

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



Corporate Performance Panel

Agenda

Tuesday, 19th February, 2019
at 6.00 pm

in the

**Council Chamber
Town Hall
Saturday Market Place
King's Lynn
PE30 5DQ**



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11 February 2019

Dear Member

Corporate Performance Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Tuesday, 19th February, 2019 at 6.00 pm** in the **Council Chamber, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ** to discuss the business shown below.

Yours sincerely

Chief Executive

AGENDA

1. Appointment of Vice-Chairman

2. Apologies

3. Minutes (Pages 5 - 11)

To approve the minutes from the Corporate Performance Panel held on

4. Declarations 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 any item or simply observing the meeting from the public seating area.

5. Urgent Business Under Standing Order 7

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

6. Members Present Pursuant to Standing Order 34

Members wishing to speak pursuant to Standing Order 34 should inform the Chairman of their intention to do so and on what items they wish to be heard before the meeting commences. Any Member attending the meeting under Standing Order 34 will only be permitted to speak on those items which have been previously notified to the Chairman.

7. Chairman's Correspondence (if any)

8. Presentation on Improving Attainment in West Norfolk (Page 12)

9. Review of Operation of Planning Sifting Panel (Pages 13 - 17)

10. Cabinet Forward Decisions List (Pages 18 - 21)

11. Panel Work Programme 2018/2019 (Pages 22 - 26)

To note the Panel's Work Programme for 2018/2019.

12. Date of Next Meeting

To note that the date of the next meeting of the Corporate Performance Panel will take place on 3 April 2019 at 6 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

To:

Corporate Performance Panel: B Ayres, P Beal, J Collop, G Howman, H Humphrey (Chairman), P Kunes, C Manning, J Moriarty, A Morrison, D Pope, T Tilbrook and D Tyler

Portfolio Holders:

Item 8: Councillor B Long, Leader

Item 9: Councillor R Blunt, Portfolio Holder - Development

Management Team Representatives:

Debbie Gates – Executive Director, Central and Community Services

Appropriate Officers: The following officers are invited to attend in respect of the Agenda item shown against their name

Item 8: Becky Box, Policy, Performance and Personnel Manager

Item 9: Stuart Ashworth, Assistant Director

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CORPORATE PERFORMANCE PANEL

**Minutes from the Meeting of the Corporate Performance Panel held on
Wednesday, 30th January, 2019 at 6.00 pm in the Assembly Room - Town
Hall, Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor H Humphrey (Chairman)
Councillors B Ayres, Miss L Bambridge, P Beal, Mrs C Bower, Mrs S Fraser,
G Howman, P Kunes, B Long, J Moriarty, A Morrison, D Pope, C Sampson,
T Tilbrook and D Tyler

Portfolio Holder:
Councillor B Long, Leader

Officers:
Becky Box, Policy, Performance and Personnel Manager
Lorraine Gore, Executive Director
Ray Harding, Chief Executive

CP72 **APOLOGIES**

Apologies for absence was received from Councillors C Manning and D Whitby.

CP73 **MINUTES**

The minutes of the Corporate Performance Panel held on 27 November 2018 were agreed as a correct record and signed by the Chairman.

CP74 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CP75 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

CP76 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were no Members present under Standing Order 34.

CP77 **CHAIRMAN'S CORRESPONDENCE**

There was no Chairman's correspondence.

CP78 **BUDGET 2019/20**

The Environment and Community Panel and Regeneration and Development Panel were invited to attend for this item.

Councillors Moriarty and Tilbrook commented that it would have been useful if reference to the Cabinet agenda of 5 February was included in the Agenda.

Members received a presentation from the Deputy Chief Executive/S151 Officer (a copy of which is attached to the minutes).

The Chief Executive/Deputy Chief Executive responded to questions and comments relating to:

- Savings achieved to date.
- Savings to be achieved over the period of the current Financial Plan.
- Minimum Revenue Provision (MRP).
- Budget setting process.
- Cost Reduction Programme which had been in operation since 2008 and was a continual process and included a reduction in staff, delivery of services in a different way and more efficiently? Members were advised that the Cost Reduction Programme had taken £6.7m out of the budget. Management Team monitored the Cost Reduction Programme on a quarterly basis and Cabinet also received an update on progress on a quarterly basis.
- Reduction in the Central Government Grant.
- Rural Services Delivery Grant adverse effect on parishes if the grant was to cease in 2 years.
- More commercial approach to identify new income streams. The Leader gave an overview of the housing development being undertaken by the Borough Council for either sale or rent.
- Fair Funding Review – recognition of additional cost to deliver services in rural areas. District Council Rural Network and lobbying of MPs.
- Collection Fund surplus.
- Business Rates funding growth projection.
- Fees and Charges.
- Funding
- 75% Business Rates retention.
- Parish Council Elections saving over a 4 year period. **L Gore to check figures and confirm to the Panel.**
- New Homes Bonus.
- Internal Drainage Board (IDB) Levies. The Leader advised that the Deputy Chief Executive and him had visited three drainage boards and each board had a different way of calculating the

precept. Currently, some IDBs set their precept after the Borough Council has set the level of Council Tax. The Leader encouraged Members of IDBs to encourage the boards to set their precept in accordance with the required timescale.

- Explanation of £4.50 increase on council tax per year

The Chairman, Councillor Humphrey thanked the Deputy Chief Executive for the presentation.

Councillor Sampson thanked the Chairman for inviting all Panels for the budget presentation but expressed disappointment on the number of Members who were in attendance.

CP79 **2018/2019 Q2 PERFORMANCE MONITORING REPORT AND ACTION REPORT**

The Policy, Performance and Personnel Manager presented the report containing information on the corporate performance monitoring undertaken during Q2 2018/2019, which relates to the period up to 30 September 2018.

Members were reminded that Performance indicators for 2018/2019 had been agreed by Portfolio Holders and Executive Directors as the key performance measures for the year which covered all Directorates. The monitoring report highlighted specific performance issues; where indicators had not met agreed targets they were drawn out into an Action report, which provided additional detail on what actions were being taken to correct performance that had a variance to target.

The Q2 2018/19 monitoring report showed that 54% of targets had been met, and performance had improved against target for 17 indicators.

In response to questions on:

- EP3c - % of decisions on applications for major development that had been overturned at appeal, measured against total number of major applications determined and
- EP3d - % of decisions on applications for non-major development that have been overturned at appeal, measured against total number of non-major applications

And the reasons as to why there was a significant gap, the Policy, Performance and Personnel Manager explained that the decision had been taken to use the national target as a benchmark to just how the planning department were performing. It was suggested that the Council could set itself an alternative target and the Policy, Performance and Personnel Manager undertook to liaise with the Planning Department regarding the reason why the Government target

was used. Councillor Moriarty commented that he felt the Government targets were not useful and that it would be helpful to know the total amount of appeals and the number of those that were lost. It was noted that performance indicators EP6, Ep7 and EP8 had recently been added to the suit of indicators to assist with the provision of this information. Councillor Moriarty suggested than an indicator monitoring the number of appeals were costs were awarded against the Council might be a useful benchmark.

The Chairman, Councillor Humphrey referred to the following indicators:

- EP7 - % of refused applications then appealed/lodged and
- EP8 - % of appeals allowed

and asked why they were marked “to monitor only”. The Policy, Performance and Personnel Manager agreed that a note to explain this would be included in the Q3 report.

The Leader explained that the indicators provided overall policy direction, reminding Members that the Regeneration and Development Panel monitored planning indicators and suggested that the Corporate Performance Panel ask the Regeneration and Development Panel to look at those specific targets and include an item on their future work programme. The Leader informed those present that the Council was not negligent in costs being awarded against the authority. Councillor Moriarty commented that the Planning Committee should look at each application on its own merits before determining a decision. The Chairman, Councillor Humphrey commented that it would be useful to know of any lessons learned as to why appeals were allowed. Councillor Morrison stated that the Planning Committee has recently received training on planning appeals and that very few damages were awarded against the Borough Council.

Following questions from Councillor Kunes on FS4 - % of Business Rates collected against target, the Chief Executive explained that the Q2 collection rate had been affected by a new entry to the rating list with a large rateable value, this had therefore negatively impacted the figures. Although this was first included in July 2018 payment was not received until October 2018. It was explained that from Q3 collection rates should return to target levels.

In response to questions on CE4 – number of new affordable housing completions, the Policy, Performance and Personnel Manager undertook to investigate the possibility of including the number of completions since the beginning of the 2018/2019 year in the next report.

Reference was made to CE6 - % of freedom of information requests given final response within deadline. Councillor Moriarty commented

that it would be useful to know the number of FOI requests received and in relation to which service area of the council. Councillor Moriarty explained that he had been informed that a written FOI request to the planning department had been made but to date no response had been received. In response, the Chief Executive provided an overview of the FOI process and commented that if the request was not labelled as an FOI, then a response would take longer. If an FOI was received then it was recorded and responded to within the 20 day legal requirement.

The Policy, Performance and Personnel Manager commented that the Panel could invite an officer to give a presentation on the FOI process.

RESOLVED: The Panel reviewed the performance monitoring report and agreed the actions outlined in the Action Report.

CP80 **2018/2019 Q2 CORPORATE BUSINESS PLAN MONITORING REPORT**

The Policy, Performance and Personnel Manager presented the Corporate Business Plan monitoring report containing information on the progress made on the key actions up to the end of Quarter 2 2018/19.

The Panel was informed that there were currently 51 agreed actions being undertaken to progress the Council's Corporate Business Plan. The Q2 2018/19 monitoring report indicated that 49 of the actions were progressing well and 2 new key actions had been added.

Members were advised that 27 actions had been completed from Q4 2015/16 to Q2 2018/19.

In response to questions regarding the purpose of the monitoring report, the Policy, Performance and Personnel Manager explained that the information was collected on a quarterly basis from service areas and was subject to a review by Management Team prior to being presented to the Panel. During the review process, if necessary, targets could be adjusted and actions taken if any targets were found not to be on track.

The Chief Executive responded to questions on the construction of the West Winch road and provided background on the funding to enable the design work to be undertaken. It was highlighted that work was at an early stage, but it was anticipated that a planning application would be submitted in the autumn 2019 and the project was currently on track to deliver.

Following questions on the following Corporate Performance Indicators:

- Priority 3: Reduce contamination of recycling to 10.00% by 31 March 2019 (cumulative) and
- Priority 4: Footfall in King's Lynn compared to same quarter in the previous year

The Leader explained that at the recent Town Centre Partnership meeting it had been reported that there was a reduction in the footfall which presented a variance in previous years. The camera on the former Beales building had been removed due to the construction works in that area and those numbers were not recorded. It was therefore assumed that this represented a reduction of between 1% - 2% which was in line with the national average. The Chairman, Councillor Humphrey proposed that an action note be added to explain the variances.

Councillor Moriarty commented that the Portfolio Holder was keen to reduce the level of contamination of recycling and added that the collection vehicles in his ward had inspected the green bins and if there were any contaminated items, they did not empty the recycling bin.

In response to comments made on page 28, key action – implement the King's Lynn town centre action plan not reconciling with the reduction in the town centre footfall, the Policy, Performance and Personnel Manager explained that the information provided came from a number of sources and undertook to cross check the information in the next monitoring report.

The Chief Executive concurred with the comments made by the Leader regarding the loss of the camera on the former Beales building and also referred to the number of vacant retail units in the town centre. The Chief Executive explained that a Future High Streets Fund had been launched on 26 December 2018, which provided funding to assist local authorities to work with retailers to improve the offer in town centres particularly around leisure activities and evening economy. The Borough Council was collating evidence to present a good case for the funding available.

RESOLVED: The Panel reviewed and noted the Q2 2018/19 Corporate Business Plan monitoring report.

CP81 **FORWARD DECISIONS LIST**

The Panel received the Cabinet Forward Decision List.

CP82 **PANEL WORK PROGRAMME 2018/2019**

The Panel noted the work programme.

The Chairman, Councillor Humphrey informed Members that the Town Hall Bar Proposal report scheduled for 19 February 2019 would be deferred until a later date to be advised by the Executive Director, Commercial Services.

CP83 **DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel will take place on 19 February 2019 at 6 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 8.15 pm

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

| | | | |
|-----------------|---|---|----|
| REPORT TO: | Corporate Performance Panel | | |
| DATE: | 19 th February 2019 | | |
| TITLE: | Improving Attainment in West Norfolk – Review of 2018 | | |
| TYPE OF REPORT: | Monitoring | | |
| PORTFOLIO(S): | Leader of the Council | | |
| REPORT AUTHOR: | Becky Box, Policy, Performance and Personnel Manager | | |
| OPEN/EXEMPT | Open | WILL BE SUBJECT TO A FUTURE CABINET REPORT: | No |

REPORT SUMMARY/COVER PAGE

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|---|
| PURPOSE OF REPORT/SUMMARY: |
| <p>Historically the performance of West Norfolk children in key assessments has been, on average, below that of both Norfolk as a whole and England. The Council's 'Improving Educational Attainment programme' utilises second homes funding to support a programme of activities which support educational attainment in West Norfolk. The overriding aim of the programme is to ensure that all young people in West Norfolk receive a good quality education and go on to achieve the best level of qualifications they can.</p> <p>This annual presentation comprises of two sections:</p> <ul style="list-style-type: none"> • Neil Groves, Achievement Adviser, Early Years & Achievement Service, Children's Services will deliver a presentation on the achievement of West Norfolk students at Early Years, Key Stage 2 and Key Stage 4 in 2018 • Becky Box, Policy, Performance & Personnel Manager will deliver a presentation on the activities that have been funded by the Borough Council to support educational attainment during 2018 |
| KEY ISSUES: |
| <p>To receive a presentation on educational achievement in West Norfolk in 2018 and details of the work that has been undertaken by the Borough Council, in partnership with local secondary and primary schools, to support improvements in the results achieved.</p> |
| OPTIONS CONSIDERED: |
| N/A – monitoring report delivered via a presentation. |
| RECOMMENDATIONS: |
| N/A – monitoring report delivered via a presentation. |
| REASONS FOR RECOMMENDATIONS: |
| <p>Members of the Panel have received annual updates previously and have requested an annual update on the 2018 year.</p> |

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

| | | | |
|-----------------|--|---|-----|
| REPORT TO: | Corporate Performance Panel | | |
| DATE: | 19 February 2019 | | |
| TITLE: | Planning Sifting Panel | | |
| TYPE OF REPORT: | Post Implementation Review | | |
| PORTFOLIO(S): | Development | | |
| REPORT AUTHOR: | Stuart Ashworth, Assistant Director – Environment & Planning | | |
| OPEN/EXEMPT | Open | WILL BE SUBJECT TO A FUTURE CABINET REPORT: | Yes |

REPORT SUMMARY/COVER PAGE

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| PURPOSE OF REPORT/SUMMARY: |
| To provide a review of the Planning Sifting Panel after 12 months operation. In addition the detail of what is meant by 'exceptional circumstances' as set out in the original Cabinet report is to be reviewed. |
| KEY ISSUES: |
| To review the effectiveness or otherwise of the operation of the sifting panel for the last 12 months, and to highlight any issues that have arisen. |
| OPTIONS CONSIDERED: |
| <ol style="list-style-type: none"> 1. Continue with the sifting panel - This is the preferred option, given the benefits considered to come from the sifting panel. 2. Discontinue with the sifting panel - Going back to a system where the scheme of delegation is used as a blunt instrument without any sort of discretion is not considered advisable. |
| RECOMMENDATIONS |
| <p>The panel is asked to :</p> <ol style="list-style-type: none"> I) Note the results of the review of the sifting panel which has been operating for 12 months. II) Endorse the continued operation of the sifting panel III) Note the comments made on the issue of 'exceptional circumstances' |
| REASONS FOR RECOMMENDATIONS: |
| The operation of the sifting panel has reduced the amount of applications going to Planning Committee by 19% compared to the previous year. This enables the committee to concentrate better on those applications that do go, and has also helped free up capacity within the section. It is considered that the panel has worked well over the 12 months it has been in operation. |

1.0 Introduction

- 1.1 At the Council meeting of 25 January 2018, it was agreed that a Planning Sifting Panel be set up to consider whether or not applications would need to go to Planning Committee. This did not affect a councillor's ability to call-in any application to committee, which remained in place, albeit slightly amended to ensure members only called-in applications in their own wards (unless exceptional reasons dictated otherwise), and that reasons for calling-in the application were given.
- 1.2 It was also agreed that the sifting panel be reviewed after 12 months of its commencement, as well as a review of the phrase 'exceptional circumstances', with the relevant scrutiny panel invited to carry out the review. The Corporate Performance Panel is the relevant scrutiny panel.
- 1.3 The sifting panel is made up of four councillors and two officers. These are the Chairman and Vice-Chairman of Planning Committee, the portfolio holder for development, another member of the committee on a rotational basis, and the Executive Director – Environment & Planning and the Assistant Director – Environment & Planning.

2.0 Post Implementation Review

- 2.1 There were a number of reasons for setting up the sifting panel. Firstly the borough council determined more applications at committee than neighbouring councils. This was particularly apparent during the relatively recent period when the council did not have a 5 year supply of housing sites, and it should be noted that there is no guarantee the council will not fall into a lack of a 5 year supply scenario in the future. Secondly, each application going to committee requires a specific report which takes time to write, and there is a lot of administration around preparing the agenda and the presentation to committee. It is therefore important that the committee deals with the applications that really need to go, namely the more controversial ones, or those that may be finely balanced thereby requiring further public scrutiny, particularly as members are expected to read the lengthy agendas produced.
- 2.2 It is also important to note that the Government assesses councils on the speed and quality of applications determined, and sets target deadlines for the determination of applications. Taking such a large amount of applications to committee could have an impact on speed, if for example an application has to wait until a committee to be determined. There have also been occasions where a report due to go to a particular committee has had to wait another month for a later one, because officers are dealing with other committee reports first.
- 2.3 For these reasons the sifting panel was established, and has been in operation since March 2018.
- 2.4 A key objective of the sifting panel was to provide a mechanism to allow those applications that would automatically be determined by the Planning Committee under the existing scheme of delegation, to be sifted to see what was considered to be the most appropriate way of determining it; this would either be the committee or through officer delegated powers.
- 2.5 There have been 87 applications that have been taken to the sifting panel in the 12 meetings since March 2018. Of these 41 (47%) were considered appropriate for committee, and 46 (53%) were considered capable of being dealt with under officer delegated powers.

- 2.6 Comparing the number of applications that went to committee in the 12 month period from 5 March 2018 – 4 February 2019 (see table 1 below), against the previous year, it is evident that there was a reduction of 24 applications (19%).

| <i>Time period</i> | <i>Number of applications considered by committee</i> |
|---------------------------------------|--|
| <i>6/3/17 - 5/2/18 (pre sifting)</i> | <i>128</i> |
| <i>5/3/18 - 4/2/19 (post sifting)</i> | <i>104</i> |

Table 1 – Number of applications considered by committee pre and post the sifting panel

- 2.7 Whilst 19% less applications is considered to be a relatively modest reduction compared to the year before, it is considered that this has certainly helped in reducing unnecessary work for officers and indeed members of Planning Committee.
- 2.8 This has also to be offset against the time taken to hold the sifting panels, but this is considered to be relatively modest and overall time has been freed up for officers and the committee's time has been better spent on concentrating on those applications where it can make a real difference.
- 2.9 In terms of a qualitative assessment of how the panel has worked, from an officer point of view it has worked relatively smoothly, and requires a limited amount of administration. Officers take the panel through the application using the electronic file, including third party responses, and using a combination of Google Earth and photos to view the site. The panel then considers whether or not the application would be more appropriately dealt with at committee. The decision of the panel is recorded, and then published. In general through its operation there has only been positive feedback from those that have attended the panel meetings, and it has been useful having other members of the committee attending the meeting, so they can see how it operates. Officers are not aware of negative feedback whilst the panel has been operating.
- 2.10 Before the sifting panel started there was concern about its potential operation, particularly that it was undemocratic and would deprive parish councils of the right to take things to committee. Whilst parish councils no longer have the automatic right for applications to go to committee, the impact on applications going to committee has been relatively low, and there remains the option of Borough Councillors calling in applications if parish councils are so concerned about one. In addition, and as a result of a letter sent to all parish councils expressing serious concerns about the panel, sessions were held with parish councils to explain the need for it. Since then individual meetings have also been held with some parish council representatives, to discuss any particular concerns they had about planning issues, including sifting. One issue that has come out of one of these meetings is the publication of the results of the sifting panel, which is now available to view on the borough council's website.

- 2.11 In officers opinion one point that has been evident during the operation of the panel is that if there is any doubt about an application, then generally the panel err on the side of caution, and recommend an application go to committee.
- 2.12 It was considered at the time of making changes to the scheme of delegation, that it was right and proper that only ward members should be calling in applications in their own wards. However there could be 'exceptional circumstances' which meant a councillor from another ward would call in an application to committee. This was written into the scheme of delegation.
- 2.13 During the passage of the changes to the scheme of delegation (including sifting panel) through the council processes, specific questions were raised about the application of the term 'exceptional circumstances', when referring to the issues that may lead to a councillor being allowed to call-in an application in a ward other than their own. Part of the resolution therefore was to review this term at the same time as reviewing the sifting panel.
- 2.14 However this particular issue has not come up within the last 12 months. Examples of exceptional circumstances were originally considered to be circumstances such as a pecuniary or other interest where the ward member feels that he or she should not become involved in an application, and therefore asks another member to deal with it on their behalf. There will always be some judgement to be made on the validity of call-ins using exceptional circumstances, and that judgement would need to be exercised by the Executive Director – Environment and Planning, in consultation with the Chairman of Planning Committee.

3.0 Issues for the Panel to Consider

- 3.1 The panel may wish to consider the impact of the sifting panel in terms of the reduction in numbers that have gone to committee and any implications of that.
- 3.2 The panel may also wish to consider the alternative which will be going back to the former system and removing the sifting panel, or indeed other alternatives.
- 3.3 The panel may also wish to consider the application of the term exceptional circumstances, and whether further guidance is needed, in reference to councillors calling-in applications in another councillor's ward.

4.0 Corporate Priorities

- 4.1 Relevant corporate priorities are considered to be:

Priority 1: Provide important local services within our available resources

Priority 2: Drive local economic and housing growth

5.0 Financial Implications

- 5.1 There will be minimal financial costs associated with the operation of the panel itself.

6.0 Any other Implications/Risks

- 6.1 The main risk is a potential negative impact on performance targets if there is no mechanism to sift applications, and the number of applications automatically going to committee increases.

7.0 Equal Opportunity Considerations

- 7.1 None

8.0 Consultation

- 8.1 Consultation has taken place with the Portfolio Holder – Development, and the Chairman of Planning Committee.

9.0 Conclusion

- 9.1 It is considered that the sifting panel has in general worked well, and it is not considered to have had the negative impact originally feared by some parish councils. The number of applications going to committee since the panel has been in operation was 19% lower than compared to the year before, which is not a huge amount, but nevertheless has helped with capacity issues in the department. The sifting panel is also considered to be a more refined approach to considering the suitability of applications going to committee, compared to the rather blunt way of dealing with it previously.
- 9.2 It is considered that the sifting panel should continue to operate on the same basis as it does now.

10.0 Background Papers

Previous Cabinet report on the Planning Scheme of Delegation (28 November 2017)
Planning Scheme of Delegation

FORWARD DECISIONS LIST

| Date of meeting | Report title | Key or Non Key Decision | Decision Maker | Cabinet Member and Lead Officer | List of Background Papers | Public or Private Meeting |
|------------------------|-----------------------------------|--------------------------------|-----------------------|--|----------------------------------|---|
| 5 February 2019 | Budget 2019/20 | Key | Council | Leader Deputy Chief Executive | | Public |
| | Capital Programme 2019/20 | Key | Council | Leader Deputy Chief Executive | | Public |
| | Local Plan Review | Key | Cabinet | Development Exec Dir – G Hall | | Public |
| | Leisure Provision | Key | Cabinet | Culture Heritage and Health Exec Dir – C Bamfield | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| 18 | Custom and Self Build Action Plan | Non | Cabinet | Chief Executive | | Public |

| Date of meeting | Report title | Key or Non Key Decision | Decision Maker | Cabinet Member and Lead Officer | List of Background Papers | Public or Private Meeting |
|------------------------|---|--------------------------------|-----------------------|--|----------------------------------|--|
| 26 March 2019 | Review of operation of Planning Sifting Panel | Non | Cabinet | Development Exec Dir – G Hall | | Public |
| | Management Re-Structure | Non | Cabinet | Leader Chief Executive | | Private - Contains exempt Information under para 1 – information relating to the business affairs of any person (including the |

| | | | | | | |
|----|--|-----|---------|---|--|---|
| | | | | | | authority) |
| | Strategic Property Acquisition | Key | Cabinet | Corporate Projects and Assets Exec Dir - C Bamfield | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| 19 | Nelson Quay King's Lynn - Planning and Delivery | Key | Cabinet | Corporate Projects and Assets Exec Dir - C Bamfield | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| | Proposed Enforced Sales case & future procedures | Non | Cabinet | Development Exec Dir – G Hall | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| | Development Options - Hunstanton | Key | Council | Performance and Economic Development Exec Dir - C Bamfield | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |

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|----|---|-----|---------|--|--|---|
| | Hunstanton Coastal Management Plan | Key | Cabinet | Environment Exec Dir – G Hall | | Open |
| | Major Housing Phase 3 – Enabling Work for Lynnsport 1 | Key | Council | Corporate Projects and Assets Exec Dir - C Bamfield | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| | Major Housing Project 2 | Key | Council | Corporate Projects and Assets Exec Dir - C Bamfield | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| 20 | Risk Management Policy and Strategy Review | Non | Council | Leader Exec Dir Central and Community Services | | Public |
| | Record Retention & Disposal Policy Review | Non | Council | Leader Exec Dir Central and Community Services | | Public |
| | Notice of Motion 1/19 from Councillor C Joyce | Non | Council | Leader Chief Executive | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |

| Date of meeting | Report title | Key or Non Key | Decision Maker | Cabinet Member and Lead Officer | List of Background | Public or Private Meeting |
|-----------------|--------------|----------------|----------------|---------------------------------|--------------------|---------------------------|
|-----------------|--------------|----------------|----------------|---------------------------------|--------------------|---------------------------|

| | | Decision | | | Papers | |
|--------------|--|-----------------|---------|--|---------------|---|
| 18 June 2019 | | | | | | |
| | Strategic Property Acquisition | Key | Cabinet | Corporate Projects and Assets Exec Dir - C Bamfield | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| 21 | Difficult to Deliver Site – Hunstanton – Housing With Care | Key | Council | Corporate Projects and Assets Exec Dir - C Bamfield | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |
| | Nar Ouse Enterprise Zone Implementation & Delivery | Key | Council | Corporate Projects and Assets Exec Dir - C Bamfield | | Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority) |

| Date of meeting | Report title | Key or Non Key Decision | Decision Maker | Cabinet Member and Lead Officer | List of Background Papers | Public or Private Meeting |
|------------------------|---------------------|--------------------------------|-----------------------|--|----------------------------------|----------------------------------|
| 6 August 2019 | | | | | | |

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2018/2019

| DATE OF MEETING | TITLE | TYPE OF REPORT | LEAD OFFICER | OBJECTIVES AND DESIRED OUTCOMES |
|-----------------|---|----------------------------|--------------|--|
| 21 May 2018 | OneVu - Update | Update | H Howell | To provide the Panel with an update report. |
| 21 May 2018 | Exempt Report: Major Project – King’s Court Accommodation | Post Evaluation of Project | M Henry | |
| 21 May 2018 | Nomination to Outside Bodies and Partnerships – Hunstanton Sailing Club Development Sub-Committee | Annual | | To nominate a Councillor on an annual basis to serve on the Hunstanton Sailing Club Development Sub-Committee |
| | | | | |
| 17 July 2018 | Performance Indicator C02 Total of waste recycled and composted (tonnage). | Monitor | B Brandford | The Panel at their meeting on 5 April identified Performance Indicator C02 as a presentation from the relevant officer. |
| 17 July 2018 | 2017/2018 Full Year Performance Monitoring Report and Action Report | Monitoring | B Box | To review the report and in particular the Action Report. Members are also asked to agree the actions outlined in the Action Report. |
| 17 July 2018 | Corporate Performance Monitoring – Target Setting for 2018/2019 | Monitoring | B Box | To review and suggest any new targets. |
| 17 July 2018 | 2018/2019 Q4 Corporate Business Plan Monitoring Report | Monitoring | B Box | The Panel are invited to review the Q4 2016/2017 Corporate Business Plan Monitoring Report. |

| DATE OF MEETING | TITLE | TYPE OF REPORT | LEAD OFFICER | OBJECTIVES AND DESIRED OUTCOMES |
|-------------------|---|----------------|---|--|
| 17 July 2018 | Review of effect of closure of Downham Market and Hunstanton Area Offices | Review | H Howell | |
| 10 September 2018 | Hunstanton Lawn Tennis Courts | | C Bamfield | Item requested by Councillor R Bird |
| 10 September 2018 | Council Tax Discounts – Empty Property Premium 2019/2020 | | J Stanton | |
| 10 September 2018 | Equalities Update | Update | B Box | The Panel to receive an annual update. |
| 10 September 2018 | Employment Monitoring Figures – Annual Report | To note only | B Box | |
| 10 September 2018 | Exempt Report: Update on Hunstanton Sailing Club | Update | Borough Council's Representative – Councillor Paul Beal | At their meeting on 19 December 2017 the Panel resolved to receive a further update. |
| 22 October 2018 | Q1 2018/2019 Performance Monitoring Report and Action Report | Monitoring | B Box | To review the report and in particular the Action Report. Members are also asked to agree the actions outlined in the Action Report. |

| DATE OF MEETING | TITLE | TYPE OF REPORT | LEAD OFFICER | OBJECTIVES AND DESIRED OUTCOMES |
|------------------|--|---|-----------------------------------|--|
| 22 October 2018 | <u>Exempt Report</u> Refit | Update | N Gromett | |
| 22 October 2018 | Annual Sickness Monitoring Report | Annual | B Box | |
| 22 October 2018 | Formal Complaints against the Borough Council 1 April 2017 – 31 March 2018 | Annual | R Harding | Report to be published on the Borough Council's Website/Insite |
| | | | | |
| 27 November 2018 | Council Tax Support: Final Scheme for 2019/2020 | Policy Development | J Stanton | Update following consultation period. To agree the final Council Tax Support Scheme for 2018/2019. |
| 27 November 2018 | Hunstanton Recreation Group and Lawn Tennis Courts - Update | ON THE ADVICE OF C BAMFIELD, EXECUTIVE DIRECTOR THIS ITEM HAS BEEN DEFERRED. A FURTHER REPORT WILL BE PRESENTED AT A FUTURE MEETING – C BAMFIELD TO ADVISE OF DATE | | |
| 27 November 2018 | Annual Communications Update | Annual Update | S Clifton H Howell A Howell | To provide the Panel with an annual update and an opportunity to ask questions. |
| | | | | |
| 30 January 2018 | Budget | | L Gore | |
| 30 January 2019 | 2018/2019 Q2 Performance Monitoring Report and Action Report | Monitoring | B Box | To review the report and in particular the Action Report. Members are also asked to agree the actions outlined in the Action Report. |

| DATE OF MEETING | TITLE | TYPE OF REPORT | LEAD OFFICER | OBJECTIVES AND DESIRED OUTCOMES |
|------------------|---|----------------|---|--|
| 30 January 2019 | 2018/2019 Q2 Corporate Business Plan Monitoring Report | Monitoring | B Box | The Panel are invited to review the Q4 2018/2019 Corporate Business Plan Monitoring Report. |
| 19 February 2019 | Presentation on Improving Attainment in West Norfolk | Annual Update | B Box N Groves, NCC | To provide an update on the Improving Attainment in West Norfolk. |
| 19 February 2019 | Review of Operation of Planning Sifting Panel | Review | S Ashworth | |
| 3 April 2019 | Exempt Report: Update on Hunstanton Sailing Club | Update | Borough Council's Representative – Councillor Paul Beal | At their meeting on 10 September 2018 the Panel resolved to receive a further update (six months) |
| 3 April 2019 | Presentation on retail units in King's Lynn Town Centre/ To include performance indicators relating to industrial and commercial portfolio | Update | M Henry | To provide the Panel with an update. |
| 3 April 2019 | 2017/2018 Q3 Performance Monitoring and Action Report | Monitoring | B Box | To review the report and, in particular, the Action Report. Members are also asked to agree the actions outlined in the Action Report. |

Forthcoming items to be programmed

Monitoring of Corporate Projects/Evaluation:

- Procurement Strategy (Cabinet on 17 April 2018 – That the Corporate Performance Panel be invited to consider monitoring the performance of the policy going forward).
- IDOX Project – H Howell
- Refit Project – N Gromett (ongoing monitoring)
- Hunstanton Recreation Group and Lawn Tennis Courts – Update – C Bamfield, Executive Director to advise of date
- Town Hall Bar Proposal - C Bamfield, Executive Director to advise of date
- Freedom of Information process – Eastlaw to advise of date