

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



Corporate Performance Panel

Agenda

**Monday, 10th June, 2019
at 6.00 pm**

in the

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



King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX
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Date Not Specified

Dear Member

Corporate Performance Panel

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Monday, 10th June, 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 for the Municipal Year 2019/2020

2. Apologies

3. Minutes (Pages 6 - 10)

To approve the minutes from the Corporate Performance Panel held on 3 April 2019.

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 Freedom of Information Procedure

Presentation from Cara Jordan - Eastlaw

9. Cabinet Forward Decision List (Pages 11 - 15)

10. Nominations to Outside Bodies and Partnerships - Hunstanton Sailing Club Development Sub Committee (Pages 16 - 17)

11. Panel Work Programme 2019/2020 (Pages 18 - 21)

To note the Committee's Work Programme for 2019/2020.

12. Date of Next Meeting

To note that the date of the next meeting of the Corporate Performance Panel will take place on 22 July 2019.

To:

Corporate Performance Panel: B Ayres, P Beal, J Collop, S Dark (Chairman), Mrs A Dickinson, C Hudson, H Humphrey, C Manning, J Moriarty, D Pope, C Rose and D Tyler

Portfolio Holders:

Cllr Kunes – Item 8

Management Team Representatives:

Debbie Gates, Executive Director Head of Central & Community Services

Lorraine Gore, Executive Director

Ray Harding, Chief Executive

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

Cara Jordon – Item 8

Executive Directors
Press

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

CORPORATE PERFORMANCE PANEL

**Minutes from the Meeting of the Corporate Performance Panel held on
Wednesday, 3rd April, 2019 at 6.00 pm in the Council Chamber - Town Hall,
Saturday Market Place, King's Lynn PE30 5DQ**

PRESENT: Councillor H Humphrey (Chairman)
Councillors J Collop, C Manning, A Morrison, T Tilbrook and D Tyler

Portfolio Holder:

Councillor B Long, Mershe Lande WardLeader

Officers:

Becky Box - Policy, Performance and Personnel Manager

Matthew Henry – Property Services Manager

Fiona Heubeck - Valuer

CP96 **APOLOGIES**

Apologies for absence were received from Councillors B Ayres, P Beal, G Howman, P Kunes and J Moriarty.

CP97 **APPOINTMENT OF VICE-CHAIRMAN FOR THE REMAINDER OF THE MUNICIPAL YEAR**

RESOLVED: That Councillor D Tyler be appointed Vice-Chairman for the remainder of the Municipal Year.

CP98 **MINUTES**

The minutes of the meeting held on 19 February 2019 were agreed as a correct record and signed by the Chairman.

CP99 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CP100 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

CP101 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

There were no Members present under Standing Order 34.

CP102 **CHAIRMAN'S CORRESPONDENCE**

There was no Chairman's correspondence.

CP103 **2018/2019 Q3 PERFORMANCE MONITORING AND ACTION REPORT**

The Policy, Performance and Personnel Manager explained that data had dropped out of the report and highlighted the omissions as set out below:

- CC6: Q3 2018/2019 status column should have √, versus this time last year column should have upwards arrow.
- EP4: Q3 2018/2019 status column should have √, versus this time last year column should have downwards arrow.

The Policy, Performance and Personnel Manager presented the corporate performance monitoring report undertaken during Q3 2018/2019.

The Panel was reminded that 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.

Members were advised that the Q3 2018/2019 monitoring report showed that 50% of targets have been met, and performance had improved against target for 17 indicators.

The key points from the Corporate Performance Monitoring Report Q3 2018/2019 were outlined as set out in the report.

In response to a question regarding indicator CO5: % of rent achievable on retail/general units, the Property Services Manager advised that a small number of town centre retail units were within the Council's ownership. However, the Panel was informed that there were a number of initiatives being developed to address the issue of empty units within the town centre. The Borough Council was in the process of submitting a bid to the Future High Streets Fund which could assist in initiatives to reduce the number of vacant retail units. The Property Services Manager explained that the Borough Council had converted office space into temporary living accommodation which had reduced the amount spent on Bed and Breakfast.

Following a question on indicator CE1: Number of suspected licensable Houses in Multiple Occupation, the Policy, Performance and Personnel Manager explained that there had been a change in legislation and that all Houses in Multiple Occupation would require re-

inspection. The Policy, Performance and Personnel Manager undertook to ascertain additional information with regard to this indicator and circulate a response to the Panel.

In response to a question relating to indicator CE2: Number of people presenting to Housing Options team for a service, the Policy, Performance and Personnel Manager explained that this was a new target and undertook to ascertain further information and circulate a response to the Panel.

Following comments on indicator CE4: Number of affordable housing completions being an annual target rather than a quarterly one, the Leader, Councillor Long explained that the number of completions was recorded throughout the year and that there was a fluctuation within the housing delivery. The Policy, Performance and Personnel Manager explained that the quarterly figures could be included within the notes column in future reports.

In response to a question relating to indicator CE8: % of residents who take part in sport and physical activity as measured by the Sport England Active Lives Survey, the Leader, Councillor Long explained that the Borough Council's sports venues promoted fitness activities and added that Alive West Norfolk would look to develop fitness activities in the rural areas of the Borough. The Chairman, Councillor Humphrey commented that benchmarking was a helpful exercise, the Policy, Performance and Personnel Manager advised that the data was available in a national report. Councillor Collop added that the Borough Council made every effort to raise awareness of the importance to keep fit and gave an example of the GEAR 10k run.

The Leader, Councillor Long referred to the Active Life Survey and explained that a number of people in councils across the Council took part in the survey and provided an example of the types of questions which were asked. The Policy, Performance and Personnel Manager explained that that the definition within the survey of a fitness activity was – 30 minutes of activity undertaken a number of times per week. The Policy, Performance and Policy Manager undertook to clarify the definition and forward a response to the Panel

Following comments on indicators CO1a: Average response time for removal of fly-tips (days) and C01b: Number of fly-tipping incidents, the Leader, Councillor Long advised that the Council collected any fly-tipping within a day of an incident being reported and added that the Council worked extremely hard to maintain the target set. With regard to the reduction in the number of fly-tipping incidents, the Leader explained that contrary to the adverse publicity regarding the introduction of a charge for disposal of trade waste, the performance for quarter 4 was on target.

The Chairman, Councillor Humphrey asked what other measures were being taken to discourage fly-tipping. In response, the Leader

explained that successful prosecutions by the Council for the offence of fly-tipping was published on the Borough Council's website and also made reference to the recent campaign on disposal of trade waste. The Borough Council also provided clear information to the public on where waste could be disposed of.

In response to questions relating to C010b: Number of residential houses sales completed – Lynnsport and the Council's financial targets and speed units were being built, the Leader, Councillor Long suggested that the Portfolio Holder and relevant officers involved in residential development be invited to a future Panel meeting to give a presentation and overview of the projects being undertaken. The Chairman, Councillor Humphrey commented that it would be useful if a comment could be added in the note column to explain the reason for the delay.

Following questions on indicators EP3a: Processing of major development applications and EP3d % of decisions on applications for non-major development that have been overturned at appeal, measured against total number of non-major applications determined, the Policy, Performance and Personnel Manager explained that these two indicators were set by national targets. Following further comments, the Policy, Performance and Personnel Manager undertook to find out further information on the government set targets.

Councillor Collop referred to indicators FS2: % of supplier invoices paid within 30 days and FS3: % of local supplier invoices paid within 10 days and commented that he was pleased to see the Council paying local suppliers within a short timescale.

In response a question from the Chairman on indicator FS6: % of Council Tax collected against target, the Policy, Performance and Personnel Manager explained that the timing of new property bandings by the Valuation Office had had an impact on performance data. It was noted that taxpayers had an option to pay by 10 or 12 monthly instalments.

RESOLVED: The Panel:

- 1) Reviewed the Performance Monitoring Report.
- 2) Agreed the actions outlined in the Action Report.

CP104 **CABINET FORWARD DECISIONS LIST**

The Panel noted the Forward Decisions List.

CP105 **PANEL WORK PROGRAMME 2019/2020**

The Panel noted the work programme.

Members were advised of the reasons why the Hunstanton Sailing Club progress report had been re-scheduled to 10 June 2019 panel meeting.

CP106 **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED: That under Section 100(A) of the Local Government Act, 1982, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Part 1 of Schedule 12A to the Act.

CP107 **PRESENTATION ON RETAIL UNITS IN KING'S LYNN TOWN CENTRE**

The Panel received a briefing on Property Services' Key Performance Indicators and the results over the last year. These relate to the performance of the Borough Council's Industrial and Retail properties, the income produced and occupation levels. There will also be reporting on whether the set targets have been met, and the factors that have affected their performance over the last year.

The Valuer and Property Services Manager responded to questions and comments from the Panel in relation to:

- Hunstanton Bus Station proposal.
- Provisions within contracts for retail and industrial units.
- Overall return on assets.
- Yield rates.
- Hardship relief.
- Ways to encourage visitors and shoppers to the town centre.
- Retail shopping trends.
- Ideas for use of empty retail units.
- Income received on industrial units.

RETURNED TO OPEN SESSION

CP108 **DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel will be held on 10 June 2019 at 6 pm in the Council Chamber, Town Hall, Saturday Market Place, King's Lynn.

The meeting closed at 7.14 pm

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
18 June 2019						
	Appointments to Outside Bodies	Non	Cabinet	Leader Chief Executive		Public
	Appointments to Joint Safety & Welfare Cttee, Joint Employee Committee and Task Group	Non	Cabinet	Leader Chief Executive		Public
11	Cinema Development Tender arrangements	Key	Cabinet	Culture, Heritage & Health Exec Dir – C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	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)
	Major Projects Board Terms of Reference	Non	Cabinet	Leader Chief Executive		Public
	Revenue Outturn	Key	Cabinet	Leader Deputy Chief Executive		Public
	Capital Outturn	Key	Cabinet	Leader Deputy Chief Executive		Public

	Food and Garden Waste Treatment – Procurement	Non	Cabinet	Environment C Bamfield – Exec Dir		Public
	King’s Lynn Area Consultative Committee	Non	Council	Leader Chief Executive		Public
	Management of the KLIC building	Non	Cabinet	Leader Chief Executive		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	KLIC External Enquiry – Terms Of Reference, Selection Of Chair	Non	Council	Leader Chief Executive		Public
	Amendments to the Scheme of Delegation	Non	Council	Leader Chief Executive		Public
12	Council Governance	Non	Council	Leader and 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
6 August 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)

	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)
ω	Audit Committee effectiveness	Non	Cabinet	Leader Deputy Chief Executive		Public
	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)
	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)

	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)
	Hunstanton Coastal Management Plan	Key	Cabinet	Environment Exec Dir – G Hall		Public
	Heritage Action Zone – Unlocking Brown Field Sites and Chapel Street	Key	Cabinet	Project Delivery Exec Dir- C Bamfield		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
14	Capital Strategy	Key	Council	Leader Deputy Chief Executive		Public
	Waste Contract Procurement (if no negotiation needed)	Key	Cabinet	Environment C Bamfield – Exec Dir		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
24 September 2019						
	Cinema Development Tender Results	Key	Cabinet	Culture, Heritage & Health 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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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
12 November 2019						

POLICY REVIEW AND DEVELOPMENT PANEL REPORT

REPORT TO:	Corporate Performance Panel		
DATE:	10 th June 2019		
TITLE:	Nominations to Outside Bodies and Partnerships – Hunstanton Sailing Club Development Sub Committee		
TYPE OF REPORT:	Operational		
PORTFOLIO(S):	Leader – Councillor Brian Long		
REPORT AUTHOR:	Rebecca Parker		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	NO

REPORT SUMMARY/COVER PAGE

PURPOSE OF REPORT/SUMMARY:
<p>The Panel is invited to nominate a representative as an observer only to participate in the outside bodies and partnerships which fall within the Corporate Performance Panel's remit; Hunstanton Sailing Club Development Sub Committee.</p> <p>A request has been received from the Sailing Club that the representative/observer serve for a four year term, rather than be re-appointed on an annual basis. The Panel are asked to consider the change in term.</p>
RECOMMENDATIONS:
<ol style="list-style-type: none"> 1. That a nomination for an observer only be made by the Panel. 2. That the reporting arrangements be noted, as shown in the report. 3. The Panel to consider if the member should be appointed for a four year term. 4. That Council be requested to approve the nomination made by the Panel.
REASONS FOR RECOMMENDATIONS:
To ensure continued involvement in the community by the Council

1.0 BACKGROUND

1.1 The Cabinet at its meeting on 18th June 2019 will confirm a number of Cabinet appointments to outside bodies and partnerships. Further appointments will be made by the Council on 4th July 2019 in the following categories:

- Scrutiny and regulatory roles
- Parish level representation, parished and unparished areas
- General appointments

2.0 INSURANCE COVER FOR BOROUGH COUNCILLORS

2.1 The Council's insurance will indemnify any employee or member arising from their service on the board or participation in the capacity of governor, officer, trustee, director, committee member or other official of any not-for profit entity other than the insured.

Provided always that:

- a) The service or participation by the employee or member is specifically requested by or under the specific direction of the insured.
- b) The insured is legally entitled to approve the service or participation and to indemnify the employee or member in respect of it.
- c) Any payment will only be made by the insurer for an amount in excess of any indemnification or insurance coverage provided by the not-for-profit entity or afforded from any other source and to which the employee or member is entitled.

2.2 When a member is appointed to serve on an outside body, they should also ensure that as well as completing the Register of Financial and Other Interest form, they should complete the annual "Related Party Transactions form", with the details of those bodies on which they serve.

3.0 FEEDBACK FROM MEMBERS ON OUTSIDE BODIES

3.1 The Corporate Performance Panel 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.

4.0 APPOINTMENT OF REPRESENTATIVES

4.1 The Panel is invited to nominate a representative to participate on Hunstanton Sailing Club Development Sub Committee for the four year period 2019/2023. Currently the position is vacant.

5.0 FINANCIAL IMPLICATIONS

5.1 Mileage and subsistence allowances for Councillor attending meetings.

6.0 ACCESS TO INFORMATION

Current lists of member representation

CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2019/2020

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
10 June 2019	Appointment of Vice-Chairman			
10 June 2019	Presentation on Freedom of Information Procedure	Presentation	C Jordan Eastlaw	To inform the Panel of the Council's Freedom of Information Procedure
10 June 2019	Draft Council Tax Support Scheme for 2020/2021	Policy Development	J Stanton	To present the draft Council Tax Support Scheme for 2020/2021.
10 June 2019	Nominations to Outside Bodies and Partnerships – Hunstanton Sailing Club Development Sub Committee	Operational		The Panel is invited to nominate a representative as an observer only to participate in the outside bodies and partnerships which fall within the Corporate Performance Panel's remit; Hunstanton Sailing Club Development Sub Committee.
22 July 2019	<u>Exempt Report</u> Hunstanton Sailing Club	Update		Tony Devenish from Hunstanton Sailing Club to provide an overview on how the Club have not met their criteria.
22 July 2019	<u>Exempt Report:</u> Refit Project	Monitoring	N Gromett	To receive an annual update to advise the Panel of savings achieved.
22 July 2019	2018/2019 Full Year Corporate Performance Monitoring 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.

22 July 2019	Q4 2018/2019 Corporate Business Plan Monitoring Report	Monitoring	B Box	The Panel are invited to review the Q4 2018/2019 Corporate Business Plan Monitoring Report.
22 July 2019	Corporate Performance Monitoring – Target Setting for 2019/2020	Monitoring	B Box	To review and suggest any new targets.
9 September 2019	Equalities Update	Update	B Box	To Panel to receive an annual update.
9 September 2019	Employment Monitoring Figures – Annual Report	Annual	B Box	
21 October 2019	Formal Complaints against the Borough Council 1 April 2018 – 31 March 2019 The number of compliments received also to be reported.	Annual	R Harding	Report to be published on the Borough Council's Website/Insite
21 October 2019	Annual Sickness Monitoring Report	Monitoring	B Box	To receive the annual monitoring report.
21 October 2019	Q1 2019/2020 Corporate Performance Monitoring 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.

26 November 2019	Council Tax Support: Final Scheme for 2020/2021	Policy Development	J Stanton	Update following consultation period. To agree the final Council Tax Support Scheme.
28 November 2019	Annual Communications Update	Annual Update	S Clifton H Howell A Howell	To provide the Panel with an annual update.
13 January 2020	Q2 2019/2020 Corporate Performance Monitoring 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.
13 January 2020	Q2 2019/2020 Corporate Business Plan Monitoring Report	Monitoring	B Box	The Panel are invited to review the Q2 2019/2020 Corporate Business Plan Monitoring Report.
25 February 2020	Presentation on Improving Attainment in West Norfolk	Annual Update	B Box	To provide an update on the Improving Attainment in West Norfolk.
7 April 2020	Q3 2019/2020 Corporate Performance Monitoring 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).
- Refit Project – N Gromett (ongoing monitoring on an annual basis – July each year)

- Town Hall Bar Proposal – C Bamfield
- Corporate Business Plan – B Box
- Post Implementation Reviews of Major Projects and Policy Changes