



**Scrutiny Committee Annual Work Programme 2023/2024**

| Date                  | Topic                             | Responsible Officer / Portfolio Holder        | Aims, Objectives and Desired Outcomes  | Method of delivery<br><br>(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<br><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<br>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<br>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<br>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>Thursday 28 November 2023</b> |  |   |  |           |                  |
| 28 Nov 2023                      | <b>Review of Planning / Development Management</b>                           | Cabinet Member, Executive Director Place, Head of Planning and Growth | <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> <li>2. Current work /changes/improvements being made to provide a more efficient and timely service.</li> <li>3. Outcomes/performance targets New improved service.</li> </ol> | Committee | TBC              |
| <b>Thursday 12 December 2023</b> |  |   |  |           |                  |

|                                  |  |  |   |              |                  |
|----------------------------------|--|--|---|--------------|------------------|
| 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 13 February 2024</b> |  |  |   |              |                  |
| 13 February 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 29 February 2024</b> |  |  |   |              |                  |
| 29 February 2024                 | <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              |
| 29 February 2024                 | <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              |
| <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>  | Committee    | Quarterly Review |

|   |  |   |   |           |               |
|---|--|---|---|-----------|---------------|
|   |  |   | To outline those areas not currently on target or likely to be achieved   |           |               |
| 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>Future Committee's – Dates to be confirmed</b> |  |   |   |           |               |
| May 2024  | <b>Social Landlord Function</b>                    | Executive Director, Property and Housing Assets<br><br>Head of Housing Assets | Overview of the Council social landlord function including repairs & maintenance services.  | Committee |               |
| July / September 2024                             | <b>Community Centres and Communal Rooms</b>        | Executive Director, People<br><br>Head of Housing Assets                      | Review of implementation, capacity, uptake, numbers waiting, criteria and its application in specific circumstance, satisfaction of customers etc.                          | Committee |               |
| July / September 2024                             | <b>Delivery of Affordable Homes in the Borough</b> | Executive Director, People<br><br>Head of Housing Assets                      | Overview of what the Housing Strategy requires including investments along the housing pathway.   | Committee |               |
| July / September 2024                             | <b>Retrofits on Council Homes</b>                  | Executive Director, People<br><br>Head of Housing Assets                      | <ul style="list-style-type: none"> <li>Overview of Social Housing Decarbonisation Fund.</li> </ul>  | Committee |               |

| Training                         |  |  |   |   |  |
|----------------------------------|--|--|---|---|--|
| 8 June 2023<br>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<br><b>Location : Town Hall</b> | <b>6pm – 7pm –</b> Scrutiny overview for All Members<br><b>7pm – 7.15pm –</b> Break<br><b>7.15pm – 8.30pm</b> Scrutiny for Cttee Members |
| Work Programme items to be added |  |  |   |   |  |
| TBC                              | Play Parks   | Executive Director, Place                                |   | 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   |  |