



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
Standing items					
19 Sept 2023	Quarterly performance data	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> Identification of any causes for concern and note successes To include an exceptions report of those that are not meeting the required target. 	Committee	Quarterly Review
12 Dec 2023	Quarterly performance data	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> Identification of any causes for concern and note successes 	Committee	Quarterly Review
19 March 2024	Quarterly performance data	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> Identification of any causes for concern and note successes 	Committee	Quarterly Review
23 April 2024	Scrutiny Annual Report	Chair of Scrutiny, Scrutiny Committee	<ul style="list-style-type: none"> Production of the Scrutiny Committee Annual Report to Council 	Committee	Annual
June 2024	Annual performance report	Cabinet Member, Information governance Leader	<ul style="list-style-type: none"> Identification of any causes for concern and note successes 	Committee	Annual Review
19 Sept 2023	1/4ly Financial Report	Executive Director, Resources	<ul style="list-style-type: none"> Identification of any causes for concern and note successes. 	Committee	Quarterly Review

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

19 Sept 2023	1/4ly Financial Report including Exemptions	Executive Director, Resources	<ul style="list-style-type: none"> • Identification of any causes for concern and note successes. • To outline those areas not currently on target or likely to be achieved 	Committee	Quarterly Review
Tuesday 24 October 2023					
24 Oct 2023	Council Tax Support Scheme – Consultation on Options for 24/24 Scheme	Head of Customer Services Cabinet Member	<ul style="list-style-type: none"> • outline the options under consultation in relation to next year's Council Tax Support Scheme • Scrutiny Committee are provided with the opportunity to feed into the consultation. 	Committee	
24 Oct 2023	Presentation from CityFibre	CityFibre representative Neil Medle Cabinet Member	<ul style="list-style-type: none"> • To provide Members with an update by way of a presentation on the £15m Full Fibre investment & roll-out in Great Yarmouth over the next 3 years 	Committee	Item deferred at meeting – Committee to confirm new date 8-11 Jan 2024 at 18:30 via Teams
Tuesday 28 November 2023					
28 Nov 2023	1990 Environment Act	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	Item deferred at meeting – Committee to confirm new date
28 Nov 2023	Review of Planning / Development Management	Cabinet Member, Executive Director Place, Head of Planning and Growth	<ol style="list-style-type: none"> 1. All current data sets regarding numbers of applications. (This would include number of days to a decision; total numbers; etc) 2. Current work /changes/improvements being made to provide a more efficient and timely service. 3. Outcomes/performance targets New improved service. 	Committee	TBC

28 Nov 2023	Period 6 Budget Monitoring	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
Tuesday 12 December 2023					
12 Dec 2023	Control Centre and Community Alarm Services Emergency Contract Decision	Cabinet Member, Executive Director, People, Head of Health Integration and Communities	<ul style="list-style-type: none"> Scrutiny to consider the referred report from Cabinet at it's meeting on the 4th December 	Committee	Cabinet referred report
12 Dec 2023	Savings 2024/25 - Medium Term Financial	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> Scrutiny to consider the Cabinet report of the 4 December 2023 	Committee	To be considered prior to Council 14 December 2023
12 Dec 2023	Quarterly performance data	Cabinet Member, Information Governance Leader	<ul style="list-style-type: none"> Identification of any causes for concern and note successes 	Committee	Quarterly Review
12 Dec 2023	Council Tax Support Scheme 2024-25	Head of Customer Services, Cabinet Member	<ul style="list-style-type: none"> Scrutiny to consider the Cabinet report of the 4 December 2023 	Committee	To be considered prior to Council 14 December 2023
Tuesday 23 January 2024					
23 Jan 2024	PRE-SCRUTINY Consideration	Cabinet Member, Chief Executive	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

	of the draft budget report	Officer, Executive Director, Resources			
23 Jan 2024	Social Housing Applications	Cabinet Member, Executive Director, People, Head of Strategic Housing	<ul style="list-style-type: none"> Review of implementation, capacity, uptake, numbers waiting, criteria and its application in specific circumstance, satisfaction of customers etc. 	Committee	TBC
Tuesday 13 February 2024					
13 Feb 2024	1990 Environment Act	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> <ul style="list-style-type: none"> 	Committee	
Tuesday 19 March 2024					
19 March 2024	Quarterly performance data	Cabinet Member, Information governance Leader	Identification of any causes for concern and note successes	Committee	Quarterly Review
19 Mar 2024	1/4ly Financial Report including Exemptions	Executive Director, Resources, Cabinet Member	<ul style="list-style-type: none"> Identification of any causes for concern and note successes. <p>To outline those areas not currently on target or likely to be achieved</p>	Committee	Quarterly Review
19 Mar 2024	Annual Action Plan	Cabinet Member, ELT representative, Information governance Leader	<ul style="list-style-type: none"> Any item or issue from the Annual Action Plan which may require further investigation/scrutiny by the Scrutiny Committee. 	Committee	When required
Tuesday 23 April 2024					
23 April 2024	Scrutiny Annual Report	Chair of Scrutiny, Scrutiny Committee	<ul style="list-style-type: none"> Production of the Scrutiny Committee Annual Report to Council 	Committee	Annual
Training					

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 Location : Town Hall	6pm – 7pm – Scrutiny overview for All Members 7pm – 7.15pm – Break 7.15pm – 8.30pm Scrutiny for Cttee Members
Work Programme items to be added					
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	