

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

**CORPORATE PERFORMANCE PANEL**

**Minutes from the Meeting of the Corporate Performance Panel held on Wednesday, 2nd September, 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**

**PRESENT:** Councillor J Moriarty (Chair)  
Councillors B Ayres, J Collop, S Dark, A Dickinson, C Hudson, H Humphrey, C Manning, S Nash, C Rose, A Ryves (substitute for Councillor P Beal) and D Tyler

**Portfolio Holders:**

Councillor B Long, Leader,  
Councillor Mrs E Nockolds, Deputy Leader

**Members attending under Standing Order 34:**

Councillors R Blunt, M de Whalley, A Holmes, C Joyce, P Kunes, C Morley and J Rust

**Officers:**

Alexa Baker, Monitoring Officer  
Andrew Barrett, Electoral Services Manager  
Judith Berry, Careline Community Services Manager  
Becky Box, Assistant Director, Central Services  
Lorraine Gore, Chief Executive  
Matthew Henry, Assistant Director, Property and Projects

CP129 **WELCOME AND INTRODUCTIONS**

The Chair informed the Panel that the meeting was being broadcast live on You Tube. The recording of the meeting is available at WestNorfolkBC on You Tube.

The Democratic Services Officer conducted a roll call to confirm attendees.

CP130 **APPOINTMENT OF VICE CHAIR**

**RESOLVED:** Councillor C Manning be appointed Vice-Chair for the meeting.

CP131 **APOLOGIES**

An apology for absence was received from Councillor P Beal.

**CP132 MINUTES**

The minutes of the meeting of the Corporate Performance Panel held on 22 July 2020 were agreed as a correct record.

**CP133 DECLARATIONS OF INTEREST**

Councillors C Manning and S Nash declared an interest in item 10 – Freedom of the Borough as they were both Members of the Borough Council's Standards Committee.

**CP134 URGENT BUSINESS UNDER STANDING ORDER 7**

There was no urgent business.

**CP135 MEMBERS PRESENT PURSUANT TO STANDING ORDER 34**

Councillors R Blunt, M de Whalley, A Holmes, C Joyce, P Kunes, C Morley and J Rust were present under Standing Order 34.

**CP136 CHAIR'S CORRESPONDENCE (IF ANY)**

There was no Chair's correspondence.

**CP137 CALL IN**

There were no call-ins to consider.

**CP138 LILY**

[Click here to view the recording of this item on You Tube](#)

The Panel received a presentation from the Careline Community Services Manager, a copy of which was circulated with the Agenda.

The Careline and Community Service Manager responded to questions in relation to:

- Role of Lily.
- Response to Covid-19.
- Approach being taken if second wave of Covid-19.
- Volunteers in the community.
- Norfolk Vulnerable Hub.

The Portfolio Holder and the Chair on behalf of the Panel thanked the Careline Community Services Manager for an interesting and valuable presentation.

**RESOLVED:** The Panel noted the presentation.

CP139 **REVIEW OF THE ELECTION PROCESS**

[Click here to view the recording of this item on You Tube](#)

The Panel received a presentation from the Electoral Services Manager, a copy of which is attached to the minutes.

The Electoral Services Manager responded to questions in relation to:

- Annual canvass.
- Process to call a parish council by-election.
- Requests for register.
- Postal votes.
- Electoral Registers for each ward and regular updates being available for all Councillors.
- Election deposits.
- Explanation of a marked register at a polling station.
- Timetable for elections.
- Meeting with Agents once an election had been called.

**RESOLVED:** 1) That the presentation be noted.

2) The Electoral Services Manager send an email to all Councillors informing them upon request they can receive a full register for their ward(s), together with regular updates.

CP140 **FREEDOM OF THE BOROUGH**

[Click here to view the recording of this item on You Tube](#)

The Chair explained that the Notice of Motion had been referred to the Corporate Performance Panel for consideration by Council at its meeting on 28 November 2019.

The Chair invited Councillor J Rust to present the Notice of Motion to the Panel.

The Panel debated the current criteria as set out in the report and the suggested criteria set out in the Notice of Motion.

The Leader addressed the Panel and outlined the position of recipients of the award in previous years. The Leader also provided information on other awards which may be more appropriate to nominate a person

for, for example, the Mayor's Business Awards and the Volunteers Award.

Councillor Joyce addressed the Panel under Standing Order 34.

The Panel highlighted the importance of maintaining the elite award, but that nominations should be considered in a fair and transparent way,

The Chair proposed that a non-political small information working group be set up to consider criteria for such an award and outlined draft terms of reference and suggested four meetings be held before reporting back to the Panel.

The proposal was seconded by Councillor Ayres and agreed by the Panel.

**RESOLVED:** The Panel would set up a non-political informal working group - Councillors B Ayres, S Dark, A Dickinson, C Hudson and S Nash.

CP141 **CABINET REPORT: REVIEW OF STANDING ORDERS AND ARTICLES**

[Click here to view the recording of this item on You Tube](#)

The Monitoring Officer presented the report and responded to questions in relation to:

- 12.15 Urgent Decisions (what constituted an urgent decision, should the Leader of the Opposition be involved.).
- 24 Dismissal.
- 29 and Article 6 Scrutiny and Overview Bodies and the Audit Committee.

Councillor Joyce addressed the Panel under Standing Order 34.

The Chair invited the Panel to contact the Monitoring Officer with any spelling mistakes or grammatical errors to be corrected before the report was presented to Cabinet.

The Panel proposed that the Monitoring Officer amend the report to ensure consistency prior to being considered by Cabinet on 22 September 2020. The amended report to be circulated to the Panel prior to the Cabinet meeting.

**RESOLVED:** The Panel recommended the report to Cabinet.

CP142 **CABINET REPORT: SCRUTINY AND THE EXECUTIVE PROTOCOL**

[Click here to view the recording of this item on You Tube](#)

The Monitoring Officer presented the report.

There were no questions from the Panel.

**RESOLVED:** The Panel recommended that the Scrutiny and Executive Protocol be adopted by the Council.

CP143 **CABINET FORWARD DECISIONS LIST**

[Click here to view the recording of this item on You Tube](#)

The Chair invited Members to forward any items for consideration at the sifting meeting.

CP144 **WORK PROGRAMME**

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The Panel noted the work programme.

The Chair invited Members to forward any items for consideration at the sifting meeting.

CP145 **DATE OF NEXT MEETING**

[Click here to view the recording of this item on You Tube](#)

The next meeting of the Corporate Performance Panel will take place on 7 October 2020 at 3 pm on Zoom.

CP146 **EXCLUSION OF PRESS AND PUBLIC**

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**RESOLVED:** That under Section 100(A)(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Schedule 12A to the Act.

The Panel adjourned at 4.51 pm and reconvened at 4.57 pm.

CP147 **EXEMPT REPORT: HUNSTANTON SAILING CLUB - ANNUAL UPDATE**

The Panel received the Annual Update report from the Borough Council's appointed Observer, Councillor Rose.

The Chair thanked Councillor Rose for the update report.

**RESOLVED:** The annual update report be noted.

CP148 **EXEMPT: CABINET REPORT: KLIC SETTLEMENT AGREEMENT AND REPAYMENT PLAN**

The Assistant Director, Property and Projects presented the report and responded to questions from the Panel and those Members attending under Standing Order 34.

**RESOLVED:** 1) The Panel supported the recommendations to Cabinet as set out in the report.

2) The Panel receive an update report on a quarterly basis from the Assistant Director, Property and Projects.

**The meeting closed at 5.33 pm**

# Electoral Services

Corporate Performance Panel  
2 September 2020

**Andrew Barrett** Electoral Services Manager

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



# Agenda

- **Electoral Services Team**
- **What do we do?**
- **Election types**
- **Funding**
- **Budgets**
- **Staff fees**
- **Typical election timetable**
- **Recruiting Staff / Election training**
- **Election day / The count**
- **Afterwards**
- **Future Elections**
- **What else do we do (other than elections)?**

Electoral Services

Borough Council of  
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# Electoral Services Team

**Andrew Barrett**  
Electoral Services Manager

**Jenna Pell**  
Electoral Services Officer

**Wendy Browne**  
Electoral Officer (Registrations)

**Tony Yates**  
Electoral Officer (Elections)

**Sue Gay**  
P/T Electoral Services Admin Assistant

Electoral Services

Borough Council of  
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# What do we do?

- **Responsible for organising & delivering elections and referenda**
- **Create and maintain the 'Register of Electors'**
- **Current electorate of 118,012**
- **Open Register**
- **Annual Canvass**
- **Boundary reviews**
- **Polling district / station reviews**
- **Parish Councils**



# Election Types

- **Parliamentary General elections**
- **Local elections (Borough & County Council)**
- **Parish Council elections**
- **Police and Crime Commissioner elections**
- **Neighbourhood Planning Referenda**
- **Other Polls / Referenda**



# Election funding

Election type	Funder
Parliamentary	UK Government
Local Government	Local Authority
Police & Crime Commissioner	UK Government
Parish	Parish Council
Other Polls	Requester

- **Staffing**
- **Poll Cards / Postal votes / Ballot Papers**
- **Hire of premises for polling stations & count venues**
- **All other associated costs**

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# Electoral Registration funding

## Provided by BCKLWN

- Staffing costs for the core team
- Postage / Printing
- Canvassing
- Publicity



# Election budgets

## North West Norfolk – Parliamentary General Election 2019

- **£133,846 (prescribed by Cabinet Office)**
- **75% received up-front**
- **Claim form later submitted**



# Election day / Count (hierarchy, numbers, security)

- **Returning Officer (LG)**
- **Deputy Returning Officers (DG, SW, AB)**
- **10 Polling Station inspectors (covering 104 stations)**
- **Presiding Officer / Poll Clerk(s)**
- **Counting Supervisor / Counting Assistants**
- **Control Table**
- **General Staff**
- **Security employed at two Polling Stations and the Count Venue**

# Election staffing fees (Norfolk) from 1 April 2020

<b>Polling Staff</b>	<b>2019/2020 (£)</b>	<b>2020/2021 (£)</b>
Presiding Officer (single election)	215.00	228.00
Presiding Officer (joint election)	250.00	265.00
Poll Clerk	145.00	154.00
Polling Station Inspector (responsible for up to 10 stations)	250.00	265.00
<b>Training Fees</b>		
Trainer (per session)	150.00	No change
Election staff (face to face training)	50.00	No change
<b>Counting Staff (per hour)</b>		
Count Supervisor fee (day)	20.00	No change
Count Supervisor fee (evening, weekend, bank-hol)	25.00	No change
Counting Assistant (day)	10.00	No change
Counting Assistant (evening, weekend, bank-hol)	15.00	No change



# Typical Local election timetable

Event	Working Days before poll
Publication of notice of election	Not later than 25 days
Delivery of nomination papers	From NOE to 4pm on 19 <sup>th</sup> day before election
Publication of statement of persons nominated	Not later than 18 days (4pm)
Deadline for receiving applications for registration	12 Days
Deadline for receiving new postal/proxy applications	11 Days (5pm)
First date electors can apply for lost/spoilt postal vote	4 days
<b>Polling Day</b>	<b>0 (7am to 10pm)</b>
Deadline for emergency proxy applications / lost PV	0 (5pm)
Delivery of election expenses return	Not later than 35 calendar days after declaration of result

# Recruiting election staff

- **Polling Station appointment form**
- **Acceptance of appointment**
- **Training confirmation date/time**
- **Proof of eligibility to work in UK**
- **Fees and expenses claim form**



# Postal votes

- **Majority opened before election day**
- **Candidates / Agents can attend all opening sessions**
- **Signature / DOB**
- **Stored securely & counted at the Count Venue**



# Election staff training

- **Face to face (all PO's and PC's)**
- **Powerpoint presentation provided by Electoral Commission**
- **Presiding Officers are provided with handbook**
- **Collection of Ballot Boxes & Stationery**



# Afterwards

- **Staff Payments**
- **Candidate Expenses**
- **Returns of candidate deposits**
- **Marked Registers**
- **Nomination Papers**
- **Ballot Papers / Postal vote statements / Corresponding Numbers list**
- **Review**

# Future elections

- **Police and Crime Commissioner (6 May 2021)**
- **County Council (6 May 2021)**
- **Parish by-elections (6 May 2021)**
- **Neighbourhood Planning Referenda (TBC)**
- **BCKLWN Local & Parish elections (May 2023)**
- **Parliamentary General election (May 2024)**



# What else do we do (other than elections)?

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# Annual Canvass

- **Annual Exercise** (statutory requirement)
- **Identify changes / new registrations**
- **New Canvass Reform 2020**

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# Postal Vote refresh

- **Annual exercise** (statutory requirement)
- **Identify applications held for 5 years**
- **Elector has to supply a new signature**



# Boundary review(s)

- **County Council** (15 Sept – 23 Nov)
- **Parliamentary**



# Polling District / Polling Place Review

- **Next review is scheduled to take place between October 2023 - January 2025**

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# Parish Councils

- **Casual Vacancies**
- **List of current Parish Councillors**
- **Election requests**

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# End of presentation

## Any other questions?

