

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



# **Corporate Performance Panel**

## **Agenda**

Wednesday, 3rd June, 2020  
at 3.00 pm

in the

Remote Meeting on Zoom and available for  
the public to view on WestNorfolkBC on You  
Tube



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

26 May 2020

Dear Member

**Corporate Performance Panel**

You are invited to attend a meeting of the above-mentioned Panel which will be held on **Wednesday, 3rd June, 2020 at 3.00 pm** in the **Remote Meeting on Zoom and available for the public to view on WestNorfolkBC on You Tube - Zoom and You Tube** to discuss the business shown below.

Yours sincerely

Chief Executive

**AGENDA**

**1. Appointment of Vice-Chair**

**2. Apologies**

**3. Minutes (Pages 5 - 11)**

To approve the minutes from the Corporate Performance Panel held on 2 March 2020.

**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 a decision on that item is taken.

**7. Chairman's Correspondence (if any)**

**8. Officer Update - current situation and impact on the Panel Work Programme**

The Assistant Director, Central Services will give an update.

**9. Procurement Awareness (Pages 12 - 28)**

The Panel will receive a presentation from the Procurement Officer.

**10. Q3 2019/2020 Corporate Performance Monitoring Report (Pages 29 - 38)**

**11. Cabinet Report: Proposed Virtual Meetings Standing Order Amendments (Pages 39 - 82)**

**12. Cabinet Forward Decisions List (Pages 83 - 86)**

**13. Work Programme (Pages 87 - 90)**

To note the Panel's Work Programme.

**14. Date of Next Meeting**

To note that the date of the next meeting of the Corporate Performance will take place on 22 July 2020.

To:

**Corporate Performance Panel:** Councillors B Ayres, P Beal, J Collop, A Dickinson, C Hudson, H Humphrey, C Manning, J Moriarty, S Nash, C Rose and D Tyler

**Portfolio Holders:**

Councillor B Long, Leader

**Officers:**

Alexa Baker, Solicitor

Becky Box, Assistant Director

Tony Hague, Procurement Officer

Honor Howell, Assistant to the Chief Executive

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

**CORPORATE PERFORMANCE PANEL**

**Minutes from the Meeting of the Corporate Performance Panel held on Monday, 2nd March, 2020 at 6.00 pm in the Council Chamber - Town Hall, Saturday Market Place, King's Lynn PE30 5DQ**

**PRESENT:** Councillor S Dark (Chair)  
Councillors P Beal, F Bone, M de Whalley, A Dickinson, H Humphrey, A Kemp, C Manning, J Moriarty, C Morley, S Nash, T Parish, C Rose and D Tyler

**Portfolio Holders**

Councillor B Long, Leader

**Officers:**

Becky Box, Assistant Director Central Services  
Jo Stanton, Revenues and Benefits Manager  
Dave Robson, Environmental Services Manager

CP83 **APOLOGIES**

An apology for absence was received from Councillor B Ayres.

CP84 **MINUTES**

The minutes of the Corporate performance Panel held on 13 January 2020 were agreed as a correct record and signed by the Chair.

CP85 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

CP86 **URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

CP87 **MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors F Bone, M de Whalley, A Kemp, C Morley and T Parish for all items.

CP88 **CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

CP89 **PRESENTATION ON IMPROVING ATTAINMENT IN WEST NORFOLK**

The Panel received a presentation from Neil Groves, Education and Early Years Service, Norfolk County Council and Becky Box, Assistant Director Central Services.

Officers responded to questions from the Panel in relation to:

- Embedding new practice vision and ways of working to achieve consistently high quality – Ofsted inspection due end of 2020 or early 2021. N Groves advised that this key issue was in relation to social care and undertook to email the information to the Panel.
- An overview of how to drive up attainment levels.
- Languages available in schools – French, German, Spanish, Latin. The offer of languages would be an area to focus on. It was highlighted that the language offer varied from school to school.
- Overview of requirements for Ofsted Inspections.
- Provision in schools for students where English was not their first language.
- Attendance rates within both primary and secondary schools.
- Education provision in both private and mainstream schools.
- Progress from starting points in relation to middle level attainers.
- Support available for lowest attainment students.
- Transition arrangements from Primary to Secondary Schools.
- Teacher recruitment in Norfolk and nationally and access to teacher training school within Norfolk.
- Provision in school for higher achiever pupils. It was noted that the support varied in each school.
- Overview of the working undertaken by the Borough Council to support the education service provided by Norfolk County Council.
- How schools could access PiXL funding, who was a not for profit organisation.
- Physical education activities – the national curriculum allows access to a physical activity once a week.
- Support for pupils with mental health issues.
- Raising student aspirations.
- School budgets.
- Other school initiatives such as theatre trips and cultural activities.
- Borough Council's role in providing support to the education authority. It was noted that the Borough Council used Second Homes Money to deliver the Improving Attainment Programme to support specific projects.
- Parental engagement.

- Learning Catalyst Programme to be relaunched by the Borough Council.

The Leader explained that the council did not have a Portfolio Holder for Education, but the Borough Council provided support in a number of ways to improve attainment in the west and congratulated the Assistant Director, Central Services and her team on the improving attainment programme.

The Chair thanked officers for attending and giving an informative annual update.

**RESOLVED:** 1) The Panel to receive an annual update in 2021.

2) N Groves to forward the following information for circulation to the Panel:

- Draft Strategic Overview of King's Lynn and West Norfolk.
- Embedding new practice vision in relation to social care.

The Committee had a comfort break at 7.35 pm and reconvened at 7.41 pm.

CP90

### **CALL-IN - KING'S LYNN TRANSPORT STUDY**

The Chair outlined the background to the call-in by Councillor Moriarty and drew the Panel's attention to the ruling made by the Chief Executive as set out below:

"The call-in is valid in respect of Standing order 12.4(d):

Recommendations 2 and 3 to Cabinet 4 February 2020 from the Regeneration and Development Panel meeting held on 28 January 2020 as published as the supplementary item to the Cabinet agenda were not taken into account in making the decision:

The Chair explained that the debate on the call-in would only focus on Recommendations 2 and 3 and not the Transport document and wider issues.

The Chair then outlined the procedure that would be followed set out at section 5 of the report and advised Members that if any Councillor deviated from the specific reason for the call-in, then he would reserve the right to bring the meeting back to order.

The Chair invited Councillor Moriarty to present the call in of Cabinet Decision on the King's Lynn Transport Study.

Councillor Moriarty addressed the Panel and outlined the reasons for the call in of the Cabinet Decision, welcomed the King's Lynn Transport document and congratulated the Leader and Portfolio Holder for the work undertaken in collaboration with Norfolk County Council. Councillor Moriarty stated that the recommendations from the Regeneration and Development Panel were not read out in the Cabinet meeting.

Councillor Moriarty commented that in his view, the Transport Strategy itself had never been voted on, and the Cabinet only voted on how some steps might be implemented, not on the strategy itself.

The Chair invited Councillor de Whalley to address the Panel.

Councillor de Whalley addressed the Panel and outlined four reasons why he had supported the call-in. The reasons outlined by Councillor de Whalley were not specific to the recommendations to Cabinet from the Regeneration and Development Panel.

The Chair stated that the comments made by Councillor de Whalley did not address the specific reasons for the call-in.

The Chair invited Councillor Kemp to address the Panel.

Councillor Kemp addressed the Panel and provided an overview why she had supported the call-in. The reasons outlined by Councillor Kemp were not specific to the call-in.

The Chair commented that two out of the four supporters of the call-in had not specifically addressed the reasons for the call in and drew Members' attention to the two recommendations of the call-in and requested that the other supporters keep to recommendations 2 and 3 from the Regeneration and Development Panel.

The Chair invited Councillor Parish to address the Panel.

Councillor Parish addressed the Panel and explained that as Vice-Chair of the Regeneration and Development Panel he attended the Cabinet Meeting on 4 February and presented the comments from the Panel. Councillor Parish made reference to the Regeneration and Development Panel Minutes of 28 January 2020 drawing attention to the three recommendations and highlighted that the Panel felt that the Strategy was not clearly defined and required further work.

Under Standing Order, Councillor Morley explained that he had attended the Regeneration and Development Panel and Cabinet and had highlighted that the Strategy had not been clearly defined and added that neither the climate change strategy nor the local plan had been taken into account. Councillor Morley commented that Cabinet should state that they recognised the document was not the full strategy, but set out short and medium term actions.

The Chair invited the Portfolio Holder for Development, Councillor Blunt to address the Panel.

Councillor Blunt asked the Chair if the comments made by made by Councillors Kemp and de Whalley could be disregarded as they were not relevant to the call-in.

In response, the Chair explained that he had asked Councillors to address the specific reasons for the call-in.

Councillor Blunt explained that he had attended the Regeneration and Development Panel and had referred to the background papers listed in the report which included the full King's Lynn Transport Strategy Stage 3 report which contained consultation responses and he wider context, including a vision and objectives.

Councillor Blunt advised that he had listened to the Regeneration and Development Panel's views and that he had explained that the recommendation was for the Panel to agree the Implementation Plan attached to the document.

Councillor Blunt commented that he had held discussions with the Leader and Councillor Parish in relation to the recommendations from the Regeneration and Development Panel. Cabinet had recognised the recommendations from the Panel, but that they had not been included in the minutes.

Councillor Blunt outlined the stages which had been required to show a clear process of how the 33 options had been identified. He explained that the strategy would be monitored and that changes may be needed in the future and had agreed with the Leader that an ongoing Task Group would be set up in the next two to three months to develop and monitor the strategy.

At the invitation of the Chair, the Environmental Health Manager provided clarification on the strategy. It was explained that a consultation exercise had been undertaken on the objectives and vision strategy in the summer of 2018, 115 ideas had been received. Stage 1 of the document was published on the Council's website, see link below:

[file:///homeserver/Users\\$/wvincent/Downloads/klts\\_current\\_and\\_future\\_problems.pdf](file:///homeserver/Users$/wvincent/Downloads/klts_current_and_future_problems.pdf)

The Panel was advised that the consultants had now produced the report which had reviewed all the proposals and took into consideration comments made following the consultation exercise. There were 33 schemes contained in the Implementation Plan, which were prioritised into short, medium and long term.



The Environmental Health Manager informed the Panel that the Stage 2 Options Appraisal Report was also published on the Council's website, see link below:

[file:///homeserver/Users\\$/wvincent/Downloads/stage\\_two\\_options\\_report%20\(1\).pdf](file:///homeserver/Users$/wvincent/Downloads/stage_two_options_report%20(1).pdf)

The Environmental Health Manager outlined the reasons why there appeared to be confusion and explained that Cabinet were being asked to:

- 1) Note the consultation responses received as part of the consultation process and note that these were recognised in the proposal.
- 2) Cabinet adopt the King's Lynn Transport Strategy Implementation Plan

Cabinet was not being asked to adopt the Strategy.

The Chair invited questions from the Panel.

Councillor Humphrey commented that he had considered the reason for the call-in and looked at the Cabinet Minutes and explained that Councillor Parish had attended the Cabinet Meeting on 4 February 2020 under Standing Order 34 and presented the comments of the Regeneration and Development Panel. Therefore in his view, the Panel's views were considered when Cabinet were debating the King's Lynn Transport Strategy. For the reasons outlined above, Councillor Humphrey did not support the call-in.

The Chair invited Councillor Moriarty to sum up in relation to the original reason for the call-in.

Councillor Moriarty stated that he understood the comments made by Councillor Humphrey in that the Vice-Chair of the Regeneration and Development had presented the Panel's views to Cabinet, but that it had not been recorded in the minutes. Councillor Moriarty advised that he had attended and recorded the Cabinet meeting on 4 February 2020. In conclusion, Councillor Moriarty encouraged the Portfolio Holder for Development to set up the task group as soon as possible.

The Chair commented that the Panel had heard the reasons for the call in from Councillor Moriarty and supporters.

The Panel voted on whether to uphold or not uphold the call-in.

**RESOLVED:** The Panel did not uphold the call-in, but supported the proposal from the Portfolio Holder to set up a Task Group in the next two to three months to develop and monitor the strategy.

**CP91 CABINET FORWARD DECISION LIST**

Councillor Mrs Dickinson asked for clarification on the following reports for 17 March 2020:

- Update to the Major Project Board Terms of Reference and
- Review of Terms of Reference of the Major Projects Board being undertaken by the Audit Committee Cross Party Working Group.

The Democratic Services Officer undertook to clarify the reports with the Chief Executive.

**CP92 PANEL WORK PROGRAMME**

Councillor Moriarty explained that he had asked for the recording of meetings to be added to the work programme and understood that research was currently being undertaken to ascertain how other local authorities operated and asked if the item could be considered at the next meeting on 7 April 2020. The Democratic Services Officer undertook to liaise with relevant officers.

In response to a question from Councillor Humphrey on the forthcoming items listed, the Democratic Services Officer advised that the 2020/2021 work programme was currently being drafted and the forthcoming items would be scheduled for future meetings.

**CP93 DATE OF NEXT MEETING**

The next meeting of the Corporate Performance Panel will take place on 7 April 2020 at 6 pm in the Council Chamber, Town Hall, King's Lynn.

**The meeting closed at 8.22 pm**

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



11

Corporate Performance Panel

3 June 2020

Introduction to Procurement

Tony Hague

Agenda Item 9

# Agenda



12

- Rules and Regulations
- Spending Council money
  - Contract value
  - Procurement thresholds
- Brexit Impact
- E-tendering
- Framework Agreements
- RFQ and ITT documents
  - Client input
  - Award criteria
- Purchase orders
- Formal contracts
- Existing contracts
- Questions and introduction to the Procurement team



- The Public Contracts Regulations 2015 (based on EU Directives)
- The Council's Contract Standing Orders (part of the Council Constitution)

Designed to ensure: -

- compliance with regulations
- value for money
- high standards of integrity
- fairness and transparency

# Spending Council money



- When planning to commit the Council to any expenditure, or when instructed to purchase anything for the Council, officers must comply with the Council's Contract Standing Orders (CSOs).
- Remember – Having budget approval does not mean that CSO rules can be ignored

# Contract Value



- The value of a proposed contract or purchase determines the rules and regulations that apply
- It is not acceptable to disaggregate (break down) expenditure into smaller purchases in order to evade the rules
- Similar expenditure has to be aggregated across all Council departments
- Contract or purchase value must be calculated on the Council's aggregated spend over at least 3 years

# Procurement thresholds



- Up to £5,000 – one written quotation
- £5,000 - £25,000 – three quotations using a Request For Quote, and approved by Procurement
- £25,001 - £100,000 – tender openly advertised using the electronic tendering system and managed by the Procurement Team
- Above £100,000 – as above but with monitoring by Legal
- Above EU Thresholds – as above but advertised in OJEU.

EU Thresholds – Goods and services - £189,330  
Works - £4,733,252





- No impact in the transition period
- Amendment to PCR 2015 laid before parliament in 2018
- New national tender portal to be called the “Find a Tender Service” (FTS) will replace OJEU if we do not get a trade deal.
- Systems already complete and tested



- Delta eSourcing (BIP Solutions)

Tender Manager (full tenders)

Quick Call (quick quotes or framework further competitions)

Complete Audit Trail

# Framework agreements



- An agreement on terms & conditions – not a contract
- No guarantee of volumes
- Menu of prices or rates  
or
- Further Competitions for specific requirements  
(or a combination of both)

# Framework agreements



## Examples

- Printing
- Care & Repair DFG works
- Construction of industrial units
- Crown Commercial Service – IT Hardware
- ESPO - Consultants



- Section 1 – Background info – contact for queries – tender return details – evaluation criteria – no guarantee of contract award – warnings about F.O.I. and transparency policy
- Section 2 – Detailed Specification
- Section 3 – Proposed Terms & Conditions of Contract
- Section 4 – Quote or Tender Response Form with Non-collusion Certificate

# Client department input



- Specification – enough detail to ensure that quotes or tenders can be compared like for like
- Selection Questionnaire questions (pass or fail)
- Award Criteria



- Lowest Cost or Most Economically Advantageous?
- Full details of award criteria to be provided in Request for Quote (RFQ) or Invitation to Tender (ITT)
- Include weightings and sub-criteria details
- Evaluation spreadsheet needed to document scoring
- Record reasons for feedback to bidders

# Purchase Orders



- For any purchase an official Council Purchase Order must be created in the Purchasing area of the Council's Unit4 finance system
- Every department has trained Unit4 users
- If a supplier is required that the Council has not used previously a purchase order cannot be created until a new supplier account has been set up
- To set up a new supplier an application form must be completed and approved by the Procurement Team.
- If we have satisfactory existing suppliers a new supplier may not be approved



# Formal contracts



- Larger or complex contracts must use formal contract documents prepared by Procurement / Legal advisors
- Council Goods, Services or Consultancy contracts
- Industry Standard – Joint Contracts Tribunal (JCT)
- Officers must not accept supplier's Terms & Conditions
- If a supplier insists on their T&Cs, check with Legal Services or Procurement before signing.

# Existing Contracts



- The Council has numerous existing contracts and preferred suppliers that must be used by all departments.
- Examples of existing contracts are: -
  - Lift Maintenance – Curti Lifts
  - Archive Storage – Stor-a-file
  - Drain & Gutter Clearance – 1-2 Call Drainage
  - Boiler Maintenance – Aaron Services
  - Air Conditioning Maintenance – JD Cooling
  - Alarms & Emergency Lighting – M. English



## Any Questions?

Contact: [procurementtenders@west-norfolk.gov.uk](mailto:procurementtenders@west-norfolk.gov.uk).

James Hawes and Allen Scholes

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Corporate Performance Panel		
DATE:	3 June 2020		
TITLE:	Corporate Performance Monitoring Q3 2019/20		
TYPE OF REPORT:	Monitoring		
PORTFOLIO(S):	Performance		
REPORT AUTHOR:	Honor Howell		
OPEN/EXEMPT	Open	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	No

**REPORT SUMMARY/COVER PAGE**

<b>PURPOSE OF REPORT/SUMMARY:</b>
The corporate performance monitoring report is in place to monitor progress against agreed performance indicators for the year. The report contains information on the corporate performance monitoring undertaken for Q3 2019/20.
<b>KEY ISSUES:</b>
Performance indicators for 2019/20 have been agreed by portfolio holders and executive directors as the key performance measures for the year; they cover all directorates. The monitoring report highlights specific performance issues; where indicators have not met agreed targets they are drawn out into an action report, which provides additional detail on what actions are being taken to correct performance that has a variance to target.  The Q3 2019/20 monitoring report shows that 39% of targets have been met, and performance has improved against target for 22 indicators. All calculations and analysis in this report is based on 54 indicators.
<b>OPTIONS CONSIDERED:</b>
Not applicable.
<b>RECOMMENDATIONS:</b>
The Panel is asked to: <ul style="list-style-type: none"> <li>i. Review the performance monitoring report</li> <li>ii. Agree the actions outlined in the action report.</li> </ul>
<b>REASONS FOR RECOMMENDATIONS:</b>
To demonstrate that the council monitors and puts in place appropriate actions to correct performance that has a variance to the set target, to assist us in meeting our statutory duty to try and secure continuous improvement.

## 1. Introduction

- 1.1 The council's performance management framework includes quarterly monitoring and reporting of performance. Each quarterly performance report is presented to the Corporate Performance Panel and is available to all councillors for information on the council's intranet known as Insite. Environment and Community and Regeneration and Development Panels also receive reports for indicators within their remits.
- 1.2 The indicators monitored are reported in full within the Q3 2019/20 corporate performance monitoring report. The report includes a summary of the performance levels achieved for the 'status' and 'trend' categories. It is hoped this provides members with a useful 'snapshot' at the start of the report.
- 1.3 Following the collation of the full report, those indicators that have not met their target are drawn out into an action report. This report is designed to focus attention on adverse performance. In addition to the notes shown on the full report, senior managers provide information on the actions being taken to bring performance in line or reasons why this cannot happen.




## 2. Monitoring report

### Key points from the corporate performance monitoring report – Q3 2019/20



- 2.1 The following tables summarise the council's current performance levels and includes a comparison to the previous four quarters.
- 2.2 On 22 July 2019, the Corporate Performance Panel considered targets for 2019/20. The number of indicators which will be monitored for 2019/20 has increased to 54.

A number of these indicators will either:-

- be reported annually in the full year report; or
- will be a new indicator and have no target whilst monitoring is undertaken during 2019/20 to enable sufficient data to be collected to assist in the setting of an appropriate target for 2020/21.

		Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20
Performance has improved		17 (34%)	20 (40%)	19 (36%)	21 (39%)	22 (41%)
Performance has not improved		11 (22%)	15 (30%)	14 (27%)	14 (26%)	13 (24%)
Performance has met and continues to meet target		2 (4%)	1 (2%)	1 (2%)	3 (5%)	1 (2%)
Other: • new indicator • monitor only		20 (40%)	14 (28%)	18 (35%)	16 (30%)	18 (33%)
Total number of indicators		50	50	52	54	54

- 2.3 The percentage of indicators that have met the target for Q3 2019/20 has decreased by 11% compared to Q3 2018/19, and actions are in place for the 6 indicators which have not met the target as shown in the attached action report.

	Q3 2018/19	Q4 2018/19	Q1 2019/20	Q2 2019/20	Q3 2019/20
Performance target met 	25 (50%)	28 (56%)	23 (44%)	18 (33%)	21 (39%)
Performance target not met 	4 (8%)	10 (20%)	5 (10%)	9 (17%)	6 (11%)
Other: · monitor only	21 (42%)	12 (24%)	24 (46%)	27 (50%)	27 (50%)
Total number of indicators	50	50	52	54	54

- 2.4 The following table provides an overview for Q3 2019/20 of the performance indicators grouped by Cabinet portfolio.

Portfolio	No of PIs	Performance target met	Performance target not met	Other
Leader	11	4	1	6
Culture, Heritage & Health	1	0	0	1
Project Delivery	5	0	0	5
Development	8	7	0	1
Environment	6	2	0	4
Housing	15	2	5	8
Commercial Services	3	2	0	1
Business Development	5	4	0	1
Total	54	21	6	27

### 3. Issues for the panel to consider

Members should review the attached analysis of the agreed performance indicators. The action report should then be reviewed to ensure areas which have not met target are appropriately addressed.

### 4. Corporate priorities

Performance indicators are developed to monitor key activities many of which directly underpin the achievement of the council's Corporate Business Plan.

### 5. Financial implications

None

### 6. Any other implications/risks

None

### 7. Equal opportunity considerations

None

## **8. Consultation**

Management Team, senior managers and portfolio holders

## **9. Conclusion**

Management Team actively monitors this information on a regular basis and uses the information highlighted on the action report to gain an understanding of the reasons for the levels of performance that have been reported. Members should use the report to assess the actions outlined in the action report which the panel is asked to agree.


## **10. Background papers**

Corporate Business Plan 2015/16 – 2019/20







# Performance Monitoring Action Report Q3 2019-20



This report highlights indicators that have not met target for Q3 2019-20 and is a supporting document to the Performance Monitoring Q3 2019-20 report. Comments / actions are recorded to help evidence performance management undertaken by the Council.

<b>Status</b>		This indicator has not met the target.
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## Performance Indicators Q3 2019-20

Ref	Name	2019/20 Target	Q3 2019/20 cumulative performance	Q3 2019/20 (Oct-Dec) performance	Status	Notes	Actions
LD8	% of Council Tax collected against target	84.00%	83.74%	27.47%		The indicator is only marginally behind target, this could be due to minor fluctuations in the taxbase and customer payments.	The indicator is monitored on a monthly basis by Management Team and will be reviewed regularly during Q4.
HS1	% of HMO's inspected in accordance with the programmed inspection regime	100.00%	54.00%	60.00%		During Q3 Housing Standards operated with reduced resources for various reasons, the limited resources available primarily dealt with new HMO licence applications and priority service requests.	The seven programmed inspections that were not completed in Q3 have subsequently been reallocated to officers for completion during Q4.
CS HS11	Time taken (in weeks) from first contact to completion of work on Disabled Facilities Grant	30.0	48.0	29.0		All three indicators have improved in Q3, this will have a positive impact on the 2019/20 cumulative figure. The performance levels achieved during October - December are: HS11 has improved from 57 weeks to 29 weeks HS12 has improved from 30 weeks to 26 weeks HS13 has improved from 33 weeks to 31 weeks  However, delays will continue to be factor on the 2019/20 figure as each case will have its own unique reason for being delayed due to contractor start dates, additional works identified, client availability.	The team are working to reduce the delays by monitoring cases more closely as well as the contractors, but the volume of work this is creating is proving to be a challenge for the team. More DFG/Adapts and in some cases (Priority 1's) are being completed earlier than in the past so there are some positive results being achieved. The Repairs and Adaptions Manager will be attending the Environment and Community Panel in April 2020 to provide an update on the 2019/20 annual performance for these three indicators.
HS12	Time taken (in weeks) from first contact to completion of work on Adapt passported cases with a value under £6,000	25.0	28.0	26.0			
HS13	Time taken (in weeks) from first contact to completion of work on Adapt grant means-tested cases with a value under £12,000	30.0	33.0	31.0			
HS15	No of days to process changes of circumstances	11	12	8		This indicator has achieved 8.03 days in Q3 compared to 14 days in Q2, the improvement in performance levels has helped to bring the cumulative figure down to 12 days which is only slightly behind the 2019/20 target.	The indicator is monitored against an annual target which the service manager anticipates will be met at year end.



# Performance Monitoring Q3 2019-20

<b>Status</b>	Indicator has not met the target	11%	Indicator has met target	39%	New 2019-20 indicator	26%
<b>Trends</b>	The value of this indicator has improved	41%	The value of this indicator has worsened	24%	The value of this indicator has not changed	2%

Actions being taken on indicators that have not met target are outlined on the accompanying Action Report






## Leader

Ref	PI Ref Guide page	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
LD1	4	1	Staff turnover	Aim to minimise	9.43%	–	4.51%	–		Monitor only
LD2	4	1	Average no of working days lost due to sickness absence per FTE employee	Aim to minimise	7.28	5.6	5.6			
LD3	4	1	% of short term sickness	Aim to minimise	50%	–	43%	–		Monitor only
LD4	5	1	% of eligible employees in post on 1st April receiving a performance appraisal	Aim to maximise	98.8%	100%	–	–	–	Annual monitoring
LD5	5	1	% of capital receipts where legal instructions have been issued	Aim to maximise	104.0%	90%	–	–	–	Annual monitoring
LD6	5	1	% of supplier invoices paid within 30 days	Aim to maximise	95%	94%	98%			
LD7	6	1	% of local supplier invoices paid within 10 days	Aim to maximise	81%	81%	90%			Monitor only
LD8	6	1	% of Council Tax collected against target	Aim to maximise	97.71%	84%	83.74%			The indicator is only marginally behind target, this could be due to minor fluctuations in the taxbase and customer payments.
LD9	6	1	% of Business Rates collected against target	Aim to maximise	99.03%	82%	83.56%			
LD10	7	1	No of residential dwellings subject to Council Tax	Aim to maximise	73404	–	73835	–		Monitor only The number of residential dwellings has increased by 431 since 1 April 2019
LD11	7	1	Base for Council Tax setting purposes - Band D equivalent	Aim to maximise	51728	–	52139	–		Monitor only
















## Culture, Heritage, Health

Ref	PI Ref Guide page	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
CH1	8	4	% of residents who take part in sport and physical activity as measured by the Sport England Active Lives Survey	Aim to maximise	66.4%	–	–	–	–	The Active Lives Adult Survey is published twice a year by Sport England. It measures the activity levels of those aged 16 and above. The data is released in March and October each year. Q2 2019/20 - 71%









**Project Delivery**

Ref	PI Ref Guide page	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
PD1	9	2	No of residential house sales completed - NORA	Aim to maximise	20	24	19	-		
PD2	9	2	No of residential house sales completed - Marsh Lane	Aim to maximise	71	54	32	-		
PD3	9	2	No of residential house sales completed - Lynnsport 4/5	Aim to maximise	13	67	33	-		
PD4	10	2	No of residential houses commenced - Lynnsport 3	Aim to maximise	-	54	54	-		
PD5	10	2	No of residential house sales completed - Lynnsport 3	Aim to maximise	-	3	0	-		










**Development**

Ref	PI Ref Guide page	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
DV1	11	2	Processing of <b>major</b> development applications	Aim to maximise	92.0%	60.0%	95.0%			
DV2	11	2	Processing of <b>non-major</b> development applications	Aim to maximise	93.0%	70.0%	94.0%			
DV3	11	2	% of decisions on applications for <b>major</b> development that have been overturned at appeal, measured against total number of major applications determined	Aim to minimise	2.7%	10.0%	2.4%			
DV4	12	2	% of decisions on applications for <b>non-major</b> development that have been overturned at appeal, measured against total number of non-major applications determined	Aim to minimise	0.9%	10.0%	1.1%			
DV5	12	2	% of standard land charges searches carried out within 10 working days	Aim to maximise	100%	95%	100%			
DV6	12	2	% of planning applications refused	Aim to minimise	6.62%	10.00%	10.00%			
DV7	13	2	% of refused planning applications then appealed/lodged	Aim to minimise	29.03%	-	24.32%	-		Monitor only
DV8	13	2	% of planning appeals allowed	Aim to minimise	0.00%	35.00%	11.11%			

**Environment**

Ref	PI Ref Guide page	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
EV1	14	3	Average response time for removal of fly-tips (days)	Aim to minimise	1.0	1.0	0.7			
EV2	14	3	No of fly tipping incidents recorded	Aim to minimise	1,460	–	897	–		Monitor only Q2 650
EV3	14	3	Total of waste recycled and composted (tonnage)	Aim to maximise	28,068	28,000 annual target	22,118	–		Q2 15,274
EV4	15	3	No of brown bins in use for composting	Aim to maximise	26,667	27,000	26,949	–		Q2 25,226
EV5	15	3	Premises rated 3 or above in accordance with the food hygiene rating system	Aim to maximise	96.3%	95.0%	97.3%			
EV6	15	3	% of food interventions achieved	Aim to maximise	–	80.0%	–	–		Annual monitoring

**Housing**

Ref	PI Ref Guide page	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
HS1	16	2	% of HMO's inspected in accordance with the programmed inspection regime	Aim to maximise	–	100%	54%			During Q3 Housing Standards operated with reduced resources for various reasons, the limited resources available primarily dealt with new HMO licence applications and priority service requests.
HS2	16	2	Spend on bed and breakfast accommodation (gross)	Aim to minimise	£45,648	–	£36,814	–		Q2 £20,815
HS3	16	2	No of households with a homelessness declaration	Aim to minimise	–	–	350	–		Q2 260
HS4	17	2	No of households prevented from becoming homeless for a minimum of 6 months	Aim to maximise	489	–	23	–		Q2 16
HS5	17	2	No of households accepted as homeless with a need to be rehoused (Full housing duty)	Aim to minimise	–	–	30	–		Q2 21
HS6	17	2	% of cases who were offered a prevention and relief duty who remain homeless and are owed no further duty.	Aim to minimise	–	–	43.1%	–		Q2 27%
HS7	18	2	No of rough sleepers and those at significant risk	Aim to minimise	5	–	0	–		Q2 22
HS8	18	2	No in temporary accommodation - bed and breakfast	Aim to minimise	55	–	54	–		Q2 35

## Performance Monitoring Q3 2019-20











Ref	PI Ref Guide page	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
HS9	18	2	No of social housing lettings - against a baseline	Aim to maximise	464	–	421	–		Q2 272
HS10	19	6	% of Careline alarms installed within 10 days from date of enquiry	Aim to maximise	93.8%	90.0%	90.3%			
HS11	19	6	Time taken (in weeks) from first contact to completion of work on Disabled Facilities Grant	Aim to minimise	28.0	30.0	48.0			See notes in Action report
HS12	19	6	Time taken (in weeks) from first contact to completion of work on Adapt passported cases with a value under £6,000	Aim to minimise	18.0	25.0	28.0			
HS13	20	6	Time taken (in weeks) from first contact to completion of work on Adapt grant means-tested cases with a value under £12,000	Aim to minimise	10.4	30.0	33.0			
HS14	20	1	No of days to process new benefit claims	Aim to minimise	14	17	13			
HS15	20	1	No of days to process changes of circumstances	Aim to minimise	10	11	12			This indicator has achieved 8.03 days in Q3 compared to 14 days in Q2, the improvement in performance levels has helped to bring the cumulative figure down to 12 days which is only slightly behind the 2019/20 target.

### Commercial Services

Ref	PI Ref Guide Page	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
CS1	21	1	% of freedom of information requests given final response within deadline	Aim to maximise	96%	95%	96%			
CS2	21	1	% of customer satisfaction with digital services (website, webchat, e-forms, MyAccount)	Aim to maximise	93%	90%	96%			
CS3	21	1	Reduction in the percentage of telephone calls for core services where digital services are in place	Aim to maximise	14.00%	10.00%	0.50%	–		The CIC continues to monitor the calls it receives and actively tries to look at ways to reduce the number of calls being received. In July, the CIC re-introduced 'live chat' to assist with customer enquiries. Due to the successful launch, the service has been promoted on Social Media and advertised in the telephone 'in-queue' announcements. On average, the CIC was dealing with 300 'live chats' per month, in January 2020 the CIC dealt with 454 'live chats' (potentially, these prevented the customer from calling the CIC).

**Business Development**

Ref	PI Ref Guide page	Link to Corporate Priority	Name	Good Performance	2018/19 cumulative performance	Q3 2019/20 target	Q3 2019/20 cumulative performance	Q3 2019/20 status	Versus this time last year	Note
BD1	22	1	% of rent achievable on industrial estates	Aim to maximise	93.11%	90.00%	90.02%			
BD2	22	1	% of rent arrears on industrial estates	Aim to minimise	3.97%	4.00%	3.74%			
BD3	22	1	% of rent achievable on retail/general units	Aim to maximise	79.68%	95.00%	100.00%			
BD4	23	1	% of rent arrears on retail/general units	Aim to minimise	2.43%	4.00%	3.93%			
BD5	23	1	Income from business rates for Renewable Energy projects	Aim to maximise	£3,162,615	-	-	-	-	Annual monitoring

**POLICY REVIEW AND DEVELOPMENT PANEL REPORT**

REPORT TO:	Corporate Performance Panel		
DATE:	26 May 2020		
TITLE:	Review of Standing Orders in relation to remote meetings		
TYPE OF REPORT:	Policy Development		
PORTFOLIO(S):	Leader of the Council		
REPORT AUTHOR:	Alexa Baker, Monitoring Officer		
OPEN/EXEMPT	OPEN	WILL BE SUBJECT TO A FUTURE CABINET REPORT:	Yes

**REPORT SUMMARY/COVER PAGE**

<p><b>PURPOSE OF REPORT/SUMMARY:</b></p> <p>This report presents draft amendments (attached as Appendix 1) to the Standing Orders within the Borough Council’s Constitution to reflect recent legislation with regards to local authority meetings.</p> <p>The Covid-19 outbreak and Central Government’s response in March 2020 had a significant impact on local authority meetings. The key piece of legislation surrounding local authority meetings, the Local Government Act 1972, meant that in order for a valid local authority meeting to take place, all those attending had to be present in the same location. This resulted in cancellation of all Borough Council meetings due to an inability to fulfil this legislative requirement.</p> <p>On 4 April 2020 the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (the “2020 Regulations”) came into force. These 2020 Regulations contain provisions which enable local authorities to hold valid meetings remotely.  <a href="http://www.legislation.gov.uk/ukxi/2020/392/contents/made">http://www.legislation.gov.uk/ukxi/2020/392/contents/made</a></p> <p>The 2020 Regulations already apply to the Borough Council’s Constitution automatically (at the moment, until 6 May 2021), however for the purposes of transparency, clarity and to include additional provisions relating to the conduct of remote meetings, for example in relation to voting, this report is brought forward to recommend that the Borough Council’s Standing Orders be amended to reflect the 2020 Regulations and to capture the key requirements for how the Borough Council will conduct its remote meetings.</p>
<p><b>KEY ISSUES</b></p> <p>The key issues addressed within the attached draft amendments are as follows:</p> <ul style="list-style-type: none"> <li>• The removal of the strict requirement to hold an Annual Meeting;</li> <li>• Extending the definition of a local authority meeting being ‘open to the public’ to include where access is possible through remote means;</li> <li>• Making the Borough Council’s website the primary means for publication of open, public documents;</li> <li>• Enabling local authority meetings to occur in more than one ‘place’, which includes virtual, remote locations;</li> <li>• Provisions for when there are technical difficulties with remote access;</li> <li>• The statutory requirements for a Member being in remote attendance of a meeting;</li> <li>• The statutory requirements for a member of the public being in remote attendance of a meeting;</li> <li>• Voting; and</li> </ul>

- Standing Order 34 process.

**RECOMMENDATIONS:**

The Corporate Performance Panel is requested to consider and comment on the draft amendments prior to their submission to Cabinet and Council.

**REASONS FOR RECOMMENDATIONS:**

To ensure that the Borough Council's Standing Orders reflect the most up-to-date legislation and capture the key requirements for how the Borough Council will conduct its remote meetings.

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

**Part 4**

**STANDING ORDERS**

**RULES OF PROCEDURE  
FOR THE CONDUCT OF THE COUNCIL'S BUSINESS**

Adopted 25 November 2010  
Panel amendments agreed 28 July 2011  
Standards Amendments by Monitoring Officer Feb 2013  
Amendments agreed 27 March 2014  
Amendments 27 November 2014  
Amendments June 2015  
Amendment 24 Sept 2015  
Amendment April 2016  
Amendment 30 June 2016  
Panel Amendment 25 Jan 2018



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# **STANDING ORDERS**

## **PROCEDURAL RULES**

### **FOR THE CONDUCT OF THE COUNCIL'S BUSINESS**

#### **STANDING ORDER: DEFINITIONS**

1. The Interpretation Act, 1978 shall apply to the interpretation of these standing orders as it applies to the interpretation of an Act of Parliament.

2. In these Standing Orders, unless the context otherwise demands, the following terms have the meaning assigned to them:

“Access Regulations” means the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000. Local Authorities (Executive Arrangements) (Meetings and Access to Informations) England Regs 2012.

“Appropriate Executive Member” means one or more Executive Member(s) acting under powers delegated to him/her/them or who appear(s) most nearly to have responsibility for the services or policy areas to which the matter in hand relates.

“Call in period” means the period of five clear working days after the day that the Record of Decisions of the Executive or of an Executive Member is sent to Members of the Council within which a Member can ask for a decision of the Executive or the Executive Member to be reviewed in accordance with Standing Order 12.

“Chairman” means the Chairman of the Appropriate Committee or in his/her absence the Vicechairman.

“Chief Executive” means the Chief Executive or any officer authorised by him/her to act in his/her capacity in relation these Standing Orders.

“Chief Finance Officer” means the officer responsible for the proper administration of the Council's financial affairs under Section 151 of the 1972 Act.

“Chief Officer” means:

(a) For the purpose of Part 5 of the Standing Orders (Appointment and Discipline of Staff):

- (i) The Chief Executive
- (ii) The Head of Paid Service
- (iii) The Chief Finance Officer
- (iv) The Monitoring Officer
- (v) A statutory chief officer and a non statutory chief officer as mentioned in Section 2 of the 1989 Act.

Any reference to the appointment or purported appointment of a Chief Officer includes a reference to the engagement or purported engagement of an officer under a contract of employment; and

(b) In any other case, a statutory or non-statutory Chief Officer as mentioned in Section 2 of the 1989 Act.

“Consultation Procedure” means the procedure by which Chief Officers may consult with one or more specified members before exercising a delegated power or duty, in accordance with the Scheme of delegation.

“Council” means The Borough Council of King's Lynn and West Norfolk and unless the context otherwise states shall apply equally to the Cabinet, any Portfolio members or Committee or Board of the Council.

“Disciplinary Action” means any action occasioned by alleged misconduct which, if proved, would according to the usual practice of the Council be recorded on the officer's personal file and includes any proposal for dismissal of an officer for any reason other than early retirement, redundancy or ill health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the authority has undertaken to renew such a contract.

“Employee” means an employee of the authority or a paid officer of the authority.

“EU” means European Union.

“Cabinet” means the Leader of the Council and members of the Council appointed by the Leader to be its Executive under Section 15 of the 2000 Act and, except where the context otherwise admits, includes:

- (i) any Committee of the Cabinet; and
- (ii) the appropriate Portfolio Holder

“Executive Functions” means all of the functions and duties of the Council other than those specifically reserved to the Council for approval or specifically delegated to a Committee (whether by resolution of the Council or operation of law) or to an Officer. The Functions of Cabinet

“Portfolio Holder” means any member of the Cabinet also known as the Executive, including The Leader of the Council.

“Forward Plan” means the plan maintained by the Council under Regulations 13 and 14 of the Access Regulations, which contains details of key decisions (within the meaning of those Regulations) to be made over the ensuing four months.

“Head of the Authority's Paid Service” means the person designated as such under section 4 of the 1989 Act.

“Leader of a Political Group” means the leader of a political group as defined in the Local Government (Committees etc) Regulations 1990.

“Leader of the Council” means the Executive Leader of the Council for the purposes of the Local Government Act 2000 and includes the Deputy Leader, if appointed, where the Leader of the Council is for any reason unable to act.

“Mayor” includes a reference to the Deputy Mayor where for any reason the Mayor is unable to act and, where applicable, to the Person Presiding.

“Meeting” means a meeting of the Council, Cabinet, Committee, Sub-Committee Board as the case may be and includes a Remote Meeting, i.e. a reference to a Meeting also includes a reference to a Remote Meeting, where the definition for a Remote Meeting is met

“Member” means in relation to the Council, a member of the Council; and in relation to any Committee or Sub-Committee, a person appointed as a Member of that Committee or Sub Committee, whether or not entitled to vote; but shall not include any person who is a member of the Council only by virtue of Section 3(3) or Section 5(2) of the 1972 Act (Mayor and Deputy Mayor to remain members until replaced).

“Monitoring Officer” means the officer designated under Section 5(1) of the 1989 Act.

“Number of Members” means, in relation to the Council, the number of persons who may act at the time in question as Members of the Council; and in relation to a committee or the executive, the number of persons who may act at the time in question as voting members of that body.

“Openness Regulations” means The Openness of Local Government Bodies Regulations 2014

“Scrutiny and Overview Committee” means a Committee appointed by Council under Section 21 of the 2000 Act

“Person Presiding” means the Mayor or Chairman, as the case may be, or other person entitled, or appointed, to take the chair at any meeting,

“Petition” means a formal request to the Council signed by not less than 250 persons relating to a matter within the jurisdiction or sphere of influence of the Council.

“Political Group” means a political group as defined in the Local Government (Committees etc.) Regulations 1990.

“Portfolio Holder” means the Cabinet Member where delegated responsibilities cover the matter under consideration

“Remote Meeting” means a Meeting where one or more of the attendees is attending by remote means in accordance with these Standing Orders, including but not exclusively by way of accessing the Meeting through an electronic, digital or virtual location or platform such as an internet location, web address, web based platform or conference call telephone numbers. “Remote attendance” and “remote means” shall be construed in the same way.

“Standards Committee” is the Committee appointed by the Council for the purposed of Sections 53 and 54 of the 2000 Act.

“Supervising Chief Officer” means the Chief Officer or any other officer nominated by him/her in writing who has the responsibility for the performance of a particular Contract.

“The 1972 Act” means the Local Government Act 1972.

“The 1989 Act” means the Local Government and Housing Act 1989.

“The 2000 Act” means the Local Government Act 2000.

“The 2020 Regulations” means the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

“Without Comment” means in relation to the moving, seconding or putting of a motion, without any person speaking except to indicate the wording of the motion, the fact that it is being moved, seconded or put, or (in the case of the Person Presiding) the effect of adopting the motion.

3. Where a notice or any other papers are to be sent or otherwise addressed to a Member under these Standing Orders or any enactment, they shall be sent to that Member’s Council email address save where exceptions are agreed by the Chief Executive.

4. For the purposes of these Standing Orders:

4.1 A Meeting is not limited to a meeting of persons all of whom, or any of whom, are present in the same place.

4.2 The place of a Meeting held, or to be held, includes more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

4.3 A Meeting is open to the public even where public access to the Meeting is only possible through remote means including (but not limited to) video conferencing, live webcast, and live streaming and those members of the public accessing a Meeting through remote means shall be deemed to be in attendance of that Meeting.

5. For all purposes of these Standing Orders, the terms “notice”, “summons”, “agenda”, “report”, “written record” and “background papers” when referred to as being a document that is:

5.1 “open to inspection” shall include for these and all other purposes as being published on the Council’s website; and

5.2 to be published, posted or made available at offices of the Authority shall include publication on the Council’s website.

## **1 Application of Standing Orders**

### Extracts from the statutes

*Subject to the provisions of the 1972 Act, a local authority may make Standing Orders for the regulation of their proceedings and business and may vary or revoke any such orders.  
(Local Government Act 1972, Sch 12, par 42)*

*Standing Orders may be made as respects any committee of a local authority by that authority or as respects a joint committee of two or more local authorities by those authorities with respect to the quorum, proceedings and place of meeting of the committee or joint committee (including a sub-committee)  
(Local Government Act 1972 s 106)*

*The Secretary of State may by regulations require relevant authorities subject to such variation as may be authorised by the regulations*

*(a) to incorporate such provision as may be prescribed in the regulations in Standing Orders for regulating their proceedings and business; and*

*(b) to make or refrain from making such other modifications of such Standing Orders as may be so*

*prescribed.*

*(Local Government and Housing Act 1989 s 20 (1)).*

1.1 These Standing Orders shall be used to regulate the conduct of any meeting of the Council (Cabinet, Committees, Sub Committees, Panels, Boards, delegated decisions of Cabinet)

1.2 The ruling of the Person Presiding at any meeting as to the construction or application of any of these Standing Orders shall not be challenged at that meeting.

1.3 Where any of these Standing Orders provides for, or requires, the giving of notice in writing to any person, such notice may be given by e-mail or by facsimile.

## **2 Suspension of Standing Orders**

2.1 The ruling of the Person Presiding at any meeting as to the construction or application of any of these Standing Orders shall not be challenged at that meeting.

2.2 Subject to paragraph 2.3 of this Standing Order, and to the extent permitted by any Act of Parliament, Standing Orders other than this one may be suspended.

2.3 Standing Orders shall only be suspended in exceptional circumstances if a motion to suspend is moved and supported by a majority of the members who are present at any meeting of the Council or a meeting at which the motion is moved.

2.4 If any motion to suspend any Standing Orders is passed then, unless Council expressly determines otherwise, those Standing Orders shall remain suspended only until the completion of the item of business that immediately follows the motion to suspend.

2.5 The proposer and seconder of any motion to suspend any Standing Orders shall be minuted and the Standards Committee may require them to explain their reasons.

## **3 Amendment to Standing Orders**

3.1 Standing Orders may be amended only by a meeting of the Council and to the extent permitted by any Act of Parliament.

3.2 Every Member of the Council shall be provided with a printed copy of these Standing Orders when members first declare acceptance of office or whenever they are amended.

## **4 Meetings of the Council**

### *Extracts from the Statute*

*A principal council may in every year hold such meetings as they may determine. Those meetings shall be held at such hour and on such days as the council may determine. (Local Government Act 1972, sch 12, para 2 as amended by the 2020 Regulations)*

*Meetings of a principal council shall be held at such place, either within or without their area as they may direct. (Local Government Act 1972, sch 12, para, 4)*

*In respect of a reference in any enactment to a meeting of a local authority, that authority may, as they may determine—*

*(a) hold such meetings and at such hour and on such days; and*

*(b) alter the frequency, move or cancel such meetings,*

*without requirement for further notice. (The 2020 Regulations, reg 4)*

*A member of the executive.....may not be elected as the chairman or vice-chairman of the Council. (Local Government Act 1972, ss 3 and 5)*

4.1 Meetings of the full Council (“the Council”) shall be conducted in accordance with these Standing Orders except to the extent that they are suspended under the procedure that is set out by Standing Order 2.

4.2 An Annual Meeting of the Council may be held in each year commencing from 1 April on a date to be decided by the Council. The Annual Meeting may only be held where (i) called by the Mayor or (ii) following a resolution calling for an Annual Meeting being passed at an ordinary or extraordinary meeting of the Council.

4.3 An Annual Meeting shall transact the following business only:

(a) The election of the Mayor and the Deputy Mayor, who shall be respectively Chairman and Vice Chairman of the Council.

(b) Conveying the Council’s appreciation of the work carried out by the retiring Mayor and Deputy Mayor and their consorts.

(c) Appointing Members to Council Bodies (other than the Cabinet).

(d) Appointing the Chairman of the Cabinet (who shall be Leader of the Council) for a four year period following the elections and the Chairmen and Vice Chairmen of other Council Bodies unless they appoint their own Chairmen and Vice-Chairmen.

(e) Considering such other urgent business as the Chief Executive has to report.

4.4 The Council will also hold Ordinary Meetings to carry out its general business on such dates as the Council shall fix.

4.5 Extraordinary Meetings of the Council may also be called at any time by the Mayor (or deputy mayor in his/her absence) and shall be held, within two weeks, whenever the Chief Executive receives requests for one to be held from five or more Members of the Council.

4.6 Meetings of the Council shall be held at such place as it provides notice of. A reference to the place of a Meeting may include more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers. The place of a Meeting may be comprehensively notified as “Remote Meeting on [specified technological platform]”. Notice of the time and place of each Meeting shall be published on the Council’s website.

4.6 If an election or emergency occurs the Chief Executive may, after consulting with such of the Mayor, the Leader of the Council and Leaders of the Political Groups as can conveniently be

contacted, vary any arrangement agreed by the Council under this Standing Order.

4.7 No extraordinary Meeting shall be called unless it is proposed to transact business at the Meeting that, in accordance with the relevant enactment's and these Standing Orders, may be transacted at that meeting.

4.8 If the Chair is made aware during a Remote Meeting that the public cannot access the Remote Meeting through remote means, due to any technological or other failure of provision, then the Chair shall adjourn the meeting immediately, as the Remote Meeting can no longer be validly held. If the provision of public access through remote means cannot be restored within a reasonable period, then the remaining business will be considered at a time and date fixed by the Chair. If a date is not fixed, the remaining business will be considered at the next ordinary meeting.

4.9 If the Democratic Services Manager is made aware before a Remote Meeting that the public will not be able to access the Remote Meeting through remote means, the Democratic Services Manager may delay the commencement of the Remote Meeting. If the provision of public access through remote means cannot be restored within a reasonable period, then the Remote Meeting will be cancelled and the items of business of the cancelled Remote Meeting shall be considered at a newly convened Meeting or will be considered at the next ordinary Meeting as applicable.

4.10 If a Member is deemed to have left a Remote Meeting pursuant to paragraph 6.5 of these Standing Orders and later rejoins the Remote Meeting, that Member is precluded from contributing to the debate or voting on any item of business during which they were not in remote attendance pursuant to paragraph 6.5 of these Standing Orders.

4.11 If the Chair determines, a Remote Meeting may be adjourned for no more than 5 minutes to allow an attendee of the Remote Meeting to leave the Remote Meeting and immediately rejoin, where it is identified that there is a poor quality connection that is adversely affecting the conduct of the Remote Meeting.

## **5 The chairing of meetings**

### Extracts from Statutes

*At a meeting of a principal council the chairman, if present, shall preside.*

*If the Chairman is absent from a meeting of a principal council, then*

*(a) except in Greater London, the vice-chairman of the council, if present, shall preside.....If,*

*(b) in the case of a principal council outside Greater London, both the chairman and vicechairman of the council are absent from a meeting of the council;....*

*Another Member of the Council, chosen by the members of the Council present shall preside.  
(Local Government Act 1972, Sch 12, para. 5)*

5.1 If the Mayor is absent from a meeting of the Council, the Deputy Mayor shall chair the meeting.

5.2 If it is necessary to choose a Member of the Council to preside in the absence of the Mayor and Deputy Mayor, the Chief Executive shall call for a motion that a Member of the Council, who is not a member of the Cabinet, to be named shall take the Chair.



5.3 Any power or duty of the Mayor in relation to the conduct of the meeting may be exercised by the person presiding at the meeting.

5.4 If either or both of the Chairman and Vice Chairman of a Meeting or a Task Group are absent from a meeting of such a Body, the members of that Body who are present at the meeting shall elect a member to act as Chairman and/or a Vice Chairman for that meeting before any other business is transacted.

5.5 The Chairman and Vice Chairman of a Task Group may be appointed by the meeting which established it, in default of which they will be appointed at the first meeting of the Task Group by its members.

## **6 Quorum**

### Extracts from the Statute

*(Subject to the following provision), no business shall be transacted at a meeting of a principal council unless at least one quarter of the whole number of members of the council are present. (Local Government Act 1972, Sch 12, para 6)*

*Where more than one third of the members of a local authority become disqualified at the same time, then, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference to the number of members of the authority remaining qualified instead of by reference to the whole number of members of the authority, (Local Government Act 1972, Sch 12, para 45)*

6.1 If, during any Meeting of the Council or a Task Group, the Chairman, after causing the Number of Members present to be counted, declares that there is not a quorum present (1/4 of the number of members of the meeting) and/or not less than 3 members in any event, the Meeting shall stand adjourned for fifteen minutes.

6.2 If, after fifteen minutes, the Chairman after again causing the Number of Members Present to be counted, declares that there is still no quorum and/or not less than 3 members present, the Meeting shall end.

6.3 Notwithstanding any provision in these standing orders that notices of questions or motions shall lapse, the consideration of all business which is on the agenda of a Meeting brought to an end under the previous paragraph, and which has not been completed before the Meeting is brought to an end, shall be postponed to the next meeting of the Council, whether ordinary or extraordinary, insofar as allowed by law.

6.4 A Member in remote attendance is present and attends a Meeting, including for the purposes of the Meeting's quorum, if at any time all three of the following conditions are satisfied, those conditions being that the Member in remote attendance is able at that time:

6.4.1 to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other Members in attendance;

6.4.2 to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the Meeting; and

6.4.3 to be so heard and, where practicable, be seen by any other members of the public attending the Meeting.

6.5 A Member in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in (a) above are not met, in which case:

6.5.1 If the Chair declares there is no longer quorum present the Meeting shall be adjourned the meeting for a short period to permit the conditions for remote attendance of a Member contained in 6.4 above to be re-established; or

6.5.2 If quorum is not affected, continue to transact the remaining business of the Meeting in the absence of the Member in remote attendance.

## **7 Business which may be transacted at any meeting**

7.1 Except as provided by paragraph 7.2 of this Standing Order, notice of the business to be transacted at a meeting shall be given to all Members of the Council at least five days before the date of the meeting (not including the day on which the notice is sent to each Member and the day of the meeting).

7.2 Items of business may be considered at a meeting notwithstanding that five clear days' notice of that business has not been given if, in the opinion of the Chairman of the meeting, special circumstances exist which require that the item should be considered as a matter of urgency and the meeting, without debate, consents.

7.3 Whenever business is transacted in accordance with Standing Order 7.2, the Chairman of the Meeting shall be required to specify the special circumstances that require the item to be considered as a matter of urgency, and those matters shall be recorded in full in the minutes of the meeting.

## **8 Order of Council business**

### Extract from the Statutes

*Five clear days at least before a meeting of a principal council.*

*(a) notice of the time and place of the intended meeting shall be published at the Council's offices, and where the meeting is called by Members of the Council the notice shall be signed by those members and shall specify the business to be transacted thereat.*

*(b) a summons to attend the meeting, specifying the business proposed to be transacted thereat, and signed by the proper officer of the council, shall.....be left at or sent by post to the usual place of resident of every member of the council.*

*(Local Government Act 1972, Sch 12, para 4(2))*

*An item of business may not be considered at a meeting of a principal council unless either*

*(a) a copy of the agenda including the item (or a copy of the item) is open to inspection by members of the public....for at least five clear days before the meeting or, where the meeting is convened at shorter notice, from the time the meeting is convened; or*

*(b) by the reason of special circumstances, which shall be specified in the minutes, the chairman of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.*

*(Local Government Act 1972, s 100B(4))*

*Want of service of a summons on any member of the Council shall not affect the validity of the Meeting.*

*(Local Government Act 1972, Sch 12, para 4(4)).*

*Except in the case of business required by statute to be transacted at the Annual Meeting of the Council and other business brought before that meeting as a matter of urgency in accordance with Standing Order 6, no business shall be transacted at a meeting of the Council other than that specified in the summons.*

*(Local Government Act 1972, Sch 12 para 4(5)).*

8.1 The first item of business shall be to consider whether to approve as a correct record, and sign, the minutes of the preceding meeting(s) of the Council.

8.2 Unless any resolution is passed to vary it, the remaining business shall be dealt with in the following order:-

- (a) Declarations of interest
- (b) Any formal communications written or received by the Mayor.
- (c) Any business expressly required by statute to be done.
- (d) Urgent matters as defined by Standing Order 7.
- (e) Any business that remains from the previous meeting.
- (f) Questions and petitions submitted by members of the public under Standing Order 9.
- (g) Questions from Members of the Council under Standing Order 11.
- (h) Business referred to the Council under the "call-in" procedures of Standing Order 12.
- (i) Reports and recommendations from Council Bodies.
- (j) Any other matters considered by the Chief Executive in consultation with the Mayor needing immediate consideration.
- (k) Notices of motion made in accordance with Standing Order 14.

**9 Please see Petition Scheme (agreed at full Council June 2010) which supersedes this Standing Order. Public question time and petitions at meetings of the Council**

**9.1 Remote Attendance by Members of the Public**

9.1.1 A member of the public entitled to attend the meeting in order to exercise a right to speak at the meeting is in remote attendance at any time if all three of the following conditions are satisfied, those conditions being that the member of the public in remote attendance is able at that time:

- (i) to hear, and where practicable see, and be so heard and, where practicable, be seen by, Members in attendance;
  - (ii) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any other members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting; and
- to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

9.1.2 A member of the public in remote attendance will be deemed to have left the meeting where, at any point in time during the meeting, any of the conditions for remote attendance contained in 9.1.1 above are not met. In such circumstance the Chair may, they deem appropriate:

9.1.2.1 adjourn the meeting for a short period to permit the conditions for remote attendance contained in 9.1.1 above to be re-established;

9.1.2.2 suspend consideration of the item of business in relation to the member of public's attendance until such time as a following item(s) of business on the agenda have been transacted and the conditions for the member of the public's remote attendance have been re-established or, on confirmation that this cannot be done, before the end of the meeting, whichever is the earliest; or

9.1.2.3 continue to transact the remaining business of the meeting in the absence of the member of the public in remote attendance.

## **9.2 Public question time**

9.1.1 At each meeting of the Council, a period not exceeding thirty minutes shall be allowed for persons not being members of the council having an interest in the Borough to ask questions about:-

- (a) the Council's policies; or
- (b) the work of the Council in respect of any matter or issue affecting the Borough.

9.1.2 The Chief Executive shall not allow any questions that, in his opinion:-

- (a) relate solely to the questioner or their family;
- (b) contain any defamatory, confidential or exempt material or would require a response that might be defamatory or require the disclosure of confidential or exempt material;
- (c) relate to specific applications for planning permission or for licences; or
- (d) relate to individual Members or Officers of the Council or an individual member of the public.

9.1.3 Electors who wish to ask questions under this standing order must submit them in writing to the Chief Executive before 5pm of the third day before the day of the meeting at which they are to be put or presented.

9.1.4 The receipt of questions under this Standing Order shall be recorded in a register in the order in

which they are received and they will be presented to the Council in that order. The register shall be open to inspection by members of the public.

9.1.5 The Chief Executive shall write to each person whose question is entered into the register kept in accordance with paragraph 9.1.4 and confirm:-

- (a) whether their question may be asked;
- (b) the date, time and place of the meeting at which the question may be asked;
- (c) the procedure for asking their question and receiving an answer; and
- (d) their position in a list of the persons whose questions have been accepted.

9.1.6 The questions that may be asked under this Standing Order shall not appear on the agenda of the meeting at which they are to be asked, but will be notified separately to each Member of the Council, the press and members of the public who attend that meeting.

9.1.7 The person who submits a question under this Standing Order shall normally ask it. However, the Mayor may allow that person to be accompanied by a friend and allow the friend to ask the question.

9.1.8 A question that is asked under this Standing Order shall be addressed to the Mayor and shall be answered by any Member or Officer of the Council nominated by them. An answer may take the form of:-

- (a) a direct oral response; or,
- (b) in exceptional cases, where an oral reply cannot be given conveniently, by a written answer, which shall be given to the questioner within 7 days of the date of the meeting or such longer period as the Mayor may allow. In every case where an oral response is not given, the Mayor will state that an oral response would be inconvenient and the reasons for this, which will be minuted.

9.1.9 Every questioner may ask a supplementary question once their first question has been answered but no exchange (including the time taken to ask and answer a supplementary question) shall be permitted to exceed a total of 5 minutes.

9.1.10 Any question that is accepted under paragraph 9.1.5 of this Standing Order, but cannot be asked at the meeting because of lack of time, shall be answered in writing by a Member or Officer of the Council within 7 days of the meeting. The person responsible for answering the question shall be announced by the Mayor at the end of each Public Question Time.

9.1.11 Every question shall be asked and answered without there being any debate of that matter by the Council.

## **9.2 Petitions**

9.2.1 The Council will accept paper petitions either sent or presented to us. The Council will also accept online petitions, using our petition tool on our website. The Council can accept petitions which are emailed to us, or created using other petition software, but only if the names, addresses and the email addresses of the people who have signed the petition are attached.

9.2.2 In order to meet the requirements of the Council's Petition Scheme, a petition must contain a minimum of 250 signatures.

9.2.3 The Council will not deal with petitions that:

- (a) Include a matter which in our opinion is vexatious, abusive or contains otherwise inappropriate comments eg containing swearing or other insults or anything that is false or potentially defamatory.
- (b) Do not comply with data protection, libel, equalities and anti-discrimination legislation.
- (c) Concern employment matters for Borough Council staff.
- (d) For issues, such as planning and licensing decisions or council tax banding and nondomestic rates, there is already an established way for communities to have their say, so these are not included in our petition scheme.
- (e) Are substantially the same as a similar petition considered by the Council in the preceding 12 months.

9.2.4 The Council reserves the right not to take action on:

- (a) Party political material.
- (b) Information which may be protected by an injunction or court order.
- (c) Material which is potentially confidential, commercially sensitive, or which may cause personal distress or loss.
- (d) Any commercial endorsement, promotion of any product, service or publication.
- (e) The names of individual officials of public bodies, unless they are part of the senior management of those organisations.
- (f) The names of family members of elected representatives.
- (g) The names of individuals, or information where they may be identified, in relation to criminal accusations.
- (h) Language which is intemperate, provocative, racist, sexist, homophobic etc.
- (i) Petitions that are similar to and/or overlap with an existing petition or petitions.
- (j) Has previously been dealt with as a petition within the last 12 months.
- (k) Statements that don't actually request any action.
- (l) Working that is impossible to understand.
- (m) Statements that amount to advertisements.
- (n) Petitions which are solely intended to be humorous.

(o) Issues for which a petition is not the appropriate channel (eg correspondence about a personal issue).

(p) Freedom of Information or Environment Information requests.

(q) During politically sensitive periods, such as just before an election, if it is considered that a petition contains politically controversial material, the Council may decide not to accept a petition, or defer its consideration until after the election. If this is the case, the Council will explain the reasons and the revised timescale which will apply.

9.2.5 Where the number of signatures exceeds 2,500, a petitioner may request that a relevant Executive Director attends a meeting of an Overview and Scrutiny Panel to give evidence and answer questions. Panel members will ask the questions at the meeting, but the petitioner will be able to suggest questions to the Chairman of the Panel by contacting the relevant Democratic Services Officer at least 2 working days before the meeting.

9.2.6 If a petition is presented to the Council containing the signatures of 5,000 or more persons, it will trigger a debate by full Council. This will usually take place at the next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.

9.2.7 If the petition organiser at 9.2.6 above wants to present their petition to a meeting of the Council, or would like their Councillor or someone else to present it on their behalf, they should contact the Democratic Services Office at least 10 working days before the meeting to arrange this.

9.2.8 When the petition is presented to the Council, the elector who submitted it (or their nominee) shall be entitled to speak in support of the petition, for up to 5 minutes. The petition will then be discussed by Councillors for a maximum of 15 minutes. A decision will be made on how to respond to the petition at this meeting. This could be:

(a) To take the action the petition requests.

(b) Not to take the action requested for reasons put forward in the debate.

(c) To commission further investigation into the matter, for example by a relevant panel or committee.

(d) Where the issue is one on which the Cabinet is required to make the final decision, the Council will decide whether to make recommendations to inform that decision.

9.2.9 The petition organiser will receive written confirmation of this decision. This confirmation will also be published on the Council's website.

*(Local Government, Economic Development and Construction Act 2009. Scheme approved by Council 24 June 2010)*

## **10 Debates involving interested organisations on matters of interest to the wider community of the Borough**

10.1 The Council may promote a debate on a matter of interest to the wider community of the Borough involving the participation of representatives of other organisations under a procedure that will be determined by the Council from time to time.

## **11 Questioning of the Chairmen of Council bodies and members of the Cabinet**

11.1 Every Member of the Cabinet shall present a report to each Ordinary Meeting of the Council on

matters of interest for which they have responsibility that have arisen since the last Ordinary Meeting of the Council.

11.2 A Member of the Council may then, without first giving notice, ask:-

(a) any Member of the Cabinet questions about:

i) each separate item in the minutes of meetings of the Cabinet being presented to the meeting in question; and

ii) any other matter within their remit.

(b) and thereafter the Chairman of any Committee, Sub-Committee, Board, Panel but not Task Group (other than the Cabinet) questions about work of their Committee/Panel.

11.3 The Mayor may disallow, re-direct or postpone any question asked under this Standing Order.

11.4 A Member who is asked a question under this Standing Order may decline to answer it, make a written answer (which shall be provided to every Member within 7 days of the meeting) or may refer the question to another appropriate Member.

11.5 Every question arising under Standing Order 11 shall be asked and answered without debate but any Member who receives an oral answer may ask a supplementary question of the Member who answered provided, in the opinion of the Mayor, it does not introduce a new matter.

## **12 The calling-in of Cabinet recommendations and executive decisions**

12.1 Any Cabinet decision, delegated Cabinet Member's decision or Cabinet recommendation to the Council, may be presented for call-in to the Corporate Performance Panel.

12.2 In this Standing Order, what applies to a recommendation or decision applies to a part of one.

12.3 No recommendation or decision shall be called-in unless: (i) at least four members of the Council give notice in writing to the Chief Executive of their desire to effect a call-in; and (ii) such notice:

(a) is supported by each Member who desires to call-in a recommendation or decision; and

(b) is delivered to the Chief Executive before twelve noon of the fifth working day after the one on which the recommendation or decision was published; and

(c) specifies the recommendation or decision, or part thereof, which it is intended should be the matter of a call-in; and

(d) specifies the ground(s) upon which it is desired to call-in any matter under this Standing Order.

12.4 Provided the Chief Executive is satisfied that a notice of call-in complies with paragraph 12.3, he/she will then determine whether or not the call-in is sufficiently valid to pass to the Corporate Performance Panel for consideration (in the absence of the Chief Executive this responsibility will fall to the Council's Monitoring Officer). In assessing the validity of the call-in, regard shall be had to the following:



- (a) Is the decision against a declared policy or budget provision of the Council?
- (b) Is the decision contrary to the views of a key partner authority to the Borough?
- (c) Has a relevant, material matter not been considered in reaching the decision or has a relevant, material matter been overlooked in reaching the decision?
- (d) Have the views of Members requesting the call-in been fairly taken into account in arriving at the decision, so making a call-in unnecessary?
- (e) Is the decision likely to cause distress, harm or significant concern to a local community or to prejudice individuals within it?
- (f) Is the matter one which has already been subject to consultation or debate with relevant interested parties so making further debate through Scrutiny unnecessary?
- (g) Is the advice contrary to the advice of the relevant professional institution?
- (h) Is there clear evidence of a breach of procedure?

12.5 If the Chief Executive (or Monitoring Officer) subsequently determines not to advance the call-in, he/she will promptly inform the proposer and supporters of the call-in of his/her decision and the reasons for it.

12.6 If it is determined that the call-in is sufficiently valid (in accordance with paragraph 12.4 above) then the Chief Executive (or Monitoring Officer) will direct the Scrutiny Officer to promptly e-mail a summary of the call-in to the Chairman of the Corporate Performance Panel.

12.7 Once formal notification of a valid call-in has been received, the Chairman of the Corporate Performance Panel shall request that any additional information, if required beyond that contained within the report supporting the recommendation(s) / decision(s), be suitably collated to facilitate meaningful consideration of the matter by the Corporate Performance Panel. This information should be appropriately distributed in advance of the Committee meeting at which the call-in is to be considered and debated in accordance with Standing Order 15.

12.8 Upon conclusion of the debate the Corporate Performance Panel will decide upon one of the following two courses of action:

- (a) support the Cabinet/ Cabinet Member's recommendation(s) or decision(s). In this case the recommendation(s) or decision(s) will, respectively, be free to pass to Council as they originally stood, or, be available for immediate implementation; or,
- (b) uphold the call-in.

12.9 If the Panel upholds the call-in it may then take one of three courses of action:

- (a) report to Council, Cabinet or the relevant Cabinet Member requesting that the Cabinet/Cabinet Member's/officer amend or substitute the recommendation(s) or decision(s); or,
- (b) if the issue is considered urgent or straightforward, formulate a counter-recommendation or amendment; or,

(c) investigate the matter further at another meeting within thirty working days ??(beginning with the day after the issue of the notification of the call-in) and then follow the same process as set out above (12.8-12.10)

12.10 The Cabinet/Cabinet Member may amend, substitute or withdraw any recommendation or decision in respect of any matter that has been called-in under paragraph 12.3 of this Standing Order.

12.11 Decisions or recommendations that are amended or substituted in advance of the call-in being considered will then be subject to a renewed call-in period as if the decision/recommendation had been made for the first time. However, if the original proposers of the call-in still wish to call-in the recommendation or decision, after amendment or substitution by the Cabinet/Cabinet Member/officer, the Chief Executive will make a decision as to whether the matter may be considered/debated at the originally scheduled meeting or whether a new call-in process/schedule will need to be instigated.

12.12 No decision of the Cabinet/Cabinet Member that is called in under paragraph 12.3 of this Standing Order shall be acted upon (even if it is amended, substituted or withdrawn) until the call-in is either ended by the Corporate Performance Panel or approved by the Council.

12.13 When the Corporate Performance Panel resolves that a call-in shall be ended, the recommendation or decision (as amended or substituted) shall proceed as if no call-in had been made.

12.14 If the Corporate Performance Panel:-

(a) does not end a call-in within 30 days? from the date of the decision which has been called in (and the recommendation or decision remains in dispute); or

(b) refers a call-in directly to Council under paragraph 12, the Council shall determine whether to approve the recommendation or decision that has been called-in or to revoke, vary, amend and/or remit it back to the Cabinet/Cabinet Member for further consideration.

#### **12.15 Urgent Decisions**

If the Cabinet is proposing to take a Key Decision as an Urgent Decision – and therefore not subject to call in – No such recommendation or decision shall be called-in if the Leader of the Council, after first obtaining notice in writing that the recommendation or decision proposed must be acted on urgently; and that failure to do so would substantially prejudice the interests of the residents of the Borough or the Borough itself; obtains agreement from the Chairman of the Corporate Performance Panel, or in his absence the Vice Chairman of Corporate Performance Panel, or in their absence the Mayor and in the absence of the Mayor, the Deputy Mayor, that the matter must be acted on urgently without the availability of call in. The Leader of the Council shall report quarterly to Council details of any decisions acted on urgently in the preceding quarter. NB: Non Key Decision Urgent Decisions may be taken without this process providing the reasons for it are given by the Chairman or decision maker.

*(S 15 & 16( Access to Information) (England) Regulations 2000.*

12.16 Any matter which is a function of the Cabinet and has been exercised by one or more Cabinet Members, may, subject to clause 12.3, be called in provided that the matter, once determined, may not subsequently be called in once the initial decision has been made and the call-in process has expired (regardless of whether or not the matter was called-in) unless in the opinion of the Chief

Executive on the advice of the Monitoring Officer, the matter has substantially changed since it was first decided.

For Exceptions see Standing Order 30.5.

### **13 Motions and amendments that may be moved without notice**

13.1 Motions and amendments may be moved and applications made without notice provided that they relate to:-

- (a) the appointment of a temporary Chairman of a meeting which has none present.
- (b) the accuracy of a minute.
- (c) the order of item(s) of business.
- (d) the referral of any matter to another meeting for consideration and/or determination..
- (e) the appointment of members that arises from any item of business at a meeting.
- (f) a recommendation to Council.
- (g) permission to withdraw a motion or amendment.
- (h) permission to extend the length of a speech.
- (i) the amendment of a motion.
- (j) any procedural motion under Standing Order 15.
- (k) a motion to suspend any Standing Orders under Standing Order 2.
- (l) a motion to exclude the press and public under section 100A and Schedule 12A of the Local Government Act 1972.
- (m) a motion proposing that a Member, whom it names for disorderly conduct under Standing Order 25, be not further heard or do leave the meeting.
- (n) a motion that authorises the exercise of any statutory duty or power which in the opinion of the Council ought to be exercised as a matter of urgency.
- (o) a motion to obtain any consent of the Council that may be required under these Standing Orders.

### **14 Notices of motions which may not be moved without notice**

14.1 A Member may propose a motion for debate by Council provided it is relevant to some matter in relation to which this Council has powers or duties or which affects the Borough.

14.2 A Member who wishes to move a motion which may only be moved with notice shall give notice in writing to the Chief Executive. The notice shall:-

(a) state the motion that the Member desires to move in such a way that it is clear what the member is proposing.

(b) be delivered to the Chief Executive at least seven clear days before the date of the meeting of the Council at which it is proposed to debate the motion.

(c) state the date of the meeting at which Council is to be invited to debate the motion if it is not the next ordinary meeting for which it is eligible.

14.3 Upon the receipt of such a notice, it shall be stamped with the date and time of its receipt and, provided the Chief Executive is satisfied that it complies with paragraphs 14.1 and 14.2, the full text of the motion shall be entered in a register of motions, which shall be open to inspection by any Member of the Council.

14.4 Motions shall be entered in the register specified in paragraph 14.3 in the order in which they are received by the Chief Executive.

14.5 The Chief Executive shall advise a Member, who sent in a notice that does not comply with this Standing Order, in what way it fails to do so.

14.6 After a formal seconding, and before the debate of any motion notified under this Standing Order, the Council shall decide whether it will be debated immediately or by Council at a later date and, if the meeting decides the motion will not be debated then, which Council Body it shall be referred to for consideration and/or determination.

14.7 A Member, shall be permitted to speak in support of the motion at the meeting of the Council Body at which it is debated, but shall not vote on the matter unless they are a member of that Meeting.

14.8 If a Motion is referred, under Standing Order 14.6 to a Council body, and if that body is empowered by the constitution to make a decision, it will in any event return the motion to Council for further consideration, should Council so decide at the time of referral

SEE APPENDIX 1

## **15 Rules of debate**

### **A - Moving and disposing of motions and amendments**

15.1 In these Standing Orders "the substantive motion" means any motion under debate that appears on the agenda or arises from it.

15.2 The debate of a motion shall begin by the substantive motion being proposed and seconded and no motion shall be debated unless and until it has been proposed and seconded.

15.3 However, when a report contains more than one recommendation, members of the reporting body shall move and second the adoption of all of them. The Member proposing the adoption of the

report may assign any of their rights of reply to other members of that Body nominated by them. Otherwise it will be debated normally.

15.4 Any Member who desires to propose an amendment to a substantive motion which has been seconded shall then propose their amendment, but no amendment to a motion shall be debated further until it has been proposed and seconded.

15.5 An amendment to a substantive motion, including one that has been amended, shall not introduce a new issue and shall be limited to omitting words from, adding words to, or substituting words in the substantive motion; and it shall not have the effect of negating the substantive motion.

15.6 If an amendment under paragraph 15.5 of this Standing Order is seconded, the amendment shall be debated until no other Member wishes to speak or a procedural motion curtailing debate is passed. No amendment shall be moved to an amendment.

15.7 If an amendment is passed the motion (as amended) shall become the substantive motion.

15.8 The Person Presiding shall not permit a further amendment to be moved or debated until a preceding amendment has been dealt with.

15.9 After all amendments have been dealt with, the substantive motion (incorporating any amendments which have been passed) shall be debated until no other Member wishes to speak or a procedural motion curtailing debate is passed.

15.10 A motion or amendment may be withdrawn by the mover with the consent of their seconder and of the Council (which shall be given without debate) and no member may speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.

#### **B-The conduct of Members during debate**

15.11 If two or more members wish to speak at once, the Mayor shall call on one to speak.

15.12 Members shall speak only once about the motion or the amendment which is then under debate with the exception of the Planning Committee where a Member seeks to raise a new point

15.13 No speech shall exceed five minutes except with the consent of the Council.

15.14 A Member who moves a motion may make the following speeches:-

- (a) to open the debate on the substantive motion; and,
- (b) to exercise a right of reply at the close of the debate on the substantive motion; and,
- (c) to exercise a right of reply at the close of any debate on any amendment to the substantive motion.

15.15 A person other than the mover of a motion may make the following speeches:-

- (a) to second, or speak on, the substantive motion; and
- (b) to speak on any amendment (including proposing or seconding an amendment).

A Member, who seconds a motion or an amendment by stating that they are doing so formally, remains eligible to speak later in the debate.

15.16 A Member who moves an amendment (including any amendment which becomes part of a substantive motion) has no right of reply at the end of the debate on that amendment (or at the end of the debate on the substantive motion).

15.17 The Mayor shall call the attention of the Council to continued irrelevance, tedious repetition, or where a question is being asked, failure to put the question expediently and may rule such matters to be disorderly conduct.

### **C- Special procedural motions for ending a debate or meeting**

15.18 While a motion is being debated, no other motion (other than an amendment) shall be proposed except for any of the following motions which vary normal procedure:-

(a) a motion “that the question now be put”, which, if passed, will curtail the debate and cause a vote to be held on the motion or amendment under consideration;

(b) a motion “that the Council proceed to next business”, which, if passed, will cause the meeting to proceed to the next item of business without completing the item under debate;

(c) a motion to “adjourn the debate”, which, if passed, postpones further debate on the motion under consideration to a later date as the Mayor or Chairman shall direct.

(d) a motion “that the meeting be adjourned”, which, if passed, will result in the meeting being adjourned and any matter that is being debated, but has not been voted on when this motion is passed, being considered at a later date as the Mayor or Chairman shall direct.

15.19 Any of the procedural motions listed in paragraph 15.18 of these Standing Orders:-

(a) shall be voted on without debate.

(b) may be disallowed by the Chairman if they consider the motion to have been moved prematurely so that, if passed, it would operate to curtail proper debate.

15.20 A motion “that the question now be put” may only be moved by a Member who has not spoken previously on the item of business that would be affected. If such a motion is passed, before any “question” is put to the vote as a consequence, the Chairman shall invite the member whose substantive motion would be affected to reply to the debate before their motion is put to the vote.

15.21 A motion “that the Council proceeds to next business” may only be moved by a Member who has not spoken previously on the item of business that would be affected. Before that procedural motion is put to the vote, the Chairman shall invite only the Member whose motion or amendment would be left undecided to speak on the procedural motion.

15.22 A Member may raise a point of order if they become aware of any breach of these Standing Orders, the Council’s Constitution or the law. This must specify which Standing Order, or provision in the Council’s Constitution has been breached or the point of law that has arisen. The ruling of the Chairman of a meeting on a point of order, or as to the conduct of the meeting of the Council or a Council Body or subsidiary body, shall not be challenged during that meeting.

15.23 A Member may raise and pursue a point of personal explanation if, and only so far as, it is necessary to remedy any manifest misunderstanding by a speaker of any part of a statement they have made on the matter under debate.

#### **D- Disorderly conduct by Members of the Council**

15.24 A Member who persistently disregards the ruling of the Chairman of any Meeting, or who behaves irregularly, improperly, or offensively, or who willfully obstructs the business of any such Meeting, shall be guilty of disorderly conduct.

15.25 If a motion under paragraph 13.1(m) of these Standing Orders is put and passed in a meeting, any Member who is so named shall not be heard further in any debate during the remainder of that meeting.

15.26 If a Member does not comply with a motion that is passed under paragraph 15.25 of this Standing Order, the Chairman of the meeting shall:-

(a) if the motion was for the Member not to be further heard, move “that the Member do leave the meeting” and that motion shall be put and determined without being seconded and without debate; or,

(b) ask the member to leave the meeting room for the remainder of the meeting, or

(c) adjourn the meeting for such period as they think fit.

15.27 If a Member does not comply with any motion that is passed under paragraph 15.26(a) or (b) of this Standing Order, or continues to disrupt a meeting that reconvenes after a motion under paragraph 15.26(c) has been passed, the Chairman may order such action as is necessary to be taken to secure the removal of that Member from the meeting and prevent their re-entry.

15.28 The Chairman of the meeting shall report to the Standards Committee any motion that is passed under paragraphs 13.1(m) or 15.26 and any action occurring under paragraph 15.27 of these Standing Orders.

#### **E- Disorderly conduct in meetings by members of the public**

15.29 No Member of the public shall interrupt proceedings, behave in a disorderly manner or breach the Protocol relating to the Openness Regulations during a meeting.

15.30 Any member of the public who interrupts a meeting behaves in a disorderly manner or breaches the Protocol relating to the Openness Regulations shall be warned by the Chairman of the meeting to stop that behaviour and, if they do not, the Chairman may, without any motion being put or seconded or debated:-

(a) Adjourn the meeting for as long as they consider necessary; and/or,

(b) Order such action as is necessary to be taken to remove the offending person from the meeting and prevent their re-entry.

#### **F- General disturbance of any meeting**

15.31 The Chairman of any meeting may adjourn that meeting, for as long as they consider necessary, without any motion being put or seconded and without debate if, in their opinion, the behaviour of persons who are present (whether Members of the Council or not) makes it impossible to carry on business in an orderly manner.

15.32 Where the Chairman of any meeting invokes this Standing Order because of the conduct of any Member of the Council, they shall report the matter to the Standards Committee.

### **G - Call-in debating procedure**

15.33 On receiving valid notice of a call-in under Standing Order 12, the Corporate Performance Panel should follow the steps outlined below (a-f) in debating the subject matter:

(a) The Proposer of the call-in and his/her supporters address the Corporate Performance Panel about the call-in and why it should be upheld;

(b) The Panel Members receive a submission from the relevant Portfolio Holder;

(c) The Panel Members receive submissions from Officers;

(d) The Panel Members receive submissions from members and, at the discretion of the Chairman, other interested parties.

(e) The Panel debates the call-in (in accordance with this Standing Order) during which they may question or seek further information from any of the four parties referred to in (a), (b), (c) and (d) above.

(f) The Proposer shall exercise a right of reply after the debate.

15.34 Following the debate, the Panel will decide (in Accordance with Standing Order 12) either to support the Cabinet/Officer's/Cabinet Member's recommendation(s)/decision(s), or, to uphold the call-in.

## **16 The minuting of meetings**

### Extracts from the Statutes

*Minutes of the proceedings of a meeting of a local authority shall....be drawn up....and signed at the same or next suitable meeting of the authority by the Chairman, and any minute purporting to be so signed shall be received in evidence without further proof.*

*Until the contrary is proved, a meeting of a local authority a minute of whose proceedings has been made and signed in accordance with (these provisions) shall be deemed to have been duly qualified.*

*For the purposes of (the foregoing provisions) the next suitable meeting of a local authority is their next following meeting or, where standing orders made by the authority in accordance with regulations under Section 29 of the Local Government and Housing Act 1989 provide for another meeting of the authority to be regarded as suitable, either the next following meeting or that other meeting.*

*(Local Government Act, 1972, sch 12 para 41(1), (3) and (4))*



*Until the contrary is proved, where a minute of any meeting of [a committee of local authority (including a joint committee) or a sub-committee of any such committee] has been made and signed in accordance with these provisions, the committee or sub-committee shall be deemed to have been duly constituted and to have had power to deal with the matters referred to in the minute, the meeting shall be deemed to have been duly convened and held and the members present at the meeting shall be deemed to have been duly qualified.*

*(Local Government Act, 1972 sch 12 para 44(2))*

*(Note: see also Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000)*

16.1 In accordance with paragraph 8.2 of these Standing Orders, the Mayor or the Chairman of any meeting shall put the question, “do Members agree that the minutes of the previous meeting be approved as a correct record”

16.2 There shall be no discussion about the minutes, except on a motion under paragraph 13.1(b) of these Standing Orders, which shall be confined solely to the question of whether the minute has been recorded accurately.

16.3 In the absence of any motion under Standing Order 13.1(b), or as soon as any such motion has been decided, the Mayor or the Chairman of any Meeting shall sign the minutes as a true record of the business transacted at the previous meeting.

16.4 The minutes of an Extraordinary Meeting of the Council shall be approved and signed at the next Ordinary Meeting of the Council.

16.5 The minutes of all meetings shall be made available to every Member of the Council, and the signed copies of all such minutes shall be bound together in a book and retained by the Chief Executive as a public record.

## **17 Voting**

### *Extracts from the statutes*

*Subject to the provisions of any enactment ....all questions coming or arising before a local authority shall be decided by a majority of the members of the authority present and voting thereon at a meeting of the authority.*

*Subject to those provisions, in the case of an equality of votes, the person presiding at the meeting shall have a second or casting vote.*

*(Local Government Act 1972, Sch 12 para 39)*

*[The foregoing provisions] shall apply in relation to a committee of a local authority (including a joint committee) or a sub committee of such a committee as they apply in relation to a local authority.*

*(Local Government Act 1972, sch 12, para 44)*

17.1 All matters on which a vote is taken shall be decided by the majority of the Members present at a Meeting and voting on them except that, where there is an equality of votes, the Chairman may give a casting vote irrespective of whether or not they voted in the first instance,

17.2 Except as provided by paragraph 17.3 and 17.3A of this Standing Order any vote shall be determined by a show of hands.

17.3 With the support of at least 3 other Members, and by indicating to the Chairman of a meeting immediately before a vote on any matter is taken, a Member of the Council may require that the vote be recorded to show whether each Member present voted for or against the motion or abstained from voting - provided that when, in the opinion of the Chairman of that meeting, a recorded vote under this Standing Order is demanded frivolously or vexatiously, the Chairman may put the question of whether the vote should be recorded to the meeting without it being seconded or debated; and this Standing Order may not be invoked on such a vote.

17.3A At a Remote Meeting, and unless a recorded vote is required pursuant to 17.3 above, the Chair will take the vote:

17.3A.1 by use of electronic voting system(s); or

17.3A.2 by the affirmation of the meeting if there is no dissent; or

17.3A.3 by roll-call and the number of votes for or against the motion or amendment or abstaining from voting will be recorded.

#### **17.4 Council Tax and Budget Setting meeting**

Immediately after any vote is taken at a budget decision meeting of the authority there must be recorded in the minutes of the proceedings of that meeting the names of the persons who cast a vote for the decision or against the decision or who abstained from voting.

17.5 Immediately after a vote on any matter, a Member may require that the way in which they voted on that matter is recorded in the minutes of the meeting.

17.6 Where a vote is required on a motion to appoint or elect to a position and there are more candidates than positions, then for each position the clerk shall announce the name of the candidates and shall then invite each member present to indicate their chosen candidate. At the end of the process the Clerk shall announce the number of voters for each candidate and the one with the most votes shall be appointed.

### **18 Signing of the attendance book**

#### Extracts from the statutes

*The names of members present at a meeting of a local authority shall be recorded.  
(Local Government Act 1972, Sch 12, para 40)*

*(The foregoing provision) shall apply in relation to a committee of a local authority (including a joint committee) or a sub-committee of any such committee as [it applies] in relation to a local authority.  
(Local Government Act 1972, Sch 12, para 44(1))*

18.1 Every Member of the Council attending any Meeting of the Council or a Council Body of which they are a member shall sign their name in the attendance book or on a sheet provided for that purpose.

### **19 Rescinding a preceding resolution**

19.1 No motion to or which would have the effect to rescind or reverse a resolution of the Council shall be considered by the Council, within a period of six months from the date of that resolution, unless it is moved in accordance with Standing Order 14 and the notice of motion is supported in writing by at least twenty Members of the Council or one third of the members of the meeting who made the resolution.

19.2 The “resolutions” covered by paragraph 19.1 of this Standing Order include decisions in respect of any notice of motion, or any amendment of a notice of motion (whether or not such motion or amendment was passed), as well as any other decision taken in exercise of the Council’s functions.

19.3 Once a motion has been moved with the support required in 19.1, no further motion shall be introduced by that means, in respect of substantially the same subject matter, for a period of six months from the day when the motion was moved.

19.4 This Standing Order shall not apply to matters that are called in under Standing Order 12 Interest of Members and Officers in contracts and other matters

## **20 Interests of Members and Officers in contracts and other matters**

### Extracts from the Statutes

#### *s.117(1) Local Government Act 1972 – Disclosures by Officers of interest in contracts*

*(1) If it comes to the knowledge of an officer employed, whether under this Act or any other enactment, by a local authority that a contract in which he has any pecuniary interest, whether direct or indirect (not being a contract to which he is himself a party), has been , or is proposed to be, entered into by the authority or any committee thereof, he shall as soon as practicable give notice in writing to the authority of the fact that he is interested therein.*

*For the purposes of this section an officer shall be treated as having indirectly a pecuniary interest in a contract or proposed contract if he would have been so treated by virtue of section 95 above had he been a member of the authority.*

20.1 A Member of the Council who is present at a Meeting and has any interest pursuant to the Council’s code of conduct in a matter that is the subject of consideration by the Meeting shall declare the nature of that interest with an explanation at the start of the Meeting or at the earliest available opportunity and if that interest is a disclosable pecuniary interest shall withdraw from the Meeting including from the public gallery while the matter is under consideration unless a dispensation has been granted to that Member by the Council’s Standards Committee. For the avoidance of doubt, it is the responsibility of individual Members to determine whether or not they have an interest. Failure to declare is a breach of the Council’s Code of Conduct and may result in a referral to the Councils Standards Committee

20.1A Where a Member is required to leave a Remote Meeting as a result of 20.1 above, the means of remote attendance is to be severed whilst any discussion or vote takes place in respect of the item or items of business on which the Member may not participate.

20.2 The Monitoring Officer shall maintain a Register of Member’s Disclosable Pecuniary Interests. This shall be open to inspection by any member of the public and published on the Council’s website.

20.3 The Monitoring Officer shall record in a book to be kept for the purpose particulars of any notice of interest given by an employee of the Council under section 117 of the 1972 Act or paragraph (1). The book shall, during ordinary office hours of the authority, be open for inspection by any member.

20.4 Where an officer submits a report to a meeting on a matter in which he/she has declared an interest under section 117 of the 1972 Act or Paragraph (1), he/she shall state that such

declaration has been, made and give brief details of it, in a separate paragraph at the commencement of the report.

20.5 Where any officer advises orally a meeting on a contract, grant, proposed contract or other matter and has declared an interest in the matter, whether under the requirements on section 117 of the 1972 Act, or of paragraph (1), he/she shall remind the meeting orally of that interest, and the reminder shall be recorded in the minutes of the meeting.

## **21 Canvassing of and recommendations by Members**

21.1 Canvassing of Members of the Council, directly or indirectly, with regard to any appointment by the Council, shall disqualify the candidate concerned from that appointment; and it shall be the duty of any Member of the Council so canvassed to report that fact to the Chief Executive. The essence of this paragraph of this Standing Order shall be included in every advertisement inviting application for appointments and in every form of application.

21.2 A Member of the Council shall not solicit, for any person, any appointment to the Council's employment, but this shall not preclude a Member from giving a written testimonial of a candidate's ability, experience, or character for submission to the Council with an application for appointment.

## **22 Relatives of Members or Officers**

22.1 An applicant for any appointment by the Council, who knows that they are related to any Member or senior Officer of the Council, shall inform the Chief Executive of such a relationship when making their application.

22.2 An applicant who fails to disclose such a relationship shall be disqualified from appointment and, if appointed, shall be liable to dismissal without notice. Every Member and senior Officer of the Council shall disclose any relationship, known to them to exist between them and any person they know is an applicant for an appointment by the Council, to the Chief Executive.

22.3 The essence of this Standing Order shall be included in every form of application.

22.4 For the purposes of this Standing Order, "senior Officer" means an Officer graded on Performance Grades SM1-4 and 5 and 6; and "relationship" means being their partner or their own or their partner's parents, grandparents, children, grandchildren, brothers, sisters, uncles or aunts, nephews or nieces.

## **23 Staff establishment and the filling of vacancies**

23.1 All vacancies, unless they are to be filled by promotion or transfer from within the Council, or unless the Council determines otherwise, shall be publicly advertised and filled by open competition arising from that advertisement.

23.2 No step shall be taken to advertise or fill a vacancy for any post designated as that of a chief officer (as defined in the Local Authority (Standing Orders) Regulations 1993) until such time as the Cabinet has determined whether that post is necessary and the terms and conditions upon which it should be held.

23.3 When the Council proposes to appoint such a chief officer, and it is not proposed to appoint that person from a pool limited to officers who are employed by the Council, the Council shall:-

(a) cause to be prepared, for its approval, a statement specifying the duties attaching to that post and any qualification or qualities required of any person who desires to be appointed to it;

(b) cause arrangements to be made for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified to apply for it; and

(c) cause arrangements to be made for a copy of the statement mentioned in paragraph 23.3(a) of this Standing Order to be sent to any person who requests a copy of it.

23.4 When a post has been advertised in accordance with this Standing Order, the authority shall invite all qualified applicants for the post to attend for interview, or select a short list of such qualified applicants and invite all those included on the short list to attend for interview.

23.5 When no qualified person has applied to fill a vacancy in the opinion of the Executive Director in which a vacancy has been advertised (or, if a vacancy is for an Executive Director or more senior officer, in the opinion of the Appointments Board), the Council shall make further arrangements for the advertisement of the post in accordance with this Standing Order.

23.6 Every appointment to a second tier officer post or one more shall be made by the Appointments Board or a panel of the Board, except the Head of Paid Service which shall be made by the whole Board and shall then be immediately notified to all Members of the Cabinet, each of whom shall have a time limited opportunity to object which if exercised shall halt the appointment procedure where upon a special meeting of the Cabinet shall be convened to determine the next steps.

23.7 The Officer Employment Rules (required by Article 12.10) are those parts of Standing Orders 20 – 24 which relate to employees.

23.8 The posts designated as chief officers (as required by Article 12.02) shall be those indicated in Part 7 of the Constitution.

## **24 Disciplinary action against Statutory Appointees**

24.1 Statutory Appointees: The Chief Executive, Executive Directors, Monitoring Officer, and the Authority's 151 Officer (normally the Executive Director, Finance and Resources) will be subject to disciplinary action only as a result of an Independent Officer's appointment, review, and subsequent recommendation to the Authority. This will be by means of submitted report, and Regulation 7 of the Local Authorities (Standing Orders) (England) Regulations 2001 will apply.

## **25 Custody of the Seal**

25.1 The Common Seal of the Council shall be kept in a safe place in the custody of the Legal Services Manager or such other Officer designated for the purpose by them.

## **26 Sealing of documents**

26.1 The Common Seal of the Council shall not be affixed to any document unless either [i] the sealing has been expressly authorised by a decision of the Council (Cabinet, Cabinet Member or Officer to whom, the Council has delegated that power) - or [ii] it is necessary to give effect to such a decision of the Council or one made by its delegated authority.

26.2 The Common Seal shall be attested by the Legal Services Manager or an officer authorised by

them, except that the Mayor or Deputy and the Chief Executive may additionally attest any document that is executed for special civic or ceremonial occasions.

26.3 A record of every sealing of a document shall be made and consecutively numbered in a book kept for the purpose and shall be signed or initialed by the Officer sealing the document.

## **27 Authentication of documents for legal proceedings**

27.1 Where production of any document will be a necessary step in legal proceedings on behalf of the Council, it shall be signed by the Legal Services Manager unless any enactment otherwise requires or authorises, or the Council gives the necessary authority to some other person for the purpose of such proceedings.

## **28 Inspection of documents**

*The Access to Information rules which apply to Council meetings and committees of the Council in executive and alternative arrangement constitutions are set out in section 100A-H and schedule 12A of the Local Government Act 1972*

28.1 Every Report will set out a list of those documents (called background Papers) relating to the subject matter of the report which in the opinion of the author:

(a) disclose any facts or matters on which the report or an important part of the report is based; and

(b) which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of a political advisor.

28.2 Subject to paragraph 30.3 of these Standing Orders, a Member of the Council may inspect any document that is within the possession, power or control of the Council provided it is reasonably necessary for the discharge of their duty; and they shall, if they so request, be provided with a copy of any document that they are entitled to inspect.

(a) Members shall be entitled to see all documents relied on by the Cabinet acting together or as Cabinet Members, once a decision has been made, unless the Monitoring Officer is satisfied that the disclosure of a document would disclose exempt information of a type which may be excluded at law.

(b) Members of a Policy Review and Development Panel may, in addition to rights contained in (a) above be entitled to a copy of any document in the possession or control of the Cabinet that contain material relating to business transacted at a private meeting, a public meeting, a decision made or a key decision made by an officer under delegated powers.

28.3

(a) Public inspection of background papers:

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

(b) Summary of Public's Rights:

A written summary of the public's rights to attend meetings, report on proceedings and publish results (all in accordance with the Openness Regulations) and to inspect and copy documents must be kept and available to the public at the Council Offices.

(c) Exclusion of access by the public to reports:

If the Monitoring Officer thinks fit, the Council may exclude access by the public to reports which in his or her opinion relate to items during which, the meeting is not likely to be open to the public. Such reports will be marked "not for publication" together with the category of information likely to be disclosed.

## **29 Membership and constitution of Council bodies**

29.1 The Annual Meeting of the Council shall appoint the Chairman and Vice Chairman and each member of the following Bodies with the exception of :

- It shall appoint the Leader of the Council and Chairman of Cabinet for a four year period at the first Annual meeting following the Borough Council elections. The Leader of the Council will then appoint the Vice-Chairman and Cabinet on an annual basis.
- The Vice Chairmen of the Policy Review and Development Panels and Audit Committee will be appointed by the Body at its first meeting of the Municipal year

### **Scrutiny and Overview Bodies**

<b>Policy Review and Development Panels:</b>	Up to 12 members
<b>Corporate Performance Panel</b>	Politically proportional with Vice-Chairmen appointed by the Panel
<b>Regeneration and Development Environment and Community Audit Committee</b>	9 Members (Politically Proportionate)

### **Cabinet and Boards**

<b>Cabinet</b>	up to 10 Members (Leader of the Council is appointed for a four year period at the first Annual Council meeting following the Borough Council elections) ( <i>Local Government and Public Involvement in Health Act 2007</i> ). The Cabinet is not required to be Proportional.
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**Deputy Cabinet Members** To be appointed by the Leader

<b>Appointments Board</b>	9 Members (Politically Proportional)
<b>Planning Committee</b>	18 Members (Politically Proportional)

<b>Licensing and Appeals Committee</b>	15 Members (Politically Proportional)
<b>Licensing Committee</b>	15 Members (Politically Proportional)
<b>Standards Committee</b>	7 Members (Politically Proportional) (plus up to 2 non-voting Parish reps and an Independent Person)

29.2 No Member of the Council shall retain any appointment beyond the next Annual Meeting of the Council unless re-appointed to that Body at the next Annual Meeting (with the exception of the Leader of the Council as set out above).

### **Task Groups**

29.3 The Council, Cabinet and any Policy Review and Development Panel may establish temporary Task Groups to undertake, and report back on, work within the remit of the body that established them.

29.4 (a) Members of Task Groups will be appointed having regard to political balance unless the leaders of each registered political group agree that this rule be disapplied.

(b) Group nominations for Task Groups membership will be made to the Chief Executive who is authorised to appoint them.

29.5 A Task Group shall remain constituted until the body which established it, or the Council, resolves that it has completed its task.

29.6 If a Task Group appointed by the Council or Cabinet or a Policy Review and Development Panel is to do any of the following things, these may be specified in its terms of reference:-

- (a) meet in public,
- (b) hold public hearings,
- (c) have a Councillor membership other than five or not complying with proportionality,
- (d) have non-members of the Council as non-voting members,
- (e) commission research,
- (f) complete its work by a certain date, or
- (g) be able to define the scope of its own work.

29.7 When any scrutiny and overview body is considering the performance or proposals of a person, or of a body which included any of its members; such person or members shall not take part in that consideration in the capacity of members of the scrutiny body.

### **29.8 Informal Working Groups (scrutiny and overview function)**

For the avoidance of doubt, Informal Working Groups are not formal Council Bodies or Task Groups. They are solely chosen, controlled by, and report directly back to their respective Policy Review and Development Panels. Political proportionality or issues of vacancies and substitutions should not be an issue.



Any work undertaken through Informal Working Groups should be regarded as approved duties, with respect to traveling expenses, only with the prior approval of the respective Panel's Chairman.

### **30 Access to Information and Meetings**

30.1 Business shall be transacted by the Council and Council Bodies in public unless they resolve to consider in private any matter that is confidential or any information which is exempt within the meaning of Schedule 12A of Part I of the Local Government Act 1972. Officers holding statutory appointments as set out in Standing Order 35 are entitled to attend any meeting of the Cabinet.

30.2 Agenda, reports and other documents of Council bodies shall be held in confidence by Members and Officers of the Council until they are published by the authority of the Chief Executive. Notice shall be given at least five clear days in advance of any meeting by posting details of the meeting at King's Court, Chapel Street, King's Lynn and wherever possible on the Council's website [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk). Late or additional reports which are available for public inspection shall be available to the press and public at the same time it becomes available to members.

30.3 No Member or Officer shall ever disclose documents or the contents of documents that are "exempt" or contain confidential information, as defined by paragraph 30.1 of this Standing Order, to any person who is not a Member or an Officer of the Council other than with the permission in writing of the Monitoring Officer

30.4 If any matter that is raised at a meeting of the Council or a Council Body or subsidiary body when meeting in public, involves the appointment, promotion, dismissal, salary, superannuation, conditions of service or conduct of any identifiable person currently or formerly employed by the Council; that matter shall not be further discussed until the meeting has determined whether the public should be excluded.

30.5 Subject to Standing Order 12.16 no key decision may be taken unless:-

*( Local Authority (Executive Arrangements)(Meetings and Access to Information) England Regs 2012)*

- (a) notice of the proposed key decision has been published in the Forward Decision List
- (b) At least 28 clear days have elapsed since the publication of the notice of key decisions
- (c) Notice of the meeting or intended decision making has been given
- (d) Five working days following the making of the decision have elapsed and no call-in has been received in accordance with standing order 12.3 above

#### **30.6 General Exception for the Key Decision Requirements**

If a matter which is likely to be a key decision has not been included in the Forward Plan, the decision may still be taken if:

- (a) the Chief Executive has informed the Chairman of The Corporate Performance Panel, in writing, by notice, of the matter upon which the decision is to be made;
- (b) Notice is given of the details of the decision to be made and the reasons why it is impracticable to give 28 days notice.
- (c) at least five clear days have elapsed between notice being given and the decision being taken.

### **30.7 Record of individual decision**

As soon as reasonably practicable after an Executive decision has been taken by an individual member of the Executive or a key decision has been taken by an officer, he/she will prepare, or instruct the proper officer to prepare, a record of the decision, a statement of the reasons for it and any alternative options considered and rejected.

### **30.8 Special Urgency**

If the general exception rule is impracticable, the decision can be taken if the decision maker has received the permission of the Chairman of the Corporate Performance Panel if he or she is unable to act, the Mayor or Deputy Mayor, and a notice published stating that a decision is urgent and the reasons why it cannot reasonably be deferred.

### **31 Special Meetings**

31.1 A special meeting:-

- (a) may be called by the Chairman of that meeting at any time; and
- (b) shall be called on notice being given in writing to the Chief Executive by a quarter of the members of that meeting stating that they desire a meeting.

31.2 The Chief Executive shall summon each Member to a Special Meeting, under paragraph 31.1 of this Standing Order, with a notice which shall set out the business to be considered, and no business other than that mentioned in the notice shall be considered at that meeting.

### **32 Vacancies and substitutions on Council bodies and task groups**

32.1 The Chief Executive shall appoint a Member, nominated by a political group to fill a casual vacancy that falls to be filled by that particular political group, provided the leader of that group has:-

- (a) consulted with the Members of the group; and,
- (b) communicated the name of the person nominated to the Chief Executive; and,
- (c) the Member nominated under paragraph 32.1(b) is not precluded from being by any rule of law or of the Council.

32.2 Subject to the following conditions, when a Member is unable to attend any meeting, a substitute registered in the same political group may attend in their place.

(a) The substitutes will be temporary members, appointed by the Chief Executive on the authority of the Council, and the member substituted for will be suspended from the relevant membership for the period of substitution. Once commenced, the substitution shall continue throughout the meeting and throughout consideration of any item of its business which is adjourned.

(b) The Chief Executive must be notified in writing by the Member who will be absent or by the Leader of their political group. Unless the reason for the absence arises too late to permit this (in which case the maximum notice possible must be given), this notification shall be given at least 24 hours before the meeting.

32.3 Whenever appointments of Members are not made on the first occasion when they might be, the Chief Executive shall make such appointments on the basis of balloting members of the body entitled to make the appointment. If the vacancy falls within the proportion of places due to a particular political group, balloting shall initially be restricted to the members of that political group. Only if that fails to fill a vacancy, will a further ballot be conducted open to relevant Members of all political groups or none.

### **33 Duration of Council meetings**

33.1 A Meeting including a Meeting of a Task Group which has sat continuously for three hours shall be adjourned automatically unless the majority of members present vote to continue.

### **34 Rights of non-members to attend meetings of Council bodies**

34.1 Every Member of the Council shall have the right to attend any Meeting including Task Groups. A Member exercising this right shall inform Democratic Services no later than two hours before the commencement of the Meeting of their intention to attend.

34.2 If the Member's only intention is to attend a Meeting that is publicly accessible through remote means and not to exercise the right to speak at 34.3 below, the Member's right to attend shall be fulfilled by way of directing the Member to the public access of the Meeting through remote means.

34.3 Every Member of the Council shall have the right to speak at any Meeting including Task Groups subject to the provisions as to declarations of interest, provided that they shall, inform Democratic Services at least two hours before the Meeting of their intention to do so and on what items they wish to be heard..

34.2 The minutes of the Meeting shall record the name of any Member of the Council who is present at the Meeting under this Standing Order, any item on which they spoke, and shall include a summary of what they said.

### **35 Statutory appointments**

35.1 The following posts shall be designated for the purposes of Article 12.02 of this Constitution, sections 113 to 115 of the Local Government Finance Act 1988 and sections 4, 5 and 6 of the Local Government and Housing Act 1989 and shall be held by separate individual officers.

(a) The Head of the Paid Service

(b) The Monitoring Officer.

(c) The Chief Financial Officer

### **36 Recording or broadcasting meetings**

36.1 The Openness Regulations require that any person attending a meeting open to the public (including Councillors) must, as far as is practicable, be afforded reasonable facilities for reporting (whether by filming, photographing or audio recording) and may use any communication method (including social network methods) to publish or otherwise share the results of their reporting activities.

36.2 "Reporting" means

- filming, photographing or making an audio recording of proceedings
- using any other means for enabling a person who is not present to see or hear proceedings at a meeting as it takes place or later
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

36.3 The Council is not required to permit oral reporting or commentary at a meeting as it takes place if the person reporting or providing the commentary is present at the meeting.

36.4 The Council has published and adopted a Protocol relating to the adoption and operation of the Openness Regulations and this can be viewed at the end of this Constitution (Appendix 2)

### **37 Approval of draft plans, strategies, estimates and amounts submitted to the Council by the Cabinet**

*(Local Authorities (Standing Orders) (England) Regulations 2001*

37.1 Where the Cabinet submits a:-

(a) plan or strategy prescribed by the Local Authorities (Standing Orders) (England) Regulations 2001 ("the regulations") to the Council for approval by the Council; or

(b) any estimate or amount prescribed under Paragraph 6 of Part II of the regulations and the Council wishes to amend, approve or adopt the plan or strategy, or object to any estimate or amount, it must inform the Leader of the Council of any objections to the plan or strategy or estimate or amount.

37.2 Where an objection is received under this standing order the Cabinet must consider the objection within such period as shall be specified by the Council (being not less than 5 working days beginning with the date that the Leader received the objection) and the Leader of the Council may either amend the plan or strategy or a revision of the estimates or amounts or inform the Council of the reasons why the Cabinet disagrees with the Council's objections.

37.3 The Council must take account of the amendments made by the Cabinet to a plan or strategy and any reasons why the Cabinet disagrees with the Council's objections when it amends, approves or adopts a plan or strategy or before it makes a calculation in accordance with sections 32 to 37 or 43 to 49 of the Local Government Finance Act 1992 or issues a precept under Chapter IV of Part 1 of that Act.

### **38 Decisions by Cabinet Members**

38.1 Wherever a decision is to be made by a Cabinet Member, a report must be produced in writing setting out all of the required information before any decision can be taken.

38.2 A copy of the report with a note must be sent to the Democratic Services Manager, Management Team and The Monitoring Officer, 5 clear days before the date on which the decisions is to be taken. The report will then be placed on the intranet/internet or otherwise made available to members of the Council and unless confidential or exempt to members of the public.

38.3 The Cabinet Member can either attend the Council Offices and make the decision on the given day, or may return the completed form, signed off, to the Head of Service responsible via the email system, a copy should also be sent to the Democratic Services Manager.

38.4 The decision may be wholly within the Cabinet Members decision making powers, or part of all may be a recommendation to Council. This must be made clear in the report. Recommendations to Council will then be placed on the next Council Agenda and moved by the Leader at Council.

38.5 A Cabinet Member may decide to refer the matter to a full meeting of Cabinet for decision. In which case the matter will be placed on the agenda of the next ordinary meeting of Cabinet.

38.6 Once a Cabinet Member has made a decision it will be placed on the intranet and made available for call-in in accordance with Standing Order 12. Members will be notified that a decision has been taken.

## APPENDIX 1

### DIAGRAM TO SHOW THE STAGES OF MOTION, AMENDMENT AND DECISION

(1) **MOTION** moved and seconded

↓

(2) **DEBATE ON MOTION**

↓ → → → **NO AMENDMENT** move to (6)

(3) **AMENDMENT** moved and seconded

↓

(4) **DEBATE ON AMENDMENT**

↓

when debate finishes

↓

(5) **MOVER OF ORIGINAL MOTION INVITED TO REPLY TO DEBATE ON AMENDMENT**

↓

**VOTE ON AMENDMENT**

↓ **IF CARRIED** - MOTION AS AMENDED IS OPEN FOR DEBATE

↓ **IF LOST** - ORIGINAL MOTION IS OPEN FOR DEBATE

(Any number of amendments can be moved and dispensed with in the way **ONE AT A TIME**)

↓

(6) **DEBATE**

↓

(7) **WHEN DEBATE FINISHED MOVER OF ORIGINAL MOTION (1) TO REPLY TO DEBATE**

↓

(8) **VOTE ON MOTION (ORIGINAL OR AS AMENDED)**

↓

**IF CARRIED – DECISION**

**IF LOST - NO DECISION** – Matter open for further proposal or stands as a **NO DECISION** item.

**IF EQUALITY OF VOTES - NO DECISION**

An amendment will not be valid if it is a direct negative or if it introduces a new issue unrelated to the terms of the motion.

## Appendix B

### Protocol for Reporting and Commentating on public Council Meetings Agreed at 27 November 2014 Council

#### I. Introduction.

(a). By virtue of the Openness of Local Government Bodies Regulations 2014 (“the Openness Regulations”), members of the public are entitled to report on meetings of the Council, the Executive and all other Committees and meetings to which the public have access.

(b). Reporting is not permitted where the public have been excluded from a particular meeting, or part of a meeting as permitted by law (for example to protect confidential information) and other restrictions apply to protect those individuals who do not wish to be recorded.

(c). For the purposes of the Openness Regulations, “reporting” means:

- filming, photographing or making an audio recording of the proceedings of the meeting.
- using any other means for enabling persons not present at the meeting to see or hear proceedings at a meeting as it takes place
- reporting or providing commentary on proceedings at a meeting orally or in writing, so that a report or commentary is available as the meeting takes place or later if the person is not present (note however that in accordance with paragraph 2.(d)(iii) below there is to be no **oral** reporting or commentary on a meeting as it takes place by a person present at the meeting).

(d). Any person attending a meeting (including Councillors) must, so far as is practicable, be afforded reasonable facilities for reporting and may use any communication method (eg the Internet), including social media sites such as Facebook or Twitter , to publish, post or otherwise share the results of their reporting activities. Subject to this Protocol, publication and dissemination may take place in the meeting or afterwards.

#### 2. The Protocol.

The following Protocol sets out how reporting and commentating will be managed by the Borough Council of Kings Lynn and West Norfolk (“the Council”).



(a). Although there is no requirement so to do, it would be very helpful to the Council if persons wishing to record proceedings (or any part thereof) would notify the Councils Democratic Services Team (telephone number ) in advance of the meeting. That will assist the Council to make reasonable arrangements to accommodate the requirements of those wishing to record.

(b). At the start of the meeting, the Chairman will remind all present that recordings may be made in accordance with the Openness Regulations.

(c). The Chairman will make it clear that whilst the Council respects the right to record and communicate, the right must be exercised reasonably and having regard to the need for the orderly conduct of business at the meeting.

(d). To ensure that this objective is achieved, the following criteria will be adopted:

(i). Persons should remain seated whilst they are recording. Walking around the meeting room whilst recording will not be permitted.

(ii). If other members of the public present express a wish not to be filmed or photographed whilst they are speaking, this request should be respected.

**(iii) No oral reporting or commentary of the meeting be permitted on the meeting as it takes place by any person who is present at the meeting.** This restriction is imposed to avoid noise which could otherwise disrupt the meeting.

(iv) If in the opinion of the Chairman, any other behaviour or activity is taking place which in his/her opinion is preventing the orderly conduct of business at the meeting (for example, the use of flash photography), the Chairman will exercise his/her discretion to adjourn the meeting.

(v) To avoid the possibility of accidents, the Council will not permit the use of electric sockets for electronic equipment

(e). Persons recording are reminded that the right to record whole (or part) of a meeting, extends only to those meetings (or part thereof) that the public are entitled to attend. If the public is lawfully excluded from the meeting at any stage (for example because confidential information is being discussed), the right to record immediately comes to an end for the whole of the period that the meeting is in "private" session.

**FORWARD DECISIONS LIST**

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
20 May 2020						
	Future High Streets – Stage 2 bid for funding	Key	Cabinet	Business Development		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)

<b>Date of meeting</b>	<b>Report title</b>	<b>Key or Non Key Decision</b>	<b>Decision Maker</b>	<b>Cabinet Member and Lead Officer</b>	<b>List of Background Papers</b>	<b>Public or Private Meeting</b>
16 June 2020						
	Scrutiny and the Executive Protocol	Non	Council	Leader Chief Executive		Public
	Standing Orders Review	Non	Council	Leader Chief Executive		Public
	Climate Change Policy	Non	Council	Exec Dir – G Hall		Public
	Southend Road and Hunstanton Bus Station	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person

						(including the authority)
	Parkway	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Anti Money Laundering	Non	Cabinet	Leader Chief Executive		Public
83	KLIC – Building Management	Non	Cabinet	Business Development Asst – Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Hardship Relief	Key	Council	Chief Executive		Private

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
4 August 2020						
	Major Housing Project 2	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of

						any person (including the authority)
	Strategic Property Acquisition	Key	Cabinet	Corporate Projects and Assets Asst Dir – M Henry		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)
	Update to the Major Project Board Terms of reference	Non	Cabinet	Leader Asst Dir – M Henry		Public
84	Salters Road, King's Lynn	Key	Council	Project Delivery Asst Dir – D Gagen		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
22 September 2020						
	Lynnsport one	Key	Council	Project Delivery Asst Dir – D Gagen		Private - Contains exempt Information under para 3 – information relating to the business affairs of any person (including the authority)



## CORPORATE PERFORMANCE PANEL WORK PROGRAMME 2020/2021

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
3 June 2020	Procurement Awareness	Update	T Hague	To provide an update.
3 June 2020	Cabinet Report: Proposed virtual meeting SO amendments	Cabinet	A Baker	
3 June 2020	Q3 2019/2020 Corporate Performance Monitoring Report	Monitoring	H Howell	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 2020	Council Tax Support 2021/2022 – Draft Scheme for Consultation		J Stanton	The Panel to consider the draft scheme for consultation.
22 July 2020	Update on the Refit Project	Update	N Gromett	To receive an update on the Refit project.
22 July 2020	Review of the Planning Sifting Panel	Review	S Ashworth	
22 July 2020	Corporate Performance Monitoring – Target setting for 2020/21	Monitoring	H Howell	To review and suggest any new targets.
22 July 2020	Cabinet Report: Draft Scrutiny and Executive Protocol	Policy Development		

DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
22 July 2020	Cabinet Report: Review of Standing Orders and Articles	Policy Development		
2 September 2020	<b>Exempt Report</b> Hunstanton Sailing Club	Annual Update		The Panel to receive a report from the Representative of Hunstanton Sailing Club/Borough Council's Representative (Councillor C Rose).
2 September 2020	Recording of Meetings			To receive a report on the options for recording meetings.
2 September 2020	Review of Election Process	Review	A Barrett	
7 October 2020	Formal Complaints against the Borough Council 1 April 2019 – 31 March 2020  The number of compliments received also to be reported.	Annual	Assistant to the Chief Executive	Report to be published on the Borough Council.
7 October 2020	Q1 2020/21 Corporate Performance Monitoring Report	Monitoring	H Howell	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
7 October 2020	Annual Sickness Monitoring Report	Annual	B Box	For information only
7 October 2020	Employment Monitoring Figures – Annual Report	Annual	B Box	For information only
11 November 2020	Annual Communications Update	Annual Update	S Clifton J Hillard A Howell	To provide the Panel with an annual update.
11 November 2020	Council Tax Support 2021/2022		J Stanton	The Panel to consider the final scheme.
6 January 2021	Q2 2020/21 Corporate Performance Monitoring Report	Monitoring	H Howell	To review the report and in particular the Action Report. Members are also asked to agree the actions outlined in the Action Report.
6 January 2021	Q2 202-/21 Corporate Business Plan Monitoring Report	Monitoring	H Howell	The Panel are invited to review the Q2 2020/21 Corporate Business Plan Monitoring Report.
17 February 2021	Presentation on Improving Attainment in West Norfolk	Annual Update	B Box	To provide an update on the Improving Attainment in West Norfolk.



DATE OF MEETING	TITLE	TYPE OF REPORT	LEAD OFFICER	OBJECTIVES AND DESIRED OUTCOMES
31 March 2021	Q3 2020/21 Corporate Performance Monitoring Report	Monitoring	H Howell	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**

- Nominations to Outside Bodies and Partnerships – Hunstanton Sailing Club Sub-Committee (to be made following Annual Council.
- Town Hall Bar Proposal – N Gromett/M Chisholm will advise of date during 2020.
- Persistent and Vexatious Customers
- Freedom of the Borough (referred from Full Council 28 November 2019)

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### **Post Evaluation Review of Projects**

- Cinema, Corn Exchange