



**Corporate Performance Panel**  
**Wednesday, 30th October, 2024 at 4.30 pm**  
**in the Council Chamber, Town Hall, Saturday Market  
Place, King's Lynn PE30 5DQ**

**Reports marked to follow on the Agenda and/or Supplementary  
Documents**

1. **Report from the Constitution Informal Working Group (Pages 2 - 4)**

Appendix 1: List of Key Issues

Appendix 2: Draft Council Procedure Rules

Appendix 3: Schedule of Substantive Changes to Constitution

Appendix 4: Schedule of minor amendments to the Constitution

Appendix 5: Minutes of all CIWG meetings during 2024 (21st October  
minutes to follow)

**Contact**

Democratic Services  
Borough Council of King's Lynn and West Norfolk  
King's Court  
Chapel Street  
King's Lynn  
Norfolk  
PE30 1EX  
Tel: 01553 616394  
Email: [democratic.services@west-norfolk.gov.uk](mailto:democratic.services@west-norfolk.gov.uk)

**BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK**

**CONSTITUTION INFORMAL WORKING GROUP**

**Minutes from the Meeting of the Constitution Informal Working Group held on Monday, 21st October, 2024 at 4.00 pm in the Meeting Room 2-4 - Second Floor, King's Court, Chapel Street, King's Lynn and on Microsoft Teams**

**PRESENT:** Councillor B Long (Chair)  
Councillors S Bearshaw, J Osborne, R Coates (Substitute for A Dickinson) and A Ware

1 **APPOINTMENT OF CHAIR**

Councillor Long was appointed Chair of the meeting.

2 **APOLOGIES**

Councillor Beales, Moriarty, Lintern, Dickinson and Ryves.

3 **MEMBERS PRESENT UNDER STANDING ORDER 34**

Councillor de Whalley and Kemp were present under Standing Order 34.

4 **NOTES FROM THE PREVIOUS MEETING**

The notes from the previous meeting were agreed as a correct record.

5 **REPORT TO CORPORATE PERFORMANCE PANEL**

The Monitoring Officer advised the Informal Working Group of the final draft of the Council Procedures Rules.

She advised the group the Schedule of Substantive Changes to Constitution and Schedule of minor amendments to Standing Orders were included in the agenda.

The Monitoring Officer highlighted to the Group feedback from another Member which was discussed, and alternatives included in the report to the Corporate Performance Panel.

The Informal Working Group discussed with the Monitoring Officer, 7.4 of the Council Procedures Rules and agreed for the Notice of Motions to be rejected if in the view of the Monitoring Officer or their deputy, the proposed motion be unlawful, defamatory, or frivolous.

Councillor Coates brought to the Informal Working Group and the Monitoring Officer's attention 8.13 needed to be repeated as 9.5.

The Group discussed 8.10 and the Monitoring Officer advised the wording, 'Political Group' was in accordance to Standing Orders.

The following was identified as Key Issues to be reported to the Corporate Performance Panel:

#### Schedule of Substantive Changes to the Constitution

The Monitoring Officer referred to page 42 of the agenda which related to Standing Order 34.1 (b) (ii): 'at Planning Committee only the Ward Member can speak or in exceptional circumstances approved by the Chair, one other Member' and suggested the alternative was other Members or at the discretion of the Chair. The Informal Working Group discussed the removal of the two hours' notice to Democratic Services for Members to attend Under Standing Order 34. The following was suggested by the group: 'inform Democratic Services, and the Chair before the Meeting'.

#### Budget Meetings

In relation to 6.7.1.1, the Informal Working Group discussed an alternative to be added was any leader of a Political Group or in their absences their deputy may move up to one amendment to encompass an alternative budget. The Group discussed 6.7.1.2 to include one amendment to encompass an alternative budget or a number of amendments instead.

The Informal Working Group highlighted 6.7.13 and if four days would be enough time for the Section 151 Officer to review the proposed amendments of the budget. The Monitoring Officer commented the impact this would have on resource and confirmed the Section 151 Officer would provide a position of resource before the Corporate Performance Panel meeting on the 30<sup>th</sup> October 2024.

In relation to 6.7.14, the Group suggested all members was to be included.

#### Notice of Motions

7.9, 7.10 and 7.11 of the Council Procedure Rules to be discussed at CPP. The Informal Working Group discussed 7.10 and the alternative suggested was the Notice of Motions were listed in chronological order in which they were received. The Informal Working Group discussed 7.11 and the alternative suggested was the Notice of Motions be conducted as part of 'any business that remains from the previous meeting' for all parties or the Notice of Motions are withdrawn and submitted for the next meeting.

The Informal Working group highlighted 8.8 which states there shall be no right to supplementary question to Cabinet Members. The Group discussed this was because it was a question-and-answer session rather than a debate.

In relation to 8.9 and 9.2, the Group discussed the use of the word necessitate and suggestion the alternative; questions cannot be asked revealing exempt or confidential information.

The Informal Working Group referred 20.6 and 20.7 to the Corporate Performance Panel.

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**DATE OF THE NEXT MEETING - TO BE CONFIRMED**

The date of the next meeting was to be held in the new year and confirmed in due course.

**The meeting closed at 5.50 pm**