

Borough Council of
**King's Lynn &
West Norfolk**



CABINET

Agenda

**TUESDAY, 4 JUNE 2013
at 5.30pm**

in the

**Committee Suite
King's Court
Chapel Street
King's Lynn
PE30 1EX**



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Borough Council of
**King's Lynn &
West Norfolk**



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
Telephone: 01553 616200
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CABINET AGENDA

DATE: CABINET – TUESDAY, 4 JUNE 2013

VENUE: COMMITTEE SUITE, KING'S COURT, CHAPEL STREET, KING'S LYNN

TIME: 5.30 pm

There are no items to be considered in private on this agenda - as required by Regulations 5 (4) and (5) of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

1. MINUTES

To approve the Minutes of the Meeting held on 5 May 2013.

2. APOLOGIES

To receive apologies for absence.

3. URGENT BUSINESS

To consider any business, which by reason of special circumstances, the Chairman proposes to accept, under Section 100(b)(4)(b) of the Local Government Act 1972.

4. DECLARATION OF INTEREST

Please indicate if there are any interests which should be declared. A declaration of an interest should indicate the nature of the interest (if not already declared on the Register of Interests) and the agenda item to which it relates. If a

disclosable pecuniary interest is declared, the member should withdraw from the room whilst the matter is discussed.

These declarations apply to all Members present, whether the Member is part of the meeting, attending to speak as a local Member on an item or simply observing the meeting from the public seating area.

5. CHAIRMAN'S CORRESPONDENCE

To receive any Chairman's correspondence.

6. MEMBERS PRESENT PURSUANT TO STANDING ORDER 34

To note the names of any Councillors who wish to address the meeting under Standing Order 34.

7. CALLED IN MATTERS

To report on any Cabinet decisions called in.

8. FORWARD DECISIONS LIST

A copy of the Forward Decisions List is attached (Page 5)

9. MATTERS REFERRED TO CABINET FROM OTHER COUNCIL BODIES

To receive any comments and recommendations from other Council bodies some of which meet after the dispatch of this agenda. Copies of any comments made will be circulated as soon as they are available.

10. REPORTS

1) Notice Of Motion 2/12 – Councillor A Tyler (Page 9)

This report responds to the Notice of Motion to Council proposed by Cllr A Tyler. "This Council calls on the Cabinet to investigate the opportunities that exist for this Council to revert to a committee system. This Council further calls on the Cabinet to report back on its findings to this Council".

2) Policy for Business Rate Hardship Relief (page 11)

Following changes to the business rates funding for local councils from April 2013 the opportunity has been taken to review current arrangements for the discretionary right for the Council to reduce or remit payment of rates under section 49 of the Local Government Act 1988.

The report sets out revised procedures and levels of support that the Council would use as guidelines in dealing with applications for hardship relief.

3) Appointment of Outside Bodies 2013/14 (page 15)

The report seeks nominations for Executive appointments to serve on outside bodies and partnerships requiring confirmation for 2013.

4) Appointments of Task Groups 2013/14 (page 22)

The report invites the Cabinet to agree to arrange for the appointment of members to serve on the Cabinet Task Groups, and agree the membership of Joint Safety and Welfare Committee and Joint Employee Committee for 2013/14.

To: Members of the Cabinet

Councillors N J Daubney (Chairman), A Beales, Lord Howard,
A Lawrence, B Long, Mrs E A Nockolds, D Pope and Mrs V Spikings.

Cabinet Scrutiny Committee

For further information, please contact:

Samantha Winter
Democratic Services Manager,
Borough Council of King's Lynn & West Norfolk
King's Court, Chapel Street,
King's Lynn PE30 1EX
Telephone: (01553) 616327 Email: sam.winter@west-norfolk.gov.uk

FORWARD DECISIONS LIST

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
4 June 2013	Notice of Motion 2/12 Cllr A Tyler	Report on the notice of Motion submitted by Cllr Tyler.	Non	Council	Leader Chief Executive		Public
	Appointments to Outside Bodies	Annual appointments to Outside Bodies	Non	Cabinet	Leader	Previous appts	Public
	Appointment of Task Groups for 2013/14	Annual appointments	Non	Cabinet	Leader	Previous appointments	Public
	Policy for Business Rates Hardship Relief	To consider a policy for dealing with applications for relief.	Non	Cabinet	Leader Deputy Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
17 June 2013	Closure of Accounts 2012/13 Revenue Capital	2 reports on Year end of Accounts	Non	Cabinet	Leader		Public
	Materials Recycling Facility (MRF) Contract	Report on the outcome of the of the MRF contract negotiations	Key	Cabinet	Dep Leader Exec Director - C Bamfield		Private - Contains exempt Information under para 3 – information

							relating to the business affairs of any person (including the authority)
	Major Housing Investment	Consideration of the Council building and/or acquire market housing	Key	Council	Community & Regeneration Chief Executive and Deputy Chief Executive	None as yet	Part Public part Private: Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Asset Management: Residential Property Investment	Consideration of the use of the Council's assets to invest in residential property.	Key	Council	Resources Deputy Chief Executive		Public
	Annual Treasury report for 2012/2013	To consider the annual report	Key	Council	Leader Deputy Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
2 July 2013	Health Safety and Welfare Policy Review	Review of the Policy	Non	Cabinet	Leader		Public
	LDF Site Specific	Document to	Key	Council	Development		Public

	Allocations and Policies Documents	outline preferred options for development sites within the Borough			Exec Director, G Hall		
	Discharge Of Homelessness Duty – Private Rented Sector		Non	Cabinet	Community Chief Executive		Public
	Empty Property Strategy	Update to Strategy	Non	Council	Community Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
30 July 2013	King's Lynn Town Centre Plan	Report setting out proposed town centre plan.	Non	Cabinet	Regeneration Chief Executive		Public

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
3 September 2013							

Date of meeting	Report title	Description of report	Key or Non Key Decision	Decision Maker	Cabinet Member and Lead Officer	List of Background Papers	Public or Private Meeting
16 September 2013	Statement of Accounts			Council	Deputy Chief Executive Leader		Public
	Annual Governance Statement		Non	Council	Exec Director – D Gates Leader		Public

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide	NO	
	Discretionary /	Need to be recommendations to Council	YES	
	Operational	Is it a Key Decision	NO	
Lead Member: Cllr Nick Daubney E-mail: <i>cllr.nick.daubney@west-norfolk.gov.uk</i>		Other Cabinet Members consulted: All		
		Other Members consulted:		
Lead Officer: Ray Harding E-mail: <i>ray.harding@west-norfolk.gov.uk</i> Direct Dial:01553 616245		Other Officers consulted: Management Team, legal Services Manager		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	Equal Impact Assessment NO	Risk Management Implications NO

Date of meeting: 4 June 2013

1 NOTICE OF MOTION – CLLR A TYLER

Summary

This report responds to the Notice of Motion to Council proposed by Cllr A Tyler. "This Council calls on the Cabinet to investigate the opportunities that exist for this Council to revert to a committee system. This Council further calls on the Cabinet to report back on its findings to this Council".

Recommendation

Cabinet is invited to

1. Note that the opportunity does exist to change to committee system of governance, should Council wish to do so
2. To report its findings to Council
3. To determine whether it wishes officers to undertake work to assess the advantages and disadvantages of a change of government structure for the Council.

Reason for Decision

To respond to the Notice of Motion proposed by Cllr A Tyler

1 Background

Local authorities in England are governed by one of three systems, the Mayoral system, a Cabinet or a system of committees.

The power to change from a Cabinet system to a committee system comes from the localism Act 2011.

A full Council decision would be required to change the governance structure, if taken this triggers a five year commitment (unless there is a petition signed by at least 5% of the electorate and a positive referendum).

Hence in response to the question raised in the Notice of Motion the answer is that the Council is able, should it so wish, to change to a committee system of governance.

2 Options Considered

None

3 Policy Implications

There are no policy implications arising from this report

4 Financial Implications

There are no financial implications arising from this report

5 Personnel Implications

There are no personnel implications arising from this report

6 Statutory Considerations

The Localism Act 2011 provides the power to enable the Council to change from a Cabinet to a committee system

7 Equality Impact Assessment (EIA)

There are no equality implications arising from this report

8 Risk Management Implications

There are no risk implications arising from this report

9 Declarations of Interest / Dispensations Granted

None

10 Background Papers

Councils minutes 29 November 2012
Localism Act 2011

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Mandatory/	Be entirely within Cabinet's powers to decide	YES	
	Discretionary /	Need to be recommendations to Council	NO	
	Operational	Is it a Key Decision	NO	
Lead Member: Cllr Nick Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Jo Stanton E-mail: joanne.stanton@west-norfol.gov.uk Direct Dial:01553 616349		Other Officers consulted:		
Financial Implications YES	Policy/Personnel Implications NO	Statutory Implications NO	Equal Impact Assessment NO	Risk Management Implications NO

Date of meeting: 4 June 2013

2 BUSINESS RATES – HARDSHIP RELIEF

Summary

Following changes to the business rates funding for local councils from April 2013 the opportunity has been taken to review current arrangements for the discretionary right for the Council to reduce or remit payment of rates under section 49 of the Local Government Act 1988.

The report sets out revised procedures and levels of support that the Council would use as guidelines in dealing with applications for hardship relief.

Recommendation

Cabinet agrees the revised arrangements for dealing with applications for Hardship Relief from business rates.

Reason for Decision

To agree the arrangements for the award of Hardship Relief

1. Background

- 1.1 Section 49 of the Local Government Act 1988 gives billing authorities the discretion to reduce or remit payment of business rates on the grounds of Hardship. A billing authority can reduce or remit the payment of rates where it is satisfied that the ratepayer would sustain hardship if it did not do so and it is reasonable for it to do so having regard to the interests of its Council Tax payers.
- 1.2 There is no statutory definition of 'hardship' and each case should be judged on its own merits. Reductions on the grounds of hardship should be the exception rather than the rule and should not be routinely offered to ratepayers.

- 1.3 Ratepayers will be expected to have taken all possible steps to overcome the hardship and the hardship must be demonstrated to be **genuine** and **unforeseen**. Applications where facts that could have been known in advance are cited as causing hardship, such as the level of rent or the annual business rates charge, will not usually be considered for relief
- 1.4 There is no set level of reduction or period of time the relief must be awarded for and the billing authority can choose to reduce the business rates by any amount for any length of time.

2. Guidance from Government

- 2.1 There is no established case law on hardship relief, however, the Government has in the past issued guidance on Hardship Relief, stating that whilst it is for each billing authority to decide on the facts of each case whether to exercise its powers under Section 49, authorities may wish to bear in mind the following:
 - (i) Although authorities may adopt rules for the consideration of hardship cases, they should not adopt a blanket policy either to give or not to give relief: each case should be considered on its own merits and the application process kept as simple and streamlined as possible to enable decisions to be made quickly;
 - (ii) Reduction or remission of rates on grounds of hardship should be the exception rather than the rule;
 - (iii) The test of hardship need not be confined strictly to financial hardship: all relevant factors affecting the ability of a business to meet its liability for rates should be taken into account;
 - (iv) 50% of the cost of any reduction or remittance of rates can be offset against the authority's payment of the central share of its business rates to central government and 10 per cent from an authority's payment of the local share to the County Council. 40% of the cost will be borne by the authority as a reduction in its own local share of retained business rates (updated April 2013)
 - (v) The "interests" of council tax payers in an area may go wider than direct financial interests: For example, where the employment prospects in the area would be worsened by a company going out of business, or the amenities of an area might be reduced by, for instance, the only provider of a service in the area;
 - (vi) Where the granting of relief would have an adverse effect on the financial interests of tax payers, the case for reduction or remission may still on balance outweigh the cost to tax payers;

- (vii) The hardship caused to a ratepayer may be self-evident, for example where a business has been affected by severe loss of trade, due to external factors such as natural disasters. However, authorities may wish to consider how the business can demonstrate such a loss of trade or business. For example, do accounts, order books, till receipts or VAT returns show a marked decline in trade compared to corresponding periods in previous years?
- (viii) Authorities should be clear in awarding relief that it will be granted only for the period for which there is clear evidence of hardship for the ratepayer concerned; and to guard against fraudulent claims, authorities should satisfy themselves that the claim is from a ratepayer suffering genuine hardship

3. Local Guidelines

- 3.1 Taking into account the guidance given by the Government office the following guidelines will be used in the processing of applications for hardship relief:
 - 1. Applications for hardship relief must be made in writing on a Hardship Relief Application form.
 - 2. Applications must be supported by the latest set of Profit and Loss accounts. Any applications received without accounts will not be considered.
 - 3. All applications will be forwarded to an independent business advisor commissioned by the Council to provide advice on the merit of the claim for relief. Co-operating with the business advisor is a condition of receiving Hardship Relief and applications will not be considered unless the ratepayer has done so.
 - 4. Applications will be determined by the Revenues and Benefits Manager in consultation with the Portfolio Holder for Resources and Performance. In any application where a member of the Council is party to the application then the Revenues and Benefits Manager will consult with the Chief Executive in place of the Portfolio holder. All group leaders will be informed of the determination of the application.
 - 5. The usual recommendation will be a 25% reduction for the financial year in which the application is made. This will normally be the maximum amount of hardship relief awarded.
 - 6. Hardship relief will normally be awarded for one year, occasionally two years and only exceptionally for three. Tapering relief may be awarded.
 - 7. There is no statutory right of appeal against the decision made on a hardship relief application however a ratepayer can ask for a decision regarding hardship relief to be reconsidered by the full Cabinet.

3.2 The changes to the guidelines are summarised as follows:

- The Council will use the services of an independent advisor which will act as support to the Council in dealing with applications for relief
- The level of support will normally be 25% where previously there was no formal guideline. This will still allow for support to be given above this level if appropriate.
- In the case of an application involving a member the determination of the support given will be taken by the Revenues and Benefits Manager in consultation with the Chief Executive. All group leaders will be informed of such cases.

4. Policy Implications

None

5. Financial Implications

There is a budget of £25,000 available to offset the cost of business rates hardship relief applications

6. Equality Impact Assessment (EIA)

Attached as a background paper.

7. Risk Management Implications

None

8. Background Papers

Previous Council agendas/minutes
EIA

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Operational	(a) Be entirely within cabinet's powers to decide YES		
		(b) Need to be recommendations to Council NO		
		(c) Be partly for recommendations to Council NO and partly within Cabinets powers –		
Lead Member: Cllr Nick Daubney E-mail: cldr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Samantha Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial:01553 616327		Other Officers consulted:		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications (incl S.17) NO	Equalities Impact Assessment req'd NO	Risk Management Implications NO

Date of meeting: 4 June 2013

3 APPOINTMENTS TO OUTSIDE BODIES AND PARTNERSHIPS

Summary

The report seeks nominations for Executive appointments to serve on outside bodies and partnerships requiring confirmation for 2013/14.

Recommendation

- 1) That the Cabinet appoints representatives to serve in an Executive capacity on the outside bodies and partnerships requiring appointment in 2013 in the Appendix attached.**
- 2) That the reporting arrangements be noted, as shown in section 3 of the report.**
- 3) To note that all other appointments to Outside Bodies will be made at the Council meeting on 27 June 2013.**

Reason for decision

To ensure continued involvement in the community by the Council.

1.0 BACKGROUND

1.1 The Council is invited to nominate Councillor representatives to serve on a number of outside bodies and partnerships with which the Council has a range of types of relationships. The majority of appointments are made annually, although some appointments are for a longer period.

2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

2.1 As part of a review which was undertaken in late 2009/early 2010, each of the outside bodies to which the Borough Council nominates representatives were contacted and asked to submit details of the liabilities for members. The coverage given by our insurance company for Members can be summarised as follows:

(A) where the officer or member is carrying out any function which is at the request of, with the approval of or for the purposes of, the Authority.

(B) where the officer or member is carrying out any function which is at the request of, with the approval of the Authority but acting in capacities other than as officers or members of the Authority.

(C) where the action or inaction complained of falls outside the powers of the Authority itself or outside the powers of the officer or member individually (*ultra vires*), provided the officer or member reasonably believed the matter was not outside those powers.

(D) where an officer or member makes a statement that certain steps have been taken or requirements fulfilled, but it later becomes clear that this is not the case. Again the officer or member indemnified must reasonably believe that the statement was true when it was made.

Outside the scope of the power to indemnify are the following circumstances:

- (1) criminal acts
- (2) any other intentional wrongdoing
- (3) fraud
- (4) recklessness
- (5) defamation (but not the defense of an accusation)

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

3.1 Arrangements for reporting back by Members serving on Outside Bodies are approved every year at Council as follows:

3.1.1 Each of the relevant scrutiny panels should be able to request reports from Councillors serving on outside bodies which fall within their remit. By programming the reports over the Panel's annual timetable of meetings, it would be possible for members both to assess the usefulness of making appointments to bodies and be informed of any relevant matters.

3.2 Cabinet Members serving on outside bodies will report via their Cabinet Members' reports to Council.

3.3 All are welcome to use the Members' Bulletin to report on the work of any such organisation.

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 **Executive Roles** – The attached Appendix lists those bodies to which Cabinet is invited to appoint representatives this year (shaded). Appointments that fall within this category are corporate in nature and fall within the portfolio responsibilities of members of the Cabinet. Alternatively, a Cabinet Member may nominate a substitute from Borough Councillors indicating a willingness to serve on a particular body. For information, the Appendix also lists any additional representatives which will be appointed subsequently in the Scrutiny, Parish and General categories.

4.2 **Scrutiny and Regulatory Roles** - Nominations for representatives to serve on bodies that are pertinent are being sought from the appropriate scrutiny panel (Regeneration, Environment and Community Panel) at their meeting 29th May 2013 and will be submitted for approval by Council on 27 June 2013.

4.3 **Parish Level Representation, Parished and Unparished Areas** - Local representatives may be appointed onto specific local bodies within or related to their ward. On occasions, a body may not specifically require the Council's representative to be a Borough Councillor, in which case a community representative may be nominated by Council. Appointments will be made at Council on 27 June 2013.

4.4 **General Appointments** - Appointments which are of general interest to the Borough as a whole will be made at Council on 27 June 2013.

5.0 FINANCIAL IMPLICATIONS

5.1 Mileage and subsistence allowances for Councillors attending meetings.

6.0 BACKGROUND PAPERS

Current lists of Member representation
ACSeS report on liabilities of Outside Bodies

APPENDIX

EXECUTIVE APPOINTMENTS TO OUTSIDE BODIES REQUIRING CABINET APPROVAL

Appointments made by Council are included in italics for information

<u>NAME OF OUTSIDE BODY</u>	<u>NUMBER OF REPRESENTATIVES PERMITTED</u>	<u>CURRENT REPRESENTATIVE/S</u>	<u>TERM OF OFFICE</u>
Active Norfolk	1 Exec	Councillor Mrs E Nockolds	Annual
Arts Centre Trust	1 Exec	Councillor Mrs Z Christopher	Annual
British Destinations	1 Exec + 1 substitute	Councillor Mrs E Watson & Councillor D Pope (Sub)	Annual
British Resorts & Destinations Association – Policy Committee	1 Exec	Councillor Mrs E Watson	2 Years
CNC Building Control Joint Committee	1 Exec	Councillor Mrs V Spikings	Annual
Downham Market Leisure Centre Joint Management Committee	1 Exec (appointed by Cabinet) and 2 <i>General</i> (appointed by Council)	Councillor D Pope (Exec appointment). <i>For information general appointments are Councillors Lovett and Mellish</i>	Annual
Freebridge Community Housing – Corporate Shareholder (AGM)	1 Exec	Councillor A Lawrence	Annual
Gaywood Valley Project	1 Exec	Councillor B Long	Annual
Hunstanton Green Joint Management Committee	1 Exec (appointed by Cabinet) and 2 <i>Parish</i> (appointed by Council)	Councillor Mrs E Nockolds (Exec appointment). <i>For information general appointments are Councillors Mrs E Watson and P Beal</i>	Annual
Hunstanton Regeneration Project Team	1 Exec (appointed by Cabinet) and 2/3 <i>Parish</i> (appointed by Council)	Councillor A Beales (Exec appointment). <i>For information general appointments are Councillors Mrs E Watson and P Beal</i>	Annual

King's Lynn and West Norfolk Area Museums Committee	1 Exec (appointed by Cabinet), 3 <i>Scrutiny</i> (nominated by REC and 1 general (appointed by Council))	Councillor Mrs E A Nockolds (Exec appointment). <i>For information Scrutiny appointments are Councillors Mrs S Smeaton, M Back and G McGuinness. General appointment is Councillor A Tyler.</i>	Annual
King's Lynn Festival Board	1 Exec	Councillor Mrs E Nockolds	Annual
King's Lynn Town Centre Partnership	1 Exec + sub (appointed by Cabinet). 2 <i>Parish Level</i> (appointed by Council)	Councilor Beales & Daubney (sub). <i>For information Parish Appointments are Pitcher and Bambridge</i>	Annual
King's Lynn Town Football Club	1 Exec	Paul Bland	Annual
Norfolk Arts Forum Steering Committee	1 Exec	Councilor Mrs E A Nockolds	Annual
Norfolk Coast Partnership Management Group	1 Exec and substitute	Councillors B Long & Mrs V Spikings (sub)	Annual
Norfolk County Playing Fields Association	1 Exec	Councilor Mrs E Nockolds	Annual
Norfolk Joint Museums and Archaeology Committee	1 Exec	Councillor Mrs E Nockolds	Annual
Norfolk Local Authority Tourism Group	1 Exec	Councillor D Pope	Annual
Norfolk Parking Partnership Joint Committee	1 Exec	Councillor Mrs E Nockolds	Annual
Norfolk Rail Group	1 Exec	Councillor C Sampson	Annual
Norfolk Records Committee	1 Exec	Councillor Mrs E Nockolds	Annual
Norfolk Rural Community Council	1 Exec	Councillor B Long	Annual
Norfolk Waste Partnership	1 Exec	Councillor B Long	Annual

North Lynn Discovery Centre Board	1 Exec	Councillor A Lawrence	Annual
North Norfolk Coast and Countryside – Destination Management Organisation	1 Exec (appointed by Cabinet)	Councillor D Pope	Annual
Norwich and West Norfolk CAB	1 Exec (appointed by Cabinet) and 2 General (appointed by Council)	Councillor A Lawrence <i>For information general appointments are Councillor Collis and Crofts</i>	Annual
Relate: Norfolk and Suffolk	1 Exec	Councillor A Lawrence	Annual
Second Generation of Shoreline Management Plans – Elected Members Forum	2 Exec (appointed by Cabinet – one for each sub cell) & 2 Parish (appointed by Council)	Councillor B Long (for both sub cells). <i>For information general appointments are Councillor A Wright (wash sub cell), Councillor G Sandell (north Norfolk sub cell)</i>	Annual
South Lynn Community trust	1 Exec	Councillor D Pope	Annual
Thameslink Consortium	1 Exec	Councillor B Long	Annual
Vancouver Childrens Centre	1 Exec	Councillor L Bambridge	Annual
Wash and North Norfolk European SAC	1 Exec	Councillor B Long	Annual
West Norfolk Chamber of Commerce	1 Exec	Councillor N Daubney	Annual
West Norfolk Disability Forum	2 Exec (made by Cabinet) and 5 General (appointed by Council)	Councillors A Lawrence and M Langwade. <i>For information general appointments are currently Councillors L Allen, T Bubb, G Sandell, S Smeaton, M Chenery of Horsbrugh</i>	2 Years
West Norfolk Sports Council Management Committee	1 Exec	Councillor Mrs E Nockolds	Annual

West Norfolk Tourism Forum Executive Forum	2 Exec	Councillor Mrs E Nockolds and 1 vacancy	Annual
West Norfolk Voluntary and Community Action	1 Exec	Councillor Mrs E Nockolds	Annual

REPORT TO CABINET

Open		Would any decisions proposed :		
Any especially affected Wards	Operational	(a) Be entirely within cabinet's powers to decide YES		
		(b) Need to be recommendations to Council NO		
		(c) Be partly for recommendations to Council and partly within Cabinets powers – NO		
Lead Member: Cllr N Daubney E-mail: cllr.nick.daubney@west-norfolk.gov.uk		Other Cabinet Members consulted:		
		Other Members consulted:		
Lead Officer: Sam Winter E-mail: sam.winter@west-norfolk.gov.uk Direct Dial: 01553 616327		Other Officers consulted:		
Financial Implications NO	Policy/Personnel Implications NO	Statutory Implications YES	EIA required NO	Risk Management Implications NO

Date of meeting: 4 June 2013

4) 2013/14 APPOINTMENT OF MEMBERS TO SERVE ON CABINET TASK GROUPS AND COMMITTEES

Summary

The report invites the Cabinet to agree to arrange for the appointment of members to serve on the Cabinet Task Groups, and agree the membership of Joint Safety and Welfare Committee and Joint Employee Committee for 2013/14.

Recommendation

1) That officers be instructed to seek the Membership from Group Leaders for the following Task Groups for the new Municipal Year:

- Local Development Framework Task Group
- Mart Task Group
- King's Lynn Representational Arrangements Task Group.
- Regeneration and Economic Development Task Group
- Heritage Task Group

2) That the Membership of the Joint Safety and Welfare Committee and Joint Employee Committee for 2013/14 be agreed.

Reason for Decision

To allow the business of the Council to continue into 2013/14

1 TASK GROUP MEMBERSHIP RENEWALS

Cabinet is invited to consider continuing with the work of the following Task Groups, and instructing officers to contact Group Leaders to ascertain their membership to serve on the following Task Groups for the current municipal year. The 2012/13 membership is shown.

i) Local Development Framework Task Group

The work of the Local Development Task Group is ongoing.

Cllr Mrs V Spikings (C)(Chairman), D J Collis (L), C Crofts (C), P Foster(C), R Groom(C), J Loveless (LD), J Moriarty (L), M Peake(C), Mrs E Watson(C).
(9 Members - 6 Con, 2 Lab, 1 Ind/Gr or Lib Dem)

ii) King's Lynn Mart Task Group

The above Task Group was set up at the 29 March 2012 Council Meeting and its work is ongoing.

Councillor Mrs E Nockolds (Chairman) (C), C Manning (C), Miss L Bambridge (C), B Long (C), M Langwade (C), T Manley (C), M Back (L), S Collop (L), M Tilbury (I), A Bubb (LD)
(10 Members – 6, 2, 1, 1)

iii) King's Lynn Representational Arrangements Task Group

The above Task Group was set up at the 7 February 2012 Cabinet Meeting and its work is ongoing:

Miss L Bambridge (C), Mrs Z Christopher (C), Mrs S Collop (L), P Foster (C), Lord Howard (C), B Long (C), J Loveless (LD), L Scott (L) and M Shorting (C).
(9 Members 6,2,1)

iv) Regeneration and Economic Development Task Group

The above Task Group was set up at 4 September 2012 Cabinet Meeting and its work is ongoing .

B Ayres (C), P Beal (C), Mrs J Collingham (C), D Collis (L), I Gourlay (L), M Pitcher (C), J M Tilbury (I), Mrs E Watson (C), T de Winton (C).
9 Members (6 Con, 2 Lab 1 Ind or Lib (I))

v) Heritage Task Group

The Heritage Task Group was set up at the 8 January 2013 Cabinet Meeting and its work is ongoing .

A Bubb (LD), Z Christopher (C), D J Collis (L), J Leamon (Ind) – 4 members from each group by agreement with Group Leaders

2 Membership of Joint Safety and Welfare and Joint Employee Committees

i) Joint Safety and Welfare Committee

The Cabinet representatives on the Joint Safety and Welfare Committee for 2012/13 were:

Councillors N Daubney, B Long and D Tyler.

Cabinet is invited to agree its representation for 2013/14.

ii) Joint Employee Committee

The Cabinet representatives on the Joint Employee Committee for 2012/13 were:

Councillors N Daubney, M Chenery of Horsbrugh, M Langwade, B Long and M Pitcher.

Cabinet is invited to agree its representation for 2013/14.

3 Policy Implications

None

4 Financial Implications

None

5 Statutory Consideration

It is a statutory requirement to have a Joint Safety Committee.

6 Risk Assessment

None

7 Access To Information

Previous reports and Minutes