Exemptions</b>	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes.</li> </ul> <p>To outline those areas not currently on target or likely to be achieved</p>	Committee	Quarterly Review
<b>Thursday 23 January 2024</b>					
23 Jan 2024	<b>PRE-SCRUTINY Consideration of the draft budget report</b>	Cabinet Member, Chief Executive Officer, Executive Director, Resources	To comment on the draft budget and make suggestions to cabinet regarding the proposed budget's ability to deliver the priorities of the council.	At committee	Annual
<b>Thursday 19 March 2024</b>					

19 March 2024	<b>Quarterly performance data</b>	Cabinet Member, Information governance Leader	Identification of any causes for concern and note successes	Committee	Quarterly Review
19 Mar 2024	<b>1/4ly Financial Report including Exemptions</b>	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> <li>Identification of any causes for concern and note successes.</li> </ul> To outline those areas not currently on target or likely to be achieved	Committee	Quarterly Review
19 Mar 2024	<b>Annual Action Plan</b>	Cabinet Member, ELT representative, Information governance Leader	<ul style="list-style-type: none"> <li>Any item or issue from the Annual Action Plan which may require further investigation/scrutiny by the Scrutiny Committee.</li> </ul>	Committee	When required
<b>Thursday 23 April 2024</b>					
23 April 2024	<b>Scrutiny Annual Report</b>	Chair of Scrutiny, Scrutiny Committee	<ul style="list-style-type: none"> <li>Production of the Scrutiny Committee Annual Report to Council</li> </ul>	Committee	Annual
<b>Training</b>					
8 June 2023 6pm	Overview training offered to all Members followed by more in depth detailed Scrutiny Committee training for Scrutiny Committee Members	All Members		External training provider <b>Location : Town Hall</b>	<b>6pm – 7pm –</b> Scrutiny overview for All Members <b>7pm – 7.15pm –</b> Break <b>7.15pm – 8.30pm</b> Scrutiny for Cttee Members
<b>Work Programme items to be added</b>					

TBC	Community Centres and Communal Rooms	Executive Director, People		Committee	
TBC	Delivery of Affordable Homes in the Borough	Executive Director, Housing Assets		Committee	
TBC	Play Parks	Executive Director, Place		Committee	
TBC	Retrofits on Council Homes	Executive Director, Housing Assets		Committee	
TBC	City Fibre	Cabinet Member, ELT, Head of Capital Projects and Growth	Monitoring of delivery / roll-out of the City Fibre project 2023-2026	Committee	