

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

**CORPORATE PERFORMANCE PANEL**

**Minutes from the Meeting of the Corporate Performance Panel held on  
Wednesday, 9th November, 2016 at 6.00 pm in the Committee Suite, King's  
Court, Chapel Street, King's Lynn**

**PRESENT:** Councillor G Wareham (Chairman), B Ayres, P Beal, J Collop,  
G Hipperson, H Humphrey, J Moriarty, D Pope and D Tyler

**Observing:**

Councillor I Devereux, Deputy Cabinet Member – Performance

**Officers:**

Debbie Gates, Executive Director Head of Central & Community Services  
Joanne Stanton, Revenues and Benefits Manager

CP55     **APOLOGIES**

Apologies for absence were received from Councillors B Anota, R Bird,  
Lord Howard and I Gourlay.

CP56     **MINUTES**

The minutes from the Corporate Performance Panel held on 22  
September 2016 were agreed as a correct record and signed by the  
Chairman.

Hunstanton Sailing Club

Councillor Collop commented that he would like to see financial  
information presented to the Panel, and Members of Hunstanton  
Sailing Club present to answer questions when the next annual update  
report was received by the Panel in September 2017.

The Vice Chairman, Councillor Beal advised that Councillor Hodson  
was the Council's representative on the Hunstanton Sailing Club  
Development Sub Committee and would therefore be in a position to  
monitor the financial aspects of the club.

CP57     **DECLARATIONS OF INTEREST**

None.

CP58     **URGENT BUSINESS UNDER STANDING ORDER 7**

None.

CP59 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

None.

CP60 **CHAIRMAN'S CORRESPONDENCE (IF ANY)**

None.

CP61 **COUNCIL TAX SUPPORT SCHEME 2017/18: FINAL SCHEME - J STANTON**

In presenting the report, the Revenues and Benefits Manager reminded the Panel that the Council must review and agree its 2017/2018 Council Tax Support (CTS) scheme for working age people by 31 January 2017. Options for the draft CTS scheme for 2017/2018 were presented to the Panel on 18 July 2016 and the preferred CTS scheme was chosen. This was agreed by Cabinet on 7 September 2016. The draft CTS scheme was then opened to public consultation from 12 September 2016 to 23 October 2016.

The report detailed the results of the consultation and the recommended final CTS scheme for 2017/2018. The key issues and options considered were outlined as detailed in the report.

The Panel was invited to comment/ask questions, a summary of which is set out below.

In response to questions from Councillor Collop requesting information on the Council Tax Support Scheme from the previous year and information on other Council's schemes, the Revenues and Benefits Manager undertook to check that the information requested was sent to the Panel. The Revenues and Benefits Manager advised that this year's information was not yet available from other Councils.

Following questions and comments from the Panel on encouraging responses to the consultation exercise, the Chairman, Councillor Wareham explained that the officers had put every effort into the consultation exercise. The Portfolio Holder for Housing and Community commented that the response rate had increased this year by 400% and it was therefore hoped that it would increase again in 2017 and invited Members to put forward any suggestions to encourage a greater response rate.

In response to questions on why two responses were not valid, the Revenues and Benefits Manager advised that in future, when completing the questionnaire on line, a tick box system will be

introduced so the qualifying question must be answered before moving on to the rest of the questionnaire.

The Revenues and Benefits Manager responded to questions on page 28 relating to someone being self-employed and claiming Housing Benefit. She explained that the Council Tax Support Scheme was aligned with Universal Credits and outlined the requirements.

The Chairman, Councillor Wareham thanked the Revenues and Benefits Manager for attending and presenting the report.

**RESOLVED:** The Panel agreed that the draft CTS scheme for 2017/2018 which went to public consultation was recommended as the final CTS scheme for 2017/2018.

CP62 **PANEL WORK PROGRAMME 2016/2017**

The Panel noted the Work Programme for 2016/2017.

Councillor Collop commented that there was only one item on this evening's Agenda and asked if some of the items scheduled for the 19 December meeting could have been brought forward. The Executive Director, Central and Community Services explained that with regard the performance reports scheduled to be considered at the next meeting, the information was not yet available and was presented on a quarterly basis to the Panel.

CP63 **DATE OF NEXT MEETING**

The next scheduled meeting of the Panel would be held on Monday 19 December 2016.

**The meeting closed at 6.17 pm**